Student Handbook 2017-2018

including the Student Code of Conduct and selected University Policies

SOUTHEASTERN
LOUISIANA UNIVERSITY

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STUDENT HANDBOOK
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The information, policies, and procedures outlined in this handbook are accurate at the time of publication, but subject to change at any time without prior notification. For accurate and up-to-date information visit Southeastern's website at www.southeastern.edu, contact the Office of Public Information, watch The Southeastern Channel, listen to KSLU 90.9FM, or read The Lion's Roar newspaper.

This handbook is designed and published by the Department of Student Publications, a part of the Division for Student Affairs at Southeastern Louisiana University.

Student Code of Conduct

ARTICLE I: PURPOSE

Southeastern Louisiana University, in pursuit of its educational mission, seeks to teach students citizenship, to value others and respect community. The University affirms that students, upon enrollment, do not lose the rights of, nor are they exempted from, fulfilling the obligations and duties of citizens. Students have the responsibility to familiarize themselves with the Student Code of Conduct and with University policies including, but not limited to, those pertaining to harassment, computer use, academic dishonesty, and traffic regulations. Students are expected to conduct themselves in a manner which supports the educational mission and functions of the University, as well as to comply with all federal, state, and local laws, and all applicable University policies.

The University reserves the right to change the Student Code of Conduct at any time during the academic year. It is each student's responsibility to keep informed and comply with the Student Code of Conduct as well as other published rules and policies. A current copy of the Student Code of Conduct can be found at www.southeastern.edu/studenthandbook. For additional information regarding the Student Code of Conduct Standards contact the Southeastern Louisiana University Office of Student Advocacy and Accountability at (985) 549-2213.

Revised July 26, 2017

ARTICLE II: DEFINITIONS

The following definitions apply to terms and or phrases used in Southeastern Louisiana University Student Code of Conduct:

A. The term "University" means Southeastern Louisiana University.

B. The term "student" includes all persons taking courses at the University whether full time, part-time, dually enrolled, visiting, online, for non-credit, or pursuing undergraduate, graduate, professional studies or non-degree seeking. Also included are those who attend post-secondary educational institutions other than Southeastern Louisiana University and who reside in University residence halls. This Student Code also applies to all persons taking courses at satellite locations of the University.

C. The term "organization" and/or "student organization" means any number of persons who have complied with the formal requirements for University recognition. These terms are interchangeable with the term "student" as it relates to all areas of the Student Code of Conduct unless otherwise stated. In other words, student organizations will be held responsible for abiding by the Student Code of Conduct as if they were individual students and are subject to all regulations and sanctions herein stated.

D. The term "faculty member" means any person hired by the University to conduct classroom or academic activities.

E. The term "staff member" means any person hired by the University to work and/or perform administrative or other responsibilities.

F. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.

G. The term "member of the University community" includes any person who is a student, faculty member, staff member, University official or any other person employed by or associated with the University. A person's status in a particular situation shall be determined by the Vice President for Student Affairs or the Chief Student Conduct Officer.

H. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks), either on the main campus or at satellite sites.

I. The term "Conduct Authority" means those persons designated by the Vice

President for Student Affairs to administer of the Student Code of Conduct. The Conduct Authority serves as Hearing Officers and Hearing Board Advisors. Nothing shall prevent the Vice President for Student Affairs from authorizing the Conduct Authority from imposing sanctions in all cases. The Conduct Authority consists of three types of conduct officers:

1. The term "Chief Student Conduct Officer" or Director for the Office of Student Advocacy and Accountability (OSAA) means that person designated by the Vice President for Student Affairs who is primarily responsible for administration of the Student Code of Conduct.

2. The term "Assistant Director of OSAA" means that person designated by the Vice President for Student Affairs and reports to the Chief Student Conduct Officer who is responsible for administration of the Student Code of Conduct.

3. The term "Residential Conduct Officer" means that person designated by the Director of University Housing who is responsible for administration of the Student Code of Conduct as it applies to on-campus residents who are involved in incidents that occur within the facilities and do not rise to the level of possible expulsion or suspension from the University.

J. The term "Hearing Board Advisor" means the professional staff person designated by the Vice President for Student Affairs who serves in an advisory capacity to a hearing board.

K. The term "hearing body" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct. There are two types of hearing bodies: (1) a Hearing Officer, and; (2) a Hearing Board.

1. The term "Hearing Officer" or "Administrative Hearing Officer" means a University official authorized to administer the Student Code of Conduct, its corresponding administrative procedures, and to impose sanctions upon students found to have violated the Student Code of Conduct. Examples of Hearing Officers include, but are not limited to, the Chief Student Conduct Officer, the Assistant Director of OSAA, the Director of University Housing, and/or Residential Conduct Officers. Nothing shall prevent the Vice President for Student Affairs from authorizing a University Official to serve in the role of "Hearing Officer" or "Administrative Hearing Officer".

2. Hearing Boards include:

a. Student Conduct Hearing Board: A committee of students and faculty and/or

staff members who hear discipline cases. This hearing board is authorized to determine whether a student and/or a student organization have violated the Student Code of Conduct and to recommend the imposition of sanctions. The board consists of at least two but no more than four members and a Chairperson (who votes only in case of a tie).

b. Administrative Hearing Board: A group of faculty and/or staff who are appointed by the Vice President for Student Affairs, the Chief Student Conduct Officer, or designee to serve as the hearing body. The board consists of at least two but no more than four members and a chairperson (who votes only in case of a tie). An Administrative Hearing Board may be used in cases including, but not limited to those involving: scheduling difficulties, such as when a hearing is scheduled between academic semesters or during final examination periods; the sensitive nature of an incident, such as cases of alleged sexual harassment where a party involved is concerned with issues of confidentiality, and/or; other cases where the Vice President for Student Affairs, the Chief Student Conduct Officer or designee determines an administrative hearing is appropriate to the incident.

L. The term "Mediator" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs, the Chief Student Conduct Officer or designee to conduct an alternative dispute resolution process in cases where both parties agree to work to resolve an incident in a setting less formal than a hearing.

M. The term "Complainant" means any member of the University community who submits a charge alleging that a student violated the Student Code.

N. The term "Respondent" means any student accused of violating this Student Code.

O. The term "Sanction" means any type of corrective or restorative action intended to remediate a violation of the Student Code of Conduct.

P. The term "Witness" means anyone who has first hand knowledge of an incident. Witnesses play a voluntary role and may decline any involvement in the disciplinary process. Both the Complainant and Respondent shall have the right to call witnesses. Although both the complaining and responding parties are responsible for requesting the support of their own witnesses, nothing shall prevent the Chief Student Conduct Officer, the Assistant Director of OSAA, the Director of University Housing, the Residential Conduct Officer or designee from calling witnesses.

Q. The term "Administrative Discipline Conference" or "Discipline Conference" means a meeting between the student and the appropriate hearing officer. At that conference the Student Code of Conduct and applicable administrative procedures are discussed.

R. The term "shall" is used in the imperative/mandatory sense.

S. The term "may" is used in the permissive sense.

T. The term "policy" is defined as all written regulations of the University.

U. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) and/or other violations as defined by University policies.

V. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes stealing and passing off the ideas and/or words of another as one's own; using a created production without crediting the source; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and/or other violations as defined by University policies.

ARTICLE III: CONDUCT AUTHORITY

A. The Conduct Authority shall determine the composition of hearing bodies.

B. The Vice President for Student Affairs and the Conduct Authority shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code of Conduct.

C. An Administrative Hearing Officer, Residential Conduct Officer, and/or a Hearing Board determines if a student or student organization is responsible for a breach of the Student Code of Conduct and any other University policy regarding student behavior. Hearing Boards recommend sanctions to the Conduct Authority. The only authority who can determine sanctions (as opposed to recommending those sanctions) is the Conduct Authority, and/or the administrator who hears the appeal.

D. As a rule, all incidents which may result in suspension or expulsion from the University will be referred, after an initial disciplinary conference, to a Student Conduct Hearing Board or an Administrative Hearing Board. However, should the accused take responsibility for the alleged violation and choose not to proceed to a hearing board or panel, the Vice President for Student Affairs, the Conduct Authority, or designee may choose to honor the request. The request must be in writing and signed by the respondent.

E. Decisions made by a hearing board and/or hearing officer shall be final, pending normal appeal procedures.

F. After an initial contact with an administrative hearing officer, a mediator may be designated as arbitrator of a dispute within the campus community in cases where both parties agree to this alternative resolution. Both parties must agree to mediation and to be bound by the decision with no right of appeal. If the parties do not uphold the mediated agreement; if the parties do not appear at the designated mediation session; or, if the incident cannot be resolved in the mediation, the case may be resolved through a hearing. No case involving sexual misconduct or an act of violence shall be resolved through mediation.

ARTICLE IV: PROSCRIBED CONDUCT

A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises, at University sponsored activities, or off-campus conduct that adversely affects the University Community and/or has a detrimental impact on the University's educational function.

B. Conduct - Standards and Regulations

Any student found to have committed an act of misconduct, including but not limited to the following illustrations of misconduct, is subject to disciplinary action:

1. Acts of dishonesty. Acts of dishonesty are any form of fraudulent behavior.

Acts of dishonesty includes but is not limited to: •all other forms of academic dishonesty such as cheating or plagiarism; •furnishing false information; •forgery, alteration, unauthorized possession, or misuse of University documents, records, or instruments of identification (including faculty materials related to the educational process); •tampering with the election of any University-recognized student organization or University-recognized event; •ineligible association in a student organization or University-recognized event; •collusion; •writing checks to the University on a closed account or on accounts with insufficient funds; •knowingly performing, attempting to perform, or assisting another in performing any acts of academic dishonesty, cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action. Stealing, buying, or otherwise obtaining all or part of a non-administered test or academic document including, but not limited to: practice test, study guide's, lab reports; selling or giving away or engaging in bribery to get all or part of a non-administered test or academic document (practice test, study guides, lab reports) or any information about it is prohibited.

2. Disorderly conduct. Disorderly conduct is disruptive, lewd, indecent behavior or conduct which disrupts University functions.

Disorderly conduct includes all unruly behavior including but not limited to: •conduct which is a breach of peace; •obstructing the flow of pedestrian or vehicular traffic; •conducting a campus demonstration which disrupts the operations of the University and infringes on the rights of other members of

the University community; •creating excessive noise or aiding, abetting, or procuring another person to breach the peace; •interfering with the duties of a student, faculty/staff member or university official; •smoking in non-designated areas; •bringing a guest, to any classroom setting without the prior authorization; •withholding information vital to any investigation carried out by an authorized agent of the University; •malfeasance of office in a student organization; •any unauthorized use of devices to make an audio or video record of any person without his or her prior knowledge or consent; •inappropriate use of coasting devices (skateboards, roller blades, bicycles, and similar wheeled devices) including but not limited to: riding on rails, curbs, benches, or any such fixtures that may be damaged by these activities.

3. **Abusive conduct.** Abusive conduct includes all forms of harassment, abusive, and violent behavior.

   Abusive conduct includes all offenses which create an intimidating or offensive academic, work, or campus environment including but not limited to: •engaging in, attempting any form of physical abuse injurious to oneself, to another or to a group of people; •threatening, intimidating, humiliating, coercing, and/or harassing in a manner which causes another person or group of people to be reasonably apprehensive; •endangering the health or safety of oneself or another person; •stalking; •bullying; •acts of bias; •abuse or harassment involving the use of telecommunications, computer equipment, and/or social media; •hazing as defined by Hazing Policy in the Student Handbook.

4. **Sexual misconduct.** Sexual misconduct is sexual harassment, abuse, assault; and/or any form of sex discrimination prohibited by Title IX. The is defined in the Student Handbook. The link below provides a full definition:

   http://www.southeastern.edu/resources/policies/policy_detail/sexual_misconduct.html

5. **Endangerment.** Endangerment involves endangering another's or one's own physical well-being.

   Endangering behavior includes, but not limited to: •conduct that threatens or endangers the health or safety of oneself, another, or a group of people; •compromising the security of a residence hall or other university facility; •unsafe operation of a motor vehicle on University premises; •unsafe behavior including, but not limited to riding bicycles, skateboards, roller blades, paintball games/wars, and/or kicking or playing ball unsafely and/or in unauthorized areas on campus.

6. **Use of drugs.** Use of drugs is the use, consumption, possession, manufacture, furnishing, procuring, purchasing, sale, and/or distribution of any form of drugs except as expressly permitted by law.

   Use of drugs includes but not limited to: illicit drugs, narcotics, or other controlled substances; •synthetic drugs (including but not limited to marijuana, incense, bath salts, and other manufactured drugs); •drug paraphernalia (including but not limited to hookahs and other smoking devices, weights, scales, and rolling papers); •operating or attempting to operate a motor vehicle while under the influence of drugs.

7. **Use of alcohol.** The use of alcohol is the use, consumption, possession, manufacture, purchasing, sale, furnishing and/or distribution of alcoholic beverages on University property or at any of its activities (whether on or off-campus) except as expressly permitted by University regulations and the law.

   The use of alcohol includes but not limited to: •unauthorized use, consumption, possession; •use, consumption, possession and/or purchasing of alcoholic beverages by persons under twenty-one (21) years of age either through action or inaction; •furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty-one (21) years of age; •operating or attempting to operate a motor vehicle while under the influence of alcohol; •public intoxication on University property; •failure to properly register events involving alcohol, as required by the University Alcohol and Drug Policy; • violations as noted in the University Alcohol and Drug Policy.

8. **Abuse of property.** The abuse of property includes all forms of property abuse.

   Abuse of property includes but not limited to: •attempted or actual theft, unauthorized possession; •malicious misuse, or destruction of property; •damaging and/or vandalizing property; •unauthorized possession, duplication, or use of keys to any University premises; •unauthorized use of University premises; •unauthorized use of University names and images; •unauthorized possession of animals on campus; •smoking on campus; •unauthorized chalking; •littering, dumping, posting, and/or distribution of unauthorized materials.

9. **Trespassing.** Trespassing is unauthorized presence on, in, or within any building or property owned or operated by the University; and/or, unauthorized visitation in a University residence hall including violations of established open house and/or closing hours.

10. **Weapons violation.** A weapons violation includes the possession or use of

weapons.

Weapons violations include but are not limited to: •possession or use of guns, and other firearms and knives with blades longer than five inches on University property; •any illegal or unauthorized possession, use, or threatening the use of firearms, knives, other weapons, or dangerous chemicals; •other violations in weapon policy or as defined by the Board of Supervisors of the University of Louisiana System Policies and Procedures (http://www.ulsystem.net/assets/docs/searchable/boards/Chpt_2_XXV_Weapons_on%20Campus.pdf).

11. **Explosives violation.** An explosives violation includes the possession or use of explosives is any unauthorized possession or use of explosives including but not limited to: •threatening the use of explosives, bombs or incendiary devices, except as required for classroom instruction; •and/or, use of ammunition, fireworks and/or firecrackers without official University permission.

12. **Abuse of computers and other technology.** Abuse of computers and other technology is all forms of technology abuse.

Abuse of computers and other technology includes but is not limited to: •sending or posting obscene or abusive messages through electronic means; •unauthorized entry into a file, to use, read, change the contents, transfer, or for any other purpose; •misrepresentation of self or a student organization through computer or electronic means; •unauthorized use of another individual's identification and/or password; •use of computers and other technology to interfere with normal operation of the University computing system, the work of another member of the University community, or to harm a member of the University community; •all other violations as noted in the University policy on computer use.

13. **Safety violation.** A safety violation involves interfering with safety regulations, emergency evacuations, and/or equipment.

Safety violations include but are not limited to: •failing to leave a building or area during emergency evacuation, hindering another's exit during an alarm or evacuation; •tampering, or attempting to tamper with fire/safety equipment; •intentionally aiding, encouraging or starting a fire unless approved for academic purposes by the Vice President for Student Affairs or designee; •causing a fire on campus because of negligence; •possessing flammable liquids, burning candles, oil lamps, incense or other flammable items or substances that produce an offensive odor, in any building owned by the University, except as required for classroom instruction; •failing to park

bicycles in designated bike areas; •possession and/or use of any equipment not approved for use in your residential facility.

14. **Violation of other published University policies, rules, or regulations.** Violation of other published University policies, rules, or regulations includes any failure to adhere to any published University policy. To view a full list of University Policies, please visit this link: www.southeastern.edu/policies

15. **Violation of federal, state, and/or local laws.** A Violation of federal, state, and/or local laws involves any conduct on University premises or at University-sponsored or supervised functions which constitutes a violation of a federal, state, or local law; •and/or, illegal activity occurring away from campus resulting in arrest, prosecution, or the imposition of the penalty prescribed by the federal, state, or local law where such violations have an adverse effect on the educational mission of the University.

16. **Failure to comply.** Failure to comply is any refusal to comply with the directions of a University official in the performance of his/her duties.

    Failure to comply includes but is not limited to: •failing to identify one's self; •failing to respond to a disciplinary conference and/or a hearing summons; •failing to complete any sanction given by a hearing body or University official; •failing to meet financial obligations incurred by the student to the University.

17. **Abuse of the campus discipline system.** Abuse of the campus discipline system involves interfering with the disciplinary process.

    Abuse of the campus discipline system includes but is not limited to: •attempting to discourage an individual's proper participation in, or use of, the campus discipline system; •falsification, distortion or misrepresentation of information before a hearing body; •disruption or interference with the orderly conduct of a campus disciplinary proceeding; •knowingly initiating campus discipline procedures without cause; •attempting to influence the impartiality of a member of a hearing body prior to, and/or during the course of a campus disciplinary proceeding; •harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a campus disciplinary proceeding; •influencing or attempting to influence another person to commit an abuse of the campus discipline system.

C. Violation of Law and University Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may

be taken and sanctions imposed for grave misconduct which has a detrimental impact on the University's educational function.

2. Students may be accountable to both external authorities and to the University for acts that constitute violations of federal, state, or local laws and this code. At the discretion of the Vice President for Student Affairs or the Chief Student Conduct Officer disciplinary proceedings will continue normally regardless of pending administrative, civil or criminal proceedings arising out of the same or other events. The outcomes of disciplinary proceedings will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are pending.

3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a hearing body under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty/staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE V: STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The University affirms the following student rights and privileges in disciplinary proceedings:

1. To be informed of the Student Code of Conduct and its corresponding procedures;
2. To petition for redress of a grievance arising from an incident which violates University policy and/or the Student Code of Conduct. Any member of the University community may file a discipline charge or complaint against a student when that person believes the student has violated any University policy;
3. To receive notice of any alleged violations of University policy and/or breaches of the Student Code of Conduct;
4. To have the benefit of an opportunity to be heard by an impartial Hearing Board or Hearing Officer in addressing an allegation/s of a violation of University policy;
5. To have an advisor, including an attorney, present in a disciplinary conference and/or hearing. Advisors may not participate directly in a disciplinary conference and/or hearing process nor may an advisor address any participant in the disciplinary conference and/or hearing process other than the student the advisor represents;
6. To examine evidence to be used against him or her at the administrative discipline conference or prior to a formal hearing;
7. To view the list of witnesses against him or her at the administrative discipline conference or prior to a formal hearing.

B. Victim's Rights

The University affords additional rights to student victims of acts of violence and harassment (i.e. such as sexual assault, rape, physical assault, hazing, sexual harassment, and stalking) in disciplinary proceedings:

1. To be informed of available accommodations both on and off campus (i.e. notified of available counseling, changing academic and living arrangements);
2. To have a campus no contact order against the alleged student;
3. To have a hearing board comprised of representatives of both genders;
4. To have unrelated past behavior excluded from the hearing (i.e. irrelevant prior

sexual history);

5. To testify with special accommodations (i.e. by phone, behind a screen, video, etc.);
6. To have no direct contact with the accused student during the hearing (i.e. questions from the accused student would be posed through the Board Chairperson and then relayed to the victim);
7. To provide questions to the Board Chairperson prior to or during the hearing that she/he may incorporate those into questioning the accused student;
8. To be informed of the names of all witnesses who will be called to give testimony;
9. To have an advisor present at all proceedings; in cases of Title IX offenses Confidential Advisor may be requested;
10. To request a recess during the hearing;
11. To be informed of outcome of the discipline process, simultaneously with the responding party;
12. To appeal the Hearing Board's decision as defined in Article VII, Section A of the Code of Student Conduct.

C. Student Responsibilities

The following responsibilities represent the standard of conduct at the University:

1. To maintain a level of behavior consistent with the mission of the University;
2. To observe the laws of local, state, and federal government;
3. To read, become familiar with, and adhere to University policies;
4. To respect the personal and property rights of others;
5. To stay informed by reading communications from the University.

ARTICLE VI: DISCIPLINARY PROCEDURES

A. Charges

1. Complaints of misconduct against a student may be filed online at www.southeastern.edu/reportit by any member of the University community. Always, call 911 or University Police at 985-549-2222 in the case of an emergency. Complaints shall be prepared in writing and directed to the Office of Student Advocacy and Accountability, or, in violations occurring in the University residential facilities, to the Residential Conduct Officer or designee. In the disciplinary hearing, the complainant (person filing charges) bears the burden of proof. Persons considering filing complaints are encouraged to arrange for a meeting with a Conduct Officer prior to filing complaints to discuss filing and hearing procedures.

   a. The written complaints should include:

      1. Full name, local address, and phone numbers of the complainant, accused, and witnesses, (and whenever possible, "W" numbers);

      2. The specific conduct standard, policy, and/or rule allegedly violated (this may be determined by the conduct officer);

      3. The date, time, location and persons involved in the incident under investigation;

      4. A narrative of the incident describing what occurred;

      5. Copies of pertinent witness statements, police and/or housing reports, along with a list of any other physical evidence (photographs, written documents, items, etc.), to be presented at the hearing; and,

   b. Complaints should be submitted as soon as possible after the incident, preferably within ten (10) working days. Barring unusual or extenuating circumstances, such as sexual misconduct and acts of violence, complaints may not be accepted for incidents which occurred more than 30 working days prior to filing.

2. Students may not avoid campus disciplinary action by withdrawing or graduating from the University. Any complaints/charges or sanctions pending when a student leaves the University must be properly disposed of prior to releasing the student's records or the matter may be adjudicated without the respondent being present. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. Students who receive a disciplinary

sanction involving separation from the University, and/or University housing are reminded that the University's normal refund policy will apply.

3. The Hearing Officer may conduct an investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Hearing Officer.

B. Preliminary Administrative Disciplinary Conference

1. Upon receipt of a properly filed complaint, a staff member of the appropriate conduct office shall notify the accused student by e-mail, regular mail or hand delivery that proceedings have been initiated. The letter indicates a scheduled meeting time with a Hearing Officer, or directs the student to schedule a preliminary/ administrative discipline conference within a specified amount of time. The letter also lists the alleged violation with which the student is being charged. Failure to comply with this directive may result in a full hearing board being scheduled.

2. The purpose of the preliminary administrative disciplinary conference is to provide the student an opportunity to review the alleged offense/s with the Hearing Officer, to examine evidence, to discuss the Student Code of Conduct and the discipline process. Students who do not have a copy of the Student Code of Conduct will be given one in this preliminary meeting or will be directed to an on-line copy. Further, the student and the Hearing Officer will determine if the matter can be resolved through mutual agreement, including, but not limited to, the charges/complaints being rendered null and void; an administrative agreement being signed which indicates the student assumes responsibility for a violation/s of the Student Code of Conduct; or, a referral to mediation. If at the administrative disciplinary conference, the respondent assumes responsibility for an infraction, the student may sign an administrative agreement and waive any further proceedings and/or appeals. If the complaint cannot be disposed of by mutual consent, the matter will be referred to a hearing involving a Student Conduct Hearing Board, an Administrative Hearing Board, or a Hearing Officer.

C. Hearings involving a Hearing Board

In cases which cannot be resolved in an Administrative Disciplinary Conference, and in those incidents which rise to the level of expulsion or suspension from the University or University Housing, the matter will be referred to a Student Conduct Hearing Board, or an Administrative Hearing Board. Hearings involving a hearing board are designed for both the complainant and respondent to present their accounts of an incident.

1. The accused student shall be given written notice of the hearing to inform him/

her of the specific charge(s), of his/her rights as a student, and the date, time, and location of the hearing.

a. Generally, a time set for a hearing will be no fewer than two or more than 15 working days after the student has been notified of the hearing. However, due to the nature of the academic year, if the incident occurs close to the end of a semester, or if the appropriate hearing body cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.

b. Maximum time limits for scheduling hearings may be extended at the discretion of the Vice President for Student Affairs and the Conduct Authority.

c. Notice shall be sent/delivered to the last local/mailing address and/or E-mail account identified on the student's official records, and shall be considered delivered two working days after the letter has been posted.

d. Students are responsible for notifying the University of their current contact information including physical/mailing/electronic addresses. Address changes must be made through the Office of Records and Registration. Failure to notify the University of the current local address, to collect one's mail from one's address, and/or to receive or sign for a discipline mailing does not void the fact that a notice was delivered.

e. Hand delivered notices are considered to be delivered on the date they are given to the student.

2. The purpose of a disciplinary hearing is to determine if the accused student is responsible for violating one or more standards of the Student Code of Conduct, and to recommend any appropriate sanctions. A student is presumed to be not responsible until proven responsible in a disciplinary hearing. The burden of proof shall rest on the complainant.

3. Order of the Hearing

The hearing is structured such that the discussion proceeds in an orderly manner.

Below is the order that the hearing follows:

- The reading of the complaint/charges by the hearing chairperson;
- The entering of pleas by each respondent.
- There are three pleas: Responsible, Not Responsible, and No Plea, which indicates that the student does not know whether or not she/he is responsible, or means

the student is unwilling to say and is allowing the Board to decide.

- Statement of complainant and introduction of evidence;
- Questioning by the respondent and the Board and or the Hearing Board Advisor;
- Statement of the respondent and introduction of evidence;
- Questioning by the complainant and the Board, and the Hearing Board Advisor:
- Statement of the complainant's witnesses, followed by respondent's questions, and, then those of the Board and or the Hearing Board Advisor;
- Statements of the respondent's witnesses, followed by complainant's questions, and, then those of the Board, and or the Hearing Board Advisor;
- Additional questions by the Board, the Hearing Board Advisor, complainant, and/or respondent;
- Closing statements, first by the complainant and then by the respondent;
- Deliberation of the Board;
- Recommendation of the Board to the advisor;
- Notification of the decision and, if necessary, sanctions. Delivery of the notice may be by hand, E-mail, or through the mail.

  a. Closing statements shall be specific to the incident involved and may include any reiteration of previously stated facts, written statements of character by a third party, and/or any other comments involving the case. Closing statements are the final opportunity for the respondent and the complainant to provide any additional information which will facilitate the Board's decision, including recommendations for sanctions. Closing statements may be limited to a specified time constraint at the Board and or the Hearing Board Advisor's discretion.

4. A hearing before a Hearing Board shall be conducted according to the following guidelines:

   a. Hearings normally shall be conducted in private. Only the hearing body/officer, respondent, complainant, their designated advisors, the recorder, and persons identified with the University community as having an educational need to know, may be present for the beginning of the hearing. Each witness will be called into the hearing individually to give testimony. Subject to the approval

of the Hearing Board Advisor and the parties involved, an observer may be admitted, but shall not have the privilege of participating in the hearing. Written requests for a waiver of rights to a private hearing, along with proper documented approval from all parties outlined above, must be submitted to the Conduct Authority at least 48 hours prior to the hearing. Admission of any person to the hearing shall be at the discretion of the hearing body and/or the Hearing Board Advisor. Only the hearing body/officer and persons identified with the University community as having an educational need to know may be present during deliberations.

b. In hearings involving more than one respondent student, the Hearing Board Advisor, at his or her discretion, may permit the hearing concerning each student to be conducted separately.

c. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and the respondent are responsible for presenting their own cases and; therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing body. Written notification of the name and relationship of an advisor to the complainant or respondent must be submitted to the Hearing Board Advisor at least 24 hours prior to the hearing.

d. The complainant, the respondent and the hearing body shall have the privilege of presenting witnesses, subject to questioning. All parties are responsible for notifying their witnesses of the date and time of the hearing. Written notification of the names and relationships of witnesses to the complainant or respondent must be submitted to the Hearing Board Advisor at least 24 hours prior to the hearing.

e. Respondents have the right to remain silent, although present, at disciplinary hearings. They may refuse to answer any question or questions and shall participate in the remainder of the hearing. Remaining silent or refusing to answer questions shall not be construed as an admission of responsibility, or used against the student.

f. Statements given in disciplinary hearings are confidential in nature and may not be discussed outside of the hearing and/or discipline process.

g. Lying or intentionally misleading the Board/Hearing Officer will not be tolerated, and may be referred for disciplinary action.

h. Pertinent records, exhibits and written statements may be accepted as evidence

for consideration by a hearing body at the discretion of the chairperson and/or the Hearing Board Advisor.

i. All procedural questions are subject to the final decision of the chairperson of the hearing body and/or the Hearing Board Advisor.

j. After the hearing, the hearing body shall determine (by majority vote) whether the student violated each section of the Student Code of Conduct the student is charged with violating.

k. Hearing body deliberations to determine responsibility shall be conducted in confidential, closed sessions, as are any sanctioning portions.

l. The hearing body's determination of responsibility shall be made if a preponderance of the information, that is, the facts and information, presented in the hearing are such that the hearing officer or hearing board finds it more likely than not that the respondent is responsible for the offense as charged.

m. Strict rules of evidence do not apply at campus disciplinary hearings. Although first hand testimony is preferable, written statements, hearsay testimony and other evidence are allowed, subject to the discretion of the hearing chair and/or Hearing Board Advisor.

n. Following the final decision of the hearing body, the respondent, will be informed of the determination and recommended sanction, if any, within ten business days. In cases of sexual assault and/or physical violence, the complainant shall also be informed simultaneously of the determination.

5. There shall be a record, usually an audio tape recording, of all hearings before a Hearing Board. Deliberations shall not be recorded. The official hearing record will be a transcription of the audio tape recording. An official hearing record may be made at the expense of the appellant. Students are cautioned that information contained in official hearing records is strictly confidential, and should only be used in matters of campus appeals. The record shall be the property of the University.

6. The Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, indirect questioning, or other means, where and as determined in the sole judgment of the Conduct Authority to be appropriate.

7. Except in the case of a student charged with failing to obey the summons of a hearing body or University official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a hearing body. In all cases, the evidence in support of the complainant(s) charge(s) shall be presented and considered, whether or not the respondent is present.

8. Refer to the specific policy for further details of other University policies.

D. Sanctions

1. The following sanctions, individually or in combination, may be imposed upon any student found to have violated the Student code of Conduct.

   a. Loss of Privileges - removal of specified privileges for a designated period of time, including but not limited to, loss of privileges such as living in university owned housing, room/hall selection, open house, visitation, party registration, guest registration, holding elective or appointive office, pledging or initiation into campus organizations, and/or having motor vehicles, stereos or other equipment on campus. When the designated time period ends, the student is eligible for reinstatement of privileges; however, conditions for reinstatement may be specified in the original sanction.

   b. Fines - the student or group may be assessed an administrative fee at the discretion of the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA, Director of University Housing, or the Residential Conduct Officer. If assessed, the following shall apply:

      - Missed Disciplinary Conferences: $50.00
      - Missed Hearings: $100.00
      - Alcohol: $50.00
      - Damage to Property: Full Restitution
      - Violation of Coasting Policy: $100.00; plus full restitution (if property is damaged)
      - Damage to Oaks/Village Gate Operations: $100; plus Full Restitution
      - Drugs: $100.00
      - Fire Safety: $50.00
      - Littering: $50.00
      - Use of Tobacco Products on Campus: $50.00

- Tobacco Spitting: $50.00
- Repeat Offenses: Doubled
- Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

c. Discretionary Sanctions:

1. Notification of parents and/or guardians;
2. Counseling conference(s);
3. Educational Activities may be assigned to a Student to encourage and facilitate positive behavioral change and developmental growth. These include but are not limited to, attendance/participation at educational programs, academic tutoring in the CSE, creation of documents, and community service.;
4. Evaluation by a member of the University Counseling Center or by a licensed mental health professional based on the review by a member of the University Counseling Center;
5. Residence hall transfers and/or service to the university, the local community, or other related discretionary assignments;
6. Written assignments or projects.
7. No Contact Order

d. Warning - a written reprimand for violation of specified regulations. Warning is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the warning period.

e. University Disciplinary Probation - final warning status and a written reprimand for violation of specified regulations. University Disciplinary Probation removes a student from good disciplinary standing for a designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur.

f. Residence Hall Probation - final warning status and a written reprimand for violation of specified regulations. Residence Hall Probation removes a student from good disciplinary standing within the residence halls for a designated

period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the residence halls may occur.

g. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return.

Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When separated from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies. Students should direct all inquiries in this matter to the Office of University Housing.

h. Residence Hall Expulsion - permanent separation of the student from the residence halls. Expelled students are restricted from visiting or entering any residential facility operated by the University during the period of expulsion.

i. Disciplinary Suspension - involuntary separation of the student from the University for a definite period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. The student is placed on Disciplinary Probation for a definite period of time following the return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

j. Disciplinary Dismissal - involuntary separation of the student from the University for a definite period of time after which the student may apply for readmission. There is no guarantee of readmission. Conditions for consideration of readmission may be specified. Consideration of readmission must be addressed to the Chief Student Conduct Officer and will not be considered for at least one calendar year beginning with the date of dismissal. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for

the period of separation. The student is placed on Disciplinary Probation for a definite period of time following the return to the University.

k. Disciplinary Expulsion - Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

l. Withholding Degree - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. Confidential disciplinary records remain on file with the Office of Student Advocacy and Accountability seven years after the incident date. Confidential disciplinary records may be expunged at the student's written request one year after his/her graduation from the University in minor cases that do not involve separation from the institution. Open cases that await completion of a disciplinary action shall remain part of the student's permanent disciplinary record. Confidential disciplinary records involving the imposition of sanctions entailing separation from the institution are kept indefinitely.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in Section D 1, a-l.

b. Deactivation - loss of privileges, including loss of university recognition, either permanently or for a specified period of time.

5. In each case in which a hearing body determines that a student has violated the Student Code of Conduct, the sanction(s) shall be recommended by the hearing body but final determination will be imposed by the Hearing Board Advisor. Sanctions are not limited to those recommended by the hearing body but may be modified by the Conduct Authority.

Following the hearing, the Hearing Board Advisor shall advise the Respondent in writing of the determination of the sanction(s) imposed, if any. In cases of

sexual assault and/or physical violence, the complainant shall also be informed simultaneously of the determination.

E. Typical Ranges of Sanctions

Sanctioning ranges established by the University exist for students found responsible for violating certain sections of the Student Code of Conduct.

However, ranges exist to provide a guide and are not mandatory as each case is determined on a case-by-case basis, taking into account intervening variables, the determination of the Hearing Officer or Board of the student's realization and understanding of his/her actions, whether the student has been involved in past infractions of the Student Code of Conduct, and the individual circumstances of the incident. Thus, ranges may be increased, decreased or changed as needed. The following sanctioning ranges exist as follows for first-time offenses:

1. Alcohol Violation:

    a. Referral to an alcohol assessment, an alcohol education program and/or mandatory counseling/treatment;

    b. Community service hours;

    c. Discipline Probation for up to one year;

    d. If the student is a resident, Residence Hall Probation up to Residential Hall Suspension and;

    e. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer;

    f. Fine/administrative assessment;

    g. Loss of parking privileges for offences related to driving under the influence.

2. Incidents involving Violence to Persons:

    a. Mandatory counseling;

    b. Community service hours;

    c. No Contact Order

    d. Educational program or course;

    e. Disciplinary Probation for one year up to Expulsion, and;

f. If the student is a resident, Residence Hall Probation up to Residence Hall Expulsion.

3. Incidents involving Disruption and/or Disorderly Conduct:

a. Educational service hours

b. Disciplinary Probation to Discipline Suspension, and;

c. If the student is a resident, Residence Hall Probation up to Residence Hall Suspension.

d. Written Assignment; i.e. reflection paper, etc.

e. Counseling Referral

4. Incidents involving illegal drug use:

a. Referred to a substance abuse assessment and/or mandatory counseling/ treatment;

b. Educational program or course;

c. Educational service hours and/or an administrative assessment;

d. Disciplinary Probation for two years up to Expulsion;

e. If the student is a resident, Residence Hall Suspension for one year or more, and;

f. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer.

g. Fine/administrative assessment. Fines double per additional violation.

h. Random drug testing.

5. Incidents involving sales or furnishing of illegal drugs:

a. University Disciplinary Dismissal for two years up to Expulsion;

b. Substance abuse counseling/treatment completion prior to return;

c. Educational service hours and/or an administrative assessment upon return;

d. Disciplinary Probation upon return;

e. If the student is a resident, Residence Hall Expulsion with no eligibility to reapply.

6. Incidents involving damage or abuse to property:

   a. Restitution;

   b. Disciplinary Probation for one year up to Suspension for one year or more, and;

   c. If the student is a resident, Residence Hall Probation for one year up to Residence Hall Expulsion.

   d. Educational service hours and/or an administrative assessment.

7. Incidents involving sexual assault - Suspension for one year up to Expulsion.

F. Interim Suspension

In certain circumstances where there is a perceived threat of safety to the University Community, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA, or designee, may impose a University or residence hall suspension prior to final disposition of the matter. Upon issuance of an Interim Suspension, the Chief Conduct Officer, the Assistant Director of OSAA, or designee, shall endeavor to contact the Student, advise the student that an Interim Suspension is in effect, and provide the Student with an opportunity to address the alleged misconduct.

Living on campus is a privilege, not a right. The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.

1. Interim suspension may be imposed only:

   a. To ensure the safety and well being of members of the University community or preservation of University property;

   b. To ensure the student's physical or emotional safety or well-being; or,

   c. If the student poses a threat of disruption of or interference with normal University operations.

2. During the interim suspension, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA or designee may deny the student access to any or all of the following: residence halls; the entire campus (including classes); designated areas of campus; contact with certain individuals; and/or, all other University activities and/or privileges for which the student might otherwise be eligible.

ARTICLE VII: APPEALS

A. A decision reached by the hearing body or a sanction imposed by the Conduct Authority may be appealed by accused students. A decision reached by the hearing body or a sanction may also be appealed by a complainant in cases involving acts of violence and harassment (i.e. such as sexual assault, rape, physical assault, hazing, sexual harassment, and stalking). An appeal must be directed to the Vice President for Student Affairs or his/her designee within ten (10) working days of being notified of the decision. If the student is notified of the decision by letter, the student has ten (10) working days from the posted dated stamped on the envelope to make an appeal. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs and/or Chief Student Conduct Officer or his/her designee. The rendered sanction is in effect as of the date identified on the sanction letter, or until an appeal is granted. The Vice President for Student Affairs or his/her designee, may choose to suspend the outcome of a hearing while the appeal is being reviewed. Generally, a time set for an appeal response will be no more than ten (10) working days after the student has delivered the appeal. However, time limits for an appeal response may be extended at the discretion of the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA, and the Director of University Housing.

1. Appeals of decisions and/or sanctions involving individuals or student organizations must be submitted to the Vice President for Student Affairs.

2. A student may appeal the decision of the Vice President for Student Affairs to the President of the University or his/her designee if the sanction is one of suspension from the University for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the Vice President for Student Affairs level.

3. A student may appeal the decision of the University President to the Board of Supervisors for the University of Louisiana System if the sanction is one of suspension from the University for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the University level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the University level, the appeal must be submitted to the President of the University of Louisiana System which refers the appeal to the Board of Supervisors for the University of Louisiana System. The appeal must be made within 30 calendar days of the University's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the University level. The student shall be notified of the Board's decision.

B. Except as required to explain the basis of new information, an appeal at the University level may be limited to a review of the written statement by the party requesting the appeal and/or written documents pertaining to the case. The scope of review shall be limited to consideration of the following questions:

1. Whether the discipline process was conducted fairly and in conformity with the properly prescribed procedures;

2. Whether to consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

C. If an appeal is upheld in cases involving appeals by students who have been found to have breached the Student Code of Conduct, the President and Vice President for Student Affairs or his/her designee may either:

1. Reduce, change, or dismiss the sanctions of the hearing body;

2. Remand the case to a new hearing body although nothing shall prevent the same Student Conduct Advisor from serving as advisor to this new hearing body.

D. It is important for students who file grievances with the University of Louisiana System Board of Supervisors to understand the following:

1. The Board of Supervisors does not consider appeals for academic matters, but only matters pertaining to appeals of university rulings on conduct.

2. The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university.

3. Review by the Board of Supervisors consists of an exhaustive examination of procedures followed by the university in regard to due process and not the specific details of the grievance matter.

4. The University of Louisiana System student grievance process does not provide the benefit of a hearing by the student directly to the Board of Supervisors.

ARTICLE VIII: INTERPRETATION AND REVISION

A. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Affairs, Chief Student Conduct Officer, the Assistant Director of OSAA or his/her designee for final determination.

B. The Student Code of Conduct shall be reviewed periodically under the direction of the Vice President for Student Affairs or designee.

Mental Health Emergencies: Suicide Attempts

1. Contact University Police upon observing or becoming aware of a suicide attempt. Give the location of the individual's condition to the police officer/dispatcher.
2. Follow the directions as given by the officer/dispatcher.
3. University Police, upon notification of a suicide attempt, will take action(s) as appropriate to:

   a. Instruct the caller what to do.

   b. Dispatch officer(s) to the scene.

   c. Contact ambulance/medical facility.

   d. Contact University administrators:

      1) University Counseling Center person on call

      2) Contact the Assistant Vice President for Student Affairs

      3) Division for Student Affairs will notify the subject's parents, significant other, or legal guardian.

Endangering or Disruptive Behavior

Students who endanger their own, another, or a group of people's physical well-being; or, disrupt the campus community, may be suspended on an interim basis from the residence halls and/or the University. To be considered for reinstatement to the residence halls and/or the University, the student may be required to provide the Chief Student Conduct Officer with a Behavioral Assessment completed and signed by a Physician indicating that the student is not a threat to himself/herself or the campus community. This form may be obtained from the Office of Student Advocacy and Accountability or University Campus Police Department. Additionally, the parents, legal guardian, and/or significant other may be notified of the incident. Students are advised that endangering and/or disruptive behavior is a violation of the Student Code of Conduct and may result in disciplinary action by the University.

Introduction to University Policy on Alcohol Use

Overview

Southeastern Louisiana University is committed to the health, safety, and well-being of each member of the University community. In order to further student learning and promote the University's academic mission, Southeastern fosters an environment of personal responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff - in addition to visitors – have a shared responsibility in safeguarding a healthy learning environment in which inappropriate behaviors and the associated negative consequences of alcohol misuse are addressed in a manner appropriate to the circumstance. The University, as outlined in the following policy, strives to create a culture that supports students who have made the decision to not use alcohol, as well as encourage, through education, students who choose to drink alcohol to do so in a safe, legal, and responsible manner.

The possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy. Louisiana state law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21.

Student Organization Alcohol Events & Facilities

Events with Alcohol Policy

Section I. Approved Facilities: Sale, Possession, and Consumption

The purpose of this section is to designate those areas on campus where legal consumption of alcohol will be allowed, and to establish under what conditions group events may involve alcohol. This policy will apply to the sale, possession, or consumption of alcohol in or at any University sponsored or registered event. State law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21. For the purposes of this policy, all areas of the University are considered "public" places. The possession, consumption, sale or furnishing of alcoholic beverages is prohibited except in those areas where such activities are specifically allowed.

War Memorial Student Union

University Center

Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older)

Columbia Theater

Alumni Center

Alumni Field

Strawberry Stadium

North Oak Park

Tennis Complex

Soccer Complex

Track and Field Complex

Pennington Center

Other areas as specifically approved by the Vice President for Student Affairs or his/her designee.

Section II. Policies & Procedures for Student Organization Alcohol Events

Southeastern Louisiana University is an educational institution dedicated to the pursuit of excellence, the promotion of academic achievement and the advancement of knowledge. Because we are a University devoted to the intellectual, psychological, and physical growth of the campus community, it is incumbent upon the University to take steps to curtail the abusive or illegal use of alcoholic beverages. Educating and training our students about the effects and impact of misuse of alcohol will assist in accomplishing these goals.

The serving, possessing, and consuming of alcoholic beverages on the campus of Southeastern Louisiana University may be done only in accordance with the provisions of the State and local laws and ordinances, and applicable University regulations. The following University guidelines shall apply:

A. General

- Organizations may not distribute alcoholic beverages free of charge to anyone.
- Alcoholic beverages may not be purchased with organizational or departmental

funds nor may the purchase of same for members or guests be undertaken or coordinated by any member, individually, or collectively.

- No organization may co-sponsor an event with an alcohol distributor, charitable organization, tavern (establishment generating more than half of annual gross sales from alcohol), where alcohol is given away, sold, or otherwise provided to those present.
- Alcohol on campus will be allowed only at catered Food Service events and will be sold by Dining Services personnel or approved licensed servers.
- Alcohol, bar tabs, coupons for free or reduced price drinks, etc., may not be awarded as prizes for any raffles or other events.
- Alcohol may not be distributed free of charge by an alcohol company or distributor at any student organization event under any other circumstance on campus.
- The cost of alcoholic beverages may not be included in the cost of an admission ticket, cover charge, or any other assessment required of members or guests.
- BYOAB (Bring your own alcoholic beverage) events will not be allowed on campus. (tailgating is the only exception)
- No alcoholic beverages in bulk form (keg, etc.) may be purchased or used. Kegs of beer will not be allowed. A keg is considered a common source of alcohol. Providing a common source of any alcoholic beverage—be it beer, alcoholic punch, or an open bar—implies that it is provided by or on behalf of the organization, regardless of who actually purchased it.
- All alcohol events must be registered with the Office of the Assistant Vice President for Student Affairs. An organization is only allowed to register/ sponsor a total of three (3) alcohol events Sunday through Thursday during each semester. Events on Fridays and Saturdays are not subject to this limitation, but are subject to the requirement that they be registered with the Office of the Vice President for Student Affairs.
- No events involving alcohol will be approved for the fourteen (14) calendar days prior to and including finals; this includes the weekend between the two weeks.
- No events involving alcohol will be approved during any University closure (including but not limited to Fall Break, Spring Break, Thanksgiving, Mardi Gras, semester breaks, etc.)

B. Student Organization Alcohol Event

An event may be considered a student organization event if one and more of the following occur:

- The event was pre-planned or premeditated (flyers, emails, and social media).
- The event was discussed or planned during a meeting.
- The majority of organizations members knew of and/or attended the event.
- Organizational resources were used in any way (i.e. entertainment, transportation, food, beverages, decorations, advertisement, etc.).
- A significant portion of attendees were invited by members of the organization.

In addition, an event could be considered a student organization event if a non-member perceives the event as being sponsored by an organization.

C. Prior to the Event

1. All student organizations must satisfy each of the following in order to be allowed to host an event where alcohol is distributed:
    - All registered student organization members must complete the general Alcohol policy training.
    - Executive board members and their faculty/staff advisor must attend a meeting with the Assistant Vice President for Student Affairs to discuss the alcohol policy at the beginning of the semester.
    - Executive board members and members qualified to be a Guest List Manager must attend Event Manager Training.
    - Event Management Plans must be submitted to the Assistant Vice President for Student Affairs (AVP) along with the Registration of Activities Form 14 days prior to the day the event will be held. The AVP or faculty advisor may require changes to Event Management Plans at their discretion based on safety factors and risk management of the overall event. A detailed description of the Event Management Plan procedures can be found in Appendix A.
    - Registration of Activities (ROA) Forms must be completed (in full) and submitted by the organization at least 14 days prior to the day the event will be held. ROA's must include:

i. A signed contract with a law enforcement agency/venue.

- For events held within Tangipahoa Parish, the organization must sign a contract with the University Police Department. University Police will not provide security for events occurring outside of Tangipahoa Parish.
- For events held outside of Tangipahoa Parish, organizations must present a signed contract from the local law enforcement agency where the event will be held. Contracts must be presented at the pre-event meeting.
- If an organization contracts with a venue that provides its own security, then a copy of the signed contract with that venue must be presented in lieu a local law enforcement agency.

ii. Valid transportation insurance information

- Organizations that are required by their own organizational policies to book transportation must provide valid insurance information from the designated travel company.

iii. Valid Liquor License

- Organizations must provide proof of a valid liquor license from the venue where the event is scheduled to take place.

◦ A pre-event meeting must take place with Event Managers, Faculty Advisor, AVP, and a representative from the University Police to finalize and review management plans.

i. It is the responsibility of the student organization's president to coordinate this meeting.

ii. The pre-event meeting must take place a minimum of two days prior to the event.

2. Advertisement for Event

◦ No student organization's "alcohol event" may be advertised, nor may guests be invited, until that event has been approved by the Assistant Vice President of Student Affairs (or their designee).

◦ Advertisements for a party (or event in which alcohol is present) may mention alcohol only in the following ways: "Cash bar available" and

"Alcoholic refreshments available for sale"

3. Alumni Events
   - Student organization's invited to Alumni events (alcoholic or non-alcoholic in nature) must register the event as if they were holding the event themselves and must adhere to all University rules and policies.
4. Event Managers
   - A minimum of 4 event managers and an additional guest list manager will be required at each Alcohol Event for attendance up to 100 attendees. One additional event manager will be required for every additional 50 guests.
     i. Example: A party with a guest list of 100 attendees should register four event managers and a guest list manager. Every additional 50 guests will require one additional event manager.
   - Event managers must include:
     i. President
     ii. Vice President
     iii. Social Chair
     iv. Treasurer or E-Board Risk Management Chair
     v. If more than four event managers are required, the remaining positions must be filled by Senior or Junior Status Active Members
5. Advisors
   - Organizations are only required to follow their national policies regarding faculty/staff and organization advisors at alcohol events.
6. Guest List
   - All guests must be properly documented
   - A guest list with all attendees' names must be submitted to the Office of the Assistant Vice President for Student Affairs no later than three days preceding the event.
7. University Police Officers
   - Two or more commissioned UPD officers must be present at "alcohol events"

that take place within Tangipahoa Parish. UPD officers will be housed outside of the event to maintain security and assist in enforcing applicable University policies, laws and regulations.

- The number of officers required, or an exemption from this requirement, will be based on the nature of the event and the number of participants and will be determined by the AVP for Student Affairs and the Chief of University Police.
- Student organizations are responsible for securing officers (outside of UPD) for events that extend beyond Tangipahoa Parish. Organizations must present a signed contract from the local law enforcement agency where the event will be held a minimum of 10 business days prior to the event.
- If an organization contracts with a venue that provides its own security, then a copy of the signed contract with that venue must be presented in lieu of a contract with UPD or a local law enforcement agency.
- Organizations/Departments are responsible for contacting and paying for the cost of such officers.

D. During the Event

1. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
   - No alcoholic beverage may be possessed, distributed, served, or consumed by persons under the age of 21.
   - It is the responsibility of the third-party vendor to ensure no one under the age of 21 is served alcohol.
   - Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
   - Activities or events where there is explicit or implicit pressure or an expectation for anyone to consume alcohol are prohibited.
   - Activities or events where there are no alternative options to drinking alcohol are prohibited.
   - Activities or events where lewd, abusive or sexually degrading behavior occurs are prohibited.
   - Activities or events which encourage rapid drinking, drinking games, or

drunkenness are prohibited.

- Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, non-alcoholic beverages and food must also be served (not solely water).
- All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.
- All alcohol must be consumed within the area in which it is served. No alcoholic beverages either open or closed, may leave the event area. A trashcan must be placed at the exit for this purpose.
- Alcoholic beverages may only be served for a maximum of 3 ½ hours and must stop being served 30 minutes prior to the event ending.
- Registered events involving the serving, possessing or consuming of alcoholic beverages may not begin before 12:30 p.m. on Sunday through Thursday and 3:30 p.m. on Friday.
- Registered events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday.

2. Event Managers

- It is the responsibility of the organization and event managers to designate a means of preventing intoxicated persons from driving (designated, non-drinking drivers; shuttles; etc.). This should be highlighted in the Event Management Plan.
- Event managers must be easy to identify by guest and other members.
- A complete list of Event Manager Responsibilities is found in Appendix B.

3. Guest List Manager

- The Guest List Manager must ensure all members and guest sign in at the main entrance. Only those individuals who are on the guest list are permitted to enter the event.
- The guest list manager must ensure all members and guest sign out if they exit before the event ends. Member and guest are not allowed to re-enter the event once they exit.

- University Police will be on site to assist if needed if the event is held within Tangipahoa Parish.
- A complete list of Guest List Manager Responsibilities is found in Appendix C.

4. Guest List
   - The signed guest list must be turned into the office of the Assistant Vice President on the first business day following the event. Failure to turn in a guest list, prior to or following the event, may result in loss of privileges.
5. Advisors
   - Organizations are only required to follow their national policies regarding faculty/staff and organization advisors at alcohol events.
6. Admission Policies
   - Open parties are prohibited.
   - All members and guest must sign the guest list upon arrival at the event.
     i. The list should be checked by the designated Guest List Manager.
     ii. Only individuals on the guest list should be permitted to enter the event.
        1. An exception to this will be University produced entertainment, social events, and tailgating.
     iii. Organization members and guest who exit the event will not be permitted to re-enter and must sign out with the Guest List Manager.
     iv. The guest list should be submitted to the Office of the Assistant Vice President for Student Affairs the following school day.

E. Transportation

1. Organizations are required to follow their policies regarding transportation to off campus events.
2. Organizations that are required to book third party travel must provide valid insurance information from the designated company.
3. If third-party transportation is utilized, the sponsored group is responsible

to ensure that all members and guest adhere to the Southeastern Louisiana University Student Code of Conduct.

4. Organizations are required to have one Event Manager per bus.

Section III. Alcohol at Athletic Events

Public events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, events should be conducted in an environment that is safe and enjoyable for all. As public events have great potential to attract a variety of spectators, the following policy has been developed for these events:

A. General

1. No alcoholic beverage may be possessed, distributed, served, or consumed by persons under the age of 21.
2. Tailgating will be limited to home games unless otherwise approved by the Assistant Vice President for Student Affairs for University sponsored events.
3. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on days when school is not in session, tailgating will be allowed starting at 5:00 p.m. the night before the game.
4. All glass containers and cans are prohibited. Any beverage consumed must be poured in a paper or plastic cup.
5. No oversized or common source containers of any sort (including but not limited to kegs, punch bowls, beer balls, party balls) are permitted.
6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate, are prohibited.
7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so and are subject to University, local or state action.
8. At home games, alcohol cannot be brought into the venue and all persons entering the venue are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) and/or other items deemed dangerous

or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items will be evicted from the venue and will not be allowed to re-enter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.

9. Cups, containers, ice chests, etc. may not be brought into the venue.
10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

Appendix B. Event Manager Responsibilities

The Event Manager duties shall be:

1. All Event Managers must complete the Advance Alcohol training.
2. Event Managers are responsible for the following: proper conduct at the event, clean-up and closing of the space, any damage to University property, cooperation with University staff, and observing the rules/policies of the University.
3. Event Managers must continuously supervise the event and enforce all policies and regulations, including those pertaining to alcohol and other drugs, and the general safety of guest. As such all Event Managers are prohibited from drinking before or during the event (i.e. until the last guest has left and any post-event responsibilities have been completed).
4. Event managers must promptly call for assistance (UPD/local law enforcement agency) if they become aware of an emergency.
5. Event Managers must ensure the following areas are monitored throughout the event:
    a. Main Entrance: There must be only one point of entry for guest with the exception of facilitating access for guest with accessibility requirements. The Guest List Manager (with the help of the University Police if needed) are required to manage the door. The Guest List Manager must ensure that only members and guest who are on the guest list are allowed to enter the event. It is also the responsibility of the Guest List Manager to ensure that any member or guest that leaves before the event ends signs out and is not allowed to re-enter.

b. Bars: While it is the responsibility of the third party vendor to ensure no one under the age of 21 is served alcohol, an Event Manager should routinely monitor bar activity to ensure there is no problematic behavior.

c. Every potential exit or entrance to the event must be monitored (periodically), including other rooms within the venue building.

d. Roaming Event Managers: The Roaming Event Managers are responsible for continuously circulating throughout the event to monitor the overall event and fill in for other managers when they require a brief break.

6. It is important to keep in mind that the Event Managers should not be the only ones who know and adhere to policies, procedures, and laws. In fact, every member of the organization has received formal alcohol policy training and should be cognizant of carrying out the rules outlined within that policy.

Appendix C: Guest List Manager Responsibilities

Organizations are responsible for designating one executive board member as the Guest List Manager. This individual has the following responsibilities:

1. Refrain from consuming alcohol for the entirety of the event.
2. Ensure all members and guest sign in at the main entrance. Only those individuals who are on the guest list are permitted to enter the event.
3. Check to ensure every guest has valid identification to enter the event

   a. The sponsoring organization must distinguish between those of legal age and those underage by the use of wristbands and/or handstamps.

4. Ensure all members and guests sign out if they exit before the event ends. Members and guests are not allowed to re-enter the event once they exit.

   a. University Police will be on site to assist if needed if the event is held within Tangipahoa Parish.

Guidelines for Campus Alcohol Advertising

Alcohol abuse poses a serious threat to the health and welfare of the college student population through acts of violence, vandalism, property damage, accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems and in some cases bodily injury, illness and death. Inappropriate and irresponsible marketing and promotion of alcoholic beverages on campus can contribute to the problems of alcohol abuse.

The purpose of this policy is to assist in the protection of the health and welfare of our students. As such, Southeastern Louisiana University, in agreement with the National Association of Student Personnel Administrators (NASPA), the American College Personnel Association (ACPA), the Association of College and University Housing Officers International (ACUHO-I), BACCHUS, and the Brewing Industry has implemented the following guidelines in relation to the advertising of alcohol on our campus. These guidelines apply to all alcohol advertising and marketing materials including print, television, radio, Internet and cyberspace media.

- All signage must adhere to the Southeastern Sign Policy. (**www.selu.edu/admin/stu_dev/services/index.html**)
- Alcoholic beverage marketing programs on campus must conform to the code of student conduct and should avoid demeaning sexual or discriminatory portrayal of individuals.
- Alcoholic beverage marketing should not portray, encourage or condone drunk driving.
- Alcoholic beverage marketing should not portray persons in a state of intoxication or in any way suggest that intoxication is acceptable conduct.
- Advertising of this type should not portray or imply illegal activity of any kind.
- Advertising and marketing materials should not portray sexual passion, promiscuity or any other amorous activity as a result of consuming alcohol.
- Advertising and marketing materials should not employ any symbol, language, music, gesture, or cartoon character that is intended to appeal primarily to persons below the legal purchase age. This includes the use of Santa Claus in any promotion.
- Alcohol advertising and marketing materials should not employ religion or religious themes.

- Promotion of alcoholic beverages must not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use or its intoxicating effect. This includes the listing of free drinks.
- Advertising should not portray drinking as a solution to personal or academic problems of an individual or as necessary to social, financial, sexual or academic success. It should also not associate or portray drinking before or during activities that require a high degree of alertness or coordination.
- Alcohol advertising shall not directly or indirectly degrade studying.
- Advertising and marketing materials may not contain any lewd or indecent language or images, including depicting the act of drinking.
- Advertising cannot disparage competitive brands or venues.
- Alcohol, bar tabs, coupons for free or reduced drinks, etc. may not be awarded as prizes and may not be advertised as such on flyers, posters, or any signage to be used on the campus.
- No uncontrolled sampling as part of a campus-marketing program is permitted. No sampling will include any drinking contests. If sampling is allowed, it will be limited as to time and quantity and principles of good hosting should be observed including alternate beverages, food and planned programs. The consumption of the alcohol cannot be sole purpose of the activity.
- Display and availability of promotional materials must be cleared with the Assistant Vice President for Student Affairs prior to the event.
- Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate university officials.
- Alcohol should not advertise or market at any event where most of the audience is reasonably expected to be below the legal purchase age. This includes the marketing of clothing, toys, games and/or game equipment, or other materials used primarily by persons below the legal purchase age.

Drug and Alcohol Policy

As required by the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101.226. Sec. 22, Drug-Free Schools and Campuses, this document has been prepared and is published and distributed to all students and employees in compliance with title 34 of the code of Federal Regulations Part 86.

Preamble

Southeastern Louisiana University strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth this policy to guide community members in making knowledgeable choices, which foster ethical, healthy, and responsible lifetime behaviors. It is the purpose of this policy to establish a comprehensive program to address these issues.

I. Standards of Conduct

This policy will apply to all University students, employees, and guests. All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on University property or as part of any University activity, whether on or off campus. This policy will extend to any other sites, which the University might operate or be in attendance.

The following conduct is prohibited except as permitted by University regulations and the law: the use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana; the use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia; the use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing 1% or more alcohol by volume) on University property, or at any of its activities (whether on or off campus); the use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age; operating or attempting to operate a motor vehicle while intoxicated; public intoxication on University property; furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age; failure to properly register events involving alcohol, as required by the University Alcohol Policy; reporting to work, class, or performing work for the State while under the influence of and impaired by illegal drugs or alcohol; the illegal use, or possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty or on call for duty; and

other violations as noted in the University Alcohol Policy.

Students and employees who violate the provisions of this policy will be subject to sanctions which could include, but is not limited to, criminal prosecution, suspension, termination and/or expulsion. Students and employees should refer to the following for additional information: Student Handbook, Classified Handbook, Faculty Handbook and the Graduate Assistant Handbook; Drug-Free Schools and Community Act Amendment of 1989; and State and Federal Drug-Free Workplace Policies.

II. Alcohol

The following statutes are cited to provide information concerning certain laws and penalties pertaining to the unlawful use of alcohol. This list is not intended to be exhaustive and failure to include any statute will not excuse behavior which violates that or any other statute.

A. Local Law

Hammond Code Ord. No. 936 Sec. 21-66: Makes it unlawful to possess any open container containing alcohol in or upon the parking lot or other property of any premises licensed to sell alcohol. Violations of this Code provides for a fine not exceeding $200, or imprisonment for not more than 60 days or both.

Hammond Code Ord. No. 936 Sec. 21-67: Makes it unlawful for any person to remove an open container containing alcohol from any business, lounge, restaurant, or establishment. Violations of this Code provides for a fine not to exceed $200, or imprisonment for not more than 60 days or both.

B. State Law

Act 639 - House Bill #716

> To prohibit the sale of alcoholic beverages to persons under 21 years of age; to prohibit the purchase of alcoholic beverages on behalf of persons under 21 years of age; to increase the fine for the unlawful purchase of alcoholic beverages by an adult on behalf of a minor, and to provide for related matters.

LA. R.S. 14:93.10 Definitions

> "**Purchase**" means acquisition by the payment of money or other consideration.
>
> "**Public possession**" means the possession of any alcoholic beverage for any reason, including consumption, on any street or highway or in any public place or any place open to the public, including a club, which is de facto open to

the public. "Public possession" does not include the following: the possession or consumption of any alcoholic beverage for an established religious purpose; at a function sponsored by a bona fide nonprofit organization under 26 U.S.C 501c where an individual had received or purchased a ticket for admittance; when a person under 21 years of age is accompanied by a parent or legal guardian 21 years of age or older; for medical purposes when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital, or medical institution; in private residences; and the sale, handling, transport, or service in dispensing of alcoholic beverages pursuant to lawful employment of a person under 21 years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

Alcoholic beverage" means beer, distilled spirits, and wine containing 1/2 of 1% or more alcohol by volume. Beer includes but is not limited to ale, lager, porter, stout, sake, and similar fermented beverages brewed or produced from malt wholly or in part or from any substitute thereof. Distilled spirits include alcohol, ethanol, or spirits or wine in any form, including all dilutions and mixtures thereof from whatever process produced.

LA. RS 14:93.11: Unlawful sales to persons under 21 is selling or otherwise delivering for value of any alcoholic beverage to any person under 21 years of age. Lack of knowledge of the person's age shall not be a defense. Whoever violates the provisions of this Section shall be fined not more than $100 or imprisoned for not more than 6 months, or both.

LA. RS 14:93.12: It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage. Whoever violates the provisions of this Section shall be fined not more than $100 or imprisoned for not more than 6 months, or both.

LA. RS 14:93.13: It is unlawful for any person, other than a parent or legal guardian as specified in RS 14:93.10, to purchase on behalf of a person under 21 years of age any alcoholic beverage. Whoever violates the provision of this Section shall be fined not more than $500 or imprisoned for not more than 30 days, or both.

LA. RS 14:98: Prohibits operating any motor vehicle, aircraft, watercraft, vessel, or other means of conveyance when: the operator is under the influence of alcoholic beverages; or the operator's blood alcohol concentration is 0.08 percent or more for persons over 21 years of age, or 0.02 percent or greater for persons under 21 years of age; or the operator is under the influence of any controlled dangerous substance as set forth in RS 40:964. Whoever violates the provisions of this Section shall upon first conviction receive a fine of not less than $125 nor more than $500 and imprisonment for not less than 10 days nor more than 6 months;

license suspended for 90 days. For second conviction within 5 years - a fine of not less than $300 and not more than $1000 and imprisonment for not less than 30 days nor more than 6 months; license suspended for one year. For a third conviction within five years - imprisonment with or without hard labor for not less than 1 year nor more than 5 years and may be fined not more than $2000; license suspended for two years and it also becomes a felony. For a fourth conviction within five years - imprisonment at hard labor for not less than 10 nor more than 30 years.

Underage Driving Under the Influence, the maximum penalties for persons under the age of 21 include a criminal record, a loss of driver's license for 6 months, a fine of $100-$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

LA. R.S.49:1015: Provides a public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used, or as part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement. A public employer may require samples from prospective employees, as a condition of hiring, to test for the presence of drugs. A public employer may implement a program of random drug testing of those employees who occupy safety-sensitive or security-sensitive positions. Any public employee drug testing shall occur pursuant to a written policy, duly promulgated, and shall comply with the provisions of this chapter.

III. Controlled Dangerous Substances - Relevant State and Federal Statutes and Penalties

A. Federal Law

34 CFR Part 86 RIN 1880-AA46 Drug-Free Schools and Campuses - The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226

Require that as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The regulations specify the content of the drug prevention program to be adopted and implemented;

the nature of the certification requirements; the response and sanctions to be applied for failure to comply with the requirements of this part; and the appeal process.

102 STAT 4304 PUBLIC LAW 100-690-Drug-Free Workplace

No person, other than an individual, shall receive a grant from any Federal agency unless such a person has certified to the granting agency that it will provide a drug-free workplace by publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for such violation of such prohibition; and by establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the grantee's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. It a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (a) that notifies them that as a condition of employment in such grant, the employee will: abide by the terms of the statement; and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. The granting agency must also be notified within 10 days after receiving notice of a conviction under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction; and by imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by section 5154.

No Federal agency shall make a grant to any individual unless such individual certifies to the agency as a condition of such grant that the individual will not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with such grant. Grounds for suspension, termination, or debarment - each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his official designee determines, in writing, that such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed to make a good faith

effort to provide a drug-free workplace as required in subsection (a) (i). A suspension of payments, termination, or suspension or debarment proceedings subject to this subsection shall be conducted in accordance with applicable law, including Executive Order 12549 or any superseding Executive Order and any regulation promulgated to implement such law or Executive Order.

Upon issuance of any final decision under this subsection requiring debarment of a grantee, such grantee shall be ineligible for award of any grant from any Federal agency and for participation in future grant from any Federal agency for a period specified in the decision, not to exceed 5 years.

Sec. 5154. Employee Sanctions & Remedies

A grantee or contractor shall, within 30 days after receiving notice from an employee of a conviction will: take appropriate personnel action against such employee up to and including termination; or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Sec. 5157 Definitions

Drug-free workplace means a site for the performance of work done in connection with a specific grant or contract described in section 5152 or 5153 of an entity at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of this Act.

Employee means the employee of a grantee or contractor directly engaged in the performance of work pursuant to the provision of the grant or contract described in section 5152 or 5153.

Controlled substance means a controlled substance in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812);

Conviction means a find of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance;

Grantee means the department, division, or other unit of a person responsible

for the performance under the grant;

Contractor means the department, division, or unit of a person responsible for the performance under the contract; and

Federal Agency means an agency as that term is defined in section 552(f) of title 5, United States Code.

Controlled Substance & Alcohol Use and Testing

This rule requires employers to test drivers who are required to obtain commercial driver's licenses (CDLs) for the illegal use of alcohol and controlled substances.

The Louisiana Uniform Controlled Dangerous Substance Law (LA RS 40:961-100)

Establishes five schedules of illicit drugs, which may not be manufactured, distributed or possessed without legal authority to do so, e.g., pharmacists, physicians, etc. While the composition of the schedules is too lengthy to report here, that information is available in the Office of the Assistant Vice President for Student Affairs. Listed below are the penalties for manufacture, distribution, and/or possession of drugs in each schedule.

Louisiana Uniform Controlled Dangerous Substance Law LA RS 40:966 Manufacture; Distribution

Schedule I

LA. RS 40:966 - For narcotic drugs; life imprisonment at hard labor. Maximum fine of $15,000. For other drugs in Schedule I: 5 to 30 years at hard labor. Maximum fine of $15,000.

Schedule II

LA. RS 40:967 - For narcotic drugs, amphetamines or methamphetamines: 5 to 30 years at hard labor. Maximum fine of $15,000. For pentazocine: 7 to 10 years at hard labor. Maximum fine of $15,000. Production of amphetamines, methamphetamines, or cocaine: 20 to 50 years at hard labor. Maximum fine of $500,000. For other Schedule II drugs: Maximum of 10 years at hard labor. Maximum fine of $15,000.

Schedules III & IV

LA. RS 40:968-969 - Maximum of 10 years at hard labor. Maximum fine of

$15,000.

Schedule V

LA. RS 40:970 - Maximum of 5 years at hard labor. Maximum fine of $5000. For second or subsequent offenses, the penalties are twice those applicable for first offenses.

LA. RS 40:980: Distribution to Persons Under the Age of 18

Persons over 25 to person under 18: For distribution of narcotic drugs in Schedule I and II the sentence is life at hard labor. Persons at least 18 to persons under 18 and at least 3 years their junior: for distribution of narcotic drugs in Schedules I and II the penalty is imprisonment for up to twice that authorized in RS 40:966-967 or not more than twice the fine, or both. Persons at least 18 to persons under 18 and at least 3 years their junior: for distribution of any other controlled substance in Schedules I - IV, the penalty is imprisonment for up to twice that authorized in RS 40:966-967, or not more than twice the fine, or both.

LA. RS 40:981.1: Distribution to a Student

Distributing any drug in Schedules I-V will be punished by a term of imprisonment of not more than twice that authorized in RS 40:966-970, or by payment of not more than twice the fine, or both.

LA. RS 40:981.3: Violation of Controlled Dangerous Substance Law On or Near School Property

Any person who violates a felony provision of RS 40:966-970 on or within 1,000 feet of school property, or on a school bus shall be punished as follows: first conviction - maximum fine and not less than half nor more than the maximum term of imprisonment in RS 40:966-970; and second conviction - maximum fine and maximum term of imprisonment in RS 40:966-970.

Possession

LA. RS 40:966: For narcotic drugs: four to 10 years at hard labor. Maximum fine of $5,000. For phencyclidine: four to 20 years with or without hard labor. Maximum fine of $5,000. For other drugs in Schedule I except marijuana: Maximum of five years at hard labor. Maximum fine of $5,000.

Possession of Marijuana Under 60 pounds: First conviction: Fine of not more than $500, imprisonment of not more than six months, or both. Second

conviction: Fine of not more than $2,000, imprisonment with or without hard labor of not more than five years, or both. Third or subsequent conviction: Imprisonment with or without hard labor for not over 20 years.

Possession of Marijuana over 60 pounds: For 60 pounds or more but less than 2,000 pounds: Imprisonment at hard labor for not less than five years, nor more than 15 years and a fine of not less than $25,000 nor more than $50,000. For 2,000 pounds or more but less than 10,000 pounds: Imprisonment at hard labor for not less than 10 years, nor more than 40 years and a fine of not less than $50,000 nor more than $200,000. For 10,000 pounds or more: Imprisonment at hard labor for not less than 25 years, nor more than 40 years and a fine of not less than $200,000 nor more than $500,000.

Schedule II

LA. RS 40:967

For pentazocine: two to five years with or without hard labor. Maximum fine of $5,000.

For cocaine, amphetamines and methamphetamines: 28-199 grams: 5 to 30 years at hard labor. Fine of $50,000 to $150,000. 200-399 grams: 10 to 30 years at hard labor. Fine of $100,000 to $250,000. 400 or more grams: 15 to 30 years at hard labor. Fine of $250,000 to $600,000.

For other drugs in Schedule II: Maximum of five years with or without hard labor. Maximum fine of $5,000.

Schedules III, IV, V

LA. RS 968-970

Maximum of five years with or without hard labor. Maximum fine of $5,000. Except as otherwise stated, penalties for second or subsequent convictions are twice those for a first conviction.

IV. Prevention, Intervention, Education, Mental Health Counseling, and Rehabilitation Programs for Students and Employees

It is the policy of the University Counseling Center to treat chemical dependency from a "disease concept" approach with abstinence of major mood altering chemicals (alcohol and other drugs) as the basic premise of this approach. The Center recognizes that recovery from chemical dependency is a lifelong process and that involvement in ongoing support programs, such as Alcoholics Anonymous, is an essential element

in maintaining recovery. When appropriate and feasible, clients may be referred to chemical dependency treatment centers.

The following services can be provided through the University Counseling Center: education and intervention training; evaluation and assessment; individual therapy; referral to appropriate treatment milieu including individual and/or group counseling at the University Counseling Center, 12-Step Meetings such as Alcoholics Anonymous or Narcotic Anonymous, inpatient and outpatient chemical dependency treatment referral information available, tracking of individual's progress if treated other than at the University Counseling Center; follow-ups such as aftercare counseling (individual and group), family counseling for co-dependents (individual and group); referral to adjunct services such as ALANON, Co-dependency Support Groups, Adult Children of Alcoholics, Spouse Abuse or other support groups and/or treatment programs for Adult Children of Alcoholics and for Codependents; consultation services - The University Counseling Center maintains contact with a number of treatment centers.

Sanctions

Southeastern Louisiana University will impose sanctions on any student, employee, or guest who violates any university, local, State, or Federal regulation concerning the unlawful possession, consumption, distribution or manufacture of drugs or alcohol. If the university does not take action and the individual is later convicted in criminal court, the university reserves the right to impose sanctions as described in this policy. In all cases individuals will be afforded their rights of due process as defined by statute and/or court decisions.

Employees

In accordance with the State of Louisiana Substance Abuse and Drug-free Workplace Policy, Southeastern Louisiana University will strive to maintain a drug-free workplace and a work force free from other substance abuse. Employees are required by federal law to notify the employing state agency head or designee within five working days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours, when on call for duty, or any activities or class. Southeastern Louisiana University personnel are to notify the Human Resource Office. The following sanctions or other actions may be imposed on employees who violate this policy: referral to a rehabilitation program; suspension from duty and pay; termination of employment; referral for criminal prosecution; and restrictions of use of any motorized vehicle(s) on campus.

Students

Students and/or organizations who violate any of the provisions of this policy are subject to sanctions as outlined in the Student Code of Conduct. In addition the following sanctions may be added: loss of financial aid and possible repayment of any aid received after the violation occurred; completion of an approved rehabilitation program; counseling; restriction of use of any motorized vehicle(s) on campus; removal from elective or appointive office or standing committee and/or membership in recognized university organizations; community Service; parental notification - while the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, Southeastern may send written notification and/or make phone contact to parents/guardians of students under the age of 21 who have been found responsible for violating the University's Drug and Alcohol Policy; and other actions may be approved by the university disciplinary committee or the Vice President for Student Affairs or his/her designee.

Guests

Guests may be barred from campus and turned over to the District Attorney for further actions.

VI. Health Risks Associated with Alcohol and Substance Abuse

Alcohol and substance abuse lead to health problems, decreased productivity and crime. Alcohol and substance abuse are especially destructive to education and learning, inhibiting educational, social and interpersonal development. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including, spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversibly physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Use and/or abuse of controlled substances have the potential to cause psychological and/or physical dependence. The health risks associated with substances covered by the "Controlled Substances Act are described in the Table's Controlled Substances-Uses and Effects."

Controlled Substances - Uses & Effects

Narcotics

Possible Effects: euphoria, drowsiness, respiratory, depression, constricted pupils, nausea.

Effects of Overdose: slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Withdrawal Syndrome: watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Duration: 3 to 6 hours for most. Dependence: most high physical and high psychological

Drugs: Opium, Morphine, Codeine, Heroin, Methadone, Meperidine, Hydromorphone

Depressants

Possible Effects: slurred speech, disorientation, drunken behavior without odor of alcohol.

Effects of Overdose: shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Withdrawal Syndrome: anxiety, insomnia, tremors, delirium, convulsions, possible death.

Duration: Varies from 1 to 16 hours for barbiturates, to 4 to 8 for most others.

Dependence: Varies from low on Benzodiazepines to high on Quaaludes.

Drugs: Chloral Hydrate, Barbiturates, Benzodiazepines, Quaaludes.

Stimulants

Possible Effects: increased alertness, excitation, euphoria, increased pulse rate

and blood pressure, insomnia, loss of appetite.

Effects of Overdose: agitation, increase in body temperature, hallucinations, convulsions, possible death.

Withdrawal Syndrome: apathy, long periods of sleep, irritability, depression, disorientation.

Duration: 1 to 4 hours

Dependence: Physical possible, psychological mostly high.

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate.

Hallucinogens

Possible Effects: illusions and hallucinations, poor perception of time and distance.

Effects of Overdose: longer more intense "trip" episodes, psychosis, possible death.

Withdrawal Syndrome: Not reported Duration: varies from 8 to 12 hours to days.

Dependence: none to unknown physically, unknown to high psychologically.

Drugs: LSD, Mescaline and Peyote, PCP, Phencyclidine Analogues, Amphetamine Variants.

Cannabis

Possible Effects: euphoria, increased appetite, relaxed inhibitions, disoriented behavior.

Effects of Overdose : fatigue, paranoia, possible psychosis.

Withdrawal Syndrome: insomnia, hyperactivity and decreased appetite mentioned.

Duration: 2 to 4 hours Dependence: unknown physically, moderate psychologically.

Drug: Marijuana, Hashish, Hashish Oil.

VII. REVIEW

This policy will be reviewed biennially by a university appointed committee to determine effectiveness and implement changes to the program if they are needed and to ensure that the sanctions described in Part V are consistently enforced.

Discrimination & Harassment Policy

Southeastern Louisiana University is committed to maintaining an educational and workplace environment free of any type of discrimination and/or harassment which is illegal and which will not be tolerated. In furtherance of that commitment, this policy forbids discrimination and/or harassment of any kind by or against any applicant, employee, student, or any other individual/group of individuals on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, disability, genetic information, age, veteran status, political affiliation, citizenship, or retirement status.

This policy is part of our commitment to comply with the requirements and objectives set forth by Presidential Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Veterans Employment and Readjustment Act of 1972, the Equal Employment Opportunity Act of 1972, Section 901 of Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Genetic Information Nondiscrimination Act of 2008, Louisiana Executive Order 13, all as amended, and Louisiana Executive Order JBE 16-11.

This policy does not apply if a student/s feels as though they are a victim of sexual harassment. Such situations are covered under the Sexual Misconduct Policy of the University located at www.southeastern.edu/resources/policies/assets_sexualmisconduct.pdf and students are encouraged to utilize the complaint process set forth within that policy. All other cases of sexual harassment are covered under this policy.

Inquiries regarding compliance with Title IX may be directed to the University's EEO/ADA & Title IX Compliance Officer or the Director of the Office for Civil Rights, U.S. Department of Education.

I. DEFINITIONS

A. Complaint: Allegations of discrimination and/or harassment filed in good faith and in accordance with established procedures

B. Discrimination: Taking adverse action against, or offering preferential treatment to, an individual/group of individuals based on protected characteristics or status rather than individual merit.

C. Harassment: Unwelcome and objectively offensive physical, verbal, or nonverbal

conduct regarding the protected characteristics/status of others, which is so severe or pervasive that it creates an intimidating, hostile or offensive environment and/or interferes with an individual/group of individuals' work or educational activities. This conduct need not have intent to harm; if severe enough, it does not have to consist of repeated incidents; and it need not be directed against a specific individual/group of individuals.

D. Sexual Harassment: Unwelcome conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual/group of individuals' employment or education; (ii) submission to or rejection of such conduct by an individual/group of individuals is used as the basis for a decision affecting that individual/group of individuals' employment or education; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual/group of individuals' employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to employment, the subject matter of a course, educational programs (including, but not limited to, athletics) or academic research. Sexual harassment also includes non-sexual harassment or discrimination of an individual/group of individuals because of the individual/group of individuals' sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes.

E. Protected Characteristics/Status: race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status or retirement status.

F. Retaliation: Any adverse action taken against an individual/group of individuals who has complained about discrimination, harassment or other unlawful practice, or who may have participated in a court or administrative investigation, hearing or litigation relating to workplace conduct or discrimination or harassment by filing a charge or acting as a witness. Retaliation is prohibited under Title IX as well as University policy. This includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual/group of individuals exercising rights under this policy. To establish a claim of retaliation, the individual/group of individuals need not be a member of a protected group or class. Individuals/groups of individuals who assist others in raising a complaint of prohibited discrimination and/or harassment by offering advice and moral support, or by giving testimony or evidence in support of a complaint, are similarly protected. This protection exists even if the complaint is eventually dismissed or found to be lacking in merit. The process for filing a complaint of retaliation is set forth in the University's Retaliation Policy.

II. PROHIBITED CONDUCT

A. Discrimination

Examples include but are not limited to:

- Denying or granting employment promotions or other advancement opportunities based on an individual/group of individuals' protected characteristics/status;
- Granting/denying preference in education, educational programs or employment based on an individual/group of individuals' protected characteristics/status;
- Excluding any individual/group of individuals, from participation in, or denying the benefits of, any education program or activity, based upon their protected characteristic or status;
- Assigning grades based on an individual/group of individuals' protected characteristics/status;
- Making work assignments based on an individual/group of individuals' protected characteristics/status;
- Denial of leave based on an individual/group of individuals' protected characteristics/status.

B. Harassment

Examples include but are not limited to:

- Verbal threats, offensive jokes, epithets, derogatory comments, ridicule, mockery or slurs;
- Gratuitous visual displays such as posters, photographs, cartoons, drawings, or gestures;
- Unwanted physical contact such as touching, intimidation or blocking normal movement.

C. Sexual Harassment

Examples include but are not limited to:

- Making unwanted sexual advances, including touching, kissing, hugging, or massaging;

- Making sexual gestures or visual displays such as leering;
- Offering employment or academic benefits in exchange for sexual favors;
- Gratuitous displays of sexually suggestive objects, pictures, cartoons, or drawings;
- Sending suggestive or obscene letters, notes, or invitations;
- Engaging in graphic sexual commentary about an individual's body.

III. ESTABLISHING AND INVESTIGATING COMPLAINTS

A. Evidence

1. Direct Evidence: In order to establish direct evidence of discrimination and/or harassment, there must be proof that the adverse action or preferential treatment was a result of a protected category/status. Such evidence is any written or verbal statement by an official that he/she took actions against, or offered preferential treatment to, an individual/group of individuals because of their protected category/status

2. Circumstantial Evidence: A violation can also be established if there is circumstantial evidence of discrimination and/or harassment. Typically this link can be demonstrated based on the following:

   - Suspicious timing of the adverse action against, or preferential treatment of, the individual/group of individuals; ambiguous statements by the accused; an accused's conduct toward other employees/students in the same protected group as the individual/group of individuals; and "other bits and pieces" of evidence "from which an inference of discriminatory intent and/or harassment might be drawn";

   - Evidence that other individuals similarly situated to the individual/group of individuals but are not members of the same protected group "received systematically better treatment"; and

   - Evidence that the individual was qualified for a position, but was replaced by or passed over for the position in favor of someone not in the same protected group as the individual and that the employer's stated reason for not choosing the individual was pre-textual.

3. Non-discriminatory/Non-Harrassing Reason: Discrimination and/or harassment

can be established if the entity fails to provide evidence of a legitimate and non-retaliatory/non-harassing reason for adverse employment actions/adverse educational actions/preferential treatment. Common legitimate reasons for adverse employment actions/adverse educational actions/preferential treatment include poor job performance, inadequate qualifications for the position sought; violation of work rules or insubordination; poor academic performance, and violation of university academic policies, rules or regulations.

4. Pretext to Motive: Even if an entity produces evidence of a legitimate reason for the adverse action/preferential treatment, a violation can still be found if the reason is a pretext to hide actual motive. This can be proved through evidence that an individual/group of individuals was treated differently from similarly situated individuals or subjected to heightened scrutiny.

5. Standard of Review: The preponderance of the evidence standard will be used for investigation allegations of discrimination and harassment.

B. Confidentiality

The University will respect the confidentiality of all parties and witnesses as much as possible, consistent with the University's legal obligations. Breaches of confidentiality or privacy committed by anyone receiving a report of harassment or discrimination or investigating the report of same may be considered a separate violation of the Policy and may result in the disciplinary sanctions.

C. Interim Measures

Upon receiving a report of harassment or discrimination Southeastern will immediately offer any interim measures appropriate to the circumstances – including, but not limited to, temporary changes in classes, residence hall assignments, work assignments, etc. Both parties will be advised regarding the university policy on retaliation.

D. Reporting and Investigation Process

Each of the Universities that comprise the UL System shall designate an EEO/ADA/Title IX Compliance Officer. The responsibilities of the Compliance Officer for each University include receiving and investigation of complaints of unlawful discrimination/harassment at the University. The name and contact information for the individual designated by the University as its Compliance Officer is as follows:

Gene Pregeant
University Compliance Officer
Rm. 120, Dyson Hall
SLU Box 10328
985/549-5888
gpregeant@selu.edu

The Compliance Officer can serve in other capacities or roles within the University, but will report directly to the respective University President regarding all complaints of unlawful discrimination/harassment.

If a complaint of unlawful discrimination/harassment is against the Compliance Officer, the complainant shall complain directly to the University President. Complaints of unlawful discrimination/harassment against the University President shall be made directly to the University of Louisiana System Compliance Officer whose name and contact information is:

Bruce Janet
Interim EEO Coordinator/Officer
UL System
Claiborne Building
1201 N. Third, Suite7-3000
Baton Rouge, LA 70802
225-342-6950

Complaint Procedures – Complaints, whether informal or formal, should be reported as soon as possible after any alleged incident of discrimination or harassment has occurred. There is no deadline or required timeframe within which unlawful discrimination or harassment must be reported. However, a large proximity of time in between the alleged discrimination/harassment and the reporting may negatively affect the investigation.

Informal Complaints – A complaint of unlawful discrimination/harassment does not have to begin at the Informal Complaint stage. However, use of the Informal Complaint process may allow a matter to be resolved quickly if the complainant/complainants believes that the circumstances make the Informal Complaint process appropriate for a particular situation. Informal complaints should be made in writing within 10 business days of the date that the individual/group of individuals knew or had reason to know of the alleged discrimination/harassment. Although attempts will be made to address all complaints of discrimination/harassment, complaints that are made more than 30 calendar days after complainant/complainants knew or should have known about the

alleged conduct will be more difficult or impossible to investigate depending on the facts involved.

Informal complaints can be resolved through informal meetings (either separate or together) with the complainant/complainants and person/persons engaging in the alleged conduct and informal information gathering. Supervisors and department heads, and other administrators may be involved in resolving an informal complaint. If the Complainant is not satisfied with the results of an informal complaint, a Level 1 Complaint can be filed to begin the Formal Complaint Process. The Compliance Officer may document the resolution of an Informal Complaint.

Should an individual utilizing this campus process he/she may simultaneously exercise their right to proceed with criminal charges based upon the same behavior/conduct. Regardless of simultaneous criminal charges the University will still conduct its own investigation.

Formal Complaint Process

Level 1 – Written complaints of discrimination/harassment should be submitted to the University's Compliance Officer within 10 business days of the alleged incident if the complainant/complainants does not wish to use the informal complaint process. This is not a deadline that will prevent a claim of unlawful discrimination/harassment from being heard by the Compliance Officer. However, complaints that are made more than 30 calendar days after the complainant/complainants knew or should have known about the alleged conduct will be more difficult or impossible to investigate depending on the facts involved.

Initial Meeting with Complainant. As soon as is practicable, the individual investigating the complaint shall contact the complainant and schedule an initial meeting. At the initial meeting the Compliance Officer will provide a copy of this policy which explains the process and rights of all parties, request additional information regarding the reported incident, and explain the investigatory process;

Process. The Compliance Officer will either conduct an investigation or authorize an investigation, where all parties area given the opportunity to present witnesses and evidence.

Notice of Allegations to Respondent. At the outset of an investigation, the investigator will provide the respondent prompt (ten working days) notice of the allegations against him or her in writing together with a copy of/link to this Policy. A written notice of all documents will be provided to the complainant concurrently with respondent.

Investigation Time Frame. The investigation should begin within five working days

of the notice to the respondent and must be concluded within a reasonable time frame, preferably no longer than ten working days.

Written Summary. The Compliance Office will then issue to both parties a written summary of the outcome of the investigation within a reasonable timeframe (within ten working days of the completion of the investigation). A copy of the Compliance Officer's written summary of the investigation will be accessible to both parties.

Preventative measures. If an investigation confirms either that discrimination or harassment has occurred or that conduct in violation of the policy has occurred, immediate and appropriate action to stop any such conduct and reasonable steps to prevent any further harassment, discrimination, or retaliation shall be taken.

Level 2 – If either party to a complaint of unlawful retaliation wishes to appeal the Level 1 decision, an appeal of the written decision must be made in writing within 10 business days of the receipt of the Level 1 Complaint determination. The appeal should be sent to the Office of the President of the University who will forward the appeal to the University EEO Advisory Committee for a review and determination.

Equal Employment Opportunity (EEO) Advisory Committee

Each University shall create an EEO Advisory Standing Committee composed of members of the faculty and staff from various departments. The EEO Committee should include individuals representing the interests of classified and unclassified staff and should reflect the diverse workforce the campus. The EEO Committee for each University will communicate regularly regarding issues related to policy implementation including University climate and systemic concerns. In addition to its other responsibilities, a sub-group of between three (3) to five (5) of the EEO Advisory Committee Members shall serve as the Level 2 appeal review committee for this Discrimination/Harassment process.

Each university shall maintain a pool of trained investigators who are employees of the universities who have had formal training in investigation techniques, policies, and procedures for purposes of resolving administrative complaints and actions within the campus environment. Such individuals should have knowledge in interviewing, evidence collection, and report writing, and will be the primary individuals responsible for making initial inquires of complainants and respondents in a variety of administrative proceedings.

Prior to the EEO Advisory Committee's review, a trained investigator appointed by the President of the university will:

1. Review and investigate the Level 1 complaint decision;
2. Collect and clarify additional available facts about the alleged incident;
3. Meet with the complainant/complainants and the accused individual, separately, if appropriate.
4. The trained investigator will provide a report to the EEO Advisory Committee. The EEO Advisory Committee will review the Level 1 decision and the appeal as well as the investigator's report, and will make a determination regarding the Level 1 decision and will provide detailed findings along with any recommendations for appropriate action to the President of the University for consideration. Recommendations may include: uphold the Level 1 decision in full or in part or render an alternative decision in full or in part. The President of the University will review the report submitted by the EEO Advisory Committee and, depending upon the nature and severity of the charge(s), the President may approve the recommended action or may recommend an alternate resolution.

   The complainant/complainants and the accused individual will be notified of the decisions at each level. The complainant/complainants will also be notified of all elements of the decision that directly relate to the complainant, involve general campus wide changes, or are otherwise required by state or federal law.

IV. SANCTIONS

Following an investigation, if a faculty or staff member is found in violation of the policy, that individual may be subject to disciplinary action, and the sanctions may include reprimand, probation, suspension, demotion, reassignment, and termination. In the event that personnel action is determined necessary and appropriate with respect to the accused, the University should use its appropriate personnel polices after a determination regarding the allegations.

V. TRAINING

The Compliance Officer on each campus shall identify the human resources personnel as well as the managerial and supervisory personnel on each campus each year. The individuals shall be provided annual training by the Compliance Officer or designee on the Anti-Discrimination and Harassment Policy and shall have access to the Compliance Officer to address any questions or concerns that arise with respect to this policy. The Compliance Officer shall have access to

and shall use the UL System EEO Coordinator/Officer as a resource as needed to ensure compliance with this policy.

The EEO Committee shall also receive training with respect to how to properly review and analyze complaints of retaliation as part of their annual EEO Training.

Americans with Disabilities Act

Compliance Statement

Southeastern has adopted an internal grievance procedure providing for prompt and equitable resolutions of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.

Complaints should be addressed to EEO/ADA Compliance Officer, SLU Box 10328, Hammond, LA 70402, 985-549-5888, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the EEO/ADA Compliance Officer. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the EEO/ADA Compliance Officer and a copy forwarded to the complainant no later than 30 days after its filing.
5. The EEO/ADA Compliance Officer shall maintain the files and records of Southeastern Louisiana University.

Students who have exhausted the internal administrative remedies of the University may choose to file a complaint alleging discrimination with the Office of Civil Rights:

Dallas Office
U. S. Department of Education
1999 Bryan Street, Suite 2600
Dallas, Texas 75201
Telephone: 214-880-2459
FAX: 214-880-3082; TDD: 214-880-2456
Email: OCR_Dallas@ed.gov

Hazing Policy

Southeastern Louisiana University does not tolerate the physical, mental or psychological abuse of any individual or individuals. Any group suspected of participating in such hazing abuse will be fully investigated and, if found guilty, action will be taken against the organization. Individuals within a group found guilty of hazing may face suspension or expulsion from the University.

The University will not tolerate retaliation by any individual (whether or not that person was directly involved in the original incident) against any faculty, staff or student who reports, participates in an investigation of, or is a complainant in a disciplinary proceeding involving the allegation of hazing. Claims of retaliation will be investigated as a breach of the University's hazing policy and may result in University sanctions.

The University adheres to the University of Louisiana System's policy on hazing, Section XXIV, and the Fraternity Executive Association's statement on hazing (also referred to herein as the Association and/or FEA definition of and statement on hazing).

Louisiana Law on Hazing

R.S. 1801 Hazing Prohibited

> 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.

Fraternity Executive Association (FEA): Statement on Hazing

> The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

Hazing Activities

Hazing actions and situations include, but are not limited to the following:

1. Forcing or requiring the consuming of food or any other substance
2. Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
3. "Treeings" (tying someone up and/or throwing food or other substances on them)
4. Paddle swats
5. Line ups
6. Theft of property
7. Road trips (dropping someone off to find their own way back)
8. Scavenger hunts
9. Curtailing sleep to less than six (6) continuous, uninterrupted hours per night
10. Conducting activities which do not allow adequate time for study
11. The use of obscenities and vulgarities in dress, language or action
12. Nudity at any time
13. Running personal errands of the members (driving them to class, cleaning their individual rooms, serving meals)
14. Forcing or requiring the violation of University, Federal, State or local law
15. Dressing alike, specific costumes or clothing
16. "Lock n Key" - restricting activities unless permission is given

Fraternity Insurance Purchasing Group, Risk Management Policy (FIPG: Focus on Hazing)

Penalties:

The Interfraternity Council, Panhellenic Council, and Pan-Hellenic Councils are the governing bodies of the National Interfraternity Conference (NIC) and the National Pan-Hellenic Council (NPHC) chapters on the campus of Southeastern Louisiana University.

Having adopted the Fraternity Insurance Purchasing Group Risk Management

Policy/Program (FIPG), each chapter and all levels of fraternity membership must know that hazing carries a number of risks, including the following:

1. A civil lawsuit
2. Criminal prosecution for an illegal act
3. Discipline by the fraternity
4. Discipline by the college or university
5. Possible loss of insurance coverage

Hazing Explained

What organizations may consider to be a perfectly harmless way of making students learn their lesson in education, may, in the view of others, be an act of violence that can be criminal. Hazing is a felony in more than 35 states. In addition, this administration does not condone or accept hazing as a normal part of fraternity education.

The danger in hazing is that it gets out of hand. What begins as an innocent prank can lead to disaster. There is the apocryphal story of the pledge who was tied to the railroad track, after the chapter carefully checked the timetable for that particular route—only to discover to their horror that trains do run late.

The role of the undergraduate chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities and dates and times. New and old members can participate in any activity, and by being knowledgeable, get more out of activities and the educational experience.

Where Hazing Begins

Answer these questions about each activity in the pledge/new member education program. If there is one question that has a negative answer, then this activity must be eliminated.

- Is the activity an educational experience?
- Does this activity promote and conform to the ideals and values of the fraternity?
- Will this activity increase the new members' respect for the fraternity and the members of the chapter?

- Is it an activity that pledges and initiated members participate in together?
- Would you be willing to allow parents to witness this activity? A judge?
- The University president?
- Does the activity have value in and of itself?
- Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Dissemination of Hazing Policy

Students are expected to conduct themselves in a manner, which supports the educational mission and function of the University, as well as to comply with all federal, state, and local laws. Students have the responsibility of familiarizing themselves with the conduct standards and regulations, which are distributed annually and will be held responsible for compliance with them. Southeastern's policy on hazing is contained in the Code of Student Conduct Standards and Regulations.

Each and every fraternal group within 10 business days from the start of each semester shall:

1) distribute a copy of the Southeastern Louisiana University Policy on Hazing to each of its members, and

2) have the Chapter President and the Pledge Educator sign and return to the Director of Student Engagement the University-issued statement which acknowledges compliance to the policy on Hazing and Hazing Awareness Education.

Sexual Misconduct Policy and Procedure

1. Introduction

Southeastern Louisiana University is committed to creating and maintaining an educational community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of sexual misconduct. Every member of the University community should be aware that the University prohibits sexual misconduct, including but not limited to sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual misconduct, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

This Policy was designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements. As a recipient of federal funds, the University is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, is a form of sex discrimination prohibited by Title IX.

This Policy applies to all University employees, students, and third parties both on campus as well as at off campus locations. This policy prohibits sexual misconduct committed by or against students, faculty, staff, or third parties. This Policy applies to sexual misconduct on University premises; at University-affiliated educational, athletic, or extracurricular programs or activities that have an adverse effect on the education or employment of a member of the University community; or that otherwise threatens the health and/or safety of a member of the University community.

2. Prevention and Education.

Southeastern Louisiana University is committed to education and increasing awareness of students, faculty, and staff about preventing incidents of sexual misconduct. The Sexual Misconduct Task Force is a standing committee responsible for coordinating the university's sexual misconduct education and prevention programs. Members include representatives from the University Counseling Center, University Housing, Student Activities, Student Health Services, Student Conduct, the University Police Department, Athletics, Student Government, Human Resources, the Title IX Officer and other individuals deemed important by the University President. Education and prevention

initiatives are conducted throughout campus on a regular basis.

3. Definitions

a. Coercion is 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. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

b. Confidential Advisor. The confidential advisor primarily serves to aid the complainant in the resolution process. The "confidential" terminology may suggest that communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state reporting and federal laws. For example, Southeastern may be compelled by law to disclose communications between a victim and a confidential advisor if directed by the court in civil litigation Also, communications between a victim and a confidential advisor may be "education records" under the Family Educational Rights and Privacy Act ("FERPA"); to the extent those records reference another student, such as an alleged perpetrator, that student would be entitled under FERPA to access portions of the records that relate to him or her.

c. Consent. 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 parties does not itself imply consent or preclude a finding of responsibility.

d. Cyber-stalking means using electronic mail or electronic communication for the

purpose of threatening, terrifying or harassing another person.

e. Dating Violence,

Dating Violence, as defined in the Clery Act: Includes, but is not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type or relationship and the frequency of interaction.

Dating Violence, as defined in Louisiana state law: Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La RS 46:2151(C). For purposes of this Section, "dating partner " means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

(1) The length of the relationship.

(2) The type of relationship.

(3) The frequency of interaction between the persons involved in the relationship

f. Domestic Abuse, as defined in Louisiana state law: Includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

g. Domestic Violence

Domestic Violence, as defined by the Clery Act: Includes, but is not limited to, sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law.

Domestic violence is further defined by the Clery Act as: a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from the\at person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

h. Family Violence, as defined by Louisiana state law: Includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2121(2)

i. Incapacitation, an individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

j. Responsible Employee. Responsible employees are those individuals who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator/Officer or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator/Officer or other appropriate school designee does not render all institutional employees to be responsible employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling staff or similar shall not be designated as mandated reporters of sexual harassment or as responsible employees.

k. 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. Title IX prohibits retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

l. Sexual Assault

Sexual Assault, as defined by the Clery Act; An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual Assault, as defined by Louisiana State Law, falls into two categories:

Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

Non-Consensual Sexual Contact: Any intentional sexual touching, or attempted sexual touching, without consent.

m. Sexual Discrimination is defined as any discrimination on the basis of gender or actual or perceived sexual orientation or gender identity.

n. Sexual Exploitation is defined as an act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio-or videotaping of sexual activity, prostitution of another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

o. Sexual Harassment: Unwelcome conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; (ii) 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 (iii) 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. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

p. Sexual Misconduct is defined as 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. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

q. Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

r. Stalking

Stalking, as defined by the Clery Act, is: (1) intentional and repeated following or harassment that would cause a reasonable person to feel alarmed or that would cause a reasonable person to suffer emotional distress or (2) intentional and repeated uninvited presence at another person's home, work place, school, or any other place which would cause a reasonable person to be alarmed or would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim or any member of the victim's family or any person with whom the victim is acquainted.

Stalking, as defined by Louisiana state law: The intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping,

or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS 14:40.2(C).

s. **Sexually Oriented Criminal Offense**: Any sexual assault offense as defined in La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403

4. Options for Assistance

All members of the University community are encouraged to contact the Title IX Officer if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual misconduct may be brought to the Title IX Officer or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual misconduct. If the person to whom misconduct normally would be reported is the individual accused of misconduct, reports may be made to another manager, supervisor, or designated employee or directly to the Title IX Coordinator. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual misconduct complaints when a report is received.

Reports of sexual misconduct should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated time frame for reporting, prompt reporting will better enable the University to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the University's ability to conduct an investigation and/or to take appropriate remedial actions.

a. **Reporting Options.** A victim of sexual misconduct is encouraged to report to any of the sources below. Although the victim of sexual misconduct may decline to report the incident, the University supports, encourages and will assist those who have been the victim of sexual misconduct to report the incident to any individual or entity listed below:

i. University Police Department. An individual may report an incident of sexual misconduct directly with campus law enforcement by dialing (985) 549-2222. Reporting to such officials helps protect others from future victimization; apprehend the alleged assailant; and maintain future options regarding criminal prosecution, University disciplinary action and/or civil action against the alleged wrongdoer. A complainant may request that his or her identity be kept confidential when reporting sexual misconduct to a sworn peace officer. Filing a police report does not obligate the complainant to continue with criminal proceedings or disciplinary action.

ii. Title IX Officer. Any incident of sexual misconduct can be brought to the attention of the Title IX Officer. Although the University strongly encourages reporting sexual misconduct to the police, a complainant may request administrative action by the Title IX Officer with or without filing a police report. The Title IX Officer can grant interim accommodations such as changing academic, living, transportation or working situations; and, any interim disciplinary action to protect the safety of the complainant.

The Title IX Officer and his contact information is as follows:

Gene Pregeant
Rm. 120 Dyson Hall
Telephone number: 985/549-5888
Email address: gpregeant@selu.edu

iii. The Office of Student Advocacy and Accountability. When a student is accused of sexual misconduct, regardless of the status of the alleged victim (i.e., another student, a faculty member, etc.), the relevant student disciplinary procedures set forth in the Student Conduct Code (www.southeastern.edu/code) shall constitute the formal investigation process. Any student victim of sexual misconduct may request disciplinary action by the Office of Student Advocacy and Accountability with or without filing a police report. A complaint can be filed with the Office of Student Advocacy and Accountability by dialing (985) 549-2213 or reporting at www.southeastern.edu/reportit. The Office of Student Advocacy and Accountability may impose interim actions such as a no contact order or an interim suspension to protect the safety of the victim. The Office of Student Advocacy and Accountability extends additional rights in disciplinary procedures to victims of Sexual Misconduct which can be found at www.southeastern.edu/code.

iv. Human Resources. A complaint of sexual misconduct when a University employee is the respondent may be brought to the Human Resources Department, which

will promptly inform the Title IX Officer of the complaint. Human Resources can be contacted by dialing (985) 549-2001 or by email, tara.dupre@selu.edu.

v. Responsible Employee. An individual may report alleged sexual misconduct to a Responsible Employee or any employee serving in an administrative role at the University. Responsible Employees must report the incident to the Title IX Officer. No employee is authorized to investigate or resolve complaints without the involvement of the Title IX Officer. Responsible employees shall include all administrators, unclassified staff, and resident assistants. Employees with confidentiality obligations as described in section 5d below are not included.

vi. Anonymous Reports. Anonymous reports can be made at http://www.southeastern.edu/admin/police/anonymous_reporting/index.html. Individuals who choose to file anonymous reports are advised that it may be very difficult for the University to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes and shall be forwarded to the Title IX Officer.

vii. Confidential Advisors. Southeastern has designated trained individuals who shall serve as confidential advisors. Confidential Advisors may, as appropriate, serve as a liaison between an alleged victim and the institution or local law enforcement when directed to do so in writing by an alleged victim who has been fully and accurately informed about what procedures shall occur if information is shared, and assist an alleged victim in contacting and reporting to a responsible employee or local law enforcement. The Confidential Advisor is authorized to liaise with appropriate staff at the institution to arrange reasonable accommodations through the institution to allow the alleged victim to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. Requests to a Confidential Advisor for accommodations shall not trigger an investigation by the institution. The confidential advisor is authorized to accompany the alleged victim when requested to do so by the alleged victim, to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings. The confidential advisor is authorized to advise the alleged victim of, and provide written information regarding, both the alleged victim's rights and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issues by a court of competent jurisdiction or by the institution. The confidential advisor is not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

5. Confidentiality

The University will respect the confidentiality of victims of sexual misconduct and the alleged offender(s) as much as possible, consistent with the University's legal obligations. Individuals who wish to report or discuss incidents of sexual misconduct should be aware that employees on campus have different reporting responsibilities and different abilities to maintain confidentiality or privacy, depending on their roles at the University.

a. **Limited Confidentiality of Reports to Employees.** When considering reporting options, complainants should be aware that certain University personnel can maintain strict confidentiality, while others have mandatory reporting and response obligations. University personnel who are not confidential reporters and who receive a report of alleged sexual misconduct are required to share the information with appropriate administrative authorities for investigation and follow up. The University will protect a complainant's confidentiality by refusing to disclose his or her information to anyone outside the University to the maximum extent permitted by law. As for confidentiality of information within the University, the University must balance a victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community.

b. **Confidentiality Requests and Interim Measures/Accommodations.** The University's inability to take disciplinary action against a respondent accused of sexual misconduct because of a complainant's insistence of confidentiality will not restrict the University's ability to provide appropriate measures for the reasonable safety of the Complainant or the University community. The University may also use the information as an anonymous report for data collection purposes under the Clery Act.

c. **Victim Identity Protected from Open Records.** The identity of those complaining of sexual misconduct will be withheld unless mandated by court order or otherwise required to be released by law.

d. **Employees Required to Maintain Confidentiality.** The following individuals are not required to report information about an incident to the Title IX Officer without a complainant's permission. Non-reporters include physical and mental health professionals, including licensed counselors who provide mental health counseling to members of the University community and those who act under the supervision of a health care employee. Those offices are:

i. University Counseling Center
Location: 303A Texas Ave., Student Union Annex
Phone: (985) 549-3894
Fax: (985) 549-5007
Email: slucc@selu.edu
Website: http://www.southeastern.edu/admin/counseling/

ii. Vera W. Thomason Health Center
Location: 303A Texas Ave., Student Union Annex
Phone: 985-549-5718
Fax: 985-549-2093
Email: health@selu.edu
Website: http://www.southeastern.edu/admin/health_ctr/

These offices will maintain confidentiality in accordance with the law and their professional rules of conduct. They will assist in a crisis situation and provide information about possible resources, some of which may include law enforcement, medical assistance, psychological counseling, victim advocacy assistance, legal assistance, University disciplinary action, immigration services and criminal prosecution. They will not reveal the complainant's identity to anyone without the complainant's permission except under very limited exceptions (e.g., if an immediate threat to the complainant or others is present, or if the complainant is a minor). Complainants need not reveal their names if calling these individuals for information. Confidential Advisors described in 4.vii. are also not obligated to report crimes to Southeastern or law enforcement in a way that identifies an alleged victim or an accused individual unless otherwise required to do so by law.

e. Employees Who Must Report – Responsible Employees. A responsible employee who receives a report of sexual misconduct must report to the Title IX Officer all relevant details about the alleged sexual misconduct shared by the complainant. A responsible employee should not share information with law enforcement without the complainant's consent, or unless the complainant has also reported the misconduct to law enforcement.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations - and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant chooses to tell the responsible employee what happened but

also states that she or he wants to maintain confidentiality or does not want the matter investigated, the employee should tell the complainant that the University will consider the request but cannot guarantee that the University will be able to honor it. The responsible employee should explain his/her duty to report the incident to the Title IX Officer and that the report may be used for Clery Act data collection purposes. In reporting the details of the incident to the Title IX Officer, the responsible employee will also inform the Title IX Officer of the complainant's request for confidentiality.

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the University will consider a range of factors, including:

i. The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence;

ii. Whether there have been other sexual misconduct complaints about the same alleged perpetrator;

iii. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

iv. Whether the alleged perpetrator threatened further sexual misconduct or other violence against the complainant or others;

v. Whether the alleged sexual misconduct was committed by multiple perpetrators;

vi. Whether the alleged sexual misconduct was perpetrated with a weapon;

vii. Whether the complainant was a minor at the time of the alleged conduct;

viii. Whether the University possesses other means to obtain relevant evidence of the alleged sexual misconduct (e.g., security cameras or personnel, physical evidence); or

ix. Whether the complainant's report reveals a pattern of conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

f. Breaches of Confidentiality. Breaches of confidentiality or privacy committed by anyone receiving a report of alleged sexual misconduct or investigating the report of alleged sexual misconduct may be considered a separate violation of this Policy and may result in disciplinary sanctions.

6. Investigation Procedures and Protocols. Generally, upon receipt of a report of sexual misconduct the Title IX Officer will:

a. Assignment. The Title IX Officer will review the complaint and investigate the matter. Alternatively, the Title IX Officer may assign the investigation to a Deputy Coordinator or Investigator and advise the complainant of the name and contact information of the individual assigned. If a student complainant requests a disciplinary review the Title IX Officer may also assign the investigation to the Office of Student Advocacy and Accountability. The procedures and protocols for the Office of Student Advocacy and Accountability can be found at www.southeastern.edu/code.

b. Initial Meeting with Complainant. As soon as is practicable, the individual investigating the complaint shall contact the complainant and schedule an initial meeting. At the initial meeting the Investigator will:

i. Provide a copy of this policy which explains the process and rights of all parties;

ii. Request additional information regarding the reported incident;

iii. Explain the investigatory process;

iv. Explain the options for reporting to law enforcement authorities (whether on campus or local police) and the Office of Student Advocacy and Accountability;

v. Discuss confidentiality standards and concerns with the complainant and advise that confidentiality may impact the University's ability to investigate fully;

vi. Determine whether the complainant wishes to pursue a resolution (formal or informal) through the University and that the decision to begin with an informal resolution does not preclude formal resolution;

vii. Refer the complainant, as appropriate, to the Counseling Center or other resources which may include law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, University disciplinary action, immigration services, and criminal prosecution; and,

viii. Inform the complainant that they have the right to utilize the confidential advisor and/or any other advisor of their choosing throughout the process;

ix. Discuss with the complainant, as appropriate, possible interim accommodations/measures including but not limited to campus no-contact orders, reassignment of housing or work assignments, and modification of class schedules.

c. **Notice of Allegations to Respondent.** At the outset of an investigation, the investigator will provide the respondent prompt notice of the allegations against him or her in writing together with a copy of/link to this Policy. A written notice of all documents will be provided to the complainant concurrently with respondent.

d. **Equitable Treatment.** The investigator will remain neutral throughout the investigation and provide both the complainant and respondent opportunities to respond in person and in writing, to submit relevant documents, and to produce relevant witnesses. Both parties shall also be afforded simultaneous notices, an opportunity to have a representative or advisor present at all meetings, and the ability to inspect any information that will be used after the investigation during informal and formal disciplinary meetings. At no time will either party be offered mediation as an option to resolve a sexual misconduct case that involves violent or criminal conduct.

e. **Report of Investigation.** The investigator will complete a written investigative report that includes summaries of interviews conducted; photographs, if any; documents and materials received; descriptions of relevant evidence; summaries of relevant electronic records; and a detailed report of the events related to the incident. When the investigator is not the Title IX Officer, the investigative report will be submitted to the Title IX Officer for review and findings. The Title IX Officer will review the report of investigation using a "preponderance of the evidence" standard and make a finding as to whether it is more likely than not that respondent violated the Sexual Misconduct Policy, and which specific sections of the Policy were violated.

   If the investigation was coordinated by the Office of Student Advocacy and Accountability a formal hearing will be coordinated as outlined at www.southeastern.edu/code.

   If a student accused of a sexually-oriented criminal offense seeks to transfer to another institution during an investigation, the institution shall withhold the student's transcript until such investigation or adjudication is complete and a final decision has been made.

f. **Sanctions.** Both the complainant and respondent will be informed in writing of the results of any disciplinary proceedings no later than ten (10) business

days after the resolution. If the Respondent is found responsible for sexual misconduct, the University will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the University community or so detrimental to the educational process that it may require more serious sanctions or interventions, such as removal from University housing, removal from specific courses or activities, suspension or expulsion from the University, or employment termination. Sanctions or interventions may include, but are not limited to, one or more of the following:

i. Formal Reprimand: A formal notice that the respondent has violated University policy and that future violations may be dealt with more severely.

ii. Disciplinary Probation: A designated period of time during which the respondent is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.

iii. Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.

iv. Restriction from Employment at the University: Prohibition of, termination from, or limitation on University employment.

v. Class/Workshop/Training/Program Attendance: Enrollment in and completion of a class, workshop, training, or program that could help the respondent or the University community.

vi. University Housing Transfer or Removal: Placement in another room or housing unit or removal from University housing. Housing transfers or removals may be temporary or permanent depending on the circumstances.

vii. Professional Assessment: Completion of a professional assessment that could help the respondent or the University ascertain the respondent's ongoing supervision or support needs to successfully participate in the University community.

viii. Removal from Specific Courses or Activities: Suspension or transfer from courses or activities at the University for a specified period of time.

ix. No Contact: Restriction from entering specific University areas and/or from

all forms of contact with certain persons.

x. Suspension: Separation from the University for a specified period of time or until certain conditions are met.

xi. Expulsion: Permanent separation from the University.

xii. Transfer Notification: If a student is found responsible for a sexually-oriented criminal offense upon the completion of such investigation and/or adjudication and seeks to transfer to another institution, the institution is required to communicate such a violation, when the institution becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

g. Appeals. Either party may appeal the outcome of the matter except where a respondent has accepted an agreement under the sanctioning process outlined above. A review of the matter will be efficient and narrowly tailored. In student on student matters adjudicated by the Office of Student Advocacy and Accountability a party may appeal a Student Conduct Hearing Board's decision based on the appeals procedures outlined in the Student Code of Conduct which can be found at www.southeastern.edu/code. For those cases adjudicated by the Title IX Officer or his/her designee, a party may seek review only on the following grounds:

i. A material deviation from the procedures affected the outcome of the case; and/or

ii. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings; and/or

iii. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s)

To request a review from a case adjudicated by the Title IX Officer or his/her designee, a party must submit a written appeal to the University President within ten (10) calendar days of the date of the notification of the decision. The University President or his/her designee will assign an Appeals Board to review the appeal. The University President may deem a late submission reasonable under certain extraordinary and extenuating circumstances.

The Appeals Board will strive to complete review of an appeal within fifteen (15) days of its receipt. In a closed session, the Appeals Board will review the matter based on the issues identified in the request for appeal. The Appeals Board may

conclude that there are no relevant issues of concern and therefore recommend that the University President affirm the final decision and any sanctions/interventions. If the Appeals Board identifies issues of concern, the Board will provide the University President with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

i. If there was a material deviation from procedure, remand the matter to the Title IX Officer and/or a new investigator with corrective instructions from the Appeals Board.

ii. If new information appears relevant, refer the matter to the Title IX Officer and/or the original investigator if available, to determine whether any modifications may need to be made to the original investigative report.

iii. If the new evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the University President or designee to review, in consultation with the Title IX Officer, and make any necessary modifications to the report.

iv. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.

After necessary consideration and consultation with others, as appropriate, including the Title IX Officer, the University President or the designee may accept or modify the recommendations made by the Appeals Board. The University President's final and unreviewable decision will be made available to the participating parties, in writing, simultaneously.

6. Additional Information

a. Prevention and Awareness Programs - Southeastern offers education and prevention programs that include, but are not limited to: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction on an annual basis.

b. Preservation of Evidence. Preservation of evidence is critical in instances of sexual misconduct. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence (which may be necessary to prove sexual misconduct or to obtain a judicial order of protection),

the support of crisis counseling, and immediate police response.

c. **Amnesty from Student Discipline for the Reporting Party.** Assisting students who are reporting sexual misconduct is the University's primary interest. In order to facilitate reporting, the University may choose not to charge students who report sexual misconduct and any material witnesses with Student Code of Conduct violations for behavior that otherwise would be considered violations (for example consuming alcohol underage or consuming illegal drugs).

d. **Retaliation.** Retaliation against an individual for making a good faith complaint of unlawful discrimination, harassment or other unlawful practice, or for using or participating in the complaint process, is a violation of University policy and is strictly prohibited. More about the University's retaliation policy can be found at http://www.southeastern.edu/resources/policies/assets/retaliation.pdf.

e. **Support Services.** Upon receiving a report of sexual misconduct, Southeastern will immediately provide to complainants and respondents the following: on- and off-campus resources, including but not limited to local advocacy, counseling, health and mental health services, as applicable. These are offered regardless of whether the complainant chooses to formally report the incident. Southeastern has developed and distributed contact information for this purpose as well as provide such information on-line.

f. **Campus Climate Survey.** As per BoR and ULS Policy and in accordance with ACT 172, each institution will administer a campus climate survey annually to their students with the intention of assessing campus safety and identify vulnerabilities. This will be coordinated by the BoR and institutions will be required to submit results of the survey to the BoR. Nicholls State University may supplement the statewide survey by collecting additional information that can be utilized to develop prevention and intervention strategies appropriate for its institution.

g. **Coordination with Local Law Enforcement.** University Police, in accordance with BoR and ULS Policy as well as best practices, has established agreements with local law enforcement agencies that enhance the coordination of training, information sharing in investigations, evidence preservation, and responsibilities. A copy of the MOU describing these factors in detail is maintained in the University Police Department.

h. **Freedom of Speech.** This policy and procedures will be implemented in a manner that does not infringe upon anyone's First Amendment Rights.

Confidential Advisors

Confidential advisors are available to help victims of sexual misconduct. Confidential advisors are designated individuals who have been trained to aid a person involved in a sexual misconduct complaint in the resolution process as a confidential resource. Southeastern's confidential advisors are the licensed counselors employed by the University Counseling Center. Their contact information follows:

Peter Emerson, slucc@southeastern.edu

Annette Baldwin-Newton, slucc@southeastern.edu

Emily Moise, slucc@southeastern.edu

Paige LeBleu Moody, slucc@southeastern.edu

Curtis Meyer, slucc@southeastern.edu

The University Counseling Center is located at:

The University Counseling Center Building
303A Texas Ave., Student Union Annex
SLU Box 10310
Hammond, LA 70402
985/549-3894.

The Process of Investigation and Adjudication of the Criminal Justice System

For useful information concerning what to expect should you choose to pursue the criminal court process RAINN (Rape, Abuse & Incest National Network) provides useful information. Log on to www.rainn.org/get-info/legal-information/working-with-the-criminal-justice-system

For information regarding programs offered by the District Attorney's Office for the 21st Judicial District Court dealing with Victim's Assistance, Rape Crisis and Domestic Violence log on to www.21jdda.org

The National Sexual Assault Telephone Hotline

If you need immediate help, call 800.656.HOPE(4673) to be connected with a trained

staff member from a sexual assault service provider in your area.

RAINN Online Chat Information

Visit online.rainn.org to chat one on one with a trained support specialist with RAINN (Rape, Abuse,& Incest National Network) anytime 24/7.

Medical Information

The hospital nearest to the University where a victim may have a rape kit administered by an individual trained in sexual assault forensic medical examination and evidence collection is North Oaks Medical Center located at 15790 Paul Vega, M.D. Drive, Hammond, LA. Information regarding transportation to North Oaks can be obtained by contacting the University Counseling Center (549-3894) located in the first floor of Pride Hall.

Registration of Activities Policy

Guidelines

To ensure that the registration of your activity goes as smoothly as possible, please read the information listed below and take all the proper steps before using the following links: **www.southeastern.edu/admin/stu_dev/reg_activities/index.php** activities and **www.selu.edu/admin/stu_dev/services**

1. Use of this link in no way guarantees the requester that the facility and/or services will be available.
2. The following activities and events must use the Registration of Activity Form before approval will be granted by the various departments affected:

   A. Any event where alcohol will be present.

   B. Any event sponsored by a student organization.

   C. Any event where departments will utilize other facilities not in their jurisdiction.

   D. Any event where services are provided by one or more of the following:

      1. University Police. (This will be determined by the Assistant Vice President for Student Affairs in conjunction with the Chief of University Police. Contract must be signed 10 days before the event.)

      2. Campus Dining.

      3. Physical Plant.

         * A service request must be turned into the Physical Plant Department two weeks prior to the event. Any organization making a request must have the signature of their faculty advisor.

      4. Any other required service.

   E. Any event sponsored by an off-campus group/individual(s).

   F. Any continuing education class.

   G. Any event where admission is charged.

3. Requesters are strongly encouraged to check with the proper Building Head prior to completing the Registration of Activity Form to ensure availability. Click here for a list of facilities and the individual(s) to contact for use of that facility. Holding an

event that has not been approved through this channel is a violation of University policy and may result in disciplinary sanctions for the organization or individuals involved.

4. Please be reminded that the maximum number of people allowed at an event is determined by the Fire Marshal and will be monitored by the University Police Department. Once that number has been reached, no other individuals will be allowed admittance.

5. Any request for additional services from any university department needs to be handled in person with the department providing the services. Use of the Registration of Activity Form in no way sets up or guarantees the services requested.

6. All off-campus groups/individual(s) must contact Continuing Education at (985) 549-2301 to use university facilities.

7. All requests are approved in accordance with University regulations regarding use of facilities and are subject to cancellation if conditions make it necessary.

8. Faculty advisors, sponsoring departments, and/or requesting groups are responsible for their group's activities and conduct during the event and may be required to pay for damages.

9. For approval, this form must be completed and submitted to the Assistant Vice President for Student Affairs (psdv5403@selu.edu) by NOON ON THE MONDAY OF THE WEEK PRECEDING THE EVENT unless other departments or facilities' policies come into play such as, but not limited to, alcohol events, off campus groups, etc. Requesters are urged to contact the facility head early to avoid any problems stemming from university policies. Organizers must present a copy of the approved event e-mail to University Police if requested.

10. Cancellations are to be made no later than forty-eight (48) hours in advance of the event. Failure to notify all concerned parties may result in loss of scheduling privileges and liability for charges for service or personnel.

11. Student organizations may not advertise an event until approval has been granted by the Assistant Vice President for Student Affairs.

12. Disapproval of facilities usage will be immediately reported to the requesting party.

13. Disapprovals may be appealed in writing to the Building Head's immediate supervisor.

14. All parties will be notified by e-mail when the event has been approved. An event is not approved until the organization or individuals requesting the space have been notified by e-mail that the event has been approved.

15. Requester must check the box below stating that he/she has read and understands the guidelines listed above before they will be allowed to use the Registration of Activity Form.

16. The policies for use of Southeastern Louisiana University facilities by third party groups/organizations can be found https://www.southeastern.edu/admin/conf_services/facility_usage/policies_for_facility_use_updated_11_11_12.pdf.

17. Any comments, questions, or concerns should be addressed to the Assistant Vice President of Student Affairs Office, 985-549-3792, jmchodgkins@selu.edu.

University Policy On Public Speech, Assembly and Demonstrations

Southeastern Louisiana University recognizes that freedom of speech and assembly are basic and essential to both intellectual and social development. These freedoms, guaranteed by the First and Fourteenth Amendments to the United States Constitution, shall be enjoyed by the university community at Southeastern. Free discussion of ideas of either controversial or non-controversial nature shall not be curtailed. These freedoms, however, are not absolute. Colleges and universities have well-established rights to regulate time, place, and manner so that activities do not intrude upon or interfere with the academic programs and administrative processes of the University. The University may designate one or more areas on campus where individuals may assemble and engage in speech activities. All speech and assembly activities must be conducted in accordance with university regulations.

TIME:

In accordance with US Federal Court decisions, the University has the right to regulate the time of speech or assembly activities. A two (2) hour time period will be provided to individual(s) and/or organizations for these purposes at Southeastern. Speech/ assembly activities will be limited to one two (2) hour time limit per seven (7) day period, commencing the Monday of each week.

PLACE:

The University has designated the following sites for public discussion and/or peaceful public assembly or demonstration:

(1) the steps in front of the Student Union Annex and the grassy area immediately in front of the steps and bounded by the sidewalk;

(2) the grassy area in front of the Claude B. Pennington, Jr. Student Activity Center;

(3) Presidential Plaza area north of the Student Union,

as areas where public speech and assemblies may be conducted by students without prior administrative approval.

Individual(s) or organizations wishing to use such areas will be required to register the public speech or assembly a minimum of seven (7) days in advance through the office of Assistant Vice President for Student Affairs. Public assembly, discussion or demonstration shall not disturb or interfere with any program, event, or activity approved prior to the public assembly, discussion or demonstration; shall not unreasonably

disturb or interfere with normal operations and activities of the university; and will not be scheduled during other major events already scheduled on campus. Use of the area shall not include activities which could constitute non-permissible solicitation or which would be an infraction of the university sign policy in regards to indiscriminately handing out materials to passers-by.

MANNER:

1. Any individual(s) or organization may publicly assemble or demonstrate in a peaceful manner after attaining the permission of the Assistant Vice President for Student Affairs or his or her designee.

2. An application to assemble publicly or demonstrate must be made seven (7) days in advance on a form provided by the Assistant Vice President for Student Affairs and shall contain:

   (a) the applicant's name, address, phone number, social security number and date of birth;

   (b) the proposed location, date and time for the assembly or demonstration;

   (c) the anticipated number of participants; including a list of authorized representatives of the organization who will be present along with their addresses, phone numbers, dates of birth, social security number and their purpose for being there, i.e. speaking, helping with set-up, etc. (ID cards will be provided to these individuals);

   (d) the purpose of the assembly or demonstration;

   (e) the signature of the applicant or, if an organization, its authorized representative.

3. The Assistant Vice President for Student Affairs shall approve an application properly made under section 2 unless there are reasonable grounds to believe that:

   (a) the applicant is under a disciplinary penalty prohibiting publicly assembling or demonstrating;

   (b) the proposed location is unavailable or inappropriate at the time requested;

   (c) the proposed date and time are unreasonable;

   (d) the assembly or demonstration would unreasonably obstruct pedestrian or vehicular traffic;

(e) the speech will constitute a clear and present danger to the institution's orderly operation, to students, faculty or staff, or property, through advocacy of immediate action.

4. The manner approved for the public assembly or demonstration will include but is not limited to the following conditions.

(a) Individual(s) or organizations will be restricted to the place described in the registration and are not allowed to leave that area to conduct their assembly.

(b) No harmful acts, destruction or defacement of property, or physical assaults of persons will be allowed. This includes threats and/or intimidation aimed at particular individuals and creating in them a realistic fear for their personal safety or the security of their property.

(c) No use of amplification devices is allowed.

(d) The speech may not be projected onto private areas, such as resident hall rooms or classrooms and thereby creating captive audiences who cannot guard their privacy by avoiding the speech.

SANCTIONS:

Individuals and/or organizations who fail to follow these policies and procedures may be subject to penalties, which may include banishment from campus, payment of damages, fines, etc. Violators will be referred to The Office of Student Advocacy and Accountability for adjudication.

NON-ENDORSEMENT/NON-GUARANTEE:

All views expressed by any individual or organization are those of the speaker and not, necessarily, of Southeastern Louisiana University. References made to any products and/or services are not guaranteed by the University.

VIDEO/AUDIO TAPING:

Southeastern reserves the right to video and/or audio tape any public speech, assembly, or demonstration held on its campus or at any of its satellite sites.

Sign Posting Policy

The posting of signs, notices, and/or advertisements on other than University bulletin boards by individuals and/or organizations is **PROHIBITED**. This includes doors, windows, hallways, walls of buildings, poles, and trees. Permission to post signs on the outside of buildings must be obtained from the building coordinator. A list of building head coordinators is located at www.selu.edu/admin/safety/bldg_coor/. Yard signs and signs on wooden frames are not permissible on Southeastern's campus with the exception of those promoting major University events such as Graduation, Orientation, Athletics, etc. Permission for University approved yard signs must be obtained from the Assistant Vice President for Student Affairs. Display of sexually suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed. Chalking on buildings and sidewalks is not allowed. Advertisements/flyers may not, under any circumstances, be placed on automobile windshields or indiscriminately handed out to passers-by. University Police, Physical Plant, and building coordinators are authorized to remove improperly posted signs/flyer, notices, and/or advertisements in accordance with this policy. Authorized signs, once approved, will be allowed 2 days prior to the event, the day(s) of the event, and must be removed the day after the event, even if the event is a weekly occurrence. Failure to adhere to this policy may result in loss of future sign privileges. Sign approval forms can be picked up in the Assistant Vice President for Student Affairs Office or at **www.selu.edu/admin/stu_dev/services/index.html**

Selling or Soliciting on Campus Policy

Selling or soliciting on University grounds or in University buildings is permissible only with the approval of the Vice President for Student Affairs or his/her designee when solicitations of or by students are involved, and by the Vice President for Administration and Finance when students are not involved in these activities. University employees should feel free to ask agents who call on campus whether such permission has been secured.

Credit Card Solicitation Policy

Southeastern does not allow the active solicitation of credit cards applications on campus. Student groups may not use this type of activity as a fund raiser.

Additional information may be found in the Assistant Vice President for Student Affairs Office or at **www.southeastern.edu/admin/stu_dev/**

Tobacco Free Policy

Purpose - Southeastern Louisiana University is committed to promoting and maintaining a healthy and academic environment. To enable the University to fulfill this commitment and to be in compliance with Louisiana Act 211, it is necessary that a policy be implemented to provide a tobacco free environment. This policy becomes effective August 1, 2014.

Scope - This policy applies to all University students, faculty, staff, visitors and contractors. Tobacco use includes, but is not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, electronic cigarettes, and oral tobacco products such as dips, chews, etc.

Policy - The use of tobacco products is prohibited on all University property (indoors and outdoors) and in all Southeastern Louisiana University vehicles; this applies to all licensed and unlicensed vehicles owned, leased, and rented by the University. The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas. Disposal of used tobacco products (butts, spittoon contents, dip wads, etc.) on campus in anything other than appropriate trash bins will be considered littering and subject to appropriate fines.

Exceptions - There are certain exemptions to the Tobacco Free Policy, they include:

- A research project involving tobacco products as part of an educational or clinical objective once approved by Institutional Review Board (IRB).
- A University authorized theatrical or entertainment performance that requires tobacco use as part of the artistic production.
- Other requests as granted by the University President or his/her designee on a case by case basis.

Enforcement - Student violators will be ticketed by University Police personnel and referred to the Office of Student Advocacy and Accountability for disciplinary action as appropriate. Faculty, staff, contractors or visitors who violate this policy will be ticketed, and as appropriate may be reported to the relevant university department/office.

Sanctions - The penalty shall be a choice of either payment of a $50 fine or 10 hours of Community Service (litter pickup). Egregious or repeat offenders may be subject to additional sanctions as determined by the Office of Student Advocacy and Accountability or other relevant university department/office as appropriate.

Food Policy and Procedures for Student Organizations and Departmental Units

POLICY:

The food policy shall apply to all student organizations and budgeted departmental units on the Southeastern campus and its associated off-campus sites and foster the following:

1. Protect the health and safety of students, faculty, staff and its guests.
2. Encourage food storage, preparation and handling in Campus Dining facilities whenever possible. Facilities include the Cafeteria and the Lion's Den in the Student Union.
3. Ensure external providers contracted to prepare and serve food at University facilities are adequately insured. (See outlined in procedure #3)
4. Ensure student organizations or departmental units exercise and understand their responsibility through the Food Safety Course if Campus Dining or an insured provider are not used.

PROCEDURE:

1. Student organizations and departmental units intending to sponsor or host events involving purchasing food items requiring preparation and/or handling of raw or perishable food items, shall secure approval for the event and the purchase from the Assistant Vice President for Student Affairs (See Food Policy Approval Form). This waiver form only applies to events not held in Campus Dining facilities and catered by Campus Dining.
2. Student organizations and departmental units are encouraged to solicit the services of Campus Dining in the preparation, cooking and/or serving of raw and/or perishable food products. In the event Campus Dining is unable to respond to a food activity need or event in the time required, or within budgetary allowances, and written approval is secured from the Assistant Vice President for Student Affairs for an exception, the student organization or departmental unit may proceed to other requirements hereinafter stated.
3. Student organizations and departmental units may solicit the services of an external provider in the preparation, cooking and/or serving of raw and/or perishable food products. An external provider must provide Certificate of Insurance verification

of General Liability coverage in the amount of $1,000,000. In addition, Workers' Compensation coverage must also be provided by qualified providers for any provider employees performing services at a University facility. All Certificates of Insurance must reflect current coverage and list Southeastern Louisiana University as a Certificate Holder. Departmental units are responsible to ensure appropriate bid laws are followed in contracting any external providers.

4. Student organizations and departmental units may requisition and purchase raw and/or perishable food products from Campus Dining or external suppliers for preparation and handling provided the following criteria are met:

   A. At least one individual from the student organization or departmental unit must have attended and completed the Food Safety Course. These classes will be held roughly twice (2) a semester and the certification will be good for two calendar years. At least one certified individual must be present during the entire event.

   B. Written approval by the Assistant Vice President for Student Affairs has been secured. (See Food Policy Approval Form)

   C. Adequate cold storage and/or refrigeration is available for perishable food products.

   D. Perishable food items are refrigerated in a timely manner after purchase or processed timely after removal from refrigeration.

   E. Preparation and/or cooking is performed under sanitary conditions preferably in a kitchen location. Exception: Food cooked on a barbecue grill or in a kettle.

   F. Items not consumed upon conclusion of the event are refrigerated, contained in a timely manner, or thrown away within a reasonable time immediately after the event.

   G. The certified individual designated to supervise the food event fully understands his/her responsibility to ensure items C-F above are met.

5. Food may be provided for consumption that is prepared and/or provided at no cost to a student organization or departmental unit for the purpose of goodwill, fund raising, or the saving of funds. A Certificate of Insurance will not be required of the donor, but the University person coordinating and accepting the donation and the responsibility to ensure the health, safety and welfare of those to consume the food items must have attended and completed the Food Safety Course.

6. Requests For Special Meals - In accordance with Section VII-C of the Louisiana

Travel Guide: "A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of the departmental staff" (department head in this phrase is Dr. John L. Crain, the head of our agency). This request must be fully completed and approved prior to each event. Meal cost per person should fall within the PPM limit. PPM In State meal cost:

Breakfast $ 9.00

Lunch $13.00

Dinner $29.00

The form that must be completed for Requests For Special Meals can be found on the Controller's Web page at: **www.southeastern.edu/admin/stu_dev/assets/food_application_for.pdf**

This policy does not apply to:

A. Packaged food purchases requiring no preparation, i.e. chips, cookies, crackers, canned dips, donuts, microwave products, etc.

B. Food purchases prepared and served at the location of the provider, i.e. Burger King, McDonald's, Picadilly, Wendy's, etc.

C. Food purchases prepared and cooked at the provider's establishment and delivered to the student organization or departmental unit for immediate consumption, i.e. pizza, etc.

Student Newspaper Distribution Bin Policy

The University's official student newspaper, The Lion's Roar, is distributed on and off campus in various types of newspaper distribution bins, racks, and displays. Maintained by personnel with the Office of Student Publications, these bins are solely for the distribution of materials approved by the Director of Student Publications. No other materials may be placed in or on these bins for distribution. This includes all other publications, flyers, advertisements, applications, objects, or materials.

Some of the bins maintained by the Office of Student Publications have spaces for advertising. All advertising on these bins is coordinated and controlled by Student Publications. No advertisements should be placed in or on these bins without prior approval from the Director of Student Publications.

Policy on Skateboards, Roller Skates, Rollerblades, Scooters, and Other Coasting Devices

Skateboards (non-electronic), roller skates, rollerblades, scooters and other coasting devices may be used as a form of point-to-point transportation on sidewalks; they are not vehicles and are prohibited from roadways (except at marked pedestrian crossings) and parking lots on campus. They are also prohibited in all other areas on campus including but not limited to:

- All steps and handrails
- All flower planters
- All residence hall balconies and walkways
- Residence hall rooms
- All sit walls
- All curbs and benches
- All ramps including handicap
- Inside of buildings
- University Residence and driveway
- Student Union Mall
- Fayard Sallie Port
- Library Breezeway
- Loading Areas
- Parking Garage
- University Center
- Elevators
- Tennis courts
- Beyond the inner fence of Kinesiology and Health Studies Track Facility
- Lab school area

- Construction areas
- Porches (i.e. Pennington Center)
- Brick patios
- Walkway between stadium and parking garage

Skateboards, roller skates, rollerblades, scooters and other coasting devices should be used in courteous manner and shall not be used in any manner that places pedestrians at risk. Recreational use including but not limited to acrobatics, tricks, racing, or other stunts is strictly prohibited and a violation of the Student Code of Conduct under Endangerment. People using roller skates or rollerblades must remove them before entering all university buildings.

Electronic skateboards, including self-balancing boards/scooters, hoverboards and any other similar equipment are prohibited from being used, stored, and/or charged in any University building/community. This includes campus grounds and all residence halls, apartments, and organization/Greek houses.

Anti-Litter Policy

Southeastern Louisiana University takes pride in maintaining the beauty of its campus. Improper disposal of any form of litter is strictly prohibited on its main campus and all regional locations. Litter is any waste material, garbage, or rubbish, including but not limited to food, food wrappers, paper, cans, bottles, cigarette butts, ashes, or discarded debris. All members of the University community and visitors are required to utilize trash receptacles to dispose of any unwanted items or debris. Intentional disposal of waste material except in designated receptacles is a violation of the law, university policy, and the Student Code of Conduct. Compliance with this policy is expected from all University students, faculty, staff, visitors and contractors.

Student violators will be ticketed by University Police personnel and referred to the Office of Student Advocacy and Accountability for disciplinary action as appropriate. Faculty, staff, contractors or visitors who violate this policy will be ticketed, and as appropriate may be reported to the relevant university department/office.

The penalty shall be a choice of either payment of a $50 fine or 10 hours of Community Service (litter pickup). Egregious or repeat offenders may be subject to additional sanctions as determined by the Office of Student Advocacy and Accountability or other relevant university department/office as appropriate.

ANNUAL SECURITY AND FIRE SAFETY REPORT

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), institutions which participate in Federal student financial aid programs are required to provide information to the public regarding campus safety and security policies and procedures. Statistics regarding crimes related to their campuses must also be reported. The definition set used for this format is according to the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

Southeastern Louisiana University is dedicated to providing a safe, secure and crime-free environment for students, faculty, staff and visitors to our Hammond Campus, Baton Rouge Nursing Center, St. Tammany Center, and Livingston Parish Literacy and Technology Center. Many individuals and departments are involved in campus safety and security. This information can help keep you and others safe at Southeastern.

At Southeastern Louisiana University, we endeavor to consistently provide accurate information to our community regarding the safety of our campus. In furtherance of these efforts, we make our policies, procedures, and statistics available electronically on this site (links below).

These documents are in .pdf format for easy printing and saving, in case you would like your own copy. You may also contact the University Police Department and request a printed copy.

http://www.southeastern.edu/admin/police/annual_security_and_fire_safety_report/index.html

University Calendar Summer 2017

Tuesday, May 16 - Tuesday, May 30	**Summer Interim Classes – All fees for interim classes must be paid by the first class meeting of the interim session.**
Monday, May 22	Academic Checkpoint for Summer Interim Session
Tuesday, May 23	Rental textbook pick-up begins for students who have paid.
Wednesday, May 24	**Summer Interim Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.**
Wednesday, May 24 - Thursday, May 25	**Freshman Orientation**
Thursday, May 25	**Open Registration Ends at 5:30 p.m. on Thursday, May 25th.** Students should check their schedule for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. **Fee Payment Deadline and Class Cancellation for Non-Payment of Fees at 5:30 p.m. on Thursday, May 25, 2017.** Students who have not paid by 5:30 p.m. will be **cancelled** from their classes. Payment must be received and posted to the students account by 5:30 p.m. Students whose classes are paid with anticipated/pending aid must drop all their classes before first day of classes if they do not plan to attend.
Sunday, May 28 - Tuesday, May 30	**Schedule Adjustment begins at 9:00 a.m. on Sunday, May 28th.** Students should review their schedule for classes cancelled for non-payment and for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 5:30 p.m. on Tuesday, May 30th.
Monday, May 29	Memorial Day Holiday
Tuesday, May 30	**Last day for undergraduate students to remove "I" grades.** Interim classes end.
Wednesday, May 31	**First day of Classes – Regular Semester and Term I.** Interim grades are due by 9:00 a.m.
Wednesday, May 31	**Drop/Add period** - During this drop/add period, a student may make schedule adjustments without receiving a 'W' grade for each class dropped. However, a student will not be able to drop all of their classes. To drop their last class, the student will need to resign from the university and will receive a 'W' grade for the last class left on their schedule. Students may make final schedule adjustments until 5:30 p.m. on Wednesday, May 31, 2017. Students will be financially responsible for any classes remaining on their schedule.
Thursday, June 1	**Final Fee Payment Deadline at 5:30 p.m. for all drop/add students registered for Summer 2017**. Students are responsible for tuition and fees for any courses that remain on their schedule.
Monday, June 5	Academic Checkpoint for Summer Term I session.
Wednesday, June 7 - Thursday, June 8	**Summer Orientation/Early Registration Program I, Fall 2017 Freshman by Invitation**
Monday, June 12	Academic Checkpoint for Summer Term I session and Summer semester.
Wednesday, June 14 - Thursday, June 15	**Summer Orientation/Early Registration Program II, Fall 2017 Freshman by Invitation**
Thursday, June 15	Graduation Audit for Summer 2017 graduation candidates begin. **No graduation applications will be accepted for Spring 2017 after this date.** **Term I Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.**
Wednesday, June 21 - Thursday, June 22	**Summer Orientation/Early Registration Program III, Fall 2017 Freshman by Invitation**
Thursday, June 22	Academic Checkpoint for Summer semester. Term I classes end
Monday, June 26	Term I Classes: Final Examinations
Tuesday, June 27	Term II classes begin
Wednesday, June 28 - Thursday, June 29	**Summer Orientation/Early Registration Program IV, Fall 2017 Freshman by Invitation**
Thursday, June 29	Academic Checkpoint for Term II session
Monday, July 3	Term I grades due by 9:00 a.m.
Tuesday, July 4	**Independence Day Holiday**
Thursday, July 6	**Regular Classes: Last day to withdraw from classes or resign from the university. Deadline at 5:30 p.m.**
Monday, July 10	Academic Checkpoint for Summer Term II session.
Wednesday, July 12 - Thursday, July 13	**Summer Orientation/Early Registration Program V, Fall 2017 Freshman by Invitation**
Thursday, July 13	**Term II Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.**
Thursday, July 20	Last day of classes
Monday, July 24	Term II Classes: Final Examinations
Monday, July 24 - Tuesday, July 25	Regular Classes: Final Examinations
Wednesday, July 26	Last day to return rental textbooks without a fine
Thursday, July 27	Grades due by 9:00 a.m.
Monday, July 31	**Student Accounts will be charged for any rental books not returned by 5:30 p.m.**
Note: UNIVERSITY OFFICE WILL BE CLOSED ON FRIDAYS DURING THE SUMMER TERM; MEMORIAL DAY - MONDAY, MAY 29; INDEPENDENCE DAY - TUESDAY, JULY 4. THE HOURS OF OPERATION FOR DINING SERVICES WILL BE MODIFIED WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO Auxiliary Services FOR FURTHER INFORMATION.	

University Calendar Fall 2017

Monday, July 31 - Monday, August 14	**Fall Interim Classes - All fees for interim classes must be paid by the first class meeting of the interim session.**
Monday, August 7	Academic Checkpoint for Fall Interim session. Rental textbook pick-up begins for students who have paid
Tuesday, August 8	**Faculty return to duty**
Wednesday, August 9	**Fall Interim Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.**
Wednesday, August 9 - Thursday, August 10	**Freshman Orientation**
Friday, August 11	**Open Registration Ends at 12:30 p.m. on Friday, August 11th.** Students should check their schedules for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. **Fee Payment Deadline and Class Cancellation for Non-Payment of Fees at 12:30 p.m. on Friday, August 11, 2017.** Students who have not paid by 12:30 p.m. will be **cancelled** from their classes. Payment must be received and posted to the students account by 12:30 p.m. Students whose classes are paid with anticipated / pending aid must drop all their classes before first day of classes if they do not plan to attend.
Sunday, August 13 - Tuesday, August 15	**Schedule Adjustment begins at 9:00 a.m. on Sunday, August 13th.** Students should review their schedule for classes cancelled for non-payment and for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 5:00 p.m. on Tuesday, August 15th
Monday, August 14	Interim classes end.
Tuesday, August 15	**Student Success Day/** Students will be financially responsible for any classes remaining on their schedules as of 5:00 p.m. on Tuesday, August 15th **Last day for undergraduate students to remove "I" grades**
Wednesday, August 16	**First Day of Classes: Regular Semester and Term I.** Interim grades due by 9:00 a.m.
Wednesday, August 16 - Thursday, August 17	**Drop/Add period** - During this drop/add period, a student may make schedule adjustments without receiving a 'W' grade for each class dropped. However, a student will not be able to drop all of their classes. To drop their last class, the student will need to resign from the university and will receive a 'W' grade for the last class left on their schedule. Students may make final schedule adjustments until 5:00 p.m. on Thursday, August 17, 2017. Students will be financially responsible for any classes remaining on their schedule.
Friday, August 18	**Final Fee Payment Deadline at 12:30 p.m. for all drop/add students registered for Fall 2017**. Students are responsible for tuition and fees for any courses that remain on their schedule.
Monday, August 25	Academic Checkpoint for Fall Term I session.
Monday, September 4	Labor Day Holiday
Friday, September 8	Academic Checkpoint for Fall Term I session
Monday, September 11	Academic Checkpoint for Fall semester.
Friday, September 15	Graduation Audit for Fall 2017 graduation candidates begins. **No graduation applications will be accepted for Fall 2017 after this date.** Last day to apply for Spring 2018 graduation without late fee.
Friday, September 22	**Term I Classes: Last day to withdraw from classes. Deadline at 12:30 p.m.**
Wednesday, October 4	Term I Classes end.
Friday, October 6	Academic Checkpoint for Fall semester
Monday, October 9	Term I Classes: Final Examinations; M-W schedule
Tuesday, October 10	Term I Classes: Final Examinations; T-TH schedule
Wednesday, October 11	**Term II Classes begin**
Thursday, October 12 - Friday, October 13	**Fall Break**
Friday, October 20	Term I grades due by 9:00 a.m.
Tuesday, October 24	Academic Checkpoint for Fall Term II session.
Friday, November 3	**Regular Classes: Last day to withdraw or resign from the university. Deadline at 12:30 p.m.**
Monday, November 6	Academic Checkpoint for Fall Term II session.
Monday, November 13 - Friday, November 17	**Priority Registration for Spring 2018 Classes**
Wednesday, November 15	**Term II Classes: Last day to withdraw from classes. Deadline at 5:00 p.m.**
Monday, November 20	**Open Registration Begins for Spring 2018 Classes**
Wednesday, November 22 - Friday, November 24	Thanksgiving Holiday
Friday, December 1	Last day of classes
Saturday, December 2	Saturday Only Classes – Final Examinations
Monday, December 4 - Friday, December 8	Final Examinations
Thursday, December 7	**Grades of prospective graduating students due by 9:00 a.m.**
Saturday, December 9	**Commencement 10:00 a.m.**
Monday, December 11	Grades due by 9:00 a.m. Last day to return rental textbooks without a fine
Friday, December 15	**Student accounts will be charged for any rental books not returned by 12:30 p.m.**
Note: UNIVERSITY OFFICES WILL BE CLOSED ON LABOR DAY - SEPTEMBER 4; FALL BREAK - OCTOBER 12-13; THANKSGIVING - NOVEMBER 22-24; AND CHRISTMAS & NEW YEAR HOLIDAYS - DECEMBER 19-JANUARY 2nd. THE HOURS OF OPERATION FOR DINING SERVICES WILL BE MODIFIED WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO Auxiliary Services FOR FURTHER INFORMATION.	

University Calendar Spring 2018

Tuesday, December 12 - Monday, January 8	**Spring Interim Classes – All fees for interim classes must be paid by the first class meeting of the interim session.**
Monday, December 18	Academic Checkpoint for Spring Interim session
Thursday, January 4	**Spring Interim Classes: Last day to withdraw from classes. Deadline at 5:00 p.m.**
Monday, January 8	Interim classes end.
Tuesday, January 9	**Freshman Orientation** Rental textbook pickup begins for students who have paid. **Faculty Return to Duty.**
Wednesday, January 10	Interim grades due by 9:00 a.am.
Friday, January 12	**Last day for undergraduate students to remove "I" grades** **Open Registration Ends at 12:30 p.m. on Friday, January 12th.** Students should check their schedule for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. **Fee Payment Deadline and Class Cancellation for Non-Payment of Fees at 12:30 p.m. on Friday, January 12, 2018.** Students who have not paid by 12:30 p.m. will be cancelled from their classes. Payment must be received and posted to the students account by 12:30 p.m. Students whose classes are paid with anticipated / pending aid must drop all their classes before first day of classes if they do not plan to attend.
Sunday, January 14 - Tuesday, January 16	**Schedule Adjustment begins at 9:00 a.m. on Sunday, January 14th.** Students should review their schedule for classes cancelled for non-payment and for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 5:00 p.m. on Tuesday, January 16th
Monday, January 15	Martin Luther King Holiday
Wednesday, January 17	First day of classes – Regular Semester and Term I.
Wednesday, January 17 - Thursday, January 18	**Drop/Add period** - During this drop/add period, a student may make schedule adjustments without receiving a 'W' grade for each class dropped. However, a student will not be able to drop all of their classes. To drop their last class, the student will need to resign from the university and will receive a 'W' grade for the last class left on their schedule. Students may make final schedule adjustments until 5:00 p.m. on Thursday, January 18, 2018. Students will be financially responsible for any classes remaining on their schedule.
Friday, January 19	**Final Fee Payment Deadline at 12:30 p.m. for all drop/add students registered for Spring 2018**. Students are responsible for tuition and fees for any courses that remain on their schedule.
Friday, January 26	Academic Checkpoint for Spring Term I session
Friday, February 8	Academic Checkpoint for Spring Term I session and Spring semester.
Monday, February 12 - Wednesday, February 14	Mardi Gras Holidays
Thursday, February 15	Graduation Audit for Spring 2018 graduation candidates begins. **No graduation applications will be accepted for Spring 2018 after this date.** Last day to apply for Summer/Fall 2018 graduation without late fee.
Monday, February 19	**Term I Classes: Last day to withdraw from classes. Deadline 5:00 p.m.**
Wednesday, March 7	Term I classes end.
Thursday, March 8	Term I Classes: Final Examinations; T-TH schedule
Friday, March 9	Academic Checkpoint for Spring semester.
Monday, March 12	Term I Classes: Final Examinations; M-W schedule
Wednesday, March 14	**Term II Classes begin**
Friday, March 16	Term I grades due by 9:00 a.m.
Friday, March 23	Academic Checkpoint for Spring Term II session.
Monday, March 26	**Regular Classes: Last day to withdraw or resign from the university. Deadline at 12:30 p.m.**
Friday, March 30 - Friday, April 6	Spring Break
Thursday, April 5	Early Orientation for Scholarship Recipients.
Monday, April 9 - Friday, April 13	**Priority Registration for Summer and Fall 2018 Classes**
Thursday, April 12	Academic Checkpoint for Spring Term II session
Monday, April 16	**Open Registration begins for Summer and Fall 2018 Classes**
Thursday, April 26	**Term II Classes: Last day to withdraw from classes. Deadline at 5:00 p.m.**
Friday, May 4	Last day of classes
Saturday, May 5	Saturday Only Classes – Final Examinations
Monday, May 7 - Friday, May 11	Final Examinations
Thursday, May 10	**Grades of prospective graduating students due by 9:00 a.m.**
Saturday, May 12	**Commencement 10:00 a.m.**
Monday, May 14	Grades due by 9:00 a.m. Last day to return rental textbooks without a fine
Friday, May 18	**Student accounts will be charged for any rental books not returned by 12:30 p.m.**
Note: UNIVERSITY OFFICES WILL BE CLOSED ON MARTIN LUTHER KING HOLIDAY - JANUARY 15th; MARDI GRAS- FEBRUARY 12th- 13th AND EASTER- MARH 30th – APRIL 2nd. THE HOURS OF OPERATION FOR DINING SERVICES WILL BE MODIFIED WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO Auxiliary Services FOR FURTHER INFORMATION.	

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