

# **Student Handbook** 2015-2016

including the Student Code of Conduct and selected University Policies



# Table of Contents

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](http://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 of Student Affairs at Southeastern Louisiana University.

# SELU Code of Conduct

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.

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the Southeastern Louisiana University Office of Student Conduct at (985)

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

The term "University" means Southeastern Louisiana University.

The term "student" includes all persons taking courses at the University whether full time, part-time, dually enrolled, visiting, online, 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.

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.

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

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

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

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.

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.

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

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.

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.

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

- . The term "Respondent" means any student accused of violating this Student Code.
- . The term "Sanction" means any type of corrective or restorative action intended to remediate a violation of the Student Code of Conduct.

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 OSC, the Director of University Housing, the Residential Conduct Officer or designee from calling witnesses.

- . The term "Administrative Discipline Conference" or "Discipline Conference"

means a meeting between the student and the appropriate hearing officer. At







and violent behavior.



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.

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.

failure to adhere to any published University policy.

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.

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.

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 Q of o compN lina li m Q ith tjm the Mdis O R oq informz β β b s a

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.





sexual history);



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.
  
1. Upon receipt of a properly filed complaint, a staff member of the appropriate conduct office shall provide a response to the complainant as directed.

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 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.

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



- Repeat Offenses: Doubled
- R



without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and on the records of students involuntarily separated from the University for the period of separation.

I. 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 offense - If a student is found guilty of more than one offense, the sanctions shall be cumulative.

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- 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. 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.

- 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 of physical violence, sexual misconduct, or acts of harassment. 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 OSC, 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.





- 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 OSC 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.



## Alcoholic Beverage Policy (On and Off Campus)

Alcoholic beverages may be served at registered social events sponsored by recognized campus organizations and at events sponsored by the University or a department of the University in accordance with applicable laws and the University policies on alcohol use. Southeastern Louisiana University fosters an environment free from the illicit and irresponsible use of alcohol by members of the Southeastern community. This policy has been established in an effort to maintain a balance between the interests of the individual and the University. The University realizes that it has limited resources, which makes it impossible to monitor all off-campus events where alcohol may be present; however, we are required by federal mandate to ensure that students, employees, and guests are aware of local and state laws regarding alcohol and to require adherence to these laws and the practice of responsible drinking behavior.

All members of the Southeastern community are ultimately responsible for their choices and behavior regarding alcohol. Individuals and organizations should be aware that they may be held individually and/or collectively liable for incidents resulting from the illegal or uncontrolled use of alcohol. It is the purpose of this policy, however, to help ensure that federal, state and local laws and recognized strategies designed to promote the responsible and safe use of alcohol are followed. Inappropriate behaviors and associated negative consequences of alcohol abuse or misuse will not be tolerated. All persons, regardless of their status (students, employees, and guests) must adhere to the alcohol policies herein while at Southeastern Louisiana University.

The purpose of this section is to designate those areas on campus where legal consumption of alcohol will be allowed, and to designate 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. o o\ perÆ

Properly registered individuals, student organizations, and University departments may possess and consume alcoholic beverages in accordance with federal, state, and local law, and University regulations, in the following areas:

1. Dining Facility Complex
2. Student Union Building
3. University Center
4. Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older)
5. Columbia Theater
6. Alumni Center
7. Alumni Field
8. Strawberry Stadium
9. North Oak Park
10. Tennis Complex
11. Soccer Complex
12. Track and Field Complex
13. Tinsley Terrace/Patio Courts
14. Other areas as specifically approved by the Vice President for Student Affairs or his/her designee.

Many questions arise in conjunction with what is considered an alcohol event. While the following list is not exhaustive, if you have any questions, please contact [MngaoTentg@atlantic.edu](mailto:MngaoTentg@atlantic.edu).

4. The event has more than ½ of organizations members present.
5. The event has amplified sound (live music, DJ, loud stereo).

An activity may also be considered an event based on the answers to these questions:

1. Would an observer associate it with the organization?
2. Did the incident involve expenditure of organization funds?
3. What was the purpose of the event?
4. Who purchased the alcohol?
5. How did the attendees learn about the party?
6. What is the perception of the event?
7. Who is assuming responsibility for the party?
8. Was the event actively or passively endorsed by other members of the organization?
9. Was the event publicized either in written form or by word of mouth as an organizational event?
10. Did the event take place on the organization's property, or occur on/in a location which had been contracted by or for the organization, or in a private residence for the purpose of holding an organization sponsored event?
11. Was the organization's advisor, or any of the executive officers of the organization, aware of the event before it took place?
12. Were police called to quiet or shut down the event?

The regulations contained in this policy are designed to meet the needs of the university and a wide range of student organizations. Some organizations with national affiliations or university councils may have additional or more stringent guidelines with which they must comply. Such organizations are expected to abide by those guidelines.

The following regulations will govern both On and Off-Campus Student Organization and Departmental Events at which alcohol will be present:

1. Alcohol 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.
2. Organizational or departmental funds may be used to buy food and nonalcoholic beverages.
3. Alcohol on campus will be allowed only at catered Food Service events and will be sold by Campus Dining personnel or approved licensed servers.
4. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
5. Alcohol, bar tabs, coupons for free or reduced price drinks, etc., may not be awarded as prizes for any raffles or other events
6. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or student organization or department event under any other circumstances on campus.
7. 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. No contributions or donations of alcoholic beverages can be solicited or accepted at the event.
8. An organization is only allowed to register/sponsor a total of three (3) alcoholic events Monday through Thursday during each semester. All alcoholic events sponsored on Fridays, Saturdays, and Sundays are also required to be registered with the Assistant Vice President for Student Affairs.

9. 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.
  10. No events involving alcohol will be approved during any university closure (including but not limited to Fall Break, Spring Break, Thanksgiving, Semester Breaks, etc.).
  11. BYOB events will not be allowed on campus.
  12. If the group is traveling by bus, no alcohol is allowed on the bus.
  13. Persons representing Southeastern off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. Additionally, all students must adhere to Southeastern's Student Code of Conduct even when at an off-campus location.
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1. All student organizations planning an event where alcohol is present must have a representative attend the semester alcohol meeting. Only those organizations who have attended the alcohol meeting will be allowed to host an event where alcohol is present.
  2. A Registration of Activities (ROA) Form must be completed and submitted by the organization at least ten (10) days prior to the day the event will be held. If ROA Form is approved, a meeting with the Assistant Vice President for Student Affairs (or his/ her designee) and the organization's eight (8) non-

- f. Three (3) other senior active members.
3. Advertisements for a party (or event in which alcohol is present) may mention alcohol only in the following ways:
  - a. "Cash bar available"
  - b. "Alcoholic refreshments available for sale"
4. Student organizations 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.
5. Special circumstances may be appealed to Assistant Vice President for Student Affairs (or his/her designee) fourteen (14) days prior to the event for special consideration.
6. No student organization "alcohol event" may be advertised, nor may guests be invited, until that event has been approved by the Assistant Vice President for Student Affairs (or his/her designee). See "Student Organization 'Alcohol Event'" for what may constitute an "alcohol event."
7. Substitutes to the official advisor (someone who must be present at the alcohol event for its duration), may be permitted only if cleared by the Assistant Vice President for Student Affairs (or his/her designee) by closing time the day prior to the event. See "During the Event" section for additional details.
8. Sponsorship (or co-sponsorship) where non-alcoholic merchandise (e.g., cups, caps, banners, etc.) is provided may be held with the approval of the Assistant Vice President for Student Affairs.
9. A guest list with all attendees' names must be submitted to the Office of the Assistant Vice President for Student Affairs by closing time the day before an event or the last working day if it falls on a weekend or closed day.
10. One or more commissioned University Police Officers must be present at all "alcohol events" to maintain security and assist in enforcing applicable 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 Assistant Vice President for Student Affairs and the Chief of University Police. Organizations and/or departments are responsible for contacting and paying for the cost of such officers.



1. The organization's official advisor, who must be a full-time faculty or staff member, must be present at the event for its duration. The event will not start until the advisor arrives.
2. 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, at all functions where alcohol is served, sufficient quantities of food and non-alcoholic beverages must be provided. The food served must be substantial, e.g., cheese, sandwiches, dips. Water cannot be the only non-alcoholic beverage served.
3. The sale, availability or distribution of alcohol to anyone under twenty-one (21) years of age is strictly prohibited.
4. Common containers of alcoholic beverages will not be allowed. 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.
5. 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 trash can must be placed at the exit for this purpose.

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.

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.
2. Consumption of alcohol will be limited to persons of legal age (21 or greater).
3. Tailgating will be limited to home game days unless otherwise approved by the Assistant Vice President for Student Affairs for University sponsored events. 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 session, tailgating will be allowed starting at 5:00 p.m. the night before the game.
4. All glass containers of any kind and cans are prohibited. Whatever is consumed must be poured in a paper or plastic cup.
5. No r n Wcup is glas siursizee œar" cu° M

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.

## 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, per M





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,





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.

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

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.

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.

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

means a finding 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;

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

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

for the performance under the grant;

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

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

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.

\$15,000.

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.

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.

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.

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.

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.

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.

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.

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.

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







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."

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

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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.

## RACIAL HARASSMENT POLICY

Southeastern Louisiana University has a tradition of providing a caring and nurturing environment in which students and employees can pursue excellence. Politeness and friendliness are virtues, which members of the University community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, on the other hand, not only violates the University's tradition of friendliness, but also undermines rational discourse and interferes with the educational process. Therefore, it is the policy of Southeastern Louisiana University that all employees, students and authorized users of University facilities be able to enjoy a campus environment free from all forms of discrimination, including racial or ethnic harassment.

For the purposes of University policy, the term "racial harassment" refers to any behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, ethnic origin and that:

1. Involves a stated or implicit threat to the victim's academic or employment status and/or
2. Has the purpose or result of interfering with an individual's academic or work performance and/or
3. Creates an intimidating or offensive academic, work or campus environment.

The University regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against racial harassment applies to all interactions including, but not limited to those occurring on campus, in University facilities, in conjunction with University-related activities or within the context of recognized student organizations.

Any University employee, student or other member of the University community who believes he or she has been a victim of racial harassment while working at the University or in class or any other setting (whether by subordinates, peers, superiors, or other persons) should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director, Equal Employment Opportunity Coordinator, department head, academic dean.

Any official receiving a complaint should notify the EEO Officer to make certain that follow-up action is coordinated. The EEO Officer will serve as a clearinghouse for all

related actions.

If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the Vice Presidents, the Provost, or the President. Confidential assistance also is available through the University Counseling Center.

Action will be taken to examine impartially and resolve promptly any complaint. Confidentiality of all parties will be respected to the greatest extent possible, and employees, students and others will not be subjected to retaliation of any kind for reporting incidents of racial harassment.

# GENDER DISCRIMINATION POLICY

In compliance with Title IX, the University has developed the following grievance procedure for students in cases of gender discrimination.

If a student believes that he/she has been discriminated against on the basis of gender, the student has the right to use this Grievance Procedure without fear of reprisal because of his/her action. It is incumbent upon each budget unit head to provide students with an opportunity to be heard in accordance with the following procedure:

The student may present the grievance to the department or budget unit head of the area in which the complaint originates within five days after the incident caused him/her to be aggrieved.

The department or budget unit head will give the student an answer within three working days thereafter.

The student will not disrupt his/her class schedule or that of the department to  
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color, gender, creed or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal assistance.

University policies affecting students will be administered in a non-discriminatory manner. Students will not be subjected to discrimination on the basis of gender with regard to admission; recruitment; housing and other facilities; access to course offerings; counseling and use of appraisal and counseling materials; financial assistance; employment assistance; health and insurance benefits and services; marital and parental status; athletics; and education programs and activities.

Inquiries regarding compliance with Title IX may be directed to EEO/ADA Compliance Officer or the Director of the Office for Civil Rights, Department of Health, Education and Welfare.

## AMERICANS WITH DISABILITIES ACT

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

## 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).

### 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.

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 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

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

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.

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?

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

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.

For more information, please contact the University's Title IX Coordinator.

individuals deemed important by the University President. Education and prevention initiatives are conducted throughout campus on a regular basis.



- 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 that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

as defined by Louisiana state law: Includes, but is not limited to, a family member of Louisiana's abuse-  
 creator or victim, spouse, partner, or other person who is protected from the creator's acts under the domestic or family violence laws of Louisiana. Includes, but is not limited to, a family member of Louisiana's abuse-creator or victim, spouse, partner, or other person who is protected from the creator's acts under the domestic or family violence laws of Louisiana.

Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against

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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."

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.

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.

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).

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. 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.

to the University community, and  
to any incident

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 may be reached by dialing (985) 549-5888. The Title IX Officer may grant interim accommodations such as changing academic, living, transportation or working situations; and, any interim disciplinary action to protect the safety of the complainant.

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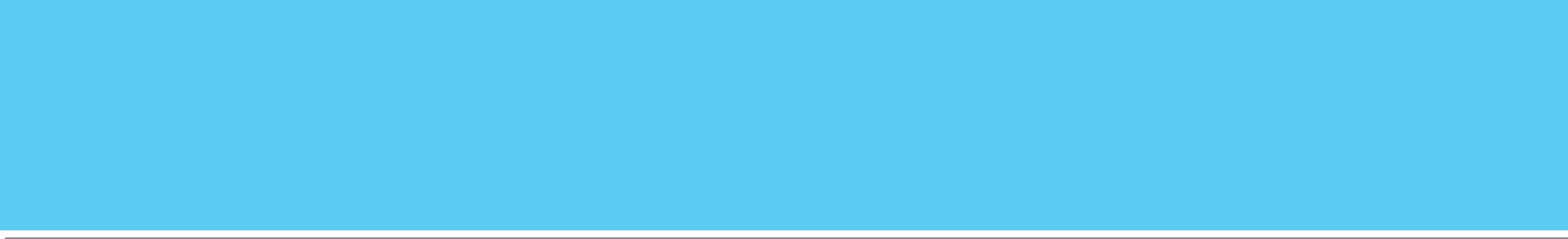


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confidentiality obligations as described in section 5d below are not included.

- vi. Anonymous Reports. Anonymous reports can be made at [http://www.southeastern.edu/admin/police/anonymous\\_reporting/index.html](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.

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.



ii. Vera W. Thomason Health Center

Location: 1200 Infirmary Drive

Phone: 985-549-5718

Fax: 985-549-2093

Email: [health@selu.edu](mailto:health@selu.edu)

Website: [http://www.southeastern.edu/admin/health\\_ctr/](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). Complainant's need not reveal their names if calling these individuals for information.

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.

Generally, upon receipt of a report of sexual misconduct the Title IX Officer will:

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;

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mediation as an option to resolve a sexual misconduct case.

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

completion of a class, workshop, training, or program that could help the respondent or the University community.

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.

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.

Restriction from entering specific University areas and/or from all forms of contact with certain persons.

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

Permanent separation from the University.

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 Conduct 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](http://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 presented. The Appeals Board will review the matter in a closed session. The Appeals Board will review the matter in a closed session. The Appeals Board will review the matter in a closed session.

## Registration of Activity Form

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: \_\_\_\_\_

\_\_\_\_\_ activities and \_\_\_\_\_

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](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](mailto:jmchodgkins@selu.edu).

# University Policy on Free 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 \_\_\_\_\_ at \_\_\_\_\_ University. In UnQ \_\_\_\_\_ ersit demMthO \_\_\_\_\_ m n

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 which ones which from 00wtmpu0(pT3010J12(pT3000000

## Sign Posting Policy

For information on posting signs, notices or advertisements on campus, contact the building head for the appropriate rules and permission. A list of building head coordinators is located at [www.selu.edu/admin/safety/bldg\\_coor/](http://www.selu.edu/admin/safety/bldg_coor/)

Sign approval forms can be picked up in the Assistant Vice President for Student Affairs Office or at \_\_\_\_\_

## Security Camera Policy

\_\_\_\_\_

## **Tobacco Free Policy**

- 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.

- 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.

- 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.

- 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.

- Student violators will be ticketed by University Police personnel and referred to the Office of Student Conduct 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 Conduct or other relevant university department/office as appropriate.



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

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: \_\_\_\_\_

This policy does not apply to:

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

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

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.

## Prohibited Skateboards, Roller Skates, Rollerblades, Scooters and Other Coasting Devices

Skateboards, 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 resident 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





# 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 manuals available to the community.

For more information, please contact the Office of the Vice President for Security and Fire Safety at (504) 388-2222 or visit our website at [www.southern.edu/security](http://www.southern.edu/security).

# University Calendar Summer 2015

May 19-June 2 Tuesday-Tuesday

Summer Interim Classes-

## University Calendar Fall 2015

August 3-17	Monday-Monday	<b>Fall Interim Classes – All fees for interim classes must be paid by the first class meeting of the interim session.</b>
August 10	Monday	Rental textbook pick-up begins for students who have paid.
August 11	Tuesday	<b>Faculty Return to Duty</b>
August 13	Thursday	<b>Freshman Orientation</b>
August 14	Friday	<b>Open Registration Ends at 12:30 p.m. on Friday, August 14th.</b> 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.
August 14	Friday	<b>Fee Payment Deadline and Class Cancellation for Non-Payment of Fees at 12:30 p.m. on Friday, August 14, 2015.</b> Students who have not paid by 12:30p.m. will be <b>cancelled</b> from their classes. Payments 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.
August 16-18	Sunday-Tuesday	<b>Schedule Adjustment begins at 9:00 a.m. on Sunday, August 16th.</b> 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 18th.
August 18	Tuesday	<b>Student Success Day</b>
August 18	Tuesday	Students will be financially responsible for any classes remaining on their schedules as of 5:00 p.m. on Tuesday, August 18th.
August 18	Tuesday	<b>Last day for undergraduate students to remove "I" grades</b>
August 19	Wednesday	<b>First Day of Classes; Regular semester and Term I</b>

August 19 - 20      Wednesday -  
                                    Thursday)  
                                    Thursday)

## University Calendar Spring 2016

December 15- January 15	Tuesday -Friday	Spring Interim Classes - All fees for interim classes must be paid by the first class meeting of the interim session.
January 4	Monday	Rental textbook pick-up begins for students who have paid.
January 6	Wednesday	Faculty Return to Duty
January 7	Thursday	Freshman Orientation
January 8	Friday	<b>Open Registration Ends at 12:30 p.m. on Friday, January 8th.</b> 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.
January 8	Friday	<b>Fee Payment Deadline and Class Cancellation for Non-Payment of Fees at 12:30 p.m. on Friday, January 8, 2016.</b> Students who have not paid by 12:30 p.m. will be <b>cancelled</b> 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.



