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SOUTHEASTERN HANDBOOK



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ARTICLE I: PURPOSE



ARTICLE II: DEFINITIONS

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

- A.** The term "University" means Southeastern Louisiana University.
- B.** The term "student" includes all persons taking courses at the University whether full time, part-time, dually enrolled, visiting, online, for non-credit, or pursuing undergraduate, graduate, professional studies or non-degree seeking. Also included are those who attend post-secondary educational institutions other than Southeastern Louisiana University and who reside in University residence halls. This Student Code also applies to all persons taking courses at satellite locations of the University.
- C.** The term "organization" and/or "student organization" means any number of persons who have complied with the formal requirements for University recognition. These terms are interchangeable with the term "student" as it relates to all areas of the Student Code of Conduct unless otherwise stated.

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

1. The term "Chief Student Conduct Officer" or Director for the Office of Student Conduct (OSC) means that person designated by the Vice President for Student Affairs who is primarily responsible for administration of the Student Code of Conduct.
 2. The term "Assistant Director of OSC" means that person designated by the Vice President for Student Affairs and reports to the Chief Student Conduct Officer who is responsible for administration of the Student Code of Conduct.
 3. The term "Residential Conduct Officer" means that person designated by the Director of University Housing who is responsible for administration of the Student Code of Conduct as it applies to on-campus residents who are involved in incidents that occur within the facilities and do not rise to the level of possible expulsion or suspension from the University.
- J.** The term "Hearing Board Advisor" means the professional staff person designated by the Vice President for Student Affairs who serves in an advisory capacity to a hearing board.
- K.** The term "hearing body" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct. There are two types of hearing bodies: (1) a Hearing Officer, and; (2) a Hearing Board.
1. The term "Hearing Officer" or "Administrative Hearing Officer" means a University official authorized to administer the Student Code of Conduct, its corresponding administrative procedures, and to impose sanctions upon students found to have violated the Student Code of Conduct. Examples of Hearing Officers include, but are not limited to, the Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, and/or Residential Conduct Officers. Nothing shall prevent the Vice President for Student Affairs from authorizing a University Official to serve in/

staff members who hear discipline cases. This hearing board is authorized to determine whether a student and/or a student organization have violated the Student Code of Conduct and to recommend the imposition of sanctions.

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 three members (two faculty and one staff member) who vote only in case of a tie). An Administrative Hearing Board may be used in cases including, but not limited to those involving: scheduling difficulties, final examination periods; the sensitive nature of an incident, such as cases of alleged sexual harassment where a party involved is concerned with issues of confidentiality, and/or; other cases where the Vice President for Student Affairs, the Chief Student Conduct Officer or designee determines an administrative hearing is appropriate to the incident.
- L.** The term "Mediator" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs, the Chief Student Conduct Officer or designee to conduct an alternative dispute resolution process in cases where both parties agree to work to resolve an incident in a setting less formal than a hearing.
- M.** The term "Complainant" means any member of the University community who submits a charge alleging that a student violated the Student Code.
- N.** The term "Respondent" means any student accused of violating this Student Code.
- O.** The term "Sanction" means any type of corrective or restorative action intended to remediate a violation of the Student Code of Conduct.
- P.** The term "Witness" means anyone who has first hand knowledge of an incident. Witnesses play a voluntary role and may decline any involvement in the disciplinary process. Both the Complainant and Respondent shall have the right to call witnesses. Although both the complaining and responding parties are responsible for requesting the support of their own witnesses, nothing shall prevent the Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, the Residential Conduct Officer or designee from calling witnesses.

- Q.** The term "Administrative Discipline Conference" or "Discipline Conference" means a meeting between the student and the appropriate hearing officer. At that conference the Student Code of Conduct and applicable administrative procedures are discussed.
- R.** The term "shall" is used in the imperative/mandatory sense.
- S.** The term "may" is used in the permissive sense.
- T.** The term "policy" is defined as all written regulations of the University.
- U.** The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid



ARTICLE VI: DISCIPLINARY PROCEDURES

A. Charges

1. Complaints of misconduct against a student may be filed online at www.southeastern.edu/reportit by any member of the University community. Always, call 911 or University Police at 985-549-2222 in the case of an emergency. Complaints

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

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

B. Preliminary Administrative Disciplinary Conference

1. Upon receipt of a properly filed complaint, a staff member of the appropriate conduct office shall notify the accused student by e-mail, regular mail or hand delivery that proceedings have been initiated. The letter indicates a scheduled meeting time with a Hearing Officer, or directs the student to schedule a preliminary/administrative discipline conference within a specified amount of time. The letter also lists the alleged violation with which the student is being charged. Failure to comply with this directive may result in a full hearing board being scheduled.
2. The purpose of the preliminary administrative disciplinary conference is to provide the student an opportunity to review the alleged offense/s with the Hearing Officer, to examine evidence, to discuss the Student Code of Conduct and the discipline process. Students who do not have a copy of the Student Code of Conduct will be given one in this preliminary meeting or will be directed to an on-line copy. Further, the student and the Hearing Officer will determine if the matter can be resolved through mutual agreement, including, but not limited to, the charges/complaints being rendered null and void; an administrative

a violation/s of the Student Code of Conduct; or, a referral to mediation. If at the administrative disciplinary conference, the respondent assumes responsibility for an infraction, the student may sign an administrative agreement and waive any further proceedings and/or appeals. If the complaint cannot be disposed of by mutual consent, the matter will be referred to a hearing involving a Student Conduct Hearing Board, an Administrative Hearing Board, or a Hearing Officer.

C. Hearings involving a Hearing Board

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

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

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

a. Generally, a time set for a hearing will be no fewer than two or more than 15

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

- Statement of complainant and introduction of evidence;
 - Questioning by the respondent and the Board and or the Hearing Board Advisor;
 - Statement of the respondent and introduction of evidence;
 - Questioning by the complainant and the Board, and the Hearing Board Advisor;
 - Statement of the complainant's witnesses, followed by respondent's questions, and, then those of the Board and or the Hearing Board Advisor;
 - Statements of the respondent's witnesses, followed by complainant's questions, and, then those of the Board, and or the Hearing Board Advisor;
 - Additional questions by the Board, the Hearing Board Advisor, complainant, and/or respondent;
 - Closing statements, first by the complainant and then by the respondent;
 - Deliberation of the Board;
 - Recommendation of the Board to the advisor;
 - Notification of the decision and, if necessary, sanctions. Delivery of the notice may be by hand, E-mail, or through the mail.
 - a. Closing statements shall be specific to the incident involved and may include any reiteration of previously stated facts, written statements of character by a third party, and/or any other comments involving the case. Closing statements are the final opportunity for the respondent and the complainant to provide any additional information which will facilitate the Board's decision, including recommendations for sanctions. Closing statements may be limited to a specified time constraint at the Board and or the Hearing Board Advisor's discretion.
4. A hearing before a Hearing Board shall be conducted according to the following guidelines:
- a. Hearings normally shall be conducted in private. Only the hearing body/officer, respondent, complainant, their designated advisors, the recorder, and persons identified with the University community as having an educational need to know, may be present for the beginning of the hearing. Each witness will be called into the hearing individually to give testimony. Subject to the approval

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

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

in the hearing are such that the hearing officer or hearing board finds it more likely than not that the respondent is responsible for the offense as charged.
- m. Strict rules of evidence do not apply at campus disciplinary hearings. Although first hand testimony is preferable, written statements, hearsay testimony and other evidence are allowed, subject to the discretion of the hearing chair and/or Hearing Board Advisor.

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.

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

c. Discretionary Sanctions:

1. Notification of parents and/or guardians;
2. Counseling conference(s);
3. Educational service, courses, projects, or assignments;

Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When separated from the residence halls,

and fees subject to any refund policies. Students should direct all inquiries in this matter to the Office of University Housing.

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



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

1. Alcohol Violation:

- a. Referral to an alcohol assessment, an alcohol education program and/or mandatory counseling/treatment;
- b. Community service hours;
- c. Discipline Probation for up to one year;
- d. If the student is a resident, Residence Hall Probation up to Residential Hall Suspension and;
- e. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer;
- f. Fine/administrative assessment;
- g. Loss of parking privileges for offences related to driving under the influence.

2. Incidents involving Violence to Persons:

- a. Mandatory counseling;
- b. Community service hours;
- c. No Contact Order
- d. Educational program or course;
- e. Disciplinary Probation for one year up to Expulsion, and;
- f. If the student is a resident, Residence Hall Probation up to Residence Hall Expulsion.

3. Incidents involving Disorderly Conduct:

- c. If the student is a resident, Residence Hall Probation up to Residence Hall Suspension.
 - d. Written Assignment; i.e. reflection paper, etc.
 - e. Counseling Referral
4. Incidents involving illegal drug use:
- a. Referred to a substance abuse assessment and/or mandatory counseling/treatment;
 - b. Educational program or course;
 - c. Educational service hours and/or an administrative assessment;
 - d. Disciplinary Probation for two years up to Expulsion;
 - e. If the student is a resident, Residence Hall Suspension for one year or more, and;
 - f. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer.
 - g. Fine/administrative assessment. Fines double per additional violation.
 - h. Random drug testing.
5. Incidents involving sales or furnishing of illegal drugs:
- a. University Disciplinary Dismissal for two years up to Expulsion;
 - b. Substance abuse counseling/treatment completion prior to return;
 - c. Educational service hours and/or an administrative assessment upon return;
 - d. Disciplinary Probation upon return;
 - e. If the student is a resident, Residence Hall Expulsion with no eligibility to reapply.
6. Incidents involving damage or abuse to property:
- a. Restitution;
 - b. Disciplinary Probation for one year up to Suspension for one year or more, and;

- c. If the student is a resident, Residence Hall Probation for one year up to Residence Hall Expulsion.
 - d. Educational service hours and/or an administrative assessment.
7. Incidents involving sexual assault - Suspension for one year up to Expulsion.

F. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSC, or designee, may impose a University or residence hall suspension prior to the hearing before a hearing body.

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

1. Interim suspension may be imposed only:
 - a. To ensure the safety and well being of members of the University community or preservation of University property;
 - b. To ensure the student's physical or emotional safety or well-being; or,
 - c. If the student poses a threat of disruption of or interference with normal University operations.
2. During the interim suspension, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSC or designee may deny the student access to any or all of the following: residence halls; the entire campus (including classes); designated areas of campus; contact with certain individuals; and/or, all other University activities and/or privileges for which the student might otherwise be eligible.

ARTICLE VII: APPEALS

- A. A decision reached by the hearing body or a sanction imposed by the Conduct Authority may be appealed

- B. Except as required to explain the basis of new information, an appeal at the University level may be limited to a review of the written statement by the party requesting the appeal and/or written documents pertaining to the case. The scope of review shall be limited to consideration of the following questions:
1. Whether the discipline process was conducted fairly and in conformity with the properly prescribed procedures;
 2. Whether to consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
 3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.
- C. If an appeal is upheld in cases involving appeals by students who have been found

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."

and blood pressure, insomnia, loss of appetite.

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

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

Duration: 1 to 4 hours

Dependence: Physical possible, psychological mostly high.

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate.

Hallucinogens

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

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

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

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

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

Cannabis

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

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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.

DEFINITION:

For the purposes of University policy, the term "racial harassment" refers to a M

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 reporting incidents of racial harassment.

GENDER DISCRIMINATION POLICY

Grievance Procedures:

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:

STEP ONE: 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 present a grievance. They shall arrange a meeting at a time which is mutually convenient.

STEP TWO: If the student is not satisfied with the decision of the department head, he/she may, within five days of receipt of such a decision, submit the grievance in writing to the dean of the academic college to which the department is assigned.

The academic dean will discuss the grievance with the students within five working days and will render a decision in writing within five working days thereafter.

STEP THREE: If the student is not satisfied with the decision of the academic dean, he/she may, within five days of such written decision, submit the grievance in writing to the Provost. The Provost shall conduct a hearing within five working days and will render a decision in writing within five working days of the hearing.

STEP FOUR: If the student is of M submit the Ms
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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

Compliance Statement

Southeastern has adopted an internal grievance procedure providing for prompt and equitable resolutions of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual 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

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HAZING POLICY

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

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

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

Louisiana Law on Hazing

R.S. 1801 Hazing Prohibited

Hazing in any form, or the use of any method of initiation into fraternal organizations

Hazing Activities

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

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

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

Penalties:

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

Having adopted the Fraternity Insurance Purchasing Group Risk Management

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

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

Hazing Explained

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 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 route—only to discover to their horror that trains do run late.

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

Where Hazing Begins

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

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

- Is it an activity that pledges and initiated members participate in together?
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Southeastern Louisiana University

1. Introduction

Southeastern Louisiana University is committed to creating and maintaining an

initiatives are conducted throughout campus on a regular basis.

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a. Coercion

purpose of threatening, terrifying or harassing another person.

e. Dating Violence,

Dating Violence, as defined in the Clery Act: Includes, but is not limited to,

Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type or relationship and the frequency of interaction.

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

the following factors:

- (1) The length of the relationship.
- (2) The type of relationship.
- (3) The frequency of interaction between the persons involved in the relationship

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

g. Domestic Violence

Domestic Violence, as defined by the Clery Act: Includes, but is not limited to,

victim is protected under federal or Louisiana law.

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

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

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

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

i. Incapacitation, an individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to incapacitation; however, someone who is drunk or intoxicated is

or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include,

hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

p. Sexual Misconduct is defined as a sexual act or contact of a sexual nature

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

or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

q. Sexual Violence is defined as physical sexual acts engaged in without the

the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

r. Stalking

Stalking, as defined by the Clery Act, is: (1) intentional and repeated following or

repeated uninvited presence at another person's home, work place, school, or

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

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

i. University Police Department

- v. Responsible Employee. An individual may report alleged sexual misconduct to a Responsible Employee or any employee serving in an administrative role at the University. Responsible Employees must report the incident to the Title IX Officer. No employee is authorized to investigate or resolve complaints without the involvement of the Title IX Officer. Responsible employees shall include all administrators, unclassified staff, and resident assistants. Employees with confidentiality obligations as described in section 5d below are not included.
- vi. Anonymous Reports. Anonymous reports can be made at http://www.southeastern.edu/admin/police/anonymous_reporting/index.html. Individuals who choose to file anonymous reports are advised that it may be very difficult for the University to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes and shall

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

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

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University's inability to take disciplinary action against a respondent accused of sexual misconduct because of a complainant's insistence of confidentiality will not restrict the University's ability to provide appropriate measures for the reasonable safety of the Complainant or the University community. The University may also

the Clery Act.

c. Victim Identity Protected from Open Records.

order or otherwise required to be released by law.

X" 9a d`cmYYg' F Yei]fYX' hc' A U]bhU]b' 7cbÜXYbhjU]hm' The following individuals are not required to report information about an incident to the Title IX Officer without a complainant's permission. Non-reporters include physical and mental health professionals, including licensed counselors who provide mental health counseling to members of the University community and those who act under the supervision of a health care employee. Those offices are:

- i. University Counseling Center
Location: 303A Text Center
Phone: (985) 549-5711
Fax: (985) 549-2093
Email: slucc@selu.edu
Website: <http://www.selu.edu/counseling/>
- ii. Vera W. Thomason Center for Health Services
Location: 303A Text Center
Phone: 985-549-5711
Fax: 985-549-2093
Email: health@selu.edu
Website: <http://www.selu.edu/health/>

These offices will maintain confidentiality and their professional rules of conduct. They will not provide

medical assistance, psychological counseling, or other assistance, University disciplinary action, or criminal prosecution. They will not reveal the contents of a report without the complainant's permission except under

is a minor). Complainants need not reveal their names for information. Confidential Advisors described in the policy or by WM

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.

Z' 6fYUWYg'cZ7cbUXYbh]U]hm' Breaches of confidentiality or privacy committed by anyone receiving a report of alleged sexual misconduct or investigating the report of alleged sexual misconduct may be considered a separate violation of this Policy and may result in disciplinary sanctions.

6. Investigation Procedures and Protocols.

sexual misconduct the Title IX Officer will:

- c. Notice of Allegations to Respondent.** At the outset of an investigation, the investigator will provide the respondent prompt notice of the allegations against him or her in writing together with a copy of/link to this Policy. A written notice of all documents will be provided to the complainant concurrently with respondent.
- d. Equitable Treatment.** The investigator will remain neutral throughout the investigation and provide both the complainant and respondent opportunities to respond in person and in writing, to submit relevant documents, and to produce relevant witnesses. Both parties shall also be afforded simultaneous notices, an opportunity to have a representative or advisor present at all meetings, and the ability to inspect any information that will be used after the investigation during informal and formal disciplinary meetings. At no time will either party be offered mediation as an option to resolve a sexual misconduct

detrimental to the educational process that it may require more serious sanctions or interventions, such as removal from University housing, removal from specific courses or activities, suspension or expulsion from the University, or employment termination. Sanctions or interventions may include, but are not limited to, one or more of the following:

- i. Formal Reprimand: A formal notice that the respondent has violated University policy and that future violations may be dealt with more severely.
- ii. Disciplinary Probation: A designated period of time during which the respondent is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- iii. Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- iv. Restriction from Employment at the University: Prohibition of, termination from, or limitation on University employment.
- v. Class/Workshop/Training/Program Attendance: Enrollment in and respondent or the University community.
- vi. University Housing Transfer or Removal: Placement in another room or housing unit or removal from University housing. Housing transfers or removals may be temporary or permanent depending on the circumstances.
- vii. Professional Assessment: Completion of a professional assessment that could help the respondent or the University ascertain the respondent's ongoing supervision or support needs to successfully participate in the University community.
- viii. Removal from Specific Courses or Activities: Suspension or transfer from courses or activities at the University for a specified period of time.
- ix. No Contact: Restriction from entering specific University areas and/or from all forms of contact with certain persons.
- x. Suspension: Separation from the University for a specified period of time or until certain conditions are met.
- xi. Expulsion: Permanent separation from the University.

xii. **Transfer Notification:** If a student is found responsible for a sexually-oriented criminal offense upon the completion of such investigation and/

is required to communicate such a violation, when the institution becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

g. Appeals. Either party may appeal the outcome of the matter except where a 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

- i. If there was a material deviation from procedure, remand the matter to the Title IX Officer and/or a new investigator with corrective instructions from the Appeals Board.
- ii. If new information appears relevant, refer the matter to the Title IX Officer and/or the original investigator if available, to determine whether any modifications may need to be made to the original investigative report.
- iii. If the new evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the University President or designee to review, in consultation with the Title IX Officer, and make any necessary modifications to the report.
- iv. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.

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

6. Additional Information

- a. **Prevention and Awareness Programs** - Southeastern offers education and prevention programs that include, but are not limited to: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction on an annual basis.
- b. **Preservation of Evidence.** Preservation of evidence is critical in instances of sexual misconduct. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence (which may be necessary to prove sexual misconduct or to obtain a judicial order of protection), the support of crisis counseling, and immediate police response.
- c. **Amnesty from Student Discipline for the Reporting Party.** Assisting students who are reporting sexual misconduct is the University's primary interest. In order to facilitate reporting, the University may choose not to charge students who report sexual misconduct and any material witnesses with Student Code of Conduct violations for behavior that otherwise would be considered violations

(for example consuming alcohol underage or consuming illegal drugs).

d. Retaliation. Retaliation against an individual for making a good faith complaint

RAINN Online Chat Information

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

Medical Information

The hospital nearest to the University where a victim may have a rape kit administered by an individual trained in sexual assault forensic medical examination and evidence collection is North Oaks Medical Center located at 15790 Paul Veg kiO T

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

14. All parties will be notified by e-mail when the event has been approved. An event is not approved until the organization or individuals requesting the space have been notified by e-mail that the event has been approved.
15. Requester must check the box below stating that he/she has read and understands the guidelines listed above before they will be allowed to use the Registration of Activity Form.
16. The policies for use of Southeastern Louisiana University facilities by third party groups/organizations can be found https://www.southeastern.edu/admin/conf_services/facility_usage/policies_for_facility_use_updated_11_11_12.pdf.
17. Any comments, questions, or concerns should be addressed to the Assistant Vice President of Student Affairs Office, 985-549-3792, jmchodgkins@selu.edu.

Freedom of Speech and Assembly

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

TIME:

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

PLACE:

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

- (1) the steps in front of the Student Union Annex and the grassy area immediately in front of the steps and bounded by the sidewalk;
- (2) the grassy area in front of the Claude B. Pennington, Jr. Student Activity Center;
- (3) Presidential Plaza area north of the Student Union,

prior administrative approval.

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

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

MANNER:

1. Any individual(s) or organization may publicly assemble or demonstrate in a peaceful manner after attaining the permission of the Assistant Vice President for Student Affairs or his or her designee.
2. An application to assemble publicly or demonstrate must be made seven (7) days in advance on a form provided by the Assistant Vice President for Student Affairs and shall contain:
 - (a) the applicant's name, address, phone number, social security number and date of birth;
 - (b) the proposed location, date and time for the assembly or demonstration;
 - (c) the anticipated number of participants; including a list of authorized representatives of the organization who will be present along with their 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:
 - or demonstrating;
 - (b) the proposed location is unavailable or inappropriate at the time requested;
 - (c) the proposed date and time are unreasonable;
 - 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

Sign Posting Prohibited

The posting of signs, notices, and/or advertisements on other than University bulletin boards by individuals and/or organizations is **PROHIBITED**. This includes doors, windows, hallways, walls of buildings, poles, and trees. Permission to post signs on the outside of buildings must be obtained from the building coordinator. A list of building

Tobacco Free Policy

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

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

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

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

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

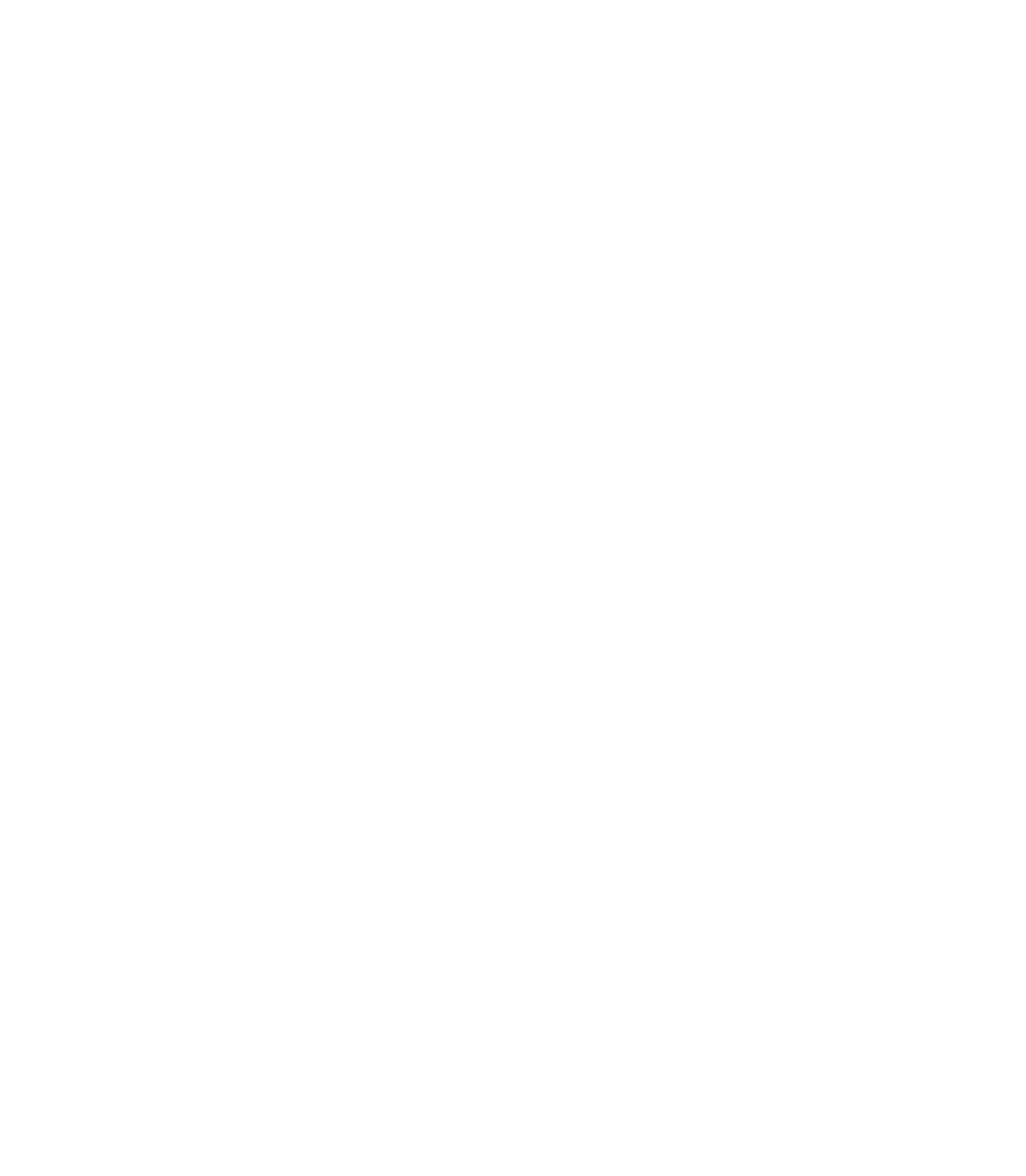
Enforcement - Student violators will be ticketed by University Police personnel and referred to the Office of Student Conduct for disciplinary action as appropriate. Faculty, staff, contractors or visitors who violate this policy will be ticketed, and as appropriate may be reported to the relevant university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

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

Faculty Professional Development Policy

POLICY:

units on the Southeastern campus and its associated off-campus sites and foster the following:



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

Breakfast \$ 9.00

Lunch \$13.00

Dinner \$29.00

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

This policy does not apply to:

- A.** Packaged food purchases requiring no preparation, i.e. chips, cookies, crackers, canned dips, donuts, microwave products, etc.
- B.** Food purchases prepared and served at the location of the provider, i.e. Burger King, McDonald's, Picadilly, Wendy's, etc.
- C.** Food purchases prepared and cooked at the provider's establishment and delivered to the student organization or departmental unit for immediate consumption, i.e. pizza, etc.



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

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



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

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

- Construction areas
- Porches (i.e. Pennington Center)
- Brick patios
-

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

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

Anti-Litter Policy

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

Student violators will be ticketed by University Police personnel and referred to the Office of Student 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.

ANNUAL SECURITY AND FIRE SAFETY REPORT

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

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

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

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

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

University Calendar Spring 2017

Tuesday, December 13-
Monday, January 9



