

Student Handbook

2018-2019
including the Student Code of Conduct and selected University Policies



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Student Code of Conduct

ARTICLE I: PURPOSE

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

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

Revised October 17, 2018

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

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

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

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

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.

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

ARTICLE III: CONDUCT AUTHORITY

- A.** The Conduct Authority shall determine the composition of hearing bodies.
- B.** The Vice President for Student Affairs and the Conduct Authority shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code of Conduct.
- C.**



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

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

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

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

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

Abuse of property includes but not limited to: •attempted or actual theft, unauthorized possession; •malicious misuse, or destruction of property; •damaging and/or vandalizing property; •unauthorized possession, duplication,

weapons.

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

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

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

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

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

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

19. Hazing. Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

(i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

(ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

The link below provides the full definition of hazing along with specific examples:
https://www.southeastern.edu/resources/policies/policy_detail/hazing.html

C. Violation of Law and University Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed for grave misconduct which has a detrimental impact on the University's educational function.
2. Students may be accountable to both external authorities and to the University for actions. Disciplinary action may

ARTICLE V: STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

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

1. To be informed of the Student Code of Conduct and its corresponding procedures;

sexual history);

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

C. Student Responsibilities

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

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

ARTICLE VI: DISCIPLINARY PROCEDURES

A. Charges

1. Complaints of misconduct against a student may be filed online at www.southeastern.edu/reportit by any member of the University community. Always, call 911 or University Police at 985-549-2222 in the case of an emergency. Complaints shall be prepared in writing and directed to the Office of Student Advocacy and Accountability, or, in violations occurring in the University residential facilities, to the Residential Conduct Officer or designee. In the disciplinary hearing, the complainant (person filing charges) bears the burden of proof. Persons considering filing complaints are encouraged to arrange for a meeting with a Conduct Officer prior to filing complaints to discuss filing and hearing procedures.
 - a. The written complaints should include:
 1. Full name, local address, and phone numbers of the complainant, accused, and witnesses, (and whenever possible, "W" numbers);
 2. The specific conduct standard, policy, and/or rule allegedly violated (this may be determined by the conduct officer);
 3. The date, time, location and persons involved in the incident under investigation;
 4. A narrative of the incident describing what occurred;
 5. Copies of pertinent witness statements, police and/or housing reports, along with a list of any other physical evidence (photographs, written documents, items, etc.), to be presented at the hearing; and,
 - b. Complaints should be submitted as soon as possible after the incident, preferably within ten (10) working days. Barring unusual or extenuating circumstances, such as sexual misconduct and acts of violence, complaints may not be accepted for incidents which occurred more than 30 working days prior to filing.
2. Students may not avoid campus disciplinary action by withdrawing or graduating from the University. Any complaints/charges or sanctions pending when a student leaves the University must be properly disposed of prior to releasing the student's records or the matter may be adjudicated without the respondent being present. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. Students who receive a disciplinary

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

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

B. Preliminary Administrative Disciplinary Conference

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

C. Hearings involving a Hearing Board

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

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

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

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

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

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

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

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- Littering: \$50.00
 - Use of Tobacco Products on Campus: \$50.00
 - Tobacco Spitting: \$50.00
 - Repeat Offenses: Doubled
 - Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
3. Discretionary Sanctions: students or student groups/organizations may be assigned disciplinary sanctions based on the nature of the incident and needs of the student or student organization.
- Notification of parents and/or guardians;
 - Counseling conference(s);
 - Educational activities may be assigned to a student to encourage and facilitate positive behavioral change and developmental growth. These include but are not limited to, attendance/participation at educational programs, academic tutoring in the CSE, creation of documents, and community service.;
 - Evaluation by a member of the University Counseling Center or by a licensed mental health professional based on the review by a member of the University Counseling Center;
 - Residence hall transfers and/or service to the university, the local community, or other related discretionary assignments;
 - Written assignments or projects.
 - No Contact Order
4. Warning - a written reprimand for violation of specified regulations. Warning is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional

violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur.

6. Residence Hall Probation - final warning status and a written reprimand for violation of specified regulations. Residence Hall Probation removes a student from good disciplinary standing within the residence halls for a designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the residence halls may occur.
7. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return.

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

at least one calendar year beginning with the date of dismissal. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation. The student is placed on Disciplinary Probation for a definite period of time following the return to the University.

11. Disciplinary Expulsion - Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.
12. 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.

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

Additionally, the following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above in Section D 1, a-l.
2. Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
3. Deactivation - loss of privileges, including loss of university recognition, either permanently or for a specified period of time.

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

Following the hearing, the Hearing Board Advisor shall advise the Respondent in writing of the determination of the sanction(s) imposed, if any. In cases of sexual assault and/or physical violence, the complainant shall also be informed simultaneously of the determination.

E. Typical Ranges of Sanctions

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

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

1. Alcohol Violation:

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- 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.
3. 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.
4. Incidents involving Violence to Persons:
- a. Mandatory counseling Assessment
 - 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.
5. Incidents involving disruption and or Disorderly Conduct:
- a. Educational service hours

- b. Disciplinary Probation to Discipline Suspension, and;
 - c. If the student is a resident, Residence Hall Probation up to Residence Hall Suspension.
 - d. Written Assignment; i.e. reflection paper, etc.
 - e. Counseling Referral
6. Incidents involving damage or abuse to property:
- a. Restitution;
 - b. Disciplinary Probation for one year up to Suspension for one year or more,

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 appeals, the final appeal shall be at the Board of Supervisors level.



Endangering or Disruptive Behavior

Students who endanger their own, another, or a group of people's physical well-being; or, disrupt the campus community, may be suspended on an interim basis from the residence halls and/or the University.

University Alcohol Policy

POLICY STATEMENT

Southeastern Louisiana University is committed to the health, safety, and well-being of each member of the University community. In order to further student learning and promote the University's academic mission, Southeastern fosters an environment of personal responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff - in addition to visitors – have a shared responsibility in safeguarding a healthy learning environment in which inappropriate behaviors and the associated negative consequences of alcohol misuse are addressed in a manner appropriate to the circumstance.

PURPOSE OF POLICY

The University, as outlined in the following policy, strives to create a culture that supports students who have made the decision to not use alcohol, as well as encourage, through education, students who choose to drink alcohol to do so in a safe, legal, and responsible manner.

The possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and Louisiana rthrs, (to)0.8cl

in the University Code of Student Conduct. Sanctions for policy violations include a

- persons under 21 years of age
- Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall or residence hall room is prohibited. Students residing in Southeastern Oaks Apartments may possess alcohol in their room dwelling as long as all residents are of the legal age to possess and consume alcohol. Alcohol may not be present in common areas of the apartment if ALL residents in the apartment are not of legal age
- In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met
 - When alcohol is served by a University Authorized vendor/Server
 - When alcoholic beverages are served and/or consumed at a University Approved Site
 - When alcoholic beverages are served and consumed during a student organization's event that has been approved by the Dean of Students office
- Operating or attempting to operate a motor vehicle while intoxicated
- Public intoxication on University property
- Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age
- Reporting to work, class, or performing work for the State while under the influence of and impaired by alcohol
- Vendors/servers are responsible for assuring that no person under the age of 21 is served alcohol.
- Other violations as noted in the University Alcohol Policy

Section II: Approved Facilities: Sale, Possession, and Consumption

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

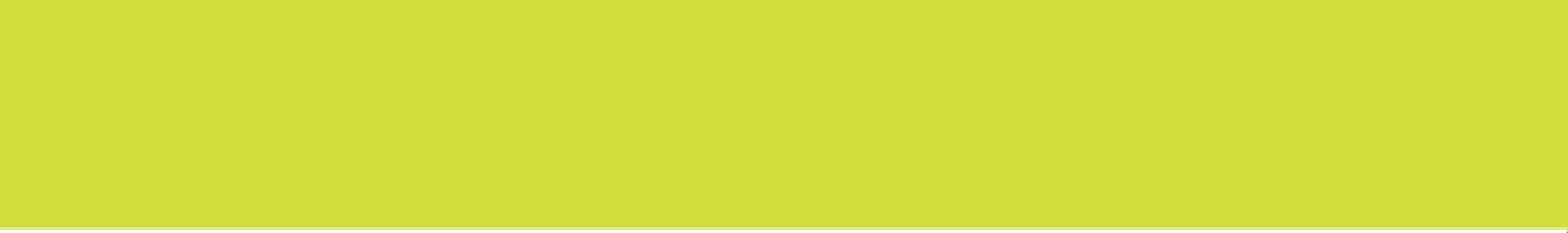
- War Memorial Student
- Union University Center
- Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older)
- Columbia Theater

-

regardless of who actually purchased it.

persons under the age of 21.

- Tailgating will be limited to home games unless otherwise approved by the Dean of Students 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 in session, tailgating will be allowed starting at 5:00 p.m. the night before the game.
- All glass containers and cans are prohibited. Any beverage consumed must be poured in a paper or plastic cup.
- No oversized or common source containers of any sort (including but not limited to kegs, punch bowls, beer balls, party balls) are permitted.
- Alcohol drinking games, funneling or any other activity deemed by the University, as inappropriate, are prohibited.
- Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so and are subject to University, local or state action.
- At home games, alcohol cannot be brought into the venue and all persons entering the venue are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) and/or other items deemed dangerous or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items will be evicted from the venue and will not be allowed to re-enter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.
- Cups, containers, ice chests, etc. may not be brought into the venue.
- Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.



other violations as noted in the University Alcohol Policy.

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

II. Alcohol

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

A. Local Law

Hammond Code Ord. No. 936 Sec. 21-66: Makes it unlawful to possess any open container containing alcohol in or upon the parking lot or other property of any

the public. "Public possession" does not include the following: the possession or consumption of any alcoholic beverage for an established religious purpose; at a function sponsored by a bona fide nonprofit organization under 26 U.S.C 501c



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 is 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

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

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

Sec. 5154. Employee Sanctions & Remedies

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

Sec. 5157 Definitions

Drug-free workplace means a site for the performance of work done in connection with a specific grant or contract described in section 5152 on Q

for the performance under the grant;

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

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

\$15,000.

Schedule V

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

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

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

LA. RS 40:981.1: Distribution to a Student

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

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

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

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

Schedule II

LA. RS 40:967

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

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

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

Schedules III, IV, V

LA. RS 968-970

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

IV. Prevention, Intervention, Education, Mentoring and Aftercare

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

The following services can be provided through the University Counseling Center: education and intervention training; evaluation and assessment; individual therapy; referral to appropriate treatment milieu including individual and/or group counseling at the University Counseling Center, 12-Step Meetings such as Alcoholics Anonymous or Narcotic Anonymous, inpatient and outpatient chemical dependency treatment referral

Students and/or organizations who violate any of the provisions of this policy are subject to sanctions as outlined in the Student Code of Conduct. In addition the following sanctions may be added: loss of financial aid and possible repayment

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

Controlled Substances - Uses & Effects

Narcotics

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

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

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

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

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

Depressants

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

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

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

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

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

Drugs: Chloral Hydrate, Barbiturates, Benzodiazepines, Quaaludes.

Stimulants

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

and blood pressure, insomnia, loss of appetite.

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

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

Duration: 1 to 4 hours

Dependence: Physical possible, psychological mostly high.

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate.

Hallucinogens

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

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

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

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

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

Cannabis

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

Effects of Overdose : fatigue, paranoia, possible psychosis.

Withdrawal Syndrome: insomnia, hyperactivity and decreased appetite mentioned.

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

Drug: Marijuana, Hashish, Hashish Oil.

VII. REVIEW

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

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

- D. Sexual Harassment: Unwelcome conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual/group of individuals' employment or education; (ii) submission to or rejection of such conduct by an individual/group of individuals is used as the basis for a decision affecting that individual/group of individuals' employment or education; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual/group of individuals' employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to employment, the subject matter of a course, educational programs (including, but not limited to, athletics) or academic research. Sexual harassment also includes non-sexual harassment or discrimination of an individual/group of individuals because of the individual/group of individuals' sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes.
- E. Protected Characteristics/Status: race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status or retirement status.
- F. Retaliation: Any adverse action taken against an individual/group of individuals who has complained about discrimination, harassment or other unlawful practice, or who may have participated in a court or administrative investigation, hearing or litigation relating to workplace conduct or discrimination or harassment by filing a charge or acting as a witness. Retaliation is prohibited under Title IX as well as University policy. This includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual/group of individuals exercising rights under this policy. To establish a claim of retaliation, the individual/group of individuals need not be a member of a protected group or class. Individuals/groups of individuals who assist others in raising a complaint of prohibited discrimination and/or harassment by offering advice and moral support, or by giving testimony or evidence in support of a complaint, are similarly protected. This protection exists even if the complaint is eventually dismissed or found to be lacking in merit. The process for filing a complaint of retaliation is set forth in the University's Retaliation Policy.

II. PROHIBITED CONDUCT

A. Discrimination

Examples include but are not limited to:

- Denying or granting employment promotions or other advancement opportunities



can be established if the entity fails to provide evidence of a legitimate and non-retaliatory/non-harassing reason for adverse employment actions/adverse educational actions/preferential treatment

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

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

If a complaint of unlawful discrimination/harassment is against the Compliance

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

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

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

Formal Complaint Process

Level 1 – Written complaints of discrimination/harassment should be submitted to the University's Compliance Officer within 10 business days of the alleged incident if the complainant/complainants does not wish to use the informal complaint process. This is not a deadline that will prevent a claim of unlawful discrimination/harassment

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

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

Hazing Policy

Policy Statement

Southeastern Louisiana University (“the University”) is committed to the safety and

RS 14:40.8 Criminal Hazing

It shall be unlawful for any person to commit an act of hazing. Any person who commits

assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

Any person who engages in reckless behavior that results in the serious bodily injury of any person shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

Any person who violates the provisions of this Section shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both. If the serious bodily injury results in the death of the person, any person who violates the provisions of this Section shall be fined not more than v R k

Definition

Louisiana Law defines Hazing as any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity involving consumption of food, liquid, or any other substance including, but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

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

- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment, and forced consumption of both palatable food and, or any other substance.
- Any action taken or situation created that may cause pain, injury, excessive physical stress or fatigue including, but not limited to the following: paddling, slapping, tackling, pushing, and exercise that is not part of a reasonable all-organization athletic event.
- Activities that involve the use of rope, string, elastic, or any device or material utilized to restrain or confine an individual.
- Activities involving lineups, interrogation, or verbal abuse.

- Theft of property.
- Transportation against an individual's will such as kidnapping and/or abandonment at distant locations.
- Scavenger hunts
- Activities or expectations that are so time consuming as to significantly interfere with class work, study time, and sleep.
- Requirements that financially take advantage of individuals within the group (Requiring an individual to purchase items as punishment).
- The use of obscenities and vulgarities in dress, language or action.
- Sexual degrading activities, including stripping, simulation of sexual acts or sexually explicit cheers, chants, and songs.
- Conducting any form of personal servitude including, but not limited to driving individuals to class, cleaning another individual's room, serving meals to another individual, washing another individual's car; etc.
- Activities that cause psychological stress including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity.
- Dressing alike in specific costumes or clothing (this does not apply to dress attire required for business or ritual meetings).
- Activities that cause psychological stress, including but not limited to, any deception designed to convince a student that they will not be made a member of the organization or group, will be removed, or will be injured during the activity.
- Forcing or requiring the violation of University Policy, Federal, State or local law including, but not limited to, burglary, defacement, trespassing, animal cruelty, academic dishonesty, and providing false or misleading information.

Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Seeking Assistance and Reporting Hazing Activities

Southeastern cares about the safety and wellbeing of its students. If you are being hazed or know someone in your student group or organization who is hazing or being hazed, we want you to be aware of your options in seeking assistance and reporting.

Duty to Seek Assistance

If someone suffers bodily injury as a result of hazing, individuals present or with knowledge of the emergency must seek assistance for the injured individual. Reasonable assistance includes immediately seeking medical assistance or reporting the need for medical assistance from an appropriate authority including:

- University of Louisiana System
[Louisiana System Anonymous Reporting Form](#)

Many organizations and groups also have internal procedures for reporting hazing anonymously. Please see your advisors and/or coaches for information specific to your organization or group.

Additionally, any faculty member or staff member that becomes aware of possible hazing of Southeastern Louisiana University students must immediately report the matter to one of the offices listed above.

Enforcement of Hazing Policy

Any violation of the hazing policy shall be deemed a violation of the University's Student Code of Conduct and applicable laws. Thus, all allegations of hazing will be investigated by the Office of Student Advocacy and Accountability and/or other appropriate law enforcement agencies. Individuals or groups found responsible for violating the Hazing Policy may face disciplinary action including expulsion from the University. The Vice President for Student Affairs, Chief Conduct Officer, the Dean of Students and Assistant Director of Advocacy and Accountability or designee may impose interim sanctions immediately upon notice of charge of violation of the Hazing Policy.

The University will not tolerate retaliation by any individual or group (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.

Sanctions

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the proper University authority (listed under "Reporting Hazing Activities").

If an organization or any of its members has been disciplined by a parent organization

of the hazing knew and failed to report the incident to the proper authorities that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8 including fines, criminal prosecution, and loss of funding for your organization.

Prevention and Education Program Requirement

Each organization (as defined in R.S. 17:1801.1) shall provide annually at least one hour of hazing prevention education to all members and prospective members. Training must include the following:

- Criminal penalties for hazing including fines and potential incarceration
- Information about how to report if hazing activities are suspected
- The individual/organization's duty to seek assistance if someone has suffered bodily injuries caused by an act of hazing
- The potential loss of organizational funding and other penalties if found responsible

The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the Office for Student Engagement. The report must include an acknowledgement from each student that they understand the dangers and prohibition of hazing and will abide by the policies and procedures set forth by the University. *All groups and organizations are responsible for knowing, understanding, and following the university Hazing Policy in addition to any specific governing organizational or departmental requirements.*

Sexual Misconduct Policy and Procedure

initiatives are conducted throughout campus on a regular basis.

3. Definitions

- a. **Coercion** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.
- b. **Confidential Advisor.** The confidential advisor primarily serves to aid the complainant in the resolution process. The "confidential" terminology may suggest that communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state reporting and federal laws. For example, Southeastern may be compelled by law to disclose communications between a victim and a confidential advisor if directed by the court in civil litigation. Also, communications between a victim and a confidential advisor may be "education records" under the Family Educational Rights and Privacy Act ("FERPA"); to the extent those records reference another student, such as an alleged perpetrator, that student would be entitled under FERPA to access portions of the records that relate to him or her.
- c. **Consent.** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the parties does not itself imply consent or preclude a finding of responsibility.

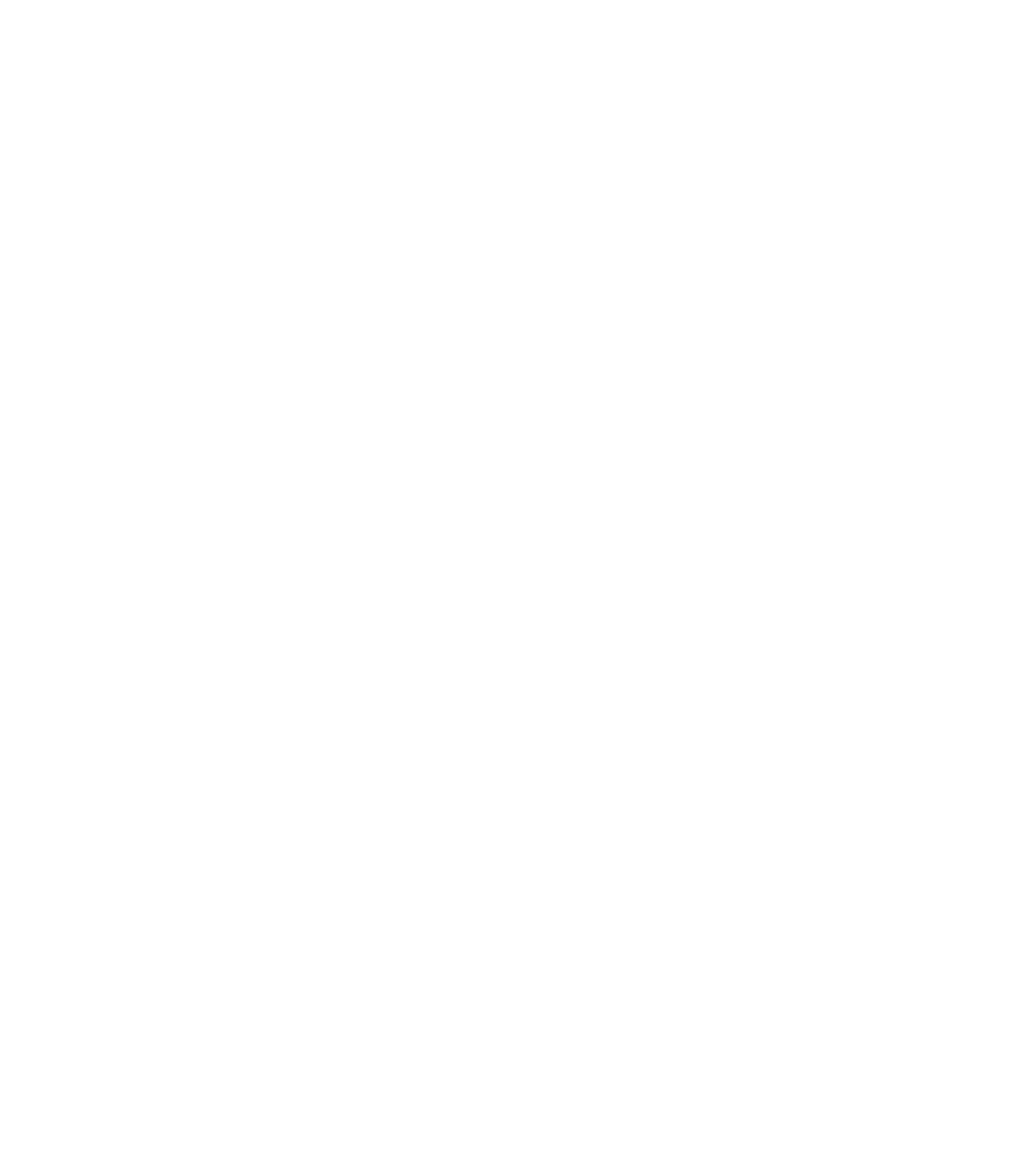
purpose of threatening, terrifying or harassing another person.

e. Dating Violence,

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

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

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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

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

- v. Responsible Employee. An individual may report alleged sexual misconduct to a Responsible Employee or any employee serving in an administrative role at the University. Responsible Employees must report the incident to the Title IX Officer. No employee is authorized to investigate or resolve complaints without

5. Confidentiality

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

- a. Limited Confidentiality of Reports to Employees.** When considering reporting options, complainants should be aware that certain University personnel can maintain strict confidentiality, while others have mandatory reporting and response obligations. University personnel who are not confidential reporters and who receive a report of alleged sexual misconduct are required to share the information with appropriate administrative authorities for investigation and follow up. The University will protect a complainant's confidentiality by refusing to disclose his or her information to anyone outside the University to the maximum extent permitted by law. As for confidentiality of information within the University, the University must balance a victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community.
- b. Confidentiality Requests and Interim Measures/Accommodations.** The University's inability to take disciplinary action against a respondent accused of sexual misconduct because of a complainant's insistence of confidentiality will not restrict the University's ability to provide appropriate measures for the reasonable safety of the Complainant or the University community. The University may also use the information as an anonymous report for data collection purposes under the Clery Act.
- c. Victim Identity Protected from Open Records.** The identity of those complaining of sexual misconduct will be withheld unless mandated by court order or otherwise required to be released by law.
- d. Employees Required to Maintain Confidentiality.**

- i. University Counseling Center
Location: 303A Texas Ave., Student Union Annex
Phone: (985) 549-3894
Fax: (985) 549-5007
Email: slucc@selu.edu
Website: <http://www.southeastern.edu/admin/counseling/>
- ii. Vera W. Thomason Health Center
Location: 303A Texas Ave., Student Union Annex
Phone: 985-549-5718
Fax: 985-549-2093
Email: health@selu.edu
Website: http://www.southeastern.edu/admin/health_ctr/

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

6. Investigation Procedures and Protocols

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

- a. Assignment.** The Title IX Officer will review the complaint and investigate the matter. Alternatively, the Title IX Officer may assign the investigation to a Deputy Coordinator or Investigator and advise the complainant of the name and contact information of the individual assigned. If a student complainant requests a disciplinary review the Title IX Officer may also assign the investigation to the Office of Student Advocacy and Accountability. The procedures and protocols for the Office of Student Advocacy and Accountability can be found at www.southeastern.edu/code.
- b. Initial Meeting with Complainant.** As soon as is practicable, the individual investigating the complaint shall contact the complainant and schedule an initial meeting. At the initial meeting the Investigator will:

 - i. Provide a copy of this policy which explains the process and rights of all parties;
 - ii. Request additional information regarding the reported incident;
 - iii. Explain the investigatory process;
 - iv. Explain the options for reporting to law enforcement authorities (whether on campus or local police) and the Office of Student Advocacy and Accountability;
 - v. Discuss confidentiality standards and concerns with the complainant and advise that confidentiality may impact the University's ability to investigate fully;
 - vi. Determine whether the complainant wishes to pursue a resolution (formal or informal) through the University and that the decision to begin with an informal resolution does not preclude formal resolution;
 - vii. Refer the complainant, as appropriate, to the Counseling Center or other resources which may include law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, University disciplinary action, immigration services, and criminal prosecution; and,
 - viii. Inform the complainant that they have the right to utilize the confidential advisor and/or any other advisor of their choosing throughout the process;

- ix. Discuss with the complainant, as appropriate, possible interim accommodations/measures including but not limited to campus no-contact orders, reassignment of housing or work assignments, and modification of class schedules.
- c. **Notice of Allegations to Respondent.** At the outset of an investigation, the investigator will provide the respondent prompt notice of the allegations against him or her in writing together with a copy of/link to this Policy. A written notice of all documents will be provided to the complainant concurrently with respondent.
- d. **Equitable Treatment.** The investigator will remain neutral throughout the investigation and provide both the complainant and respondent opportunities to respond in person and in writing, to submit relevant documents, and to produce relevant witnesses. Both parties shall also be afforded simultaneous notices, an opportunity to have a representative or advisor present at all meetings, and the ability to inspect any information that will be used after the investigation during informal and formal disciplinary meetings. At no time will either party be offered mediation as an option to resolve a sexual misconduct case that involves violent or criminal conduct.
- e. **Report of Investigation.** The investigator will complete a written investigative report that includes summaries of interviews conducted; photographs, if any;

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.

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

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

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

7. 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.

Confidential Advisors

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

Peter Emerson, slucc@southeastern.edu

Annette Baldwin-Newton, slucc@southeastern.edu

Emily Moise, slucc@southeastern.edu

Paige LeBleu Moody, slucc@southeastern.edu

Curtis Meyer, slucc@southeastern.edu

The University Counseling Center is located at:

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

The Process of Investigation and Adjudication of the Criminal Justice System

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

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

The National Sexual Assault Telephone Hotline

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

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

RAINN Online Chat Information

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.

University Policy on Public Speech, Assembly and Demonstrations

Policy Statement

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 Amendment to the United States Constitution, shall be enjoyed by the university community. It is not the role of Southeastern Louisiana University to shield individuals from speech protected by the First Amendment of the Constitution of the United States or Article I, Section 7 of the Louisiana Constitution; or, prohibit ideas or opinions that some may find unwelcome, disagreeable, or offensive.

Purpose of Policy

To that end, Southeastern faculty, staff, and students have the freedom to assemble and engage in spontaneous expressive activity as long as it is lawful, does not disrupt the functioning of the institution, and participants do not violate other university policies.

Applicability

This policy applies to all Southeastern students, faculty, staff, and visitors.

Demonstration and Assembly Locations

Southeastern has designated the following sites as preferred locations for public discussion and/or peaceful public assembly or demonstration: (1) Student Union Annex; (2) Student Union Plaza; and, (3) the grassy area of Friendship Circle. Although other campus locations may be available for public speech and assemblies by students without prior administrative approval, these locations are recommended due to the high volume of student traffic.

Groups and organizations who choose to engage in expressive activity outside of one of the preferred locations may be asked to re-locate should the expressive activity interfere with normal operations of the university.

Students, faculty, and staff may use these areas of campus without prior permission from the University as long as: (1) The area has not been previously reserved or scheduled for a particular activity; (2) No sound amplification is used; and, (3) Participants do not

processes of the University

Sign Posting Policy

The posting of signs, notices, and/or advertisements on other than University bulletin

Selling or Soliciting on Campus Policy

Tobacco Free Policy

Purpose

Food Policy and Procedures for Student Organizations and Departmental Units

POLICY:

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

of General Liability coverage in the amount

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

Breakfast \$ 9.00

Lunch \$13.00

Dinner \$29.00

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

This policy does not apply to:

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

Student Newspaper Distribution Bin Policy

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

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

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

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

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

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

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

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

Anti-Litter Policy

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

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



