



Southeastern Louisiana University



Student Handbook

Academic Calendar
Including the
Student Code of Conduct

2012-2013





SOUTHEASTERN
LOUISIANA UNIVERSITY

Student Handbook

*And Academic Calendar
including the Student Code of Conduct*

This handbook belongs to:

Name _____

Address _____

Telephone _____

Email _____

In case of emergency, please notify:

Name _____

Telephone _____

Hammond, LA 70402

1-800-222-SELU

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 the most accurate and up-to-date information visit Southeastern's website at www.selu.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.



Welcome to the Southeastern Family!



Dr. Marvin L. Yates

From the Vice President For Student Affairs...

It is a distinct pleasure to welcome you to Southeastern Louisiana University. The Division for Student Affairs supports the University's mission to lead the educational, economic, and cultural development of southeastern Louisiana. To accomplish this mission, we have a committed and competent staff that believes that our students possess the commitment and dedication to be successful. The staff and I have a strong desire to provide you the support system required to matriculate, graduate, and compete in the global marketplace.

This handbook provides significant information that will help guide you as you go about your day to day routines. We have been deliberate and exhaustive with our policies and procedures so they will guide you in the appropriate direction. When in doubt, ask. Our staff members will assist you in every way possible to respond to your needs.

We also encourage you to get involved in non-classroom activities by becoming members in our more than one hundred organizations and Greek letter sororities and fraternities.

The Division for Student Affairs supports and encourages your overall growth and development while matriculating at Southeastern. Please use this handbook as a guide to how we can assist you. Good luck and much success. GO LIONS!

From the Student Government Association President...

On behalf of the entire student body and the members of the Student Government Association, I would like to welcome you to Southeastern Louisiana University. I am looking forward to the 2012-2013 school year, and I am honored to be serving as your Student Body President.

College is a very exciting and important time in your life, and this handbook is guaranteed to help you over your collegiate career. I strongly encourage you to take full advantage of the valuable information and tools within.

As you continue your academic pursuits, remember that your college education is a learning experience that takes place inside and outside the classroom. Southeastern offers over one hundred great student organizations. I firmly believe there is at least one organization that will be a great fit for you. There is never a dull moment on campus and I hope you will join in on the excitement. Show your Lion Pride and attend athletic events, you won't be disappointed!

Our Student Government Association is here to serve you. We offer a variety of FREE services from scantrons to coffee. It is also our goal to address any issues you may have, and my challenge to you is voice your opinions. If you have any questions, comments or concerns, please feel free to call us at (985)-549-2296 or stop by the office, Room 207 in the Student Union.

With your contributions we can make this academic year a positive, memorable one. GO GREEN, GO GOLD, GO LIONS!



Branden Summers

How to use This Handbook

At Southeastern Louisiana University, we understand that the life of a college student can be challenging.

The goal of this handbook is to help you find and locate many of the resources our university offers that will help you during your academic career. It is designed to help you plan your time in college and empower you to be active in your own success.

Below are some examples of commonly asked questions students have that this book can help you find the answers to:

If you need a tutor: Contact the Center for Student Excellence (CSE) in Southeastern Hall, Room 113, at (985) 549-3981. CSE offers many free services to students to help enhance their collegiate experiences and improve their academic performance. See page 160.

If you have questions about e-mail, Blackboard or LEONet: Contact the Student Technology Help Desk which provides technology support over the telephone at (985) 549-2700 or by e-mail at studenthelpdesk@selu.edu.

To discuss class related issues: First, see your instructor. Second, if necessary, schedule an appointment with the appropriate department head and/or academic dean. *Note: Nonattendance in class does not constitute a drop or withdrawal. The student is financially and academically responsible for the timely completion of correct schedule adjustment procedures.*

To register an event: Contact the Assistant Vice President for Student Affairs, Student Union Room 202, (985) 549-3792. See page 218.

To file a parking appeal: Contact the University Parking Office at (985) 549-5695 for instructions. See page 145.

If you feel ill: The Vera W. Thomason Health Center is open from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 12 p.m. on Friday. Contact the Health Center, 1200 Infirmary Dr., at (985) 549-5718 to make an appointment. See page 157.

If you lose your Student ID: If your Student ID is lost or stolen it should be reported to Campus Card Operations, located in North Campus Main Building, Room 223, at (985) 549-3990 or the University Police Department, (985) 549-2222. A hold will be placed on the card until it is found or replaced. See page 153.

To find Lions Athletics ticket information: For ticket questions e-mail tickets@selu.edu or call 1-866-LION-TIX. Tickets are available at the Southeastern Ticket Office (985) 549-5466 or online at: www.lionsports.net.

Table of Contents

CAMPUS MAP	6
UNIVERSITY MISSION STATEMENT	9
UNIVERSITY CALENDARS	10
MONTHLY AND WEEKLY CALENDARS	16
DIVISION FOR STUDENT AFFAIRS.....	137
STUDENT AFFAIRS MISSION STATEMENT.....	137
VICE PRESIDENT FOR STUDENT AFFAIRS	137
ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS	137
CAMPUS ACTIVITIES BOARD (CAB).....	138
WAR MEMORIAL STUDENT UNION	138
UNIVERSITY COUNSELING CENTER (UCC)	138
STUDENT CONDUCT.....	139
MULTICULTURAL/INTERNATIONAL STUDENT AFFAIRS (MISA)	139
CAREER SERVICES.....	139
RECREATIONAL SPORTS AND WELLNESS	140
STUDENT PUBLICATIONS	140
SHUTTLE SERVICES (LION TRAXX).....	141
OFFICE FOR STUDENT ENGAGEMENT (OSE)	141
UNIVERSITY PARKING OFFICE	142
UNIVERSITY POLICE DEPARTMENT (UPD)	143
JEANNE CLERY ACT.....	144
The Annual Security Report	145
OTHER SERVICES	150
AUXILIARY SERVICES.....	150
UNIVERSITY HOUSING	150
UNIVERSITY BOOKSTORE	151
CAMPUS DINING	151
TEXTBOOK RENTAL	152
CAMPUS CARD OPERATIONS	153
MAIL CENTER	155
THE DOCUMENT SOURCE.....	156
LINUS A. SIMS MEMORIAL LIBRARY	156
VERA W. THOMASON HEALTH CENTER	157
DISABILITY SERVICES	157
ADVISING AND ACADEMIC SUPPORT	160
CENTER FOR STUDENT EXCELLENCE (CSE).....	160
POLICIES	169
STUDENT CODE OF CONDUCT	169
Mental Health Emergencies: Suicide Attempts.....	188
Endangering One's Own Physical Well Being or Disrupting the Community	188
ALCOHOL CONSUMPTION REGULATIONS (ON AND OFF CAMPUS).....	189
Facilities: Sale, Possession, and Consumption.....	189
Common Regulations For Student Organization Alcohol Events	191
On-Campus (Non-tailgating) Alcohol Events	193
Off-Campus Alcohol Events.....	193
Alcohol and Home Football Games	194
DRUG AND ALCOHOL POLICY	194
SEXUAL/RACIAL/GENDER HARASSMENT POLICIES.....	206
AMERICANS WITH DISABILITIES ACT	209
HAZING POLICY.....	210
SIGN POSTING POLICY	213
SELLING OR SOLICITING ON CAMPUS POLICY	213
CREDIT CARD SOLICITATION POLICY	213
STUDENT NEWSPAPER DISTRIBUTION BIN POLICY	213
COMPUTER POLICIES	213
GUIDELINES FOR CAMPUS ALCOHOL ADVERTISING	214
FOOD POLICY AND PROCEDURES FOR STUDENT ORGANIZATIONS AND DEPARTMENTAL UNITS..	215
UNIVERSITY POLICY ON PUBLIC SPEECH, ASSEMBLY AND DEMONSTRATIONS ..	217
SMOKING POLICY	219
REGISTRATION OF ACTIVITIES POLICY	219
NOTES	221



CAMPUS MAP







University Mission Statement

The mission of Southeastern Louisiana University is to lead the educational, economic, and cultural development of southeast Louisiana.

University Core Values

- Excellence
- Scholarship
- Integrity
- Diversity
- Service
- Caring



A few fast facts about Southeastern. . .

The institution destined to become Southeastern officially opened its doors as Hammond Junior College on September 14, 1925, with a faculty of three women, two men, and forty students.

In 1928, Hammond Junior College became Southeastern Louisiana College, and was formally adopted into the state educational system under the control of the State Board of Education.

Governor John J. McKeithen, on June 16, 1970, signed into law the legislative act turning Southeastern Louisiana College into Southeastern Louisiana University.

- Southeastern is the third largest public university in Louisiana, offering 67 undergraduate, graduate, and doctoral degree programs.
- Southeastern's classes are small in size, interaction is high, and faculty, not graduate students, teach 99 percent of classes.
- Southeastern also is the second largest provider of distance education among Louisiana universities.
- Southeastern's beautifully renovated historic Columbia Theatre for the Performing Arts, located in downtown Hammond and built in 1928, is the Northshore home to the Louisiana Philharmonic Orchestra.
- Fanfare, Southeastern's annual festival of the arts, humanities and sciences, is a month long gala cultural feast offering some of the best in dance, exhibits, films, jazz, lectures, music, and theater.
- Another important benefit provided by Southeastern is the textbook rental system. Southeastern is the only university in Louisiana, and one of just a few in the nation where you can rent, not buy, your textbooks.

**UNIVERSITY CALENDAR 2011-2012
SUMMER 2012**

- May 15-29** **Summer Interim Classes-All fees for interim classes must be paid by the first class meeting of the interim session**
- May 24** **Open Registration Ends at 5:30 p.m.**
- May 28** Memorial Day Holiday
- May 29** Rental textbook pick-up begins for students who are paid
- May 29** **No Registration or Schedule Adjustments during this time.**
Registration re-opens during Final Schedule Adjustment.
- May 30-31** **Freshman Orientation**
- May 30-31** **Final Schedule Adjustment begins at 7:00 a.m. on Wednesday, May 30st.** Students should check their schedule for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 5:30p.m. on Thursday.
- May 31** **Fee Payment Deadline at 5:30 p.m. for all students registered for Summer 2012.** Students who have not paid by 5:30 p.m. will not have access to other university services such as textbook rentals, ID services, hang tags, housing, meals, etc. Students are responsible for tuition and fees for any courses that remain on their schedule as of 5:30 p.m.



May 31	Last day for Undergraduate students to remove “I” grades
June 4	First day of classes; Regular semester and Term I
June 13-14	Summer Orientation/Early Registration Program I, Fall 2012 Freshman by Invitation
June 18	Graduation Audits for Summer 2011 graduation candidates begin. No graduation applications for Summer 2012 will be accepted after this date.
June 19	Term I Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.
June 20-21	Summer Orientation/Early Registration Program II, Fall 2012 Freshman by Invitation
June 26	Term I Classes End
June 27	Term I Classes: Final Examinations
June 27-28	Summer Orientation/Early Registration Program III, Fall 2012 Freshman by Invitation
June 28	Term II Classes Begin
July 2	Term I grades due by 9:00 a.m.
July 3	Regular Classes: Last day to withdraw from classes or resign from the University. Deadline at 5:30 p.m.
July 4	Independence Day Holiday
July 11-12	Summer Orientation/Early Registration Program IV, Fall 2012 Freshman by Invitation
July 16	Term II Classes: Last day to withdraw from classes. Deadline at 5:30 p.m.
July 18-19	Summer Orientation/Early Registration Program V, Fall 2012 Freshman by Invitation
July 24	Last day of Classes
July 25	Term II Classes: Final Examinations
July 25-26	Regular Classes: Final Examinations
July 30	Grades due by 9:00 a.m. - Last day to return rental textbooks without a fine.
August 6	Student Accounts will be charged for any rental books not returned by 5:00 p.m.

NOTE: UNIVERSITY OFFICES WILL BE CLOSED ON FRIDAYS DURING THE SUMMER TERM; MEMORIAL DAY - MONDAY, MAY 28; INDEPENDENCE DAY HOLIDAY, MONDAY, JULY 4. CAMPUS DINING OPERATIONS WILL ALSO BE CLOSED WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO http://www.selu.edu/admin/aux_services/index.html FOR FURTHER INFORMATION.

ALL RENTAL TEXTBOOKS MUST BE RETURNED TO TEXTBOOK RENTAL ON OR BEFORE 6:00 P.M. ON THE FIRST BUSINESS DAY FOLLOWING THE LAST DAY OF FINAL EXAMINATIONS. HOURS OF OPERATION EACH DAY DURING FINAL EXAMS: 7:00 A.M.-6:00 P.M.

**UNIVERSITY CALENDAR 2011-2012
FALL 2012**

- July 30 -August 13** Fall Interim Classes-All fees for interim classes must be paid by the first class meeting of the interim session
- August 6 Rental textbook pick-up begins for students who are paid
- August 6-7** Freshman Orientation
- August 7** Faculty Return to Duty.
- August 8** Open Registration Ends at 5:00 p.m.
- August 9-11** No Registration or Schedule Adjustments during this time. Registration re-opens during Final Schedule Adjustment.
- August 12-14** Final Schedule Adjustment begins at 9:00 a.m. on Sunday, August 14th. Students should check their schedule for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 5:00 p.m. on Tuesday.
- August 14** Fee Payment Deadline at 5:00 p.m. for all students registered for Fall 2011. Students who have not paid by 5:00 p.m. will not have access to other university services such as textbook rentals, ID services, hang tags, housing, meals, etc. Students are responsible for tuition and fees for any courses that remain on their schedule as of 5:00 p.m.
- August 14** Last day for undergraduate students to remove "I" grades
- August 15** First Day of Classes; Regular semester and Term I
- August 15 Interim grades due by 9:00 a.m.
- September 3 Labor Day Holiday
- September 17 Graduation Audit for Fall 2011 Graduation Candidates begin. No graduation applications for Fall 2012 will be accepted after this date. Last Day to apply for Spring 2012 graduation without late fee.
- September 21** Term I Classes: Last day to withdraw from classes. Deadline at 12:30 p.m.
- October 3 Term I Classes End
- October 4-5** Fall Break
- October 8 Term I Classes: Final Examinations; M-W schedule
- October 9 Term I Classes: Final Examinations; T-TH schedule
- October 10** Term II Classes Begin
- October 19** Regular Classes: Last day to withdraw or resign from the University. Deadline at 12:30 p.m.
- October 19 Term I grades due by 9:00 a.m.
- November 12-16** Priority Registration for Spring 2013 Classes
- November 14** Term II Classes: Last day to withdraw from classes
- November 19** Open Registration Begins for Spring 2013 classes
- November 21-23 Thanksgiving Holiday
- November 30 Last day of Classes
- December 1 Saturday Only Classes - Final Examinations
- December 3-7 Final Examinations

- December 6** **Grades of prospective graduating students due by 9:00 a.m.**
December 8 **Commencement 10:00 a.m.**
December 10 Grades due by 9:00 a.m. - Last day to return rental textbooks
without a fine
December 14 **Student accounts will be charged for any rental books not
returned by 12:30 p.m.**

NOTE: UNIVERSITY OFFICES WILL BE CLOSED ON LABOR DAY-
SEPTEMBER 5; FALL BREAK-OCTOBER 6-7; THANKSGIVING,
NOVEMBER 23-25; AND CHRISTMAS & NEW YEAR HOLIDAYS,
DECEMBER 19-31. CAMPUS DINING OPERATIONS WILL BE CLOSED
WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO
http://www.selu.edu/admin/aux_services/index.html FOR FURTHER
INFORMATION.

ALL RENTAL TEXTBOOKS MUST BE RETURNED TO TEXTBOOK RENTAL
ON OR BEFORE 6:00 P.M. ON THE FIRST BUSINESS DAY FOLLOWING THE
LAST DAY OF FINAL EXAMINATIONS. HOURS OF OPERATION EACH
DAY DURING FINAL EXAMS: 7:00 A.M.-6:00 P.M.



**UNIVERSITY CALENDAR 2011-2012
SPRING 2013**

- January 14 Rental textbook pick-up begins for students who are paid
- January 14-15 Freshman Orientation**
- January 15 Open Registration Ends at 5:00 p.m.**
- January 15 Faculty Return to Duty.**
- January 16 **No Registration or Schedule Adjustments during this time.**
Registration re-opens during Final Schedule Adjustment.
- January 17-18 Final Schedule Adjustment begins at 7:30 a.m. on Thursday, January 17th.** Students should check their schedule for any classes removed due to low enrollment. Students who decide not to attend must drop all of their classes. Students will be financially responsible for any classes remaining on their schedule as of 12:30 p.m. on Friday.



January 18	Fee Payment Deadline at 12:30 p.m. for all students registered for Spring 2012. Students who have not paid by 12:30 p.m. will not have access to other university services such as textbook rentals, ID services, hang tags, housing, meals, etc. Students are responsible for tuition and fees for any courses that remain on their schedule as of 12:30 p.m.
January 18	Last day for undergraduate students to remove “T” grades
January 21	Martin Luther King Holiday
January 22	First Day of Classes; Regular Semester and Term I
February 11-13	Mardi Gras Holidays
February 15	Term I Classes: Last day to withdraw from classes
February 18	Graduation Audit for Spring 2012 Graduation Candidates begin. No graduation applications will be accepted for Spring 2012 after this date. Last day to apply for Summer/Fall 2012 graduation without late fee.
March 11	Term I Classes End
March 12	Term I Classes: Final Examinations; T-TH schedule
March 13	Term I Classes: Final Examinations; M-W schedule.
March 15	Regular Classes: Last Day to withdraw or resign from the University. Deadline at 12:30 p.m.
March 18	Term II Classes Begin
March 18-22	Priority Registration for Summer and Fall 2013 classes
March 20	Term I grades due by 9:00 a.m.
March 25	Open Registration Begins for Summer and Fall 2013 classes
March 29- April 5	Spring Break
April 3-4	Early Orientation for Scholarship Recipients
May 2	Term II Classes: Last Day to withdraw from classes
May 10	Last Day of Classes
May 11	Saturday Only Classes - Final Examinations
May 13-17	Final Examinations
May 16	Grades for prospective graduating students due by 9:00 a.m.
May 18	Commencement 10:00 a.m.
May 20	Grades due by 9:00 a.m. - Last day to return rental textbooks without a fine
May 24	Student accounts will be charged for any rental books not returned by 12:30 p.m.

NOTE: UNIVERSITY OFFICES WILL BE CLOSED ON MARTIN LUTHER KING HOLIDAY-JANUARY 16; MARDI-GRAS-FEBRUARY 20-21, AND EASTER-APRIL 6-9. CAMPUS DINING OPERATIONS WILL ALSO BE CLOSED WHEN UNIVERSITY CLASSES ARE NOT IN SESSION. PLEASE REFER TO http://www.selu.edu/admin/aux_services/index.html FOR FURTHER INFORMATION.

ALL RENTAL TEXTBOOKS MUST BE RETURNED TO TEXTBOOK RENTAL ON OR BEFORE 6:00 P.M. ON THE FIRST BUSINESS DAY FOLLOWING THE LAST DAY OF FINAL EXAMINATIONS. HOURS OF OPERATION EACH DAY DURING FINAL EXAMS: 7:00 A.M.-6:00 P.M.

AUGUST 2012

Monday

Tuesday

Wednesday

Thursday

		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

Friday

Saturday

Sunday

**Notes and
To Do List**

	3		4		5
	10		11		12
	17		18		19
	24		25		26
	31				

•Find your academic advisor:

www.selu.edu/cse

•Check your schedule before classes begin.

•Check your e-mail for instructions from your advisor.

•Check your Blackboard course(s).

•Commit to attending ALL scheduled class meetings.

•Apply for free tutoring!

SEPTEMBER 2012

Monday

Tuesday

Wednesday

Thursday

3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

Friday

Saturday

Sunday

**Notes and
To Do List**

	1	2
7	8	9
14	15	16
21	22	23
28	29	30

- Schedule an appointment with your CSE Advisor.
- Get involved on campus.
- Know Financial Aid requirements.
- Check out Academic Success Workshops.

AUGUST 2012							SEPTEMBER 2012							OCTOBER 2012						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	5					1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Thursday, September 13

Friday, September 14

Saturday, September 15

Sunday, September 16

OCTOBER 2012

Monday

Tuesday

Wednesday

Thursday

1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

Friday

Saturday

Sunday

**Notes and
To Do List**

5

6

7

•Talk with your advisor before withdrawing from a class!
•Meet with your advisor to plan your schedule for next semester.

12

13

14

•Experiencing test anxiety? •Stressed out? Get free counseling: www.selu.edu/admin/counseling

19

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SEPTEMBER 2012							OCTOBER 2012							NOVEMBER 2012						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Thursday, October 4

Friday, October 5

Saturday, October 6

Sunday, October 7

SEPTEMBER 2012							OCTOBER 2012							NOVEMBER 2012							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

Thursday, October 11

Friday, October 12

Saturday, October 13

Sunday, October 14

SEPTEMBER 2012							OCTOBER 2012							NOVEMBER 2012						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Thursday, October 18

Friday, October 19

Saturday, October 20

Sunday, October 21

SEPTEMBER 2012							OCTOBER 2012							NOVEMBER 2012							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

Thursday, October 25

Friday, October 26

Saturday, October 27

Sunday, October 28

NOVEMBER 2012

Monday

Tuesday

Wednesday

Thursday

			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Friday

Saturday

Sunday

**Notes and
To Do List**

2

3

4

•Register for your
classes during
priority registration!
•Still need help? Your
CSE advisor will help
you find the resources
you need.

9

10

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16

17

18

23

24

25

30

OCTOBER 2012						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2012						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2012						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Thursday, November 1

Friday, November 2

Saturday, November 3

Sunday, November 4

Daylight Saving Time Ends

OCTOBER 2012						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2012						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2012						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Thursday, November 8

Friday, November 9

Saturday, November 10

Sunday, November 11

Veterans Day

OCTOBER 2012							NOVEMBER 2012						DECEMBER 2012							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Thursday, November 22

Thanksgiving Day

Friday, November 23

Saturday, November 24

Sunday, November 25

DECEMBER 2012

Monday

Tuesday

Wednesday

Thursday

3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
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NOVEMBER 2012						
M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2012						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2013						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Thursday, December 6

Friday, December 7

Saturday, December 8

Sunday, December 9

JANUARY 2013

Monday

Tuesday

Wednesday

Thursday

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21	22	23	24
28	29	30	31

DECEMBER 2012						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2013						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
M	T	W	T	F	S	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Thursday, January 3

Friday, January 4

Saturday, January 5

Sunday, January 6

DECEMBER 2012							JANUARY 2013							FEBRUARY 2013						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28			
31																				

Thursday, January 10

Friday, January 11

Saturday, January 12

Sunday, January 13

DECEMBER 2012							JANUARY 2013							FEBRUARY 2013							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2	1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28							
31																					

Thursday, January 17

Friday, January 18

Saturday, January 19

Sunday, January 20

DECEMBER 2012						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2013						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
M	T	W	T	F	S	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Thursday, January 24

Friday, January 25

Saturday, January 26

Sunday, January 27

FEBRUARY 2013

Monday

Tuesday

Wednesday

Thursday

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11	12	13	14
18	19	20	21
25	26	27	28

Friday

Saturday

Sunday

**Notes and
To Do List**

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•Schedule an appointment with your CSE Advisor.

•Get involved on campus.

•Know Financial Aid requirements.

•Check out Academic Success Workshops.

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JANUARY 2013						
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, February 7

Friday, February 8

Saturday, February 9

Sunday, February 10

JANUARY 2013						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, February 14

Valentine's Day

Friday, February 15

Saturday, February 16

Sunday, February 17

JANUARY 2013						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
M	T	W	T	F	S	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, February 21

Friday, February 22

Saturday, February 23

Sunday, February 24

JANUARY 2013						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, February 28

Friday, March 1

Saturday, March 2

Sunday, March 3

MARCH 2013

Monday

Tuesday

Wednesday

Thursday

4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Friday

Saturday

Sunday

**Notes and
To Do List**

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•Talk with your advisor before withdrawing from a class!

•Meet with your advisor to plan your schedule for next semester.

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•Experiencing test anxiety? •Stressed out? Get free counseling: www.selu.edu/admin/counseling

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FEBRUARY 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, March 14

Friday, March 15

Saturday, March 16

Sunday, March 17

St. Patrick's Day

FEBRUARY 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, March 21

Friday, March 22

Saturday, March 23

Sunday, March 24

APRIL 2013

Monday

Tuesday

Wednesday

Thursday

1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		

Friday

Saturday

Sunday

**Notes and
To Do List**

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•Register for your
classes during
priority registration!
•Still need help? Your
CSE advisor will help
you find the resources
you need.

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MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2013						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, April 4

Friday, April 5

Saturday, April 6

Sunday, April 7

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2013						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, April 11

Friday, April 12

Saturday, April 13

Sunday, April 14

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2013						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, April 18

Friday, April 19

Saturday, April 20

Sunday, April 21

MARCH 2013						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2013						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2013						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, April 25

Friday, April 26

Saturday, April 27

Sunday, April 28

MAY 2013

Monday

Tuesday

Wednesday

Thursday

		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

APRIL 2013							MAY 2013						JUNE 2013							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Thursday, May 16

Friday, May 17

Saturday, May 18

Sunday, May 19

JUNE 2013

Monday

Tuesday

Wednesday

Thursday

3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

MAY 2013							JUNE 2013							JULY 2013						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Thursday, June 20

Friday, June 21

Saturday, June 22

Sunday, June 23

JULY 2013

Monday

Tuesday

Wednesday

Thursday

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DIVISION FOR STUDENT AFFAIRS

STUDENT AFFAIRS MISSION STATEMENT

The Division for Student Affairs enhances growth of Southeastern students and fosters pride in the institution through the provision of superior campus services, meaningful opportunities for student development, and maintenance of a safe campus.

VICE PRESIDENT FOR STUDENT AFFAIRS

Website: http://www.selu.edu/admin/stu_affairs

Location: Dyson Hall Room 126

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: • Represents the Division for Student Affairs on the President's Executive Council.

- Is responsible for the planning, development, coordination, review, and administration of all areas of student services.
- Works as liaison with the student affairs professionals of the University of Louisiana System and with national student personnel organizations.
- Communicates vision and trends relating to student affairs.
- Works collaboratively with campus and community groups to achieve the goals of the University.

Phone: 985-549-5250

Mail: SLU 10685

ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS

Website: http://www.selu.edu/admin/stu_dev

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: • Manages the Registration of Activity forms and the electronic calendar.

- Manages policies of alcohol, food and signs, off-campus visitation, academic enhancement for Student Affairs, and the Lyceum Arts and Lectures Committee.
- Oversees Multicultural/International Student Affairs, Recreational Sports and Wellness, Campus Activities Board, Student Union, Shuttle Services, and Student Engagement.

Phone: 985-549-3792

Mail: SLU 10347

CAMPUS ACTIVITIES BOARD (CAB)

Website: <http://www.selu.edu/admin/cab>

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Provides a direct avenue to an exciting variety of entertainment including Strawberry Jubilee, Gumbo Ya Ya, and Movies on the Big Screen. Scholarship opportunities are available through participation in the Miss Southeastern Pageant and the Southeastern Star competition. For more information, find CAB on Facebook at www.facebook.com/cabslu

Phone: 985-549-3805

Mail: SLU 12840

WAR MEMORIAL STUDENT UNION

Website: http://www.selu.edu/admin/stu_dev/student_union

Location: Student Union Room 233

Hours: Sun 5:00pm – 10:00pm, Mon-Thurs 7:30am – 10:00pm, & Fri 7:30am-12:30pm

Purpose: Provides services and convenience for all members of the diverse Southeastern family and their daily needs of campus life. In addition, we also provide the Corner Pocket Game Room, the University Bookstore, ATM machines, several dining choices, and a wide array of meeting spaces that will accommodate up to 500 guests.

Phone: 985-549-5670

Mail: SLU 10290

UNIVERSITY COUNSELING CENTER (UCC)

Website: <http://www.selu.edu/admin/counseling>

Location: 307 Virginia Ave., Hammond, LA 70402

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm
After hours emergencies, contact the UPD at 985-549-2222

Purpose: Provides free mental health counseling services to students, faculty, and staff. Staffed by licensed mental health professionals as well as master's level interns, the UCC offers individual counseling, group counseling, couples counseling, and family counseling as well as workshops and consultation. Counseling is confidential. However, we are legally bound to report potential suicide, homicide and suspected child/elder abuse. The staff adheres to the American Counseling Association's ethical guidelines (www.counseling.org). The University Counseling Center is accredited by the International Association of Counseling Services.

Phone: 985-549-3894

Mail: SLU 10310

STUDENT CONDUCT

Website: <http://www.selu.edu/studentconduct>

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Oversees and administers the University discipline process. The mission of Student Conduct is to support and enhance the University's mission and core values by promoting a just, safe, orderly, civil, and positive University environment through conduct standards, disciplinary processes, training and intervention efforts.

Phone: 985-549-2213

Mail: SLU 10390

MULTICULTURAL/INTERNATIONAL STUDENT AFFAIRS (MISA)

Website: <http://www.selu.edu/misa>

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Creates a campus environment that encourages student diversity and helps students grow personally and academically. MISA offers programs to assess and meet the needs of our multicultural and international students to help them adjust to campus life and enjoy a successful college career. One such program is the Project PULL, a mentoring and leadership development program. Designed as a continuing orientation initiative for freshmen, the goal of the Project PULL is to facilitate holistic development and progress towards graduation.

Phone: 985-549-3850

Mail: SLU 10297

CAREER SERVICES

Website: <http://www.selu.edu/career>

Location: Student Union Annex Room 241

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Provides all juniors, seniors, graduate students, and alumni with career counseling and job search assistance services. Career counseling services offered are resume and cover letter assistance, interviewing and job search assistance, and on-line career resources. Job search assistance services offered are on-campus interviews, resume referral service and job vacancy notices. Our student employment service assists any currently enrolled students with help finding part-time jobs and internship opportunities.

Phone: 985-549-2121

Mail: SLU 10492

RECREATIONAL SPORTS AND WELLNESS

Website: http://www.selu.edu/admin/rec_sports and [rswcenter.com](http://www.rswcenter.com)

Location: Pennington Student Activity Center, 1150 N. General Pershing and North Oaks Park

Hours: Varies due to holidays and breaks, see website

Purpose: Provides students with a state-of-the-art fitness experience in the 82,000 sq. ft. Claude B. Pennington, Jr. Student Activity Center. This premier fitness facility offers an individualized cardio theater system, two racquetball courts, an elevated walking/jogging track and a 28,000 sq. ft. arena featuring four basketball courts that can also accommodate volleyball and badminton. The Student Activity Center features two meeting rooms, one with a fully equipped demonstration kitchen, as well as locker facilities with saunas. Memberships are available to faculty, staff, alumni and friends of alumni. All memberships include access to the Kinesiology Pool located in the Kinesiology Building. Students must use their Southeastern ID and bring a towel for access to the Pennington Student Activity Center fitness areas. Water in a clear water bottle is allowed.

Phone: 985-549-5591

Mail: SLU 10481

STUDENT PUBLICATIONS

Website: <http://www.lionsroarnews.com>

http://www.selu.edu/admin/stu_pub

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Provides the students and the campus community with quality publications that enhance the university. Through the presence of a student newspaper and yearbook, Student Publications provides the students, faculty, and staff of Southeastern with specific services and outcomes. Some of the services provided by Student Publications include, but are not limited to producing the official student newspaper, The Lion's Roar and the official student yearbook, Le Souvenir, the Student Handbook, DSA Orientation materials, the DSA Convocation Program, and numerous other publications. We provide students with the opportunity to learn and improve writing, editing, photography, layout, and graphic design skills. Both student-run publications, The Lion's Roar and Le Souvenir have garnered national recognition and multiple awards during the last several years.

Phone: 985-549-3731

Mail: SLU 10877

OFFICE FOR STUDENT ENGAGEMENT

Websites: <http://www.selu.edu/admin/ose>

<http://www.selu.edu/admin/sga>

<http://www.selu.edu/admin/greeklife>

http://www.selu.edu/admin/stu_orgs

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Provides students with the opportunity to become engaged in campus life through student organizations including Student Government Association and Greek letter organizations, leadership development, and participation in campus-wide events and community service. The Office for Student Engagement is committed to providing development opportunities for all students and challenges them to become empowered, motivated and experienced leaders and citizens through a comprehensive co-curricular experience. To learn more information about Greek life, student organizations, leadership development, or Student Government Association, contact the Office for Student Engagement.

Phone: 985-549-2120

Mail: SLU 10483

SHUTTLE SERVICES (LION TRAXX)

Website: www.selu.edu/admin/police/liontraxx

Hours: Mon-Thurs 7:00am – 7:00pm & Fri CLOSED

No service is provided on weekends, semester breaks, or University holidays.

Purpose: The Southeastern Louisiana University “Lion Traxx” Shuttle Bus Service is provided free of charge to all Southeastern Louisiana University students, faculty, and staff. All riders MUST present University identification before boarding any of the Lion Traxx Shuttles.

Lion Traxx Shuttle Stops: Lion Traxx shuttles will only stop for loading and unloading at designated locations. Each Lion Traxx shuttle stop is clearly marked with a green and gold sign reading “Lion Traxx Shuttle Stop.” The shuttle stops are at the following locations: Shuttles stops approximately every 10-15 minutes:

- 1) University Center, Section 2, on North General Pershing Extension
- 2) Between D Vickers Hall and Anzalone Hall, on Tennessee Ave.
- 3) Friendship Circle near McClimans Hall
- 4) Northeast corner of the parking garage
- 5) University Center, Section 6, on East Tornado Drive

6) Covered Pavillion Southeast corner of the Textbook Rental parking lot and

7) Greek Village and the Oaks, Covered Pavillion Northwest Corner

Wheelchair Accessibility: The University operates a shuttle, which is wheelchair accessible. For specific information, please call 985-549-BUSS (2877).

Shuttle Tracker: Each Lion Traxx Shuttle Bus is equipped with a real-time GPS Unit, which allows students the ability to know where the shuttles are at all times. To see our real-time tracker, please visit www.selu.edu/traxx on any computer or smart phone.

Phone: 985-549-BUSS (2877)

Mail: SLU 10349

UNIVERSITY PARKING OFFICE

Website: <http://www.selu.edu/admin/police/parking>

Location: Pride Hall, 1st floor

Hours: Mon-Thurs 6:30am – 5:30pm & Fri 6:30am-1:00pm

Purpose: **Parking Permits:** All vehicles parked on campus must have a current parking permit at all times, including nights and weekends. A campus parking map and regulations booklet is available on-line. For more information, call 985-549-5695 during regular University hours. Visitor parking passes may be obtained after-hours at no charge at the University Police Department dispatch window, which is located across the hall from the Parking Office in Pride Hall.

Parking and Traffic Citations: For information on parking and traffic citations, refer to the University Catalog, the Parking Regulations Booklet, the University Parking Office web page, or contact the University Parking Office at 985-549-5695 during regular University business hours. The Parking Office may also be contacted by e-mail at parking@selu.edu. All campus parking and traffic citations must be paid at the Controller's Office.

Changes to the University's Parking and Traffic Rules and Regulations may be necessary due to special circumstances, construction, or events. Changes made after this publication will be publicized through the University Office of Public Information, on the Internet, and/or via electronic mail.

Phone: 985-549-5695

Mail: SLU 10780

UNIVERSITY POLICE DEPARTMENT (UPD)

Website: <http://www.selu.edu/admin/police>

Location: Pride Hall, 1st Floor

Hours: 24/7

Purpose: The University Police Department is committed to assisting all members of the Southeastern community in providing for their own safety and security. We are open 24 hours a day, seven days a week, even during University closures and holidays. For more information, visit the University Police Department on-line at selu.edu/admin/police or in person at Pride Hall at 1301 SGA Drive (across from D Vickers Hall). You can also email us at police@selu.edu.

The annual security compliance document (“Clery Act Report”) is available on-line at selu.edu/admin/police/cleryinfo. This document contains information regarding security on campus and personal safety including topics such as crime prevention, University Police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to campus safety. It also contains crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off campus buildings, property owned or controlled by Southeastern Louisiana University, and on public property within our immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Southeastern Louisiana University Police Department.

Procedures for Reporting Crimes & Other Emergencies:

Students, employees, and visitors are strongly encouraged to report any criminal activity, potential criminal action, or any other emergency by calling the University Police Department at 985-549-2222. This number provides direct, 24-hour-a-day contact with the police radio dispatcher and reports may be made on a voluntary, confidential basis. Non-emergency calls can be made to 985-549-3835 during regular business hours. In addition, there are “Code Blue” Emergency telephones located throughout the campus, including inside residence halls and several academic buildings, which provide direct access to the University Police Department. One may also make a report on a confidential basis by accessing the University Police Department’s web site at www.selu.edu/admin/police. In event an individual prefers to report a criminal offense to someone other than the University Police Department, he/she has the option of reporting the situation to the Vice President for Student Affairs, Dyson Hall, telephone 985-549-5250. An employee also has the option of reporting an incident to his/her supervisor.

Phone: 985-549-2222 (24 HOUR EMERGENCY PHONE NUMBER)

Mail: SLU 10780

The Clery Act

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 and secure 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 at <http://www.selu.edu/admin/police/cleryinfo/index.html>.

Emergency Response and Evacuation Procedures

Southeastern Louisiana University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. This notification will involve one or more of the following delivery methods:

- Text/Voice/E-mail alerts – Southeastern has installed a cell phone text messaging system through FirstCall, which allows brief emergency messages to be communicated at the rate of 6,000 messages per minute. While all students, Faculty, and staff are automatically registered with the system through their e-mail accounts, cell phone text and voice messages can only be sent to those who sign up – or “opt-in” – for the service. To register for this service, visit the link on the Southeastern webmail page or at www.alertregistration.com/southeastern/.
- Telephone Alerts – In the event of an emergency, the university telephone system will also be used to send emergency voice messages to digital telephones located in each building. The emergency message activates a “telephone tree,” in which trained faculty and staff will share the information with others in their respective buildings.
- Web alerts – The university website, www.selu.edu, allows for quick posting of emergency alerts and updates on the home page. This is the most reliable place to check to determine whether the campus is being closed for any emergency, including weatherrelated closures.
- Outdoor campus PA system – A public address system located in the middle of

the campus can be used to broadcast sirens or voice alerts. The system is loud enough to be heard throughout campus by individuals outdoors. If you hear the siren or horn, this means there is an emergency or serious incident occurring on campus.

Southeastern will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate one or more of the listed notification systems, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Once a significant emergency is confirmed, the University Police Department Shift Supervisor on duty will notify the Director, University Police who will then make contact with the Vice-President for Student Affairs, the Vice-President of Administration and Finance, and the President of the University. These parties together will decide who will be notified of the incident, determine the content of the notification, and initiate any or all notification systems available. In addition to the above listed personnel, the Executive Assistant to the President and the Director of Public Information may also be involved with this process.

The Director of Public Information will disseminate relevant information to the larger community through the most appropriate and expedient method of communication, including, but not limited to, phone, e-mail, and fax.

Southeastern reviews its emergency notification systems, emergency response, and evacuation procedures at least once each year. These procedures are publicly available through the Office of Safety and Hazardous Materials Management (985-549-2157).

The Annual Security Report

On a yearly basis, the Director of University Police, or a designee, reviews each police report and records each case meeting the definitions of the Uniform Crime Report (UCR) that is within the geographical area mandated to be reported.

Crimes to be reported include (according to the definition set forth by the Federal Bureau of Investigation's Uniform Crime Report): Arson, Aggravated Assault, Burglary, Homicide (including non-negligent manslaughter), Negligent Manslaughter, Motor Vehicle Theft, Robbery, and Sexual Assault (Forcible and Non-Forcible). In addition, the number of arrests and referrals to the Office of Student Conduct is recorded for violations of drug, liquor, and weapon laws. Also, any of these offenses and larceny-thefts, simple assaults, intimidation, and vandalism which were reported as hate crimes is separately identified.

Crimes are reported as having occurred in one of four categories: (1) On-Campus, (2) Residential Life Facilities, (3) Public Area, and (4) Non-Campus Properties

(1) On-Campus is defined as any building or property owned or controlled by the University which is within the same reasonably contiguous geographic area

of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and property within the same reasonably contiguous geographic area of the institution but controlled by another person which is used by students and supports institutional purposes (such as food or other retail vendors).

(2) Residential Life Facility is defined as any building that houses students such as residence halls and residential apartment complexes. All Residential Life Facilities at Southeastern Louisiana University are located on-campus; however, this category is used to distinguish between academic, administrative, and residential buildings.

(3) Public Area is defined as any public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and/or is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

(4) Non-Campus Property is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

Crime Log

The Southeastern Louisiana University Police Department maintains a crime log on which is recorded each criminal offense, traffic violation, and non-criminal incident reported to the Department. Other information on the log is case number, date and time the report was made to the University Police Department, the date and time the incident occurred (if known), the general location where the incident occurred, and the disposition of the report. Dispositions of incidents recorded in the Log will be one of the following:

- Open – This disposition designates a case that is under investigation or has otherwise not been closed or referred to another agency or Department.
- Pending – This disposition designates a case that is pending court action or has been referred to another agency or court.
- Closed – This disposition designates a case that is no longer under active investigation, has been adjudicated in court, has been referred to another agency, or has reached a point where there is no further action to be taken by the Department, including cases where no further leads are available or the victim refused to cooperate.
- Disciplinary Referral – This disposition designates a case that has been referred to another University Department for action under their own policies and procedures and the University Police Department is no longer the primary acting agency on the case.

- **Unfounded** – This disposition designates a case wherein credible evidence has been discovered which demonstrates the report to be false or baseless. This designation requires positive demonstration of the falseness or lack of base for the report and is not to be utilized in cases where there simply is no evidence to support the crime.

The log is updated at least every two business days and is available for public viewing during regular business hours (7:30 a.m. - 5:00 p.m., Monday - Thursday, and 7:30 a.m. - 12:30 p.m. on Fridays, except holidays or University closures).

Timely Notice

The University will publish, in a timely manner without undue delay, a “Community Awareness Bulletin” or similar notice to alert the University community of crimes or other emergencies which:

- a) Occur on or near the campus;
- b) Are included in the list of crimes covered by the Clery Act;
- c) Are reported to the University as identified under the University statement of current campus policies; and
- d) Are considered to represent an ongoing threat to the safety of students and employees.

Enforcement Authority of Security Personnel

Southeastern Louisiana University Police Officers are commissioned by the Louisiana Department of Public Safety and Corrections and are empowered by Louisiana Revised Statute 17:1805. As such, University Police Officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform and to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the city or parish.

Each University Police Officer must successfully complete the Louisiana Commission on Law Enforcement’s Peace Officer Standards and Training (POST) Academy, an intensive course taught through an accredited basic training academy. Officers receive additional in-service and specialized training in a variety of subjects to ensure competency in law enforcement, security, and safety areas. University Police Officers are responsible for the full range of law enforcement services.

These include, but are not limited to, responding to and investigation of incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on-campus emergencies.

Crime Statistics for Southeastern Louisiana University Main Campus (Hammond, LA)

CRIMINAL OFFENSES

CRIMINAL OFFENSES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARSON	1	1	0	1	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	4	2	1	1	0	0	0	0	0	0	0	0
BURGLARY	30	13	20	7	10	7	1	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	3	0	0	0	0	0	0	0	0	0	2	0
ROBBERY	4	2	1	0	0	0	0	0	0	0	0	1
SEXUAL ASSAULT, FORCIBLE	2	1	2	2	1	2	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	1*	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	1**	0	0	0	0	0	0	0	0	0

*Ethnicity//National Origin

**Race

**Crime Statistics for Southeastern Louisiana University
Main Campus (Hammond, LA)**

NUMBER OF ARRESTS FOR...

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
WEAPONS LAW VIOLATIONS	2	0	1	0	0	1	0	0	0	0	0	1
DRUG LAW VIOLATIONS	18	9	25	7	7	13	0	0	0	31	8	15
LIQUOR LAW VIOLATIONS	8	4	13	0	1	0	0	0	0	40	6	11

**NUMBER OF STUDENT CONDUCT REFERRALS
FOR...**

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
WEAPONS LAW VIOLATIONS	0	0	1	0	0	1	0	0	0	0	0	0
DRUG LAW VIOLATIONS	11	6	9	7	5	2	0	0	0	1	6	0
LIQUOR LAW VIOLATIONS	6	0	7	4	0	4	0	0	0	6	6	0

Other Services

AUXILIARY SERVICES

Website: <http://www.selu.edu/auxservices>

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Provides various products and services to the campus community-even some that you might not see but use everyday. The departments within the division include: University Housing, the University Bookstore, Textbook Rental, Campus Dining, The Document Source, Campus Card Operations, and the Mail Center. Each of our services provide the University community quality services that you are accustomed to, at competitive prices and with the added convenience of being located right here on campus.

Phone: 985-549-2094

Mail: SLU 11850

UNIVERSITY HOUSING

Website: <http://www.selu.edu/liveoncampus>

Location: Pride Hall

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Our newest residence halls are currently located on main campus comprised of a mix of shared and private accommodations. Zachary Taylor Hall, a traditional residential facility, features private rooms and bathroom facilities with shower stalls on the west and east side of each floor. The Village Organizational Community consists of several Greek organizational houses and the Village residence hall. Southeastern Oaks offers students who have earned a minimum of 30 credit hours and maintain a minimum 2.3 GPA an apartment option with the convenience of living on campus. For more information, please e-mail us at universityhousing@selu.edu or www.selu.edu/liveoncampus.

Phone: 985-549-2118

Mail: SLU 10704

UNIVERSITY BOOKSTORE

Website: <http://www.selu.edu/bookstore>

Location: Student Union

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm
(extended hours during the 1st 2 weeks of each semester)

Purpose: Students can shop the Bookstore for Southeastern clothing and merchandise, magazines, gift items, books, stamps, and snacks. During finals, the Bookstore may pay up to 50 percent of the purchase price for books that are needed for the next semester. Students are encouraged to sell back their books to take advantage of this offer. For more information, please visit our website.

Phone: 985-549-5393

Mail: 10751

CAMPUS DINING

Website: <http://www.selu.edu/campusdish>

Location: various, see below

Hours: various, see website

Purpose: Campus Dining offers a variety of foods from its different dining locations on campus. Cayman Café is an option available for those who wish to enjoy an All-You-Can-Eat concept. Quiznos offers sandwiches, soups, and salads. Roomie's Coffee Shop, featuring Starbucks coffee and pastries, is a great place to take a break from the daily grind and get a pick-me-up. Chick-Fil-A offers various sandwich options and their famous waffle fries. Students can also take a break from their studies in Sims Memorial Library at Java City, which offers a wide variety of cappuccino, pastries, salad, and sandwiches. Across campus in the War Memorial Student Union, the Lion's Den Food Court offers pizza, Taco Bell, Popeye's, Subway, Burger King, Starbucks, and other delicious favorites. Students can use their Southeastern ID if they are participating in a meal plan/declining balance, pay with Lion's Lagniappe, or by paying cash for their meals. Campus Dining offers meal plans for both commuter and resident students. Students residing on campus are required to purchase a meal plan. For information, please call us or visit www.selu.edu/campusdish

Phone: 985-549-2286

Mail: SLU 10864

TEXTBOOK RENTAL

Website: <http://www.selu.edu/textbookrental>

Location: North Campus Building TR

Hours: Mon-Thurs 7:00am – 5:00pm & Fri 7:00am-12:30pm

(see website for extended hours information)

Purpose: In an effort to provide textbooks to students at an economical rate, students rent their hardbound textbooks. The total textbook rental fee for a given semester is determined by the number of courses for which the student registers that have textbooks assigned to them. Some supplemental books, such as lab manuals and workbooks, are not available through the Textbook Rental System. Books not eligible for adoption through Textbook Rental can be purchased from the University Bookstore or from any other source a student chooses. So that students are aware as early as possible of the books that will need to be purchased, rental and purchase book information is available within the course registrations system.

Phone: 985-549-3780

Mail: SLU 10816

To Rent Textbooks:

- 1) Student must present his/her Southeastern ID to check out books.
- 2) Student may not have any outstanding books or fines.
- 3) Student must be registered in the course(s) and have paid all fees.
- 4) Prior to picking up books, students are encouraged to print a personalized list of rental books using their LEONet Book Location/Semester account.
- 5) Student may check out only one copy of each textbook required for the course.
- 6) If student misplaces a rental book, he/she may pay an additional textbook fee and check out another copy of the book. If the lost book is not found, the book must be paid for at the end of the current semester.

Purchase of Textbooks (all sales are final):

Students may purchase from the Southeastern Textbook Rental Store any of the rental textbooks required for their courses within the first three weeks of classes and deduct the rental textbook fee for that course from the price of the book. If a course required multiple rental books, all books must be purchased in order to qualify for the deduction.

Rental Returns:

All textbooks must be returned on or before 6:00pm on the first business day following the last day of final exams. A \$8.00 fine

per book will be assessed on books returned from the second business day through the fifth business day following the last day of final exams. Books not returned by the fifth business day following the last day of finals will be assessed a purchase fee which is due and payable by the early fee payment deadline of the following semester. Books returned by mail must be post-marked by the scheduled return deadlines.

Drop Box:

A book drop return is available to students during times that the Textbook Rental office is closed. The book drop box will automatically lock when filled. Drop books are checked in by barcode only (rather than Student ID). Thus, drop books will be checked in from the appropriate renter's account regardless of who returns the book via the drop box. All drop books will be checked in the day following the drop. Students will be notified of any book deemed damaged at the time of return/drop and charges will be posted to the student's account. It is the responsibility of the student to claim books within 3 weeks of notification. After that time, Textbook Rental will dispose of unclaimed books.

LEONET-View Book History:

- I Includes list of books checked out, books checked in, and Return Deadlines. Students are encouraged to check their View My Books prior to returning books and immediately following to make sure all books were returned. Please visit our website for more information.

CAMPUS CARD OPERATIONS

Website: <http://www.selu.edu/lagniappe>

Location: North Campus, Main Bldg. Room 223

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm
(extended hours 1st and 2nd week of classes in Fall & Spring)

Purpose: Every student enrolled at Southeastern must have an Identification Card. ID cards must be carried at all times while on campus. A validation fee is assessed each semester for the current ID card. The ID card is also used to access the Lion's Lagniappe Account. The Lion's Lagniappe Account eliminates the need to carry cash on campus by allowing your student ID to work like a debit card. This account is accepted in soft drink and snack vending machines, copiers, microfiche, all

campus dining locations, The Document Source, the University Bookstore, Student Activity Center, the Health Center, and on-campus laundry facilities. The Lion's Lagniappe account can be established in four ways:

- 1) By going to the controller's office
- 2) By going to a Lion's Lagniappe Value Terminals located in the Library, the Student Union across from the Document Source and Louisiana Hall.
- 3) By selecting the Lion's Lagniappe account during registration.
- 4) By signing up online at www.selu.edu/managemyid

Phone:

985-549-3990

Mail:

SLU 10766

- Lion's Lagniappe balances roll over to the next semester as long as the student remains enrolled. Refunds from the Lion's Lagniappe account on balances of \$25 or more may be requested at the end of each semester. A processing fee of \$10 will be assessed for refunds.
- Lost or stolen ID cards must be reported immediately to Campus Card Operations or to University Police at 985-549-2222. When the ID card is reported lost or stolen, it is immediately invalid. If a lost, stolen, or abused card must be replaced, there will be a \$15 replacement fee assessed. The cardholder assumes full responsibility for safekeeping of the ID card. Southeastern Louisiana University is not responsible for the charges incurred on unreported ID cards.
- The ID card is restricted to the person to whom it is issued. It must not be loaned to another individual. The ID card will be confiscated if it is used by anyone other than the validated recipient. Violation of this policy will result in disciplinary action.
- The ID card is property of Southeastern Louisiana University. It becomes invalid upon termination or interruption of enrollment. If the student re-enrolls to the University, the same ID card will be revalidated automatically and no replacement fee will be assessed. A \$15 replacement fee will be assessed if a new ID card is required. For more information, visit www.selu.edu/lagniappe.

MAIL CENTER

Website: <http://www.selu.edu/mailcenter>

Location: Student Union, 1st floor

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm
(Rental boxes available Mon-Fri 7:00am – 10:00pm)

Purpose: The University Post Office is a full service United States Post Office offering the same convenient services that you would find in any postal services branch, including:

- Post Office Box Rental
- Delivery Confirmation
- Express and Priority Mail
- Signature Confirmation
- Registered Mail
- Metered Mail
- Insured Mail
- Return Receipt
- Residence Hall Mail Delivery

Phone: 985-549-2124

Mail: SLU 10828

- The cost to rent a Post Office Box is \$16 for the Fall semester, \$16 for the Spring semester, and \$8 for the Summer semester. There is a \$25 fee for all non-returned keys. Boxes must be renewed each semester.

Boxes may only be shared by spouses or siblings.

- All USPS mail should be sent as follows:

Student's name

SLU Box #

Hammond, LA 70402

- Mail from all other couriers should be sent as follows:

Student's name

SLU Box #

C/O 2400 N. Oak Str.

Hammond, LA 70402

Please visit our website for more information.

THE DOCUMENT SOURCE

Website: <http://www.selu.edu/docsource>

Location: Student Union 1st floor

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: The Document Source is Southeastern's campus print store. Located in the Student Union, the Document Source provides services such as black/white and color copying, presentation binding, cutting, padding, laminating and folding. Federal Express services are also available at the Document Source. Stamps are also sold at the Document Source. For additional information, call 985-549-5565 or e-mail thedocumentsource@selu.edu

Phone: 985-549-5565

Mail: SLU 12889

LINUS A. SIMS MEMORIAL LIBRARY

Website: <http://www.selu.edu/library/>

Location: Opposite D Vickers Hall

Hours: Varies throughout the year, see website

Purpose: The University's Linus A. Sims Memorial Library provides access to a collection of more than 375,000 print volumes and over 3,500 serial subscriptions, in addition to media and electronic resources, including full-text databases, e-books, and journal indexes and abstracts. Also housed in the Library are a federal and Louisiana government document depository; the Center for Southeast Louisiana Studies, which includes special collections of regional interest and University archives; a Computer Lab, a Presentation Practice Studio; a Mathematics Lab; three classrooms for library instruction; a popular reading area, and a Java City coffee shop. Special services to students include a 24/7 virtual reference, appointment-based and text-messaging reference, interlibrary loan and document delivery, laptop and flip camera loan, and adaptive computer software and equipment for patrons with disabilities. For more information, please check the Library's website.

Phone: 985-549-3860

Mail: SLU 10896

VERA W. THOMASON HEALTH CENTER

Website: <http://www.selu.edu/health>

Location: single story building behind the Library

Hours: Mon-Thurs 7:30am – 4:30pm & Fri 7:30am-12:00pm

Purpose: All students enrolled at Southeastern Louisiana University pay a minimal medical fee with registration. This fee entitles students to health care and first aid at the Vera W. Thomason Health Center. This fee does not cover the costs of prescriptive medications, immunizations, x-rays, or laboratory work.

- Services offered at the health center include management of episodic illness or injury, routine well visits, women's health, immunization program, allergy/immunotherapy administration, health education self-care, and basic laboratory services.
- A Nurse Practitioner is available daily. Physician visits are available on Monday's.
- Unless otherwise required or allowed by law or a medical emergency, your health information will not be shared with your parents or family. Also, we will not share your health information with faculty members or Southeastern administrators unless it is required by law or a medical emergency. All of your medical information is protected under state and federal laws. Please go to our website for any further information.

Phone: 985-549-5718

Website: Go to www.selu.edu/health to make an appointment

Email: health@selu.edu

DISABILITY SERVICES

Website: <http://www.selu.edu/ds>

Hours: Mon-Thurs 7:30am – 5:00pm & Fri 7:30am-12:30pm

Purpose: Ensures equal opportunity for all qualified students with disabilities in the programs and services provided by the University in accordance with applicable law and University Policy. Students must self-identify each semester through the Office of Disability Services in order to request classroom or academic accommodations. Medical documentation to substantiate the claim is required. Individual letters for instructors outlining the student's accommodations will be provided upon timely request from a student who has properly self-identified.

Phone: 985-549-2247

Mail: SLU 10496





ADVISING AND ACADEMIC SUPPORT

CENTER FOR STUDENT EXCELLENCE (CSE)

Website: www.selu.edu/cse

Location: Southeastern Hall, Room 113

Hours: Mon-Thurs: 7:30am – 5:00pm, and Fri 7:30am - 12:30pm

Purpose: Offers SE 101(a graded course), several academic support programs designed to help students succeed in college, and provides academic advising for all incoming freshmen and transfer students with less than 30 hours.

Phone: 985-549-3981

CSE Programs and Staff

SE 101

Southeastern (SE) 101 is a 2-credit hour, graded course, which is required of all new students and transfer students with less than 30 earned credit hours. SE 101 is taught by CSE advisors and by faculty and staff from units across campus. The course targets the most prevalent concerns for new students, nationwide. Some of the topics addressed include 1) understanding the stark contrast between expected behaviors of students while in high school versus expected behaviors for success in higher education, 2) understanding how a well-rounded academic program promotes a higher quality of life, 3) college appropriate study skills, 4) effectively managing time and money in college, 5) selecting a suitable college major that will lead to a satisfying career, and 6) recognizing early signs of problems and seeking help in a timely manner - with the right source!

Freshman Advising

College of Arts, Humanities, and Social Sciences:

Brad Bergeron, Senior Advisor, brad.bergeron@selu.edu; Criminal Justice, Psychology, and Sociology majors

Monique Roth, monique.roth@selu.edu; Art, Communication, and Spanish

Wayne Aymond, wayne.aymond@selu.edu; English, History, Music, and Political Science

College of Business:

Deborah Lowry, Senior Advisor, deborah.lowry@selu.edu; Accounting, Finance, Management, Marketing, and Supply Chain Management

Mike Nettles, michael.nettles@selu.edu; Business Administration, Computer Science, Industrial Technology, and OSHE

College of Education and Human Development:

Kerri Ouber, Senior Advisor, kerri.ouber@selu.edu; Family and Consumer Sciences, and Social Work

Blanche Guillot, blanche.guillot@selu.edu; Early Childhood Education, Pre K-3, Elementary Education 1-5, Middle Education 6-8, and Special Education

Division of General Studies:

Kerri Ouber, Senior Advisor, kerri.ouber@selu.edu

College of Science and Technology:

Nonita Valverde, nonita.valverde@selu.edu; Biology

Ed Nelson, Professor, Biological Sciences, enelson@selu.edu; Biology

Mindy Notariano, mindy.notariano@selu.edu; Chemistry, Physics, Engineering Technology, and Math

College of Nursing and Health Sciences:

Cassandra Gilyard, Senior Advisor; cgilyard@selu.edu; Communication Sciences and Disorders (A- L), Kinesiology and Health Studies (A-L), Nursing (A-L)

Casey Le Blanc, casey.leblanc@selu.edu; Communication Sciences and Disorders (M-Z), Kinesiology and Health Studies (M-Z), Nursing (M-Z)

Undecided Majors:

Terry Fitzpatrick, Senior Advisor, terry.fitzpatrick@selu.edu;

Undecided (A-L)

Linda Lentz, linda.lentz@selu.edu; Undecided (M-Z)

Make an appointment with your CSE advisor! Your CSE advisor will serve as your first-year *guide*! Listed below are some of the things you can EXPECT from your CSE advisor.

Your Academic Advisor will help you:

- Clarify your expectations of college and understand what will be expected of you.
 - Set and reach realistic educational goals that align with your personal goals.
 - Identify potential barriers of academic success.
 - Recognize and overcome decision-making obstacles.
 - Locate campus resources to meet your needs.
 - Monitor your progress through early-alert systems.
- Create interventions if you find yourself in academic trouble.
Create an individualized academic map that you can follow to graduation.
- Understand your curriculum and course requirements.
 - Select courses that will help you progress in your academic program.
 - Learn to use the on-line advising system, if used in your major.

PREPARING TO MEET WITH YOUR CSE ADVISOR

THINK about what you want to do with your life.

CLARIFY your purpose and personal goals for attending college.

IDENTIFY obstacles and challenges that may inhibit your academic success.

READ about the courses in your curriculum in your online catalog.

CHECK the University's academic calendar for important dates.

FORMULATE a list of questions that you would like to discuss with your CSE Advisor.

MEET with your CSE Advisor at least two times each semester.

BRING all questions and materials to each advising meeting with CSE Advisor.

REVIEW your class schedule for the upcoming semester and make any changes before the 1st day of class!

OPEN your Southeastern webmail account on a daily basis – your CSE Advisor will stay in touch!

Career Exploration (on CSE homepage, click on “Career Exploration.”)

Contact CSE at 985-549-3981, or email Dorothy Nelson, at dnelson@selu.edu

Career counselors will help you:

- Identify your work-related interests, abilities, values, and personality type for making career choices.
- Clarify your career goals.
- Explore occupations that correspond with college majors.
- Make appropriate career decisions.

TIPS FOR CHOOSING A COLLEGE MAJOR!

LIST your strengths/talents, as compared to your peers.

LIST things you are most interested in, both in and out of school.

LIST things that are most important to you in life (examples: money, friends, family, security, health).

DESCRIBE your personality.

ASK people who know you to describe your personality and to give opinions about jobs suitable for you.

EXPLORE occupations and college majors that will involve your abilities, interests, values, and personality type

MEET with a career counselor in the CSE to discuss the above information and to use it for selecting or confirming a college major that will lead to a satisfying career.

Academic Counseling

All Southeastern students are expected to maintain a grade point average of at least a 2.0. Students who fall below a 2.0 are placed on academic probation.

Once a student is placed on probation, they must earn at least a 2.0 for the following semester, or they will be suspended from the university. A student will remain on probation until the cumulative grade point average reaches 2.0. The CSE strives to help students develop the skills necessary for academic success, and to help students recognize when to seek academic support resources.

Students who experience academic difficulties may self select or be referred to the CSE by a departmental advisor, coach, R.A., or faculty member to meet with an academic counselor. Together, the student and the academic counselor will create a plan of action with the goal of improving the student's academic performance as quickly as possible.

Academic counselors assist students by:

- Helping students identify academic barriers.
- Teaching and encouraging effective time management.
- Creating feasible and realistic academic interventions.
- Monitoring grades in SE 101 and for all classes at mid-term.
- Advising student-athletes regarding compliance and NCAA regulations.
- Advising residential life students regarding SAP and housing eligibility.
- Advising scholarship recipients regarding eligibility and renewal criteria.
- Providing help for all students, and student-athletes during extended evening hours, for individual/group study, computer use, and tutoring.

In addition to academic support services for all Southeastern students, Student-Athletes will have:

- Dedicated sections of SE 101, including CHAMPS life skills component.
- Monitored academic progress through an Online Progress Reporting system (OPR), twice each semester, in addition to mid-term grades.
- Mandatory meetings with an academic counselor after receiving a poor grade or progress report.

NCAA GUIDELINES FOR STUDENT-ATHLETES

COMMUNICATE at the beginning of each semester with your instructors about your sport/travel schedule.

DESIGNATE a degree by the beginning of your fifth full-time semester.

PROGRESS in your curriculum each semester, completing 40% of progress toward your degree by the beginning of your third year to remain eligible, 60% by the beginning of your fourth year, and 80% by the beginning of your fifth year.

EARN at least six hours each semester, 18 hours over the course of your past two full-time semesters, and a 2.0 each semester to remain eligible.

REMAIN at full-time status during each semester to remain eligible.

College is and should be challenging! Even the best students will face tough tests, tough courses, or tough semesters. Accept that and be prepared. You are in college to expand your knowledge. Below are things that successful students do to weather the tough times in college.

TIPS FOR ACADEMIC SUCCESS!

KNOW why you are in college!

EXPECT college to be different from high school!

NOTICE that you gradually adjust to college life!

MEET people and get involved!

BUDGET your money; live like a college student!

PRIORITIZE and manage your daily activities!

ATTEND all classes!

CREATE an effective study plan that you will follow!

REWARD yourself after meeting each of your goals!

AVOID cramming; study daily!

KNOW the campus; find your classes before they start!

CHECK Blackboard and webmail daily!

ENTER your tests, projects, assignments into the planner in this handbook, using your course syllabi!

FOCUS and don't give up! The semester will be over before you know it!

LEARNING ASSISTANCE PROGRAMS

Contact Carolyn Blackwood at carolyn.blackwood@selu.edu

Supplemental Instruction (SI)

Supplemental Instruction is a free, peer-facilitated learning assistance program offered in historically difficult classes. Trained SI Leaders provide collaborative study sessions three times a week for SI courses. Course and faculty selection varies each semester, so check the Center's website, www.selu.edu/cse, during the enrollment period for current offerings.

SI Students, faculty, and staff work together to:

- Provide regularly scheduled weekly study sessions; times and locations to be determined on the first day of class through a survey.
- Provide students with the opportunity to learn more appropriate study techniques directed to the SI course.
- Increase students' academic performance and persistence.
- Promote engaged student interactions and increase critical thinking skills.
- Help students establish peer connections for continued study groups.

DID YOU KNOW that SI students....

Are less likely to earn grades of D or F or withdraw?

Are more likely to earn higher final grades than students who do not participate in SI (½ to a full letter grade higher)?

Are more likely to stay in college (13% less drop-out rate)?

Tutoring in the CSE...

- Is offered to students on the main campus, free of charge, for a variety of core courses in most curricula.
- Has qualified, trained tutors, who are at least sophomores, with a minimum 3.0 GPA and an A or B in the courses tutored.
- Offers an academically-safe, welcoming environment loaded with appropriate feedback and encouragement, study and test taking tips, and help in overcoming course content obstacles.
- Aims to help students become better-prepared, independent learners.

Tutoring appointments are offered on a first-come, first-served basis. Each student has one, 45-minute session each week, often with a small group of peers from the same course/instructor.

To allow the Center to serve as many students as possible, the attendance policy states that appointments will be cancelled after three absences. Tutoring services are offered Monday through Thursday, 8:00am to 5:00pm. Course offerings may vary each

semester, based on available tutors.

Drop-in services are available on Friday mornings from 8 to 12 for a select list of courses, usually math, chemistry and physics - during the fall and spring terms.

During summer terms, students may work with a tutor on a first-come, first-served basis and for an unspecified amount of time, with the understanding that tutors may be assisting other students at the same time.

Peer tutors who work in the Learning Assistance Lab help students:

- Use course software for a variety of electronic course components.
- Learn course material with others in the same course (small groups).
- Identify foundational concepts that may be weak or lacking.
- Understand the value of practice and homework.
- Understand how preparation before a tutoring session improves outcome.

TIPS FOR TUTORING!

APPLY for services in the Learning Assistance Lab as soon as possible in the semester!

KNOW that services are limited; they are not covered by student fees.

ARRIVE for your tutoring session on time.

PREPARE for your tutoring session and bring your books and other materials.

UNDERSTAND that tutoring does not replace class attendance; tutors do not re-teach class lectures.

FORMULATE questions about material you do not understand for your tutoring session.

ATTEMPT homework prior to your tutoring session.

Contact the Center at learningassistance@selu.edu or (985)549.2434 for questions; check your e-mail regularly!



POLICIES

STUDENT CODE OF CONDUCT

ARTICLE I: PURPOSE

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

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 or pursuing undergraduate, graduate, professional studies or non-degree seeking. Also included are those who attend post-secondary educational institutions other than Southeastern Louisiana University and who reside in University residence halls. This Student Code also applies to all persons taking courses at satellite locations of the University.
- C.** The term “organization” and/or “student organization” means any number of persons who have complied with the formal requirements for University recognition. These terms are interchangeable with the term “student” as it relates to all areas of the Student Code of Conduct unless otherwise stated. In other words, student organizations will be held responsible for abiding by the Student Code of Conduct as if they were individual students and are subject to all regulations and sanctions herein stated.
- D.** The term “faculty member” means any person hired by the University to conduct classroom or academic activities.
- E.** The term “staff member” means any person hired by the University to work and/or perform administrative or other responsibilities.
- F.** The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- G.** The term “member of the University community” includes any person who is a student, faculty member, staff member, University official or any other person employed by or associated with the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs or the Chief Student Conduct Officer.
- H.** The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks), either on the main campus or at satellite sites.

I. The term “Chief Student Conduct Officer” means that person designated by the Vice President for Student Affairs who is primarily responsible for administration of the Student Code of Conduct. The Chief Student Conduct Officer serves as a Hearing Officer and a Hearing Board Advisor and designates others to do so as needed. Nothing shall prevent the Vice President for Student Affairs from authorizing the Chief Student Conduct Officer from imposing sanctions in all cases.

J. The term “Assistant Director of the Office of Student Conduct (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. The Assistant Director of OSC serves as a Hearing Officer and a Hearing Board Advisor and designates others to do so as needed. Nothing shall prevent the Vice President for Student Affairs from authorizing the Assistant Director of OSC from imposing sanctions in all cases.

K. 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. Residential Conduct Officers serve as Hearing Officers and Hearing Board Advisors.

L. The term “Hearing Board Advisor” means the professional staff person designated by the Vice President for Student Affairs, the Chief Student Conduct Officer or the Assistant Director of OSC who serves in an advisory capacity to a hearing board.

M. The term “hearing body” means any person or persons authorized by the Vice President for Student Affairs, the Chief Student Conduct Officer, or the Assistant Director of OSC 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 the role of “Hearing Officer” or “Administrative Hearing Officer”.

2. Hearing Boards include:

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

b. Administrative Hearing Board: A group of faculty and/or staff who are appointed by the Vice President for Student Affairs, the Chief Student Conduct Officer, or designee to serve as the hearing body. The board consists of at least two but no more than four members and a chairperson (who votes only in case

- of a tie). An Administrative Hearing Board may be used in cases including, but not limited to those involving: scheduling difficulties, such as when a hearing is scheduled between academic semesters or during final examination periods; the sensitive nature of an incident, such as cases of alleged sexual harassment where a party involved is concerned with issues of confidentiality, and/or; other cases where the Vice President for Student Affairs, the Chief Student Conduct Officer or designee determines an administrative hearing is appropriate to the incident.
- N.** 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.
- O.** The term “Complainant” means any member of the University community who submits a charge alleging that a student violated the Student Code.
- P.** The term “Respondent” means any student accused of violating this Student Code.
- Q.** 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.
- R.** 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.
- S.** The term “shall” is used in the imperative/mandatory sense.
- T.** The term “may” is used in the permissive sense.
- U.** The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Residential Life Handbook, and University Catalog. The term includes, but is not limited to, the University Alcohol and Drug Policy, Sexual/Racial Harassment Policy, Computer Use Policy, Traffic Regulations, and Student Organizations/Greek Life Policies and Procedures Manual.
- V.** The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) and/or other violations as defined by University policies.
- W.** The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes stealing and passing off the ideas and/or words of another as one’s own; using a created production without crediting the source; the unacknowledged use of materials prepared by another person or

agency engaged in the selling of term papers or other academic materials; and/or other violations as defined by University policies.

ARTICLE III: CONDUCT AUTHORITY

A. The Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, or the Residential Conduct Officer shall determine the composition of hearing bodies.

B. The Vice President for Student Affairs, Chief Student Conduct Officer, the Assistant Director of OSC and the Director of University Housing shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code of Conduct.

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

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

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

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

ARTICLE IV: PROSCRIBED CONDUCT

A. Jurisdiction of the University

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

B. Conduct - Standards and Regulations

The following list represents a summary of categories of misconduct:

- Acts of dishonesty
- Possession of weapons
- Disorderly conduct
- Possession of explosives

- Violence to persons
- Sexual abuse/assault
- Endangering physical well-being
- Use of drugs
- Use of alcohol
- Abuse of property
- Trespassing
- Computer use abuses
- Interference with Safety Regulations
- Violation of published policies
- Violation of federal, state, local law
- Failure to comply
- Abuse of the campus discipline system

Any student found to have committed an act of misconduct, including but not limited to the following illustrations of misconduct, is subject to the disciplinary sanctions outlined in Article VI, Part D:

1. Acts of dishonesty, including but not limited to:

- a. Cheating, plagiarism, or other forms of academic dishonesty;
- b. Furnishing false information to any University official, faculty/staff member or office;
- c. Forgery, alteration, unauthorized possession, or misuse of University documents, records, or instruments of identification. This includes faculty materials related to the educational process;
- d. Tampering with the election of any University-recognized student organization or University-recognized event;
- e. Fraudulently writing checks to the University on a closed account or on accounts with insufficient funds.

2. Disorderly conduct, including but not limited to:

- a. Disruption or obstruction of teaching, research, administration, residential, disciplinary proceedings, University activities, including public-service functions on or off campus, or other authorized University activities;
- b. Participation in a campus demonstration which disrupts the operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with or obstructs freedom of movement, either pedestrian or vehicular, on campus;
- c. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions;
- d. Interfering with the duties of a student, faculty/staff member or university official;
- e. Bringing a guest, including but not limited to family members and children, to a classroom, laboratory, or official class activities without the prior authorization of the faculty member in charge of the class or facility.
- f. Withholding information vital to any investigation carried out by an authorized agent of the University;
- g. Creating excessive noise which interferes with the normal operations of the University or which interferes with another's right to sleep, study, or have solitude and/or violates Residential Facilities Quiet Hours.
- h. Conduct which is disruptive, lewd, or indecent, a breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in, by the University;
- i. Malfeasance or misuse of elective or appointive office in a Student Organization or misrepresentation of oneself, causing detriment to the organization, its members or the welfare of the University community.

j. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress, including but not limited to: video cameras, digital recorders, hand-held cameras, internet exposure.

3. Violence to persons and offenses of abuse, including but not limited to:

- a. Engaging in, attempting, or intending to engage in, any form of physical abuse injurious to oneself, to another or to a group of people;
- b. Threatening, intimidating, coercing, harassing, and/or using physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person;
- c. Engaging in, attempting or intending to engage in, any form of verbal or mental abuse, threats, intimidation, harassment, and/or coercion which creates an intimidating or offensive academic, work, or campus environment;
- d. Stalking, bullying, and/or deliberate or inadvertent harassment which may or may not be directed toward another person or group of people; such behavior includes, but is not limited to, abuse or harassment involving the use of telecommunications and/or computer equipment;
- e. Hazing, defined as participating in an act which is degrading or injurious, an act in which another is held against his/her will, or an act which endangers the mental or physical health or safety of a student; or which destroys or removes public or private property for the purpose of initiation, admission to, affiliation with, or as a condition for continued membership in a group or organization. (Refer to: Hazing Policy in the Student Handbook).

4. Sexual harassment, abuse, and/or assault, including but not limited to:

- a. Committing any sexual act, including but not limited to sexual intercourse, against another person which forces, attempts to force, and/or acts against another person's will to engage in sexual activity; such offenses include, but are not limited to acts committed when the victim is incapable of giving consent or when the act is committed in an unlawful, forcible, non-forcible or coercive manner;
- b. Illicit, illegal, lewd, indecent, or obscene conduct; such behavior includes, but is not limited to conduct involving the use of telecommunications and/or computer equipment;
- c. Unsolicited and unwelcome sexual overtures or conduct verbal, physical, or written;
- d. Any other violation of the University's policy on Sexual Harassment.

5. Endangering another's or one's own physical well-being, including, but not limited to:

- a. Endangering another's or one's own physical well-being, including, but not limited to, riding bicycles, skateboards, roller blades, paintball games/wars, and/or kicking or playing ball unsafely and/or in unauthorized areas on campus;
- b. Compromising the security of a residence hall or other university facility, (e.g. propping open outside doors, or unauthorized access to others), thereby endangering the safety and welfare of oneself, the building occupants and/or their property;
- c. Unsafe operation of a motor vehicle on University premises;
- d. Endangering one's own physical well-being, including but not limited to attempting or threatening suicide. (Refer to: Endangering one's own Physical

Well Being or Disrupting the Community policy in the Student Handbook.)

6. Use of drugs, including but not limited to:

- a. Use, consumption, possession, manufacture, furnishing, procuring, purchasing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law;
- b. Use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia;
- c. Operating or attempting to operate a motor vehicle while under the influence of drugs.

7. Use of alcohol, including but not limited to:

- a. 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;
- b. Use, consumption, possession and/or purchasing of alcoholic beverages by persons under twenty-one (21) years of age either through action or inaction;
- c. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty-one (21) years of age;
- d. Operating or attempting to operate a motor vehicle while under the influence of alcohol;
- e. Public intoxication on University property;
- f. Failure to properly register events involving alcohol, as required by the University Alcohol and Drug Policy.
- g. Other violations as noted in the University Alcohol and Drug Policy.

8. Abuse of University property or private property, including but not limited to:

- a. Attempted or actual theft of property;
- b. Unauthorized possession of property;
- c. Attempted or actual destruction of property;
- d. Malicious misuse of, damaging, and/or vandalizing property;
- e. Unauthorized possession, duplication, or use of keys to any University premises;
- f. Unauthorized use of University premises.
- g. Littering, dumping, posting, and/or distribution of unauthorized materials.

9. Trespassing, including but not limited to:

- a. Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls);
- b. Unauthorized visitation in a University residence hall including violations of established open house and/or closing hours.

10. Unauthorized possession or use of weapons, including but not limited to:

- a. Illegal or unauthorized possession, use, or threatening the use of firearms, knives, blades, other weapons, or dangerous chemicals;
- b. Possession of any weapon, including but not limited to, guns, and other firearms and knives with blades longer than five inches, on University property;
- c. Other violations in weapon policy. Refer to: Board of Supervisors of the University of Louisiana System Policies and Procedures at:
<http://www.ulssystem.net>

11. Possession or use of explosives, including but not limited to:

- a. Possession, use, or threatening the use of explosives, bombs or incendiary

devices, except as required for classroom instruction;

b. Possession, use, or threatening the use of ammunition, fireworks and/or firecrackers without official University permission.

12. Abuse of computers and other technology, including but not limited to:

a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose;

b. Unauthorized transfer of a file;

c. Misrepresentation of self or a student organization through computer or electronic means;

d. Unauthorized use of another individual's identification and/or password;

e. Use of computing facilities to interfere with the work of another member of the

University community;

f. Use of computing facilities to send obscene or abusive messages;

g. Use of computing facilities to interfere with normal operation of the University computing system;

h. Other violations as noted in the University policy on computer use.

13. Interfering with safety regulations, emergency evacuations, and/or equipment, including but not limited to:

a. Failing to leave a building or area during emergency evacuation, and/or hindering another's exit during an alarm or evacuation;

b. Tampering, or attempting to tamper with fire/safety equipment (e.g., emergency phones, fire alarms, smoke detectors, fire hoses, fire extinguishers or emergency lighting equipment);

c. Intentionally starting or attempting to start a fire unless approved for academic purposes by the Vice President for Student Affairs or designee;

d. Causing a fire on campus because of negligence;

e. 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;

f. Smoking in areas where "No Smoking" signs are posted or where smoking is otherwise prohibited. Smoking in lobbies, hallways, meeting rooms, class rooms, or other public building areas is prohibited unless "smoking permitted" signs are posted;

g. Failing to park bicycles in designated bike areas in the residence halls.

Leaving or parking bicycles in student rooms, and/or residence hall walkways and hallways is expressly prohibited;

h. Possession and/or use of any equipment not approved for use in your residential facility.

14. Violation of other published University policies, rules, or regulations including, but not limited to, the University Sexual/Racial Harassment Policy, the University Drug and Alcohol Policy, Computer Use Policy, Parking/Traffic Regulations, policies contained in the University Catalog, publications of residential facilities (handbooks, leases, notices, etc.), and Student Organizations/Greek Life Policies and Procedures Manual.

15. Violation of federal, state, and/or local laws.

16. Failure to comply with the directions of a University official in the performance of his/her duties, including but not limited to:

a. Failing to identify one's self when requested to do so by a faculty/staff

member or University official;

b. Failure to respond to a disciplinary conference and/or a hearing summons;

c. Failing to follow through or complete any sanction given by a hearing body or University official;

d. Failure to meet financial obligations incurred by the student to the University.

17. Abuse of the Campus Discipline System, including but not limited to:

a. Attempting to discourage an individual's proper participation in, or use of, the campus discipline system;

b. Falsification, distortion or misrepresentation of information before a hearing body;

c. Disruption or interference with the orderly conduct of a campus disciplinary proceeding;

d. Knowingly initiating campus discipline procedures without cause;

e. Attempting to influence the impartiality of a member of a hearing body prior to, and/or during the course of a campus disciplinary proceeding;

f. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a campus disciplinary proceeding;

g. Influencing or attempting to influence another person to commit an abuse of the campus discipline system.

C. Violation of Law and University Discipline

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

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

3. The University is considered a Quiet Zone. All volume on vehicle stereos should be turned down according to the stipulations of the City Noise Ordinance.

ARTICLE V: STUDENT RIGHTS

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

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

B. To petition for redress of a grievance arising from an incident which violates University policy and/or the Student Code of Conduct. Any member of the University community may file a discipline charge or complaint against a student when that person believes the student has violated any University policy;

C. To receive notice of any alleged violations of University policy and/or

breaches of the Student Code of Conduct;

D. To have the benefit of an opportunity to be heard by an impartial Hearing Board or Hearing Officer in addressing an allegation/s of a violation of University policy;

E. To have an advisor, including an attorney, present in a disciplinary conference and/or hearing. Advisors may not participate directly in a disciplinary conference and/or hearing process nor may an advisor address any participant in the disciplinary conference and/or hearing process other than the student the advisor represents;

F. To examine evidence to be used against him or her;

G. To view the list of witnesses against him or her at the administrative discipline conference or prior to a hearing in front of a hearing board.

ARTICLE VI: DISCIPLINARY PROCEDURES

A. Charges

1. Complaints of misconduct against a student may be filed by any member of the University community. Complaints shall be prepared in writing and directed to the Office of Student Conduct, 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,

6. Signature of complainant and date charges were filed.

b. Complaints should be submitted as soon as possible after the incident, preferably within five (5) working days. Barring unusual or extenuating circumstances, charges will not be accepted for incidents which occurred more than 30 working days prior to filing.

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

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

B. Preliminary Administrative Disciplinary Conference

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

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

The Hearing Officer may later serve in the same matter.

C. Hearings involving a Hearing Board

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

1. The accused student shall be given written notice of the hearing to inform him/her of the specific charge(s), of his/her rights as a student, and the date, time, and location of the hearing.

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

b. Maximum time limits for scheduling hearings may be extended at the discretion of the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSC, and the Director of University Housing.

c. Notice shall be sent/delivered to the last local/mailling address and/or E-mail account identified on the student's official records, and shall be considered

delivered two working days after the letter has been posted.

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

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

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

3. Order of the Hearing

The hearing is structured such that the discussion proceeds in an orderly manner. Below is the order that the hearing follows:

- The reading of the complaint/charges by the hearing chairperson;
- The entering of pleas by each respondent.
- There are three pleas: Responsible, Not Responsible, and No Plea, which indicates that the student does not know whether or not she/he is responsible, or means the student is unwilling to say and is allowing the Board to decide.
- Statement of complainant and introduction of evidence;
- Questioning by the respondent and the Board and or the Hearing Board Advisor;
- Statement of the respondent and introduction of evidence;
- Questioning by the complainant and the Board, and the Hearing Board Advisor;
- Statement of the complainant's witnesses, followed by respondent's questions, and, then those of the Board and or the Hearing Board Advisor;
- Statements of the respondent's witnesses, followed by complainant's questions, and, then those of the Board, and or the Hearing Board Advisor;
- Additional questions by the Board, the Hearing Board Advisor, complainant, and/ or respondent;
- Closing statements, first by the complainant and then by the respondent;
- Deliberation of the Board;
- Recommendation of the Board to the advisor;
- Notification of the decision and, if necessary, sanctions. Delivery of the notice may be by hand 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 Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, or the Residential Conduct Officer at least 48 hours prior to the hearing. Admission of any person to the hearing shall be at the discretion of the hearing body and/or the Hearing Board Advisor. Only the hearing body/officer and persons identified with the University community as having an educational need to know may be present during deliberations.

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

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

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

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

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

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

h. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a hearing body at the discretion of the chairperson and/or the Hearing Board Advisor.

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

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

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

k. The hearing body's determination of responsibility shall be made if a preponderance of the information, that is, the facts and information, presented in

the hearing are such that the hearing officer or hearing board finds it more likely than not that the respondent is responsible for the offense as charged.

l. 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.

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

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

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

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

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

D. Sanctions

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

a. Admonition - a note in writing to the student stating that the student has violated institutional regulations and that future misconduct of any nature will be dealt with more stringently.

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

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

Missed Disciplinary Conferences: \$50.00

Missed Hearings: \$100.00
Alcohol: \$50.00
Damage to Property/Theft: Full Restitution
Drugs: \$100.00
Fire Safety: \$50.00
Littering: \$50.00
Smoking in Non-Designated Areas: \$50.00
Repeat Offenses: Doubled

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

e. Discretionary Sanctions:

1. Notification of parents and/or guardians;
2. Counseling conference(s);
3. 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;
4. Residence hall transfers and/or service to the university, the local community, or other related discretionary assignments;
5. Written assignments or projects.

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

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

h. 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.

i. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When separated from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies. Students should direct all inquiries in this matter to the Office of University Housing.

j. 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.

k. Disciplinary Suspension - involuntary separation of the student from the University for a definite period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any

prerequisite conditions for readmission have been met. The student is placed on Disciplinary Probation for a definite period of time following the return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

l. Disciplinary Dismissal - involuntary separation of the student from the University for a definite period of time after which the student may apply for readmission. There is no guarantee of readmission. Conditions for consideration of readmission may be specified. Consideration of readmission must be addressed to the Chief Student Conduct Officer and will not be considered for at least one calendar year beginning with the date of dismissal. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern

Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation. The student is placed on Disciplinary Probation for a definite period of time following the return to the University.

m. 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.

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

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

3. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. A student's confidential disciplinary record may be expunged one year after graduation or five years after the student last attended 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 academic record. Confidential disciplinary records involving the imposition of sanctions entailing separation from the institution are kept indefinitely.

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

- a. Those sanctions listed above in Section D 1, a-l.
- b. Deactivation - loss of privileges, including loss of university recognition, either permanently or for a specified period of time.

5. In each case in which a hearing body determines that a student has violated the Student Code of Conduct, the sanction(s) shall be recommended by the hearing

body but final determination will be imposed by the Hearing Board Advisor. Sanctions are not limited to those recommended by the hearing body but may be modified by the Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, and/or the Hearing Board Advisor. 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 of the determination.

E. Typical Ranges of Sanctions

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

1. Alcohol Violation:

- a. Referral to an alcohol assessment, an alcohol education program and/or mandatory counseling/treatment;
- b. Community service hours and/or an administrative assessment;
- 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.

2. Incidents involving Violence to Persons:

- a. Mandatory counseling;
- b. Community service hours
- c. Disciplinary Probation for one year up to Expulsion, and;
- d. If the student is a resident, Residence Hall Probation up to Residence Hall Expulsion.

3. Incidents involving Disorderly Conduct:

- a. Community service hours
- b. Disciplinary Probation to Discipline Suspension, and;
- c. If the student is a resident, Residence Hall Probation up to Residence Hall Suspension.
- d. Written Assignment; i.e. reflection paper, etc.
- e. Counseling Referral

4. Incidents involving illegal drug use:

- a. Referred to a substance abuse assessment and/or mandatory counseling/treatment;
- b. Community service hours and/or an administrative assessment;
- c. Disciplinary Probation for two years up to Expulsion;
- d. If the student is a resident, Residence Hall Suspension for one year or more, and;
- e. If the student is under the age of 21, parental notification at the discretion of the

Hearing Officer.

- f. Mandatory drug testing.
5. Incidents involving sales or furnishing of illegal drugs:
 - a. University Disciplinary Dismissal for one year up to Expulsion.
 - b. Substance abuse counseling/treatment completion prior to return;
 - c. Community service hours and/or an administrative assessment upon return;
 - d. Disciplinary Probation upon return
6. Incidents involving damage or abuse to property:
 - a. Community service hours and/or an administrative assessment;
 - 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. Restitution
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 campus (including classes), 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 Chief Student Conduct Officer, the Assistant Director of OSC, the Director of University Housing, and/or the Residential Conduct Officer may be appealed by accused students or, in cases of physical violence or sexual assault, by the complainants to the Vice President for Student Affairs or his/her designee within five (5) working days of being notified of the decision. If the student is notified of the decision by letter, the student has five (5) working days from the posted dated stamped on the envelope to make an appeal. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs and/or Chief Student Conduct Officer or his/her designee. Generally, a time set for an appeal response will be no more than 10 working days after the student has delivered the appeal. However, time limits for an appeal response may be extended at the discretion of the Vice President for Student Affairs or his/her designee. The rendered sanction is in effect as of the date identified on the sanction letter, or until an appeal is granted. The Vice President for Student Affairs or his/her designee, may choose to suspend the

outcome of a hearing while the appeal is being reviewed.

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

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

1. Whether the discipline process was conducted fairly and in conformity with the properly prescribed procedures;
2. Whether to consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

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

1. Reduce, change, or dismiss the sanctions of the hearing body;
2. Remand the case to a new hearing body although nothing shall prevent the same Student Conduct Advisor from serving as advisor to this new hearing body.

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

1. The Board of Supervisors does not consider appeals for academic matters, but only matters pertaining to appeals of university rulings on conduct.
2. The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university.
3. Review by the Board of Supervisors consists of an exhaustive examination of procedures followed by the university in regard to due process and not the specific details of the grievance matter.
4. The University of Louisiana System student grievance process does

not provide the benefit of a hearing by the student directly to the Board of Supervisors.

ARTICLE VIII: INTERPRETATION AND REVISION

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

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

Mental Health Emergencies: Suicide Attempts

1. Contact University Police upon observing or becoming aware of a suicide attempt. Give the location of the individual's condition to the police officer/dispatcher.

2. Follow the directions as given by the officer/dispatcher.

3. University Police, upon notification of a suicide attempt, will take action(s) as appropriate to:

a. Instruct the caller what to do.

b. Dispatch officer(s) to the scene.

c. Contact ambulance/medical facility.

d. Contact University administrators:

1) University Counseling Center person on call

2) Division for Student Affairs person on call

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

The subject will be required to obtain a psychiatric evaluation form. The subject will not be allowed to return to the residence halls or the University until the evaluation form has been completed and received by the Chief Student Conduct Officer.

The Chief Student Conduct Officer or designee will review the evaluation form and determine if the student is medically cleared to return to campus. If the subject does not obtain the above, he/she will not be allowed to return to the residence halls and/or the University. Upon returning, the subject will have the opportunity to avail himself/herself of Southeastern's mental health services.

Endangering One's Own Physical Well Being or Disrupting the Community

Students, who endanger their own physical well being or disrupt the campus community, including threatening or attempting suicide, may be suspended on an interim basis from the residence halls and/or the University. To be considered for reinstatement to the residence halls and/or the University, the student may be required to provide the Chief Student Conduct Officer with a Psychiatric Evaluation Form completed and signed by a Physician indicating that the student is not a threat to himself/herself or the campus community. This form may be obtained from the Office of Student Conduct or University Campus Police Department. Additionally, the parents, legal guardian, and/or significant other may be notified of the incident. Students are advised that threatening and/or attempting suicide is a violation of the Student Code of Conduct and may result in disciplinary action by the University.

Alcohol Consumption Regulations (On and Off Campus)

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

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

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 designate under what conditions group events may involve alcohol. This policy will apply to the sale, possession, or consumption of alcohol in or at any University sponsored or registered event. State law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21. 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.

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

1. Dining Facility Complex
2. Student Union Building

3. University Center
4. Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older)
5. Columbia Theater
6. Alumni Center
7. Alumni Field
8. Strawberry Stadium
9. Other areas as specifically approved by the Vice President for Student Affairs or his/her designee.

Possession, sale and/or consumption of alcohol by any person, regardless of age, are prohibited in public areas which include, but are not limited to:

1. Intramural Sports Fields
2. Residence Hall rooms, lobbies, lounges, and immediate adjacent property
3. Academic Buildings (except for certain designated/registered areas for special purposes)
4. Other athletic fields and facilities
5. Greek Village

No student organization alcohol event, whether on or off campus, may be advertised, nor may guests be invited, until that event has been approved by the Assistant Vice President for Student Affairs.

Student Organization Alcohol Event

Many questions arise in conjunction with what is considered an alcohol event. While the

following list is not exhaustive it does serve as a starting point. An activity may be classified as an organization's alcohol event if it meets any of the following:

Alcohol is present and . . .

1. The event lasts longer than 60 minutes.
2. The event has 10 or more non-members present.
3. The event has more than one organization in attendance.
4. The event has more than ½ of organizations members present.
5. The event has amplified sound (live music, DJ, loud stereo).

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

1. Would an observer associate it with the organization?
2. Did the incident involve expenditure of organization funds?
3. What was the purpose of the event?
4. Who purchased the alcohol?
5. How the attendees learn about the party?
6. What is the perception of the event?
7. Who is assuming responsibility for the party?
8. Was the event actively or passively endorsed by other members of the organization?
9. Was the event publicized either in written form or by word of mouth as an organizational event?

10. Did the event take place on the organization's property, or occur on/in a location which had been contracted by or for the organization, or in a private residence for the purpose of holding an organization sponsored event?
11. Was the organization's advisor, or any of the executive officers of the organization, aware of the event before it took place?
12. Were police called to quiet or shut down the event?

Common Regulations for Student Organization Alcohol Events

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

1. All student organizations planning on having an event where alcohol is present must have a representative attend the semester alcohol meeting. Only those organizations who have attended the meeting will be allowed to host an event where alcohol is present.
2. Alcohol may not be purchased with organizational or departmental funds nor may the purchase of same for members or guests be undertaken or coordinated by any member, individually or collectively, in the name of, or on behalf of, the organization or department. Organizational or departmental funds may be used to buy food and non-alcoholic beverages.
3. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
4. The cost of alcoholic beverages may not be included in the cost of an admission ticket, cover charge, or any other assessment required of members or guests. No contributions or donations for alcoholic beverages can be solicited or accepted at the event.
5. All events must be registered at least ten (10) days prior to the day the event will be held. The completed Registration of Activity Form must be submitted and a meeting with the Assistant Vice President for Student Affairs and the organization's eight (8) non-drinking monitors must have occurred by closing time the day preceding the event or on the last working day of the week if the event falls on a weekend before the event will be approved. This meeting will cover the BYOB or Third Party Vendor regulations as well as the state laws. The eight (8) non-drinking monitors must include the following individuals from the organization:
 - a. President
 - b. Vice President
 - c. Social Chair
 - d. Treasurer
 - e. Faculty Advisor
 - f. Three (3) other senior active members.
6. The organization's official advisor, who must be a full-time faculty or staff member, must be present at the event for its duration. The advisor may designate a substitute, who must also be a member of the faculty or staff, if cleared with the Assistant Vice President for Student Affairs by closing time the day prior to the event. The event will not start until the advisor arrives.
7. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, at all functions where alcohol is served, sufficient quantities of food and non-alcoholic beverages must be provided.

The food served must be substantial, e.g., cheese, sandwiches, dips. Water cannot be the only non-alcoholic beverage served.

8. The sale, availability or distribution of alcohol to anyone under twenty-one (21) years of age is strictly prohibited. Common containers of alcoholic beverages will not be allowed. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.

9. All alcohol must be consumed within the area in which it is served. No containers, either open or closed, may leave the area. A trash can must be placed at the exit for this purpose.

10. Drinking games which encourage the rapid consumption or the consumption of large amounts of alcohol are prohibited.

11. Advertisement for a party may mention alcohol only in the following ways:

(a) "Cash bar available"

(b) "Alcoholic refreshments available for sale"

12. At all events where alcohol is served, the organization or department must ensure that obviously intoxicated persons are not served alcoholic beverages. The organization or department must also designate a means of preventing intoxicated persons from driving (e.g., designated, non-drinking drivers; shuttles; etc.).

13. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. Sponsorship where non-alcoholic merchandise, e.g., cups, caps, banners, etc. is provided may be held with the approval of the Assistant Vice President for Student Affairs. Alcohol, bar tabs, coupons for free or reduced price drinks, etc., may not be awarded as prizes for any raffles or other events. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.

14. University departments and organizations may not distribute alcohol free-of-charge to the general public (i.e. persons not members of the group or their specifically invited guests).

15. Open parties, (those with unrestricted access by non-organization members, without specific invitation) shall be prohibited. A guest list with all attendees' names must be submitted to the office of the Assistant Vice President for Student Affairs by closing time the day before an event or the last working day if it falls on a weekend or closed day. All guests must sign in when they arrive at the party and the signed guest list must be turned into the office of the Assistant Vice President for Student Affairs the next working day after the event. Only individuals on the guest list are allowed entrance to the alcohol event. An exception to this will be University produced entertainment or social events, and tailgating.

16. An organization is only allowed to sponsor a total of three alcoholic events Monday through Thursday during each semester.

17. No events involving alcohol will be approved for the week prior to and the week of finals; this includes the weekend between the two weeks. Also, no events involving alcohol will be approved during Spring Break or semester breaks.

18. Student organizations invited to Alumni events (alcoholic or non-alcoholic) must register the event as if they were holding the event themselves and must adhere to all University rules and policy.

19. Persons representing Southeastern off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals or organizations who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the university's mission or activities or the health, safety, or welfare of the University community.

20. Special circumstances may be appealed to the Alcohol Committee fourteen (14) days prior to the event for special consideration.

NOTE

The regulations contained in this policy are designed to meet the needs of the university and a wide range of student organizations. A copy of Southeastern's BYOB and/or Third Party Vendor regulations may be picked up in the Assistant Vice President for Student Affairs. Some organizations with national affiliations or university councils may have additional or more stringent guidelines with which they must comply. Such organizations are expected to abide by those guidelines.

On-Campus (Non-tailgating) Alcohol Events

In addition to the above, the following regulations will apply to On-Campus (non-tailgating) Events and Alcohol Consumption:

1. Alcohol will be allowed only at catered Food Service events and will be sold by Campus Dining personnel or approved licensed servers.
2. At least one commissioned University Policy Officer must be present to maintain security and assist in enforcing applicable laws and regulations. The number of officers required, or an exemption from this requirement; will be based on the nature of the event and the number of participants. The number of officers required will be determined by the Assistant Vice President for Student Affairs and the Chief of University Police. Organizations and/or departments are responsible for contacting and paying for the cost of such officers.
3. BYOB events will not be allowed on campus.

Off-Campus Alcohol Events

1. No organization may sell or give away alcohol. Alcohol will only be sold by third party licensed vendors.
2. All events must be in a restricted area, no coming and going into and out of the restricted area is allowed. Events must end by 2:00 a.m.
3. Bulk quantities and/or common containers of alcohol, e.g., kegs, party balls, jungle juice, etc. will not be allowed. At bars or private clubs, no pitchers or shots of alcohol should be sold. Beverages allowed to be brought into an event by persons 21 years of age or older for their own consumption include:
 - a. Six beers, or
 - b. Four wine coolers, or
 - c. One liter of wine, or
 - d. Four pre-packaged mixed drinks.
4. At least one commissioned University Policy Officer must be present to maintain security and assist in enforcing applicable laws and regulations. The number of officers required, or an exemption from this requirement, will be based on the nature of the event and the number of participants. The number of officers

required will be determined by the Assistant Vice President for Student Affairs and the Chief of University Police. Organizations and/or departments are responsible for contacting and paying for the cost of such officers.

5. If the group is traveling by bus, no alcohol is allowed on the bus.

Alcohol and Home Football Games

Athletic events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, athletic events should be conducted in an environment that is safe and enjoyable for all.

As home football games have great potential to attract many spectators, many of whom participate in tailgating activities, the following policy has been developed for these events.

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.
2. Consumption of alcohol will be limited to persons of legal age (21 or greater).
3. Tailgating will be limited to home football game days only. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on days when school is not session, tailgating will be allowed starting at 5:00 p.m. the night before the game.
4. All glass containers of any kind and cans are prohibited. Whatever is consumed must be poured in a paper or plastic cup.
5. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) are permitted.
6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate is prohibited.
7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so.
8. Alcohol cannot be brought into the stadium and all persons entering the stadium 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 stadium) 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 stadium and will not be allowed to reenter the stadium for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the stadium by those of legal age with valid identification.
9. Cups, containers, ice chests, etc. may not be brought into the stadium.
10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

Drug and Alcohol Policy

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

PREAMBLE

Southeastern Louisiana University strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing

that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth this policy to guide community members in making knowledgeable choices which foster ethical, healthy, and responsible lifetime behaviors. It is the purpose of this policy to establish a comprehensive program to address these issues.

I. Standards of Conduct

A. This policy will apply to all University students, employees, and guests.

B. All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on University property or as part of any University activity, whether on or off campus. This policy will extend to any other sites, e.g., Baton Rouge Nursing Facility, Covington Center, etc., which the University might operate or be in attendance.

C. The following conduct is prohibited except as permitted by University regulations and the law:

1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana.

2. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.

3. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing $\frac{1}{2}$ of 1% or more alcohol by volume) on University property, or at any of its activities (whether on or off campus).

4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.

5. Operating or attempting to operate a motor vehicle while intoxicated.

6. Public intoxication on University property.

7. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age.

8. Failure to properly register events involving alcohol, as required by the University Alcohol Policy.

9. Reporting to work, class, or performing work for the State while under the influence of and impaired by illegal drugs or alcohol.

10. The illegal use, or possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty or on call for duty.

11. Other violations as noted in the University Alcohol Policy.

D. 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.

E. Students and employees should refer to the following, available in the Office of the Assistant Vice President for Student Affairs, for additional information:

1. Student Handbook, Classified Handbook, Faculty Handbook and the Graduate Assistant Handbook.

2. Drug-Free Schools and Community Act Amendment of 1989.

3. 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

In almost all cases, local ordinances are the same as State statutes listed below. In addition, the following sections prohibit certain actions.

1. Hammond Code Ord. No. 936 Sec. 21-66

a. Makes it unlawful to possess any open container containing alcohol in or upon the parking lot or other property of any premises licensed to sell alcohol.

b. Provides for a fine not exceeding \$200, or imprisonment for not more than 60 days or both.

2. Hammond Code Ord. No. 936 Sec. 21-67

a. Makes it unlawful for any person to remove an open container containing alcohol from any business, lounge, restaurant, or establishment.

b. Provides for a fine not to exceed \$200, or imprisonment for not more than 60 days or both.

B. State Law

1. Act 639 - House Bill #716

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

2. LA. R.S. 14:93.10 Definitions

a. **“Purchase”** means acquisition by the payment of money or other consideration.

b. **“Public possession”** means the possession of any alcoholic beverage for any reason, including consumption, on any street or highway or in any public place or any place open to the public, including a club which is de facto open to the public. **“Public possession”** does not include the following:

(1) The possession or consumption of any alcoholic beverage:

(a) For an established religious purpose.

(b) At a function sponsored by a bona fide nonprofit organization under 26 U.S.C 501c where an individual had received or purchased a ticket for admittance.

(c) When a person under 21 years of age is accompanied by a parent or legal guardian 21 years of age or older.

(d) For medical purposes when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital, or medical institution.

(e) In private residences.

(2) The sale, handling, transport, or service in dispensing of alcoholic beverages pursuant to lawful employment of a person under 21 years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

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

3. LA. RS 14:93.11

a. Unlawful sales to persons under 21 is selling or otherwise delivering

for value of any alcoholic beverage to any person under 21 years of age. Lack of knowledge of the person's age shall not be a defense.

b. Whoever violates the provisions of this Section shall be fined not more than \$100 or imprisoned for not more than 6 months, or both.

4. LA. RS 14:93.12

a. It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage.

b. Whoever violates the provisions of this Section shall be fined not more than \$100 or imprisoned for not more than 6 months, or both.

5. LA. RS 14:93.13

a. It is unlawful for any person, other than a parent or legal guardian as specified in RS 14:93.10, to purchase on behalf of a person under 21 years of age any alcoholic beverage.

b. Whoever violates the provision of this Section shall be fined not more than \$500 or imprisoned for not more than 30 days, or both.

6. LA. RS 14:98

a. Prohibits operating any motor vehicle, aircraft, watercraft, vessel, or other means of conveyance when:

1. The operator is under the influence of alcoholic beverages; or

2. The operator's blood alcohol concentration is 0.08 percent or more for persons over 21 years of age, or 0.02 percent or greater for persons under 21 years of age; or

3. The operator is under the influence of any controlled dangerous substance as set forth in RS 40:964.

b. Provides penalties as follows:

1. First conviction - a fine of not less than \$125 nor more than \$500 and imprisonment for not less than 10 days nor more than 6 months; license suspended for 90 days.

2. For second conviction within 5 years - a fine of not less than \$300 and not more than \$1000 and imprisonment for not less than 30 days nor more than 6 months; license suspended for one year.

3. For a third conviction within five years - imprisonment with or without hard labor for not less than 1 year nor more than 5 years and may be fined not more than \$2000; license suspended for two years. It also becomes a felony.

4. For a fourth conviction within five years - imprisonment at hard labor for not less than 10 or more than 30 years.

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

7. LA. R.S.49:1015

a. Provides a public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used, or as part of a monitoring program established by the employer to assure compliance

with terms of a rehabilitation agreement.

b. A public employer may require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.

c. A public employer may implement a program of random drug testing of those employees who occupy safety-sensitive or security-sensitive positions.

d. Any public employee drug testing shall occur pursuant to a written policy, duly promulgated, and shall comply with the provisions of this chapter.

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

A. Federal Law

1. 34 CFR Part 86 RIN 1880-AA46 Drug-Free Schools and Campuses. Summary: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The regulations specify the content of the drug prevention program to be adopted and implemented; the nature of the certification requirements; the response and sanctions to be applied for failure to comply with the requirements of this part; and the appeal process.

2. 102 STAT 4304 PUBLIC LAW 100-690-drug-free workplace.

a. Drug-free Workplace requirements.

1. Persons other than individuals - 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:

a. 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;

b. establishing a drug-free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;

2. the grantee's policy of maintaining a drug-free workplace;

3. any available drug counseling, rehabilitation, and

employee assistance programs; and

4. the penalties that may be imposed upon employees for

drug abuse violations;

c. making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (a);

d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment in such grant, the employee will:

1. abide by the terms of the statement; and

2. notify the employer of any criminal drug statute conviction

for a violation occurring in the workplace no later than 5 days after such conviction;

a. notifying the granting agency within 10 days after receiving notice of a conviction under subparagraph (d)(ii) from an employee or

otherwise receiving actual notice of such conviction;

b. 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.

3. Individuals - 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.

a. Suspension, termination, or debarment of the grantee:

1. Grounds for suspension, termination, or debarment - each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his official designee determines, in writing, that such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed to make a good faith effort to provide a drug-free workplace as required in subsection (a) (i).

2. 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.

3. Effect of debarment. 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

1. take appropriate personnel action against such employee up to and including termination; or
2. 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

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

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

3. **“Controlled substance”** means a controlled substance in schedule I through V

of section 202 of the Controlled Substances Act (21 U.S.C. 812);

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

5. **“Criminal drug statute”** means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance;

6. **“Grantee”** means the department, division, or other unit of a person responsible for the performance under the grant;

7. **“Contractor”** means the department, division, or unit of a person responsible for the performance under the contract; and

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

Controlled Substance & Alcohol Use and Testing

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

The Louisiana Uniform Controlled Dangerous Substance Law (LA RS 40:961-100) Establishes five schedules of illicit drugs which may not be manufactured, distributed or possessed without legal authority to do so, e.g., pharmacists, physicians, etc. While the composition of the schedules is too lengthy to report here, that information is available in the Office of the Assistant Vice President for Student Affairs. Listed below are the penalties for manufacture, distribution, and/or possession of drugs in each schedule.

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

Schedule I

LA. RS 40:966

A. For narcotic drugs; life imprisonment at hard labor. Maximum fine of \$15,000.

B. For other drugs in Schedule I: 5 to 30 years at hard labor. Maximum fine of \$15,000.

Schedule II

LA. RS 40:967

A. For narcotic drugs, amphetamines or methamphetamines: 5 to 30 years at hard labor. Maximum fine of \$15,000.

B. For pentazocine: 7 to 10 years at hard labor. Maximum fine of \$15,000.

C. Production of amphetamines, methamphetamines, or cocaine: 20 to 50 years at hard labor. Maximum fine of \$500,000.

D. Other Schedule II drugs: Maximum of 10 years at hard labor. Maximum fine of \$15,000.

Schedules III & IV

LA. RS 40:968-969 Maximum of 10 years at hard labor. Maximum fine of \$15,000.

Schedule V

LA. RS 40:970 Maximum of 5 years at hard labor. Maximum fine of \$5000.

NOTE: For second or subsequent offenses, the penalties are twice those applicable for first offenses.

Distribution to persons under the age of 18 (LA. RS 40:980)

A. Persons over 25 to person under 18: For distribution of narcotic drugs in Schedule I and II the sentence is life at hard labor.

B. 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.

C. 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.

Distribution to a student (LA. RS 40:981.1)

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.

Violation of controlled Dangerous Substance Law on or near school property (LA. RS 40:981.3)

Any person who violates a felony provision of RS 40:966-970 on or within 1,000 feet of school property, or on a school bus shall be punished as follows:

A. First conviction - Maximum fine and not less than half nor more than the maximum term of imprisonment in RS 40:966-970.

B. Second conviction - Maximum fine and maximum term of imprisonment in RS 40:966-970.

Possession (LA. RS 40:966)

A. For narcotic drugs: four to 10 years at hard labor. Maximum fine of \$5,000.

B. For phencyclidine: four to 20 years with or without hard labor. Maximum fine of \$5,000.

C. Other drugs in Schedule I except marijuana: Maximum of five years at hard labor. Maximum fine of \$5,000.

D. Possession of Marijuana Under 60 pounds:

1. First conviction: Fine of not more than \$500, imprisonment of not more than six months, or both.

2. Second conviction: Fine of not more than \$2,000, imprisonment with or without hard labor of not more than five years, or both.

3. Third or subsequent conviction: Imprisonment with or without hard labor for not over 20 years.

E. Possession of Marijuana over 60 pounds:

1. 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.

2. 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.

3. 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)

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

B. For cocaine, amphetamines and methamphetamines:

1. 28-199 grams: 5 to 30 years at hard labor. Fine of \$50,000 to \$150,000.

2. 200-399 grams: 10 to 30 years at hard labor. Fine of \$100,000 to \$250,000.

3. 400 or more grams: 15 to 30 years at hard labor. Fine of \$250,000 to \$600,000.

C. 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)

A. Maximum of five years with or without hard labor. Maximum fine of \$5,000.

NOTE: Except as otherwise stated, penalties for second or subsequent convictions are twice those for a first conviction.

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

Policy Overview

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

The following services can be provided through the Southeastern University Counseling Center:

1. Education and Intervention Training
2. Evaluation and Assessment
3. Individual Therapy
4. Referral to appropriate treatment milieu
 - a. Individual and/or group counseling at the University Counseling Center.
 - b. 12-Step Meetings such as Alcoholics Anonymous or Narcotic Anonymous.
 - c. Inpatient and outpatient chemical dependency treatment referral information available.
 - d. Tracking of individual’s progress if treated other than at the University Counseling Center.
5. Follow-up
 - a. Aftercare counseling (individual and group).
 - b. Family counseling for co-dependents (individual and group).
 - c. Referral to adjunct services.

(1) ALANON, Codependency Support Groups, Adult Children of

Alcoholics, Spouse Abuse or other support groups.

(2) Treatment programs for Adult Children of Alcoholics and for Codependents.

6. Consultation Services - The University Counseling Center maintains contact with a number of treatment centers. Center and made available upon request.

Sanctions

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

A. Employees

In accordance with the State of Louisiana Substance Abuse and Drug-free Workplace Policy, Southeastern Louisiana University will strive to maintain a drug-free workplace and a work force free from other substance abuse.

1. Employees are required by federal law to notify the employing state agency head or designee within five working days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours, when on call for duty, or any activities or class. Southeastern Louisiana University personnel are to notify the Human Resource Office.

2. The following sanctions or other actions may be imposed on employees who violate this policy.

- a. Referral to a rehabilitation program;
- b. Suspension from duty and pay;
- c. Termination of employment;
- d. Referral for criminal prosecution;
- e. Restrictions of use of any motorized vehicle(s) on campus.

B. 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:

1. Loss of financial aid and possible repayment of any aid received after the violation occurred;

2. Completion of an approved rehabilitation program;

3. Counseling;

4. Restriction of use of any motorized vehicle(s) on campus;

5. Removal from elective or appointive office or standing committee and/or membership in recognized university organizations;

6. Community Service;

7. Parental Notification - While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, Southeastern may send written notification and/or make phone contact to parents/guardians of students under the age of 21 who have been found responsible for violating the University's Drug and Alcohol Policy;

8. Other actions may be approved by the university disciplinary committee or the Vice President for Student Affairs or his/her designee.

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

VI. Health Risks Associated with Alcohol and Substance Abuse

Alcohol and substance abuse lead to health problems, decreased productivity and crime. Alcohol and substance abuse are especially destructive to education and learning, inhibiting educational, social and interpersonal development. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including, spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversibly physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Use and/or abuse of controlled substances have the potential to cause psychological and/or physical dependence. The health risks associated with substances covered by the "Controlled Substances Act are described in the Table's Controlled Substances-Uses and Effects."

Controlled Substances - Uses & Effects

Health Risks Associated With Substances Covered By The Controlled Substances Act

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 & 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 occasionally 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:

A. Determine effectiveness and implement changes to the program if they are needed; and

B. Ensure that the sanctions described in Part V are consistently enforced.

Sexual/Racial/Gender Harassment Policies

SEXUAL HARASSMENT POLICY:

It is the policy of Southeastern Louisiana University that all employees and students or users of University facilities be able to enjoy a campus environment free of all forms of discrimination, including sexual harassment. No employee or student, male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

DEFINITION:

Sexual harassment is a form of misconduct, defined in Federal law, that undermines the integrity of personal, professional, employment, and student relationships. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, and weakens morale. Such behavior may interfere with employees' and students' performance, and may create an intimidating, hostile, or uncivil working or learning environment. Such conduct is specifically prohibited at this university. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated:

- sexual flirtations, advances, or propositions;
- verbal abuse of a sexual nature;
- display of sexually suggestive objects or pictures; and
- offensive or abusive physical contact of a sexual nature.

No one should imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal thereof) will affect that individual's assignment, compensation, advancement, career development or any other condition of employment. Likewise, it will not affect a student's grade, class standing, advancement or student-administrator/student-teacher relationships.

The difference between voluntary sexual relationships and sexual harassment is that harassment contains elements of coercion, threat and/or unwanted attention in a non-reciprocal relationship. Sexual harassment usually is unwelcome and repeated behavior, but in some instances it can be an action that only occurs once. In most normal interpersonal relationships an individual can exercise freedom of choice in deciding with whom they wish to establish a close, intimate relationship. These choices are based on mutual attraction, caring and a reciprocal interest in pursuing the relationship. These elements are absent in sexual harassment. This policy in no way is intended to impede artistic representation of human behavior in exhibits or other normal academic activity. All students, faculty, staff, and administrators will be held accountable for compliance with this policy. While each case of sexual harassment and its resulting effect upon the mission of the University must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal.

COMPLAINT PROCEDURE:

Any University employee, student, or other member of the University community who believes he or she has been a victim of sexual harassment while working at the University or in class or in any other setting (whether by subordinates, peers, superiors, or other persons), should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director, (2056), Equal Employment Opportunity Compliance Officer, (5888), Director of Student Health Center, (2241), “Department Head,” call information (2000) for specific phone numbers. Any official receiving a complaint should notify the EEO Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions. If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the Vice Presidents, the Provost, or the President. Confidential assistance is also available through the University Counseling Center. Action will be taken to examine impartially and resolve promptly any complaint. Complaints that cannot be resolved by informal means, through help of officials and services listed above, may be resolved through the University’s formal student, staff or faculty grievance procedures (“Handbook for Classified Employees”, or “Faculty Handbook” for details on how to initiate grievance procedures). Upon request to any of the above officials a special committee or procedure may be established by the President to consider a complaint and possible resolution. Any such committee will consist of no less than three members and no more than five, and may include faculty members, administrators, staff members and students in a mix suitable to deal with the complaint. Confidentiality of all parties will be respected to the greatest extent possible and employees, students and others will not be subjected to retaliation of any kind for reporting incidents of sexual harassment.

PENALTY:

All students, faculty, staff and administrators will be held accountable for compliance with this policy. While each case of sexual harassment and its resulting effect on the mission of the University must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal.

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 any

behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, ethnic origin and that:

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

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

COMPLAINT PROCEDURE:

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

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

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

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

Gender Discrimination 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 not satisfied with the decision of the Provost, he/she may, within ten working days, submit his/her grievance in writing to the President of the University for a final decision. The President will meet with the student within ten working days of the receipt of the student's grievance and will render a decision within five working days thereafter.

Southeastern Louisiana University complies with the provisions of Title VI and of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, which designates that no person in the United States shall, on the basis of color, gender, creed or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal assistance.

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

Inquiries regarding compliance with Title IX may be directed to Gene Pregeant, EEO/ADA Compliance Officer (Room 120, Administration Building, telephone 504-549-5888) 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 shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.

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

1. A complaint should be filed in writing, contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes

aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis).

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the EEO/ADA Compliance Officer. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the EEO/ADA Compliance Officer and a copy forwarded to the complainant no later than 30 days after its filing.

5. The EEO/ADA Compliance Officer shall maintain the files and records of Southeastern Louisiana University.

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

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

Hazing Policy

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

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

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

Louisiana Law on Hazing

R.S. 1801 Hazing Prohibited

Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Fraternity Executive Association (FEA): Statement on Hazing

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

Hazing Activities

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

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

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

Penalties:

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

Having adopted the Fraternity Insurance Purchasing Group Risk Management Policy/Program (FIPG), each chapter and all levels of fraternity membership must know that hazing carries a number of risks, including the following:

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

Hazing Explained

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

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

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

Where Hazing Begins

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

Is the activity an educational experience?

Does this activity promote and conform to the ideals and values of the fraternity?

Will this activity increase the new members' respect for the fraternity and the members of the chapter?

Is it an activity that pledges and initiated members participate in together?

Would you be willing to allow parents to witness this activity? A judge?

The University president?

Does the activity have value in and of itself?

Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Dissemination of Hazing Policy

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

Each and every fraternal group within 10 business days from the start of each semester shall: 1) distribute a copy of the Southeastern Louisiana University Policy on Hazing to each of its members, and 2) have the Chapter President and the Pledge Educator sign and return to the Director of Student Organizations and Greek Affairs the University-issued statement which acknowledges compliance to the policy on Hazing and Hazing Awareness Education (see Attachment I).

Sign Posting Policy

For information on posting signs, notices or advertisements on campus, contact the building head for the appropriate rules and permission. A list of building head coordinators is located at http://www.selu.edu/admin/safety/bodg_coor. Sign approval forms can be picked up in the Assistant Vice President for Student Affairs Office or at http://www.selu.edu/admin/stu_dev/index.html

Selling or Soliciting on Campus Policy

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

Credit Card Solicitation Policy

Southeastern does not allow the active solicitation of credit cards applications on campus. Student groups may not use this type of activity as a fund raiser. Additional information may be found in the Assistant Vice President for Student Affairs Office or at http://www.selu.edu/admin/stu_dev/index.html

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.

Computer Policies

The University's computer policies for the general use of computing equipment and facilities and for world wide web publishing are posted on the University's web site. It is the responsibility of all faculty, staff, and students to be familiar with the policies and to abide by them.

E-mail is considered an official form of communication at Southeastern. All students have access to a University e-mail account and should use this account when communicating with faculty and staff. All accounts are password protected, and students are responsible for keeping their passwords safe. Students are expected to check their e-mail accounts on a frequent basis

Guidelines for Campus Alcohol Advertising

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

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

- All signage must adhere to the Southeastern Sign Policy. (www.selu.edu/admin/stu_dev/services/index.html)
- Alcoholic beverage marketing programs on campus must conform to the code of student conduct and should avoid demeaning sexual or discriminatory portrayal of individuals.
- Alcoholic beverage marketing should not portray, encourage or condone drunk driving.
- Alcoholic beverage marketing should not portray persons in a state of intoxication or in any way suggest that intoxication is acceptable conduct.
- Advertising of this type should not portray or imply illegal activity of any kind.
- Advertising and marketing materials should not portray sexual passion, promiscuity or any other amorous activity as a result of consuming alcohol.
- Advertising and marketing materials should not employ any symbol, language, music, gesture, or cartoon character that is intended to appeal primarily to persons below the legal purchase age. This includes the use of Santa Claus in any promotion.
- Alcohol advertising and marketing materials should not employ religion or religious themes.
- Promotion of alcoholic beverages must not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use or its intoxicating effect. This includes the listing of free drinks or other drink specials.
- Advertising should not portray drinking as a solution to personal or academic problems of an individual or as necessary to social, financial, sexual or academic success. It should also not associate or portray drinking before or during activities that require a high degree of alertness or coordination.
- Alcohol advertising shall not directly or indirectly degrade studying.
- Advertising and marketing materials may not contain any lewd or indecent language or images, including depicting the act of drinking.
- Advertising cannot disparage competitive brands or venues.
- Advertising should market events (bands, special events, etc.) rather than consumption of alcohol.
- Alcohol, bar tabs, coupons for free or reduced drinks, etc. may not be awarded as prizes and may not be advertised as such on flyers, posters, or any signage to be used on the campus.

- No uncontrolled sampling as part of a campus-marketing program is permitted. No sampling will include any drinking contests. If sampling is allowed, it will be limited as to time and quantity and principles of good hosting should be observed including alternate beverages, food and planned programs. The consumption of the alcohol cannot be sole purpose of the activity.
- Display and availability of promotional materials must be cleared with the Assistant Vice President for Student Affairs prior to the event.
- Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate university officials.
- Alcohol should not advertise or market at any event where most of the audience is reasonably expected to be below the legal purchase age. This includes the marketing of clothing, toys, games and/or game equipment, or other materials used primarily by persons below the legal purchase age.

Food Policy and Procedures for Student Organizations and Departmental Units

POLICY:

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

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

PROCEDURE:

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

3. Student organizations and departmental units may solicit the services of an external provider in the preparation, cooking and/or serving of raw and/or perishable food products. An external provider must provide Certificate of Insurance verification of General Liability coverage in the amount of \$1,000,000. In addition, Workers' Compensation coverage must also be provided by qualified providers for any provider employees performing services at a University facility. All Certificates of Insurance must reflect current coverage and list Southeastern Louisiana University as a Certificate Holder. Departmental units are responsible to ensure appropriate bid laws are followed in contracting any external providers.

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

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

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

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

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

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

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

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

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

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

Breakfast \$ 8.00

Lunch \$12.00

Dinner \$18.00

The form that must be completed for Requests For Special Meals can be found on the Controller's Web page at: http://www.selu.edu/Admin/Controller/facultystaff/travel/forms/guidelines_smeal.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.

University Policy On Public Speech, Assembly and Demonstrations

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

TIME:

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

PLACE:

The University has designated the following sites for public discussion and/or peaceful public assembly or demonstration: (1) the steps in front of the Student Union Annex and the grassy area immediately in front of the steps and bounded by the sidewalk; (2) the grassy area in front of the Claude B. Pennington, Jr. Student Activity Center; (3) Presidential Plaza area north of the Student Union, as areas where public speech and assemblies may be conducted by students without prior administrative approval. Individual(s) or organizations wishing to use such areas will be required to register the public speech or assembly a minimum of seven (7) days in advance through the office of Assistant Vice President for Student Affairs. Public assembly, discussion or demonstration shall not disturb or interfere with any program, event, or activity approved prior to the public assembly, discussion or demonstration; shall not unreasonably disturb or interfere with normal operations and activities of the university; and will not be scheduled during other major events already scheduled on campus. Use of the area shall not include activities which could constitute non-permissible solicitation or which would be an infraction of the university sign policy in regards to indiscriminately handing out materials to passers-by.

MANNER:

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

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

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

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

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

(d) the purpose of the assembly or demonstration;

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

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

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

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

(c) the proposed date and time are unreasonable;

(d) the assembly or demonstration would unreasonably obstruct pedestrian or vehicular traffic; (e) the speech will constitute a clear and present danger to the institution's orderly operation, to students, faculty or staff, or property, through advocacy of immediate action.

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

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

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

(c) No use of amplification devices is allowed.

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

SANCTIONS:

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

NON-ENDORSEMENT/NON-GUARANTEES:

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

VIDEO/AUDIO TAPING:

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

Smoking Policy

Effective July 1, 1990, smoking is prohibited in all University academic and business buildings (classrooms, laboratories, offices, lounges, restrooms, hallways, stairways, elevators, common areas, meeting rooms) and in areas where “No Smoking” signs are posted. Smoking is also prohibited in University vehicles. Persons choosing to smoke outside University buildings and facilities should avoid the immediate entrance and exit areas to prevent subjecting others to secondhand smoke. Effective August 18, 2003 designated smoking areas are established at four Southeastern buildings in order to reduce litter, address health problems and alleviate physical reactions by those susceptible to second-hand smoke. The four buildings and their designated smoking areas are:

- D Vickers Hall – the back entrance
- Fayard Hall – the east side
- Garrett Hall – the north side
- Sims Memorial Library – the north side

The designated smoking areas afford employees and students seating, receptacles to reduce litter and protection from the elements.

The University Health Center offers programs to help interested employees and students stop smoking.

Registration of Activities Policy

Guidelines

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

1. Use of this link in no way guarantees the requester that the facility and/or services will be available.
2. The following activities and events must use the Registration of Activity Form before approval will be granted by the various departments affected:
 - A. Any event where alcohol will be present.
 - B. Any event sponsored by a student organization.
 - C. Any event where departments will utilize other facilities not in their jurisdiction.
 - D. Any event where services are provided by one or more of the following:
 1. University Police. (This will be determined by the Assistant Vice President for Student Affairs in conjunction with the Chief of University Police. Contract must be signed 10 days before the event.)
 2. Campus Dining.
 3. Physical Plant.

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

4. Any other required service.

- E. Any event sponsored by an off-campus group/individual(s).
- F. Any continuing education class.
- G. Any event where admission is charged.

3. Requesters are strongly encouraged to check with the proper Building Head prior to completing the Registration of Activity Form to ensure availability. Click [here](#) for a list of facilities and the individual(s) to contact for use of that facility. Holding an event that has not been approved through this channel is a violation of University policy and may result in disciplinary sanctions for the organization or individuals involved.

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency Telephone Numbers:

University Police Department	985-549-2222
EEO/ADA Compliance Coordinator.....	985-549-5888
Rape Crisis Center, Victim's Assistance (24 hours) .	1-877-748-6882
Student Health Center	985-549-5718
University Counseling Center	985-549-3894
Lallie Kemp Medical Center Emergency Room.	985-878-9421 ext. 0
North Oaks Medical Center Emergency Room	985-230-1300

CITY POLICE DEPARTMENTS:

Hammond	911 or 985-277-5700
Abita Springs.....	911 or 985-898-2340
Amite.....	911 or 985-748-6169
Baton Rouge.....	911 or 225-389-2000
Bogalusa.....	911 or 985-732-3611
Covington.....	911 or 985-892-8500
Denham Springs.....	911 or 225-665-5106
Franklinton.....	911 or 985-839-4474
Mandeville.....	911 or 985-626-9711
Ponchatoula.....	911 or 985-386-6548
Slidell.....	911 or 985-646-3131
Walker	911 or 225-664-3125

SHERIFF DEPARTMENT OFFICES:

Tangipahoa Parish	911 or 985-345-6150
St. Charles Parish	911 or 985-783-6237
Jefferson Parish	911 or 504-363-5500
E. Baton Rouge Parish.....	911 or 225-389-5000
St. Tammany Parish.....	911 or 985-809-8200
Washington Parish	911 or 985-732-7160
Livingston Parish.....	911 or 225-686-2241



SOUTHEASTERN
LOUISIANA UNIVERSITY

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