



Grambling State University Student Planner 2015-2016

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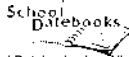
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Office of the President

“ONE GRAMBLING: Honoring History, Keeping Promises, and Fulfilling Dreams”

September 8, 2015

Dear Student:

It is my pleasure to welcome you to Grambling State University (GSU) for the 2015-2016 academic year. You have made an excellent choice in selecting Grambling State University to further your education.

During your matriculation at GSU, I encourage you to study hard and stay focused. Use every available resource and every opportunity to apply yourself in the pursuit of your educational goals. Should you need assistance at any time, please don't hesitate to contact any one of our caring faculty, staff and administrators, or your Student Government Association leaders. We are here to serve you, to help you, and perhaps to prod you on your journey toward success.

Several academic, cultural and co-curricular activities have been planned throughout the year for your enrichment and enjoyment. I encourage you to participate in as many of these events as possible.

Again, welcome to Grambling State University, and best wishes for an exciting and rewarding academic year.

Sincerely,

Willie D. Larkin, Ph.D.
President



UNIVERSITY MISSION

Grambling State University is a comprehensive, historically-black, public institution that offers a broad spectrum of undergraduate and graduate programs of study. Through its undergraduate major courses of study, which are undergirded by a traditional liberal arts program, and through its graduate school, which has a decidedly professional focus, the University embraces its founding principle of educational opportunity. With a commitment to the education of minorities in American society, the University seeks to reflect in all of its programs the diversity present in the world. The University advances the study and preservation of African American history, art, and culture.

Grambling State University is a community of learners who strive for excellence in their pursuit of knowledge and who seek to contribute to their respective major academic disciplines. The University prepares its graduates to compete and succeed in careers related to its programs of study, to contribute to the advancement of knowledge, and to lead productive lives as informed citizens in a democratic society. The University provides its students a living and learning environment which nurtures their development for leadership in academics, athletics, campus governance, and in their future pursuits. The University affords each student the opportunity to pursue any program of study provided that the student makes reasonable progress and demonstrates that progress in standard ways. Grambling fosters in its students a commitment to service and to the improvement in the quality of life for all persons.

The University expects that all persons who matriculate and who are employed at Grambling will reflect through their study and work that the University is indeed a place where all persons are valued, "where everybody is somebody."

(revised 10/06)

STUDENT AFFAIRS MISSION

The Mission is to advance the educational purpose and institutional values of Grambling State University. The division strives to anticipate and respond to the changing needs of the students, to advance the integration of the curricular and co-curricular areas of student life, and to enhance students' affective and cognitive development.

Student Affairs seeks to foster a safe and healthy environment that encourages and supports student involvement, as well as optimum development. Additionally, the division provides leadership in building alliances with the University community and its various stakeholders.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Grambling State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. Therefore, it is the policy of the University to:

- Permit students (and eligible parents) to inspect and review their educational records within 45 days of the day the University receives a request for access.
- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests which identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- Limit disclosure to others of personally identifiable information from education records without student's prior written consent, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
- The right to file with the U. S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

The right to obtain a copy of the University's student records policy. This policy can be obtained from the Registrar's Office.

DIRECTORY INFORMATION AS DEFINED BY THE PRIVACY ACT OF 1974:

Student name, address, telephone number, degrees, awards/honors and date received, dates of attendance, full or part-time status, date and place of birth, classification, photographs, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, most recent previous educational agency or institution attended by the student, and email addresses may be released by the University without prior consent of the student. Nevertheless, this information can only be released by the Registrar's Office. A student may request in writing to the registrar that directory information not be released.

INTELLECTUAL PROPERTY/COPYRIGHT

I. PURPOSE/PREAMBLE

Grambling State University recognizes the need for and desirability of encouraging the broad utilization of the results of academic research by bringing innovative findings to practical application. The primary purpose of this Intellectual Property Policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the home institutions and the creators.

Grambling State University recognizes that research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income; however, the System also recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The policies governing the administration of such intellectual properties should provide adequate recognition and incentive to creators and, at the same time, ensure that the University will share in the rights pertaining to intellectual properties in which they have equity. Grambling State University is committed to assisting its faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under the United States laws governing patents, copyrights, trademarks, and other appropriate provisions.

II. OBJECTIVES

Grambling State University's Intellectual Property Policy seeks to accomplish the following objectives in compliance with applicable state and federal guidelines:

- A. To encourage research and scholarship as creative academic endeavors while recognizing that commercially valuable intellectual properties may result from such endeavors;
- B. To delineate procedures to encourage creators to report discoveries with broad commercial potential and public benefit and to assist them, while at the same time safeguarding the interests of all concerned parties;
- C. To make intellectual property developed in the course of academic research available to the public under conditions that will promote its effective and timely use and development;
- D. To optimize the environment and incentives for research and scholarly activity and for the creation of new knowledge in the System institutions;
- E. To ensure that the educational mission of Grambling State University is reinforced.

III. DEFINITIONS/BACKGROUND

The following definitions shall govern throughout the Grambling State University Intellectual Property Policy.

- A. Intellectual Property shall be defined as inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data, and other creative or artistic works that have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research.
- B. Traditional Academic Copyrightable Works shall be defined as a subset of copyrightable works created independently and at the creator's initiative for traditional academic purposes. Examples include class notes; books, theses and dissertations; articles; non-fiction, fiction, and poems; musical works; dramatic works including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; or other works of artistic imagination that are not created as an institutional initiative.
- C. Creator shall be defined as an individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. "Creator" shall include, but not be limited to, faculty, professional staff, administrative and support staff, and students. "Creator" shall also include the definition of "inventor" as used in the U.S. patent law and the definition of "author" as used in the U.S. Copyright Act.

- D. Institution Resources Usually and Customarily Provided shall include such support as office space, library facilities, ordinary access to computers and networks, or salary and shall be described in this policy as either "incidental" or "significant." The phrase does not include use of students or employees as support staff to develop the work, or substantial use of specialized or unique facilities and equipment, or other special subventions provided by the institution unless approved as an exception.
- E. Technical Works shall include intellectual properties that are of a scientific, engineering, or technical nature such as patentable or unpatentable inventions (including biological materials), computer software, and institution collections.
- F. Scholarly Works shall include all intellectual properties not covered in Technical Works that are of an artistic, scholarly, instructional, or entertainment nature.
- G. Computer Software shall include one or more computer programs existing in any form or any associated operational procedures, manuals, or other documentation, whether protectable or protected by patent or copyright.

IV. RIGHTS TO OWNERSHIP/DISCLOSURES

A. Overview

Grambling State University has ownership of intellectual property created (a) by an employee within the scope of his or her employment, (b) by an employee who is hired or commissioned to create a specific work, (c) when more than incidental use of institution resources usually and customarily provided occurs, or (d) when the intellectual property results from research supported by federal funds or third-party sponsorship. Grambling State University shall not assert ownership of intellectual property unrelated to job responsibilities and where only incidental use of institution resources usually and customarily provided has occurred, nor does it have ownership of traditional academic copyrightable works. (See principles below; Grambling State University does have the right to recover costs and/or right to use the work.) Joint ownership may occur under certain circumstances such as when scholarly works involve the services of other institution employees (e.g., development of multi-media courseware).

B. Principles

1. This policy shall apply to all persons employed by Grambling State University, to anyone using its facilities under the supervision of institution personnel, to undergraduates, and to graduate students.
2. Grambling State University may assert ownership in intellectual property of all types (including, but not limited to, any invention, discovery, trade secret, technology, scientific or technological development, and computer software) regardless of whether the property is subject to protection under patent, trademark, copyright, or other laws, except as stipulated in Sections 3, 4, 5, and 6 which will follow.
3. Grambling State University may assert its interest in intellectual property related to the creator's academic or professional field, regardless of the medium of expression. The University shall have ownership of all intellectual property created by persons under the conditions stated below:
 - (a) if intellectual property is created by an employee within the specific scope of employment; or
 - (b) if intellectual property is created with the use of institution facilities usually and customarily provided; or
 - (c) if intellectual property is commissioned by the institution pursuant to a signed contract; or
 - (d) if intellectual property is created by a person who was hired specifically, or is required as part of his or her job responsibilities, to produce it; or
 - (e) if intellectual property fits within one of the nine categories of works considered "works for hire" under copyright law¹; or

¹ Section 101 of the copyright law defines a "work made for hire" as: (1) a work prepared by an employee within the scope of his or her employment; or (2) a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. Source: United States Copyright Office, Circular 9: "Works Made for Hire Under the 1976 Copyright Act," September 1998.

- (f) if intellectual property results from research supported by federal funds or third-party sponsorship.

NOTE: Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, will belong to the institution as works-for-hire. A copyright work is related to an employee's job responsibilities if it is the kind of work an employee is employed to do and if the work is done, at least in part, for use at work or for use by fellow employees, the employer, or the employee's clients. Use of personal time or other facilities to create the work will not change its basic nature if the work is related to the creator's job as described above. Works that have nothing to do with job duties will remain the property of the creator, so long as he or she makes no more than the incidental use of institution facilities usually and customarily provided.

- 4. Grambling State University shall not have ownership when the creator is a student, professional, faculty, or non-faculty researcher and the intellectual property is a traditional academic copyrightable work in the creator's field of experience. Even though such a work may be within the scope of employment, it is the property of the creator unless it is a scholarly work (a) created by someone who was specifically hired or required to create it or (b) commissioned by the institution. In either of these cases, the institution, not the creator, will own the intellectual property.

NOTE: The use of the terms "professionals" and "researcher," together with faculty members and students, is intended to encompass all those individuals who routinely create scholarly works (e.g., educational, artistic, musical, literary, or architectural work). For example, if a library administrator writes a book about Louisiana History, his or her field of expertise, the institution should not assert ownership of the book.

- 5. In the case of traditional academic copyrightable work that involves significant institutional resource contributions, the institution shall reserve the right to secure rights (including but not limited to joint ownership), for example, to use the work and to recover its investment, in a contract with the creator. If a project involves the use of significant institutional resources, the creator and the institution shall agree before the project begins on the use of facilities, allocation of rights to use the work, and recovery of expenses and/or sharing of benefits from commercialization of the work.

NOTE: The University's main concerns with traditional academic copyrightable works owned by professionals, faculty, non-faculty researchers, and students should be to allocate and recover resources that may be contributed to the creation of such works.

- 6. In addition to traditional academic copyrightable work created by professional, faculty, researcher, or student creators in their field of expertise, a creator shall own intellectual property under the following conditions:
 - (a) if it is unrelated to the creator's job responsibilities and the creator made no more than incidental use of institution resources usually and customarily provided; or
 - (b) if it is intellectual property that has been released to the creator in accordance with university policy.
- 7. University facilities or resources shall NOT be used (a) to create, develop, or commercialize intellectual properties unrelated to an individual's employment responsibilities or (b) to develop or commercialize intellectual properties further that have been released to a creator except when approved by the institution and when the institution retains an interest under the terms of the release.

V. ORGANIZATION/MANAGEMENT/ADMINISTRATION

A. Acknowledgment of Institutional Impact and Authority

Grambling State University recognizes that the evaluation of inventions and discoveries and that the administration, development, and processing of patents and licensable inventions involve substantial time and expense and require special talents and experience. The President has ultimate authority for the stewardship of intellectual property developed at the institution. The University is responsible for establishing operational guidelines and procedures for the administration of intellectual property consistent with this policy and including, but not limited to, determination of ownership, assignment, protection, licensing, marketing, maintenance of records, oversight of revenue or equity collection and distribution, and resolution of disputes among creators and/or unit executive officers.

B. The Grambling State University Intellectual Property Committee

The Intellectual Property Committee is a standing committee of the University that is appointed by the Vice President for Academic Affairs and the President of the University. The Intellectual Property Committee membership shall consist of nine (9) members: one faculty member from each college of the University (4), three (3) staff/administrators, and two (2) students. The committee has the responsibility for administering University policies regarding intellectual property as defined herein. This committee will also review and recommend to the President changes in procedures, resolve questions of intellectual property ownership, make recommendations on the disbursement of royalty income, and make such recommendations as are deemed appropriate to encourage disclosures and ensure prompt and effective handling, evaluation, and disposition of intellectual property opportunities and to protect the interests of the institution, the System, and the public.

C. Disclosure

All intellectual property in which the institution has an ownership interest under the provisions of this policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported promptly in writing by the creator to the Provost/Vice President for Academic Affairs using the Grambling State University Intellectual Property and Shared Royalties Disclosure Form provided by the institution. The disclosure shall constitute a full and complete disclosure of the subject matter of the discovery or development and identify all persons participating therein. The creator shall furnish such additional information and execute such documents from time to time as may be reasonably requested. Annually, the creator shall report to the institution proceeds and/or units distributed for all copyrightable works and intellectual property, regardless of the institution's ownership interests.

D. Evaluation and Exploitation Decisions

After evaluation of the intellectual property and review of applicable contractual commitments, the institution may develop the property through licensing, may release it to the sponsor of the research under which it was made (if contractually obligated to do so), may release it to the creator if permitted by law, or may take such other actions as are determined to be in the public interest. Exploitation by the institution may or may not involve statutory protection of the intellectual property rights, such as filing for patent protection, registering the copyright, or securing plant variety certification.

E. Questions Related to Institution Ownership

In the event there is a question as to whether the institution has a valid ownership claim in intellectual property, such intellectual property should be disclosed in writing to the institution by the creator. Such disclosure is without prejudice to the creator's ownership claim. The institution will provide the creator with a written statement as to the institution's ownership interest.

F. Abandonment of Intellectual Property

Should the institution decide to abandon development or protection of institution-owned intellectual property, ownership may be assigned to the creator as allowed by law subject to the rights of sponsors and to the retention of a license to practice for institution purposes. The minimum terms of such license shall grant the institution the right to use the intellectual property in its internally administered programs of teaching, research, and public service on a perpetual, royalty-free, non-exclusive basis. The institution may retain more than the minimum license rights, and the assignment or license may be subject to additional terms and conditions, such as revenue sharing with the institution or reimbursement of the costs of statutory protection, when justified by the circumstances of development.

G. Commercialization by Creator

The institution may, at its discretion and consistent with the public interest, license intellectual property to the creator on an exclusive or nonexclusive basis. The creator must demonstrate technical and business capability to commercialize the intellectual property. Agreements with creators will be subject to review and approval of conflict-of-interest issues in accordance with applicable institution policy.

H. Decision-Making Timeline

Within 120 days of receipt of a complete intellectual property disclosure form, the institution will inform the principal creator of its substantive decisions regarding protection, commercialization, and/or disposition of intellectual property that he or she has disclosed. The institution shall be bound by any confidentiality agreement made with any external parties.

I. Disputes Policy

Dispute resolution shall be implemented by the Intellectual Property Committee.

VI. PROCEEDS DISTRIBUTION

In the event that royalties are generated by intellectual property rights assigned or licensed to the institution, an appropriate share of such royalties shall be paid to the creator. The institution may recover its costs before the following conditions apply. The creator's share shall be determined by the following:

- A. In cases where the institution or creator, as the case may be, assign such intellectual property rights to a research corporation under contract to the University, the share of royalties to be paid to the creator shall be governed by the terms of the contract between the institution and the research corporation.
- B. In cases where the intellectual property is covered by a contractual agreement with a sponsoring agency, the financial arrangements shall be in accordance with that contractual agreement as negotiated between the institution and the contracting agency.
- C. In cases of sponsorship by federal agencies, compliance with the appropriate federal regulations shall be effected in the ultimate agreement.
- D. In cases where the institution retains ownership of an intellectual property from a creator or creators, and/or expends funds to develop and market the intellectual property, any royalties generated will be used first to cover the expenses of filing, procuring, maintaining, and marketing the intellectual property. Forty percent of the net royalties will be paid to the creator, and sixty percent will be retained by Grambling State University.
- E. Net royalties on intellectual property available to the University shall be used for research, development, and other scholarly activities.
- F. In instances where the University chooses not to retain ownership of the intellectual property, the creator shall obtain permission from the President before associating the University's name, logo, etc., with the intellectual property.
- G. The System Board may approve exceptions to the established royalty distribution in extraordinary circumstances.

GRAMBLING STATE UNIVERSITY 2015-2016 CODE OF STUDENT CONDUCT

PURPOSE/OBJECTIVE

The primary mission of the Office of Student Judicial Affairs is to support the larger mission of both the University and the Division of Student Affairs. Student Judicial Affairs seeks to promote student learning, growth and development by increasing student awareness of the University's expectation(s) of behavior and collaboratively working with other departments in an effort to create a safe, secure, and civil environment conducive to learning. Additionally, the area exists to administer a fair student disciplinary process that adheres to prescribed standards.

I. STATEMENT OF POLICIES

The President, as Chief Executive Officer of the University, has the overall responsibility for the implementation of the Code of Student Conduct (*Code*) and the student disciplinary process and has delegated his overall management to the Vice President for Student Affairs and the Director of Judicial Affairs. The Director of Judicial Affairs is directly responsible for the daily administration of the University's student judicial system. Code Authority is found in Louisiana Revised Statutes, Acts, Concurrent Resolutions, etc. as the following: Louisiana Revised Statutes—17:3101 through 17:3109 (1969);

The Code of Student Conduct creates an expectation of behavior that the University deems acceptable. Its primary purpose is to ensure that students will not be deprived of life, liberty or property without due process. Although every student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student's responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws.

Admission to Grambling State University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the educational mission of the University.

The Code of Student Conduct shall be reviewed every two years by the Office of Judicial Affairs. Recommendations for revisions are to be submitted to the Vice President for Student Affairs and forwarded to the Policy Review Committee for consideration.

A. PREAMBLE

Grambling State University is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, Grambling State University also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, Grambling State University is governed by the rules, regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of the university community.

B. ARTICLE ONE - DEFINITIONS

When used in this Code the definitions of the following terms are provided for clarity and understanding.

1. **“Administrative Appeals Board”** refers to the appellate body authorized by the University to consider an appeal from a judicial board determination that a student or organization has violated the Code of Student Conduct.
2. **“Behavioral Standards”** refers to the policies, rules, regulations, directives, resolutions, and standards approved and/or issued by the president of the University and the Board of Supervisors for the University of Louisiana System as well as local, state and federal laws.
3. **“Business days”** refers to those days that faculty and staff are required to work, generally Monday through Friday.
4. **“Code of Student Conduct”** refers to conduct standards set forth in writing in order to give students general notice of prohibited conduct and notice of how the Code shall be enforced.
5. **“Judicial board”** refers to any person or persons authorized by the Office of the President to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.
6. **“Judicial officer”** refers to a University official authorized on a case-by-case basis to impose sanctions upon student(s) or organization(s) found to have violated the Student Code. The Director may serve simultaneously as a judicial officer, and the sole member, or one of the members, of a judicial board. Nothing shall prevent the same judicial officer to impose sanctions in all cases.
7. **“May”** is used in the permissive sense.
8. **“Policy”** refers to the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Residential Life Handbook, and the GSU Catalog.
9. **“Sanction”** refers to the penalty or punishment for any violations of the rules and regulations set forth in the Code of Student Conduct Handbook.
10. **Sexually oriented criminal offense** - includes any sexual assault offense as defined in R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403
11. **“Shall”** is used in the imperative sense.
12. **“Student”** refers to a person taking or auditing courses at the University either on a full or part-time basis or any person on the University premises or University-leased premises; registering as a student, camper, or special awards program attendee (i.e., auxiliary camps, sports camps, etc.). When a student commits a Code violation during a period when the University is on a break, the student is still potentially within the jurisdiction of the University. (See Jurisdiction of the University, Article Four)
13. **“University”** refers to Grambling State University or any division thereof including extension courses over which the Board of Supervisors for the University of Louisiana System has control and responsibility.

14. **“University Community”** refers to any administrator, faculty, staff, or student of the University, including all land, buildings, facilities, adjacent streets, sidewalks, and other property in the possession of or owned, used, or controlled by the University and the physical surroundings within close proximity of the campus.
15. **“University Official”** refers to any person employed by the University (including students) performing administrative, teaching, paraprofessional responsibilities (i.e., administrators, faculty, staff, Graduate Assistants, Resident Assistants in residence halls, etc.).
16. **“University Premises”** refers to all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University.

C. ARTICLE TWO – STUDENTS’ RIGHTS AND RESPONSIBILITIES

Each student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. Additionally, it is each student’s obligation to presume responsibility as a mature, civil and intellectual citizen while matriculating at the University. These student rights and responsibilities include, but are not limited to:

Students’ Rights

- **Speech and Expression.** Students shall be free to discuss questions of interest and to express opinions. Public expression of students reflects the views of those making the statement and not necessarily the University community. The University retains the right to provide for the safety of students, faculty, and staff, to protect property, and to ensure the continuity of the educational process in maintaining order. Authorization for any speech or demonstration will require identification of the individual and agreement to abide by University regulations.
- **Assembly and Demonstration.** Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place, and manner restrictions for the maintenance of order, safety and security and is applicable to local, state and federal laws. Prior approval from the President or Vice President for Student Affairs is required for students to receive a designated area for demonstrations. (See Speech Policy)
- **Publication and Distribution.** Students shall be free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions identified by the President or Vice President for Student Affairs. (See Speech Policy)
- **Expression through Media.** Students shall be free to express opinions through student media as long as they are governed by and adhere to the canons of professional journalism and applicable regulations of the U. S. Constitution and the Federal Communication Commission. Similar rights are afforded oral statements of views on student-run radio and television stations. (See http://ethics.iit.edu/codes/coe/sigma_delta_chi_new.html.) Media contact for the University is the Director of Media and Public Relations. Students are prohibited from speaking on behalf of or for Grambling State University with any media organization or publication, or from inviting the media to any University-owned or operated property, facility, or event without the expressed permission of the University Office of Media Relations.
- **Discrimination.** Students have the right to be free from all forms of discrimination on the basis of race, religion, gender, sexual orientation, political affiliation, national origin, disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- **Privacy.** Students have the right to be secure in their possessions against invasions of privacy and unreasonable search and seizure. However, the University reserves the right to enter and/or search occupied residence halls with a warrant or under other special circumstances. Conditions for entry by University authorities/officials into occupied rooms in residence halls are divided into three categories: maintenance, emergency, and health and safety standards. (See “GSU-Residential Life Bulletin”.)
- **Confidentiality.** Students have the right to confidentiality of personally identifiable information contained in student education records such as official records, transcripts, and disciplinary records. Students also have the right to confidentiality of personally identifiable information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in the course of their work. (See Family Educational Rights and Privacy Act –<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

- **Redress of Grievances.** Any time a student's rights as outlined herein are contravened, the student shall have the right to petition for redress of such a grievance through procedures as promulgated within this cover.

Students' Responsibilities

- To obtain, read, and adhere to the conduct and standards published by the University, Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws. **Failure to read this document will not excuse any student from responsibility for abiding by policies and procedures described herein.**
- To respect the rights of others regardless of ethnicity, gender, sexual orientation, religious or public beliefs.
- To respect all property owned, operated, housed and/or leased by the University.
- To maintain the highest ethical standards in preparing and submitting course work.
- To comply with all financial obligations as published in University documents and websites.
- To seek the help of faculty, other professionals and resources provided as you complete your degree requirements.
- To report in good faith, and without fear of retaliation, violation(s) of the Code of Student Conduct and other policies of the University to appropriate academic and/or administrative personnel.

D. ARTICLE THREE - JUDICIAL AUTHORITY

1. There shall be a Judicial Board consisting of twenty (20) members. All members, including the chairperson, shall be appointed by the President. The President may authorize the Director of Student Judicial Affairs to serve simultaneously as a chairperson. The Board shall be divided into four panels designated as A, B, C, and D respectively. A chairperson, two (2) faculty or staff representatives and two (2) student representatives shall compose each panel. The Director may appoint a special panel when necessary.
2. The Director of Student Judicial Affairs shall determine which judicial panel shall be authorized to hear each case.
3. The Director of Student Judicial Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
4. The Judicial Board has **RECOMMENDING** authority in terms of sanctions. Each board has the responsibility of determining if a student is responsible or not responsible of violating the Code of Student Conduct. The board's recommendations are made to the Director of Student Judicial Affairs.
5. The Judicial Board is the primary judicial body of the University. It has original jurisdiction over all student cases involving alleged violation(s) of the Code of Student Conduct referred to it by appropriate University officials. It also has jurisdiction over all student cases from immediate interim suspension.
6. The presence of a majority of panel members shall constitute a quorum; and with a quorum present, the board may hear the case. The chairperson may accept substitute representatives for regular members when it is necessary for regular members to be absent. The chairperson shall vote in the case of a tie vote. Proxy voting shall not be permitted.
7. When any board member is involved in or associated with a case, that person must be excused from participation in the hearing procedures.
8. Decisions made by the Director of Student Judicial Affairs shall be final, pending the normal appeal process.
9. The technical rules of evidence applicable to civil and criminal cases shall not apply.

E. ARTICLE FOUR - PROSCRIBED CONDUCT

Jurisdiction of the University. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or conduct which occurs at a University sponsored function or event whether on or off-campus. However, the University will take disciplinary action against a student for an off-campus offense when it is required by law to do so or when the nature of the offense is such that in the judgment of the Director of Student Judicial Affairs, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the University; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the University community, or is intimidating or threatening to another individual within the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The action of the University with respect to any such off-campus conduct shall be taken independently of any off-campus authority. **The prospect of criminal charges does not preclude the possibility of the University judicial hearing.**

STUDENT CONDUCT – RULES AND REGULATION

Any student(s) engaging in behavior that interferes with the safety and well-being of any member of the University and/or that interferes with the mission, purpose, function and process of the University will be subject to disciplinary sanctions outlined in Article VI:

- 4.01 Abduction or Kidnapping.** The enticing, persuading or forcible seizing and carrying of any student, faculty, staff, or University official from one place to another without that person's consent.
- 4.02 Arson.** The malicious, fraudulent or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting persons afire, open flames and/or igniting flammable materials.
- 4.03 Assault.** The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. **Physical contact is not required.** This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, or coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, dormitories, and the University premises in general.
- 4.04 Battery.** The intentional use of force or violence upon another, or the intentional administration of a poison or other noxious liquid or substance to another for the purpose of physical abuse, or violence involving physical contact. Any form of physical contact that is directed to another which threatens or endangers the health or safety of any person, except when such response constitutes self-defense. This includes slapping, pushing, and contact using a weapon or other instrument. **Physical contact is required.**
- 4.05 Contempt.** Willful disobedience to, or displaying open disrespect for a University judicial body such as: failure to obey a written notice from the Office of Student Judicial Affairs or University Police to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information before a hearing officer or board; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- 4.06 Dangerous, Threatening, Unsafe Behavior.** Any conduct or behavior which threatens or endangers the health or safety of any person in the University environment. This includes but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. (Also see Hazing Policy)

- 4.07 Dangerous Weapons and Explosives.** The use, possession, or storage of dangerous weapons, explosives and chemicals in a manner that harms, threatens or causes fear to others is strictly prohibited, even if legally possessed. These include but are not limited to: firearms, shotguns, B.B. guns, paint guns, sling shots, bows, air pistols/rifles, pistols, rifles, gasoline, ammunition, gunpowder, firecrackers, fireworks, bombs, and other incendiary devices are prohibited on campus except as required for classroom instruction and only with the express written authority of the President or Vice President for Student Affairs.
- 4.08 Destruction or Damage to Property.** Willful negligent or malicious destruction and/or damage to University property or to the property of another. This includes acts of vandalism or misuse.
- 4.09 Dishonesty, Forgery and Fraud.** Acts of Dishonesty, Forgery and Fraud include but are not limited to: furnishing false information to any University official and on any University document; alteration of materials, or misuse of University documents, records, instrument of identification, or any documents and records belonging to another; cheating, plagiarism, or other forms of academic dishonesty, tampering with the election results of any University recognized student election; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and issuing worthless checks to the University. Unauthorized use of university logo, seal, etc., without written permission of the University General Council.
- 4.10 Insubordination and/or Disrespect for Authority.** Not complying with reasonable and lawful requests or directives by members of the faculty or staff.
- 4.11 Obstruction, Disruption or Disorderly Conduct.** The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, other University tasks and activities; interfering with the duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University, and the University community; interfering with an approved campus demonstration; and leading or inciting others to disrupt scheduled and/or ordinary activities within the University premises.
- 4.12 Sexual Misconduct.** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Definitions of the many types of conduct that qualify as sexual misconduct are set forth in the University's Sexual Misconduct Policy. These include Rape, Sexual Assault, Stalking, Domestic Violence, Dating Violence as well as other sexually-oriented crimes. Sexual harassment is also a form of sexual misconduct.
- 4.14 Peer Sexual Harassment.** Unwelcomed and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. The University's policy on "Sexual Harassment" and "Sexual Misconduct" strictly prohibits such behavior and provides optional services for any victim of such misconduct.
- 4.15 Sexual Intercourse.** All consensual sexual activity and/or sexual intercourse (copulation) on the University premises is strictly prohibited. The presence or absence of others will not negate the seriousness of the offense. See the University Sexual Misconduct Policy for detailed information regarding the definitions of **Consent, Incapacitation, and Coercion** with respect to sexual activity.
- 4.16 Unauthorized Entry.** Entry without proper permission into residential halls, buildings, or structures within the University premises, or the aiding and assisting of such unauthorized entry.
- 4.17 Aiding or Inciting.** Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University, assisting or persuading others to commit any act of misconduct in the University community or environment.

- 4.18 Alcoholic Beverages.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, or at any of its activities (whether on or off-campus) are prohibited, except as expressly permitted by University regulations and local, state and federal law. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (Refer to Alcohol and Illegal Controlled Substances Policy.)
- 4.19 Dangerous Drugs.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia are strictly prohibited; all local, state, and federal laws apply. (Refer to Alcohol and Illegal Controlled Substances Policy.)
- 4.20 Dogs, Cats and Other Animals.** Bringing animals and pets onto the University premises is generally prohibited. Service animals and other federally protected animals, are permitted in accordance with University guidelines.
- 4.21 Drunkenness.** Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
- 4.22 False Reporting of Emergencies.** These include but are not limited to activating a fire alarm or falsely reporting a bomb.
- 4.23 Gambling.** Illegal gambling on University premises is strictly prohibited.
- 4.24 Information Disclosure.** Failure to provide personal identification and/or furnishing false information to any University official, faculty/staff member, or office is prohibited. For example, failure to present a driver's license or identification card when requested by a University police officer.
- 4.25 Indecent, Obscene, Immoral Behavior, or Profanity.** This includes conduct which is disorderly, lewd, or indecent. Such acts include but are not limited to: the use of obscene gestures, improper body exposures, or other immoral acts or use of profanity to any faculty, staff, student, or University official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This also includes taking pictures of another person in a gym, locker room or restroom. (See Exploitation / University Sexual Misconduct Policy)
- 4.26 Selling or Soliciting.** Trading or exchanging any goods or services on University premises for monetary considerations without prior and appropriate authorization.
- 4.27 Traffic or Parking Violations.** Failure to obey traffic and parking regulations is punishable by the University Police Department and/or the Office of Student Judicial Affairs. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on University property or at University sponsored or supervised functions, and parking in improper zones. Moreover, applicable local, state, and federal traffic laws are enforced.
- 4.28 Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- 4.29 Unauthorized Use of Property.** Unauthorized use of University premises; unauthorized possession, duplication or use of keys to any University premises; and the unauthorized use of University property, such as telephones, vehicles, and office equipment.
- 4.30 Violation of Housing Rules.** Any violation of Housing/Residential Life rules.

- 4.31 Disorderly Assembly.** Participating in an on-campus or off-campus demonstration, riot, or an activity that disrupts the normal operations of the University and/or 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. It is strictly forbidden for any group to gather in such a manner as to disturb the public peace, to do violence to any person or property, to interfere with its faculty or staff in the performance of their duties, or otherwise by such gatherings bring disgrace or disrespect to the University. This includes surprise attacks by a group of students on University premises. Any student who encourages or in any way participates in the formation of or prolonging of such a gathering is subject to **IMMEDIATE DISMISSAL** from the University. **CAVEAT: Students involved in group violations will be treated as though the act occurred on an individual basis.** Refer to Article two: Students' Rights and Responsibilities (Speech and Expression and Assembly and Demonstration).
- 4.32 Student Dress Code.** The University still maintains the traditional notion that students (male/female) are prohibited from wearing hats, caps, sagging pants (**exposing undergarments**) and/or other headgear in classrooms, offices, assemblies, dining facilities, any building, or other places where hats are not expected to be worn. Students must adhere to any special dress standard set by groups presenting social programs such as lyceum events, or pageants. (Refer to Dress Code Policy)
- 4.33 Theft.** Stealing in the University environment and/or the attempted or actual theft, or unauthorized possession of property. This includes knowingly possessing stolen property.
- 4.34 Hazing.** Participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Such acts may include, but are not limited to, striking, beating, bruising, manning, or other abusive and humiliating treatment or threats of such treatment. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule. (Refer to Hazing Policy)
- 4.35 Misuse of Computer Resources.** The unauthorized entry into a file to use, read, or alter the contents thereof, or transfer a file for any purpose. These include, but not limited to, use of another's identification and password without authorization, use of computing facilities to interfere with the work of another, to transmit obscene harassing or abusive messages, to interfere with the normal operations of the University computer system, network, or services. (Refer to Information Technology Center Policy and Procedures)
- 4.36 Tampering with Safety Equipment and Hindering Evacuation.** Tampering with safety and fire equipment (e.g., fire alarms, smoke detectors, exit signs, fire hoses, fire extinguishers, or emergency lighting equipment) is prohibited. This also includes failing to leave a building or area, or otherwise hindering an evacuation or investigation of the emergency.
- 4.37 Scholastic Dishonesty.** Scholastic Dishonesty shall include, but is not limited to, scholastic dishonesty: (a) **Acquiring Information:** Acquiring answers for any assigned work or examination from any unauthorized source; working with another person(s) on any assignment or examination when not specifically permitted by the instructor; observing the work of other students during any examination; (b) **Providing Information:** Providing answers of any assigned work or examination prior to the time the examination is given; (c) **Plagiarism:** Failing to credit sources used in work product in an attempt to pass off the work as one's own; attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources; (d) **Conspiracy:** Agreeing with one or more persons to commit any act of scholastic dishonesty; (e) **Fabrication of Information:** The falsification of the results obtained from the research or laboratory experiment; the written or oral presentation of results of research or laboratory experiments without the research or laboratory experiment having been performed; (f) **Violation of Departmental or College Policies:** Violation of any announced departmental or college policy relating to academic matters, including, but not limited to, abuse or misuse

of computer access of information. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty; (g) **Academic Misconduct:** Any student suspected of academic misconduct on tests, examination papers, or any other assigned work for which he/she is responsible will be reported, by the faculty person in charge, to the Dean of the division of the student's major.

- 4.38 Off-Campus Violations.** Students whether residing on or off campus, must behave at all times as responsible students in the community in which they reside, shop, and/or otherwise socialize. In keeping with the traditional spirit of Grambling State University, students are expected to conduct themselves in a manner that is becoming to a student of Grambling State University. Accordingly, students may be brought before a University judicial body for any off-campus conduct that is deemed volatile of this code, and for any conduct and/or behavior that reflects negatively on the image or reputation of the University. The specific action or behavior will be described in all charges levied against the student.
- 4.39 Stalking.** The repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury. Stalking can be a form of sexual misconduct and the University will use the federal and state definitions of stalking when making decisions regarding sexual misconduct that are found in the Sexual Misconduct Policy.
- 4.40 Cell Phone Usage.** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes but is not limited to, placing and/or receiving calls and/or text messages as well as conversing on cell phones. (Official University emergency notification messages are excluded/refer to Electronic Devices Policy)
- 4.41 Tobacco.** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all Grambling State University property.
- 4.42 Smoking.** Smoking is strictly prohibited in all areas of University-owned and operated property. All local, state and federal laws apply. (Refer to Louisiana Smokefree Air Act, La. R.S. 40:1300.251 et. seq.).
- 4.43 University Policy Violation.** Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website.
- 4.44 Dating Abuse/Violence.** Violence including, but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction. See Sexual Misconduct Policy for additional language regarding the definition of "dating violence."
- 4.45 Domestic Violence.** Violence, including but not limited to, sexual or physical abuse or the threat of such abuse committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or state law. See Sexual Misconduct Policy for additional language regarding the definition of "domestic violence." (Also see "Family Violence" and "Domestic Abuse" in the Sexual Misconduct Policy)
- 4.46 Violation of any federal, state or local law.** On or Off-Campus actions or activities that violate federal, state, or local law, also violate the Code of Student Conduct.

F. ARTICLE FIVE - JUDICIAL PROCEDURES

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Office of Student Judicial Affairs which is responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. A Judicial Officer may conduct an investigation to determine if the charges have merit and/or if they can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Judicial Officer. Such disposition shall be final and there shall be no subsequent proceedings. Additionally, all sanctions rendered shall be final and binding upon all involved. If the charges cannot be disposed of by mutual consent, the Judicial Officer may later serve in the same matter as the judicial body or a member thereof.

3. A University registration flag may be imposed on a student's record. The flag will be removed following adjudication of charges. In cases involving misconduct that relates to a sexually oriented criminal offense, the student transcript of the alleged perpetrator will be with pending university investigation and university adjudication of the matter regardless of any pending criminal charges, if any. When a student(s) is reported for violations of University rules and regulations that require appearance before a judicial board, hearings are scheduled. The student will be given at least a three (3) business-day notice (excluding Saturdays, Sundays and state holidays) to appear for the hearing. In the notice to appear, the following information will be provided:
 - a. the University regulation(s) that was allegedly violated;
 - b. the statement of the specific charges against the student;
 - c. the date, time and place of the hearing;
 - d. the names of witnesses against the student;
 - e. the statement explaining that the student is entitled to present his/her own witnesses and to cross-examine the witnesses against him/her;
 - f. a statement explaining that the student is entitled to a hearing that will be recorded by the University; and
 - g. a statement indicating that if the student brings an attorney to the hearing, the attorney will be allowed to attend only as an advisor to his client.
4. Charged student(s) who fail to appear before a formal judicial board without just cause shall be found responsible for the charge(s) based only on input from the charging party, and disciplinary sanctions shall be imposed. If the judicial board finds that unavoidable circumstances prevented the appearance of the student(s) before the judicial board, the hearing shall be rescheduled.
5. Hearings shall be conducted by a judicial board according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the request of the accused student and subject to the discretion of the chairperson, a representative of the student press may be admitted but shall not have the privilege of participating in the hearing;
 - b. Admission of any person to the hearing shall be at the discretion of the judicial board and/or its judicial chairperson;
 - c. In hearings involving more than one accused student, the chairperson of the judicial board, at his or her discretion, may permit the hearings concerning each student to be conducted separately;
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial board;
 - e. The complainant, the accused and the judicial board shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial board;
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial board at the discretion of the chairperson;
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial board;
 - h. After the hearing, the judicial board shall determine (by majority vote if the judicial board consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating; and
 - i. The judicial board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial board. The record shall be the property of the University.
7. The University may implement an emergency procedure to allow hearings to be set forth and held prior to the end of the respective semester or term in which the violation occurs.
8. In university disciplinary matters, the Sexual Misconduct Policy also contains a procedural process. The Sexual Misconduct Policy supercedes this policy in areas of conflict.

G. ARTICLE SIX – DISCIPLINARY SANCTIONS

Sanctioning is intended to accomplish six aims:

1. To make sure the student(s) sanctioned has learned from the experience.
2. To educate the student(s) or so he/she does not commit the violation again.
3. To offer the student(s) the opportunity to correct on a mistake.
4. To ensure that University expectations regarding appropriate behavior are clear.
5. To educate the student(s) concerning how his/her behavior impacts others in the community.
6. To protect the University community from people who may harm others in the community or who may substantially interfere with the educational mission of the University.

II. DISCIPLINARY SANCTIONS

University officials authorized by the President to impose sanctions upon students, either prior to (pending scheduled judicial hearing date) or after a judicial hearing, may impose or recommend one or more of the following penalties for a student(s).

Any student withdrawing with disciplinary action pending or those being suspended for disciplinary reasons are not eligible for refunds after the 14th class day for Fall and Spring semesters and the 7th class day for Summer sessions.

- 6.01 **Expulsion**- Permanent dismissal from the University.
- 6.02 **Suspension** - Dismissal from the University for a specified period of time.
- 6.03 **Indefinite Suspension** - Dismissal from the University for an unspecified time period. After one year, a student may request a review of his file for readmission consideration.
- 6.04 **Interim Suspension** - Temporary suspension with a hearing to follow.
- 6.05 **Revoked Suspension** - A suspension is revoked if a student agrees to remain at the University under certain conditions or as long as the student does not violate certain prescribed conditions.
- 6.06 **Hold on Registration/Hold on Transcript** - A sanction used until all monies, fines and such owed to the University have been paid. Additionally, when student conduct that is related to a sexually-oriented criminal offense is being investigated and the alleged perpetrator withdraws from the University, the transcript must be withheld pending investigation outcome and adjudication by the university.
- 6.07 **Fine** - A student may be assessed a reasonable monetary sanction for violating certain Code of Student Conduct rules.
- 6.08 **Campus/Community Service**- A student(s) may be required to provide services on the campus, without pay, for a specific period of time for violating the Code of Student Conduct rules.
- 6.09 **Probation** - A student(s) is subjected to a time period of restrictions or conditions, after which the University authorities will determine if his/her behavior has improved.
- 6.10 **Restitution** - A student(s) or organization(s) is held accountable for public or private damage that he/she has damaged or destroyed.
- 6.11 **Counseling/Educational Assignment** - A student(s) is given behavioral counseling, either on a regular basis or by appointment. An educational assignment may include but is not limited to, attendance and/or participation in alcohol/drug education programs, workshops, panel discussions, letters of apology, and reflective essays.
- 6.12 **Restraining Order** - An order by the President or the President's designee prohibiting a student from entering the University premises except public streets or roadways.
- 6.13 **Written Reprimand** - A student is warned, in writing, that further misconduct may result in more severe disciplinary action.
- 6.13 **Loss of Privilege** - The withdrawal of a privilege, use of a service, or participation in an activity for a specific period of time consistent with the offense committed and the rehabilitation of the student.
- 6.15 **Extracurricular Activity Suspension** - The withdrawal of participation in official extracurricular activities. This includes, but is not limited to prohibiting the student from joining a registered student organization and/or attending its meetings or functions and/or from participating in official athletic or non-athletic extracurricular activities.

- 6.16 **Mandatory Off-campus Housing** – A student is suspended from on- campus housing privileges for a specific period of time.
- 6.17 **Administrative Withdrawal** – A student is officially withdrawn from the university for various reasons. In such cases as the student posing a significant threat to self or others of the University community; failing to pay all financial obligations to the University by a designated date; failing to answer University summons or to address allegations of violations; failing to perform assigned University community service; failing to complete mandatory counseling; and/or failing to abide by the Code of Student Conduct. A student administratively withdrawn after the census date shall be assigned the grade of “W” in all courses. Students who withdraw on an involuntary basis are subject to the same refund policies as other students.
- 6.18 **University Ban** – A student is banned permanently or for a specific period of time from an individual building(s) or event.

SPECIAL NOTE: Interim Suspension

Whenever students are disruptive or dangerous to themselves, including threatening or attempting suicide and are dangerous to others, to property, or to the stability and continuance of normal University functions, the President or the President’s designee may suspend students immediately on an interim basis without providing the **NORMAL HEARING NOTICE**. The letter from the Director of Judicial Affairs will constitute Normal Hearing Notice.

If the facts and evidence suggest that the student’s continued presence on University premises constitute imminent or clear and present danger to themselves, to others, to property, or to the stability and continuance of normal University functions, the President or the President’s designee may issue a Restraining Order against the students restricting them from the University premises prior to the **NORMAL JUDICIAL HEARING** and **AFTERWARDS**, if he/she deems it necessary.

Whenever the interim suspension rule is invoked, the student shall be given the opportunity to **DISCUSS** the incident with a University official **PRIOR TO THE INTERIM SUSPENSION**. Any student so suspended shall have the right to a post-suspension hearing on the merits of the case within five business days of the suspension.

Students who endanger their own physical well-being shall be required to provide the Director of Student Judicial Affairs with a Psychiatric Evaluation signed by a licensed mental health professional indicating that the student is not a threat to him/herself or the campus community. Additionally, the parents, legal guardian, and/or student are advised that threatening and/or attempting suicide is a violation of the Code of Student Conduct and may result in disciplinary action by the University.

NOTATION OF DISCIPLINARY ACTION ON ACADEMIC TRANSCRIPTS

In severe cases of misconduct, a student may be suspended or expelled. System universities shall note such on the student’s academic transcript as follows:

- “Student is ineligible to enroll”
This will be noted when a student is permanently dismissed from the university for disciplinary reasons.
- “Student is eligible to return (semester) (year)”
This will be noted when a student is “suspended for disciplinary reasons” for a specified period of time. The transcript indicates which semester the student will be eligible to return. In the case where the student is not suspended academically but is suspended for disciplinary reasons, the transcript note indicates that the student cannot return until some future semester.

All system universities shall employ the notations above on student academic transcripts beginning with the Spring semester, 2007.

Notation of disciplinary action on academic transcripts may or may not affect eligibility to enroll at other higher education institutions. The University is required to communicate with other public higher education institutions in the state of Louisiana regarding adjudication outcomes of student conduct that relates to a sexually-oriented crime.

MANDATORY ALCOHOL/SUBSTANCE ABUSE PROGRAM

As an educational component of the University's discipline process, students involved in alcohol and/or drug violations are required to participate in the Student Counseling Center's Alcohol and Substance Abuse Program.

Attendance at all sessions/workshops or other activities as assigned is mandatory for students required to participate in the program as a result of University disciplinary action, in addition to any fine or other disciplinary actions that may have been imposed. Failure to comply with the mandatory requirement by the stated deadline may result in additional disciplinary action imposed by the University, including disciplinary suspension.

H. ARTICLE SEVEN - APPEALS

1. A decision reached by the Judicial Hearing Board or a sanction imposed by the Director of Student Judicial Affairs may be appealed by accused student within three (3) business days of the decision. Such appeals shall be in writing, addressed to the Chairperson, Administrative Appeals Board and delivered to the Office of the Vice President for Student Affairs. The board shall consist of a chairperson, one (1) faculty or staff representative, and one (1) student representative appointed by the Vice President for Student Affairs.
2. Criteria for filing an appeal are limited to:
 - The student's rights were violated in the hearing process or if there were hearing procedural errors.
 - There is new material evidence which could not have been discovered at the time of the hearing.
 - The evidence did not support the decision.
 - The sanctions imposed were not appropriate for the violation or were made in an arbitrary or capricious manner.

All appeals shall be limited to review of the verbatim record of the initial hearing. Based upon the merits of written justification, the chairperson of the Administrative Appeals Board may accept or reject the student's request for an appeal.

3. If the request for an appeal is granted, the Chairperson of the Administrative Appeals Board, within reasonable time, shall set a date, time, and place for the board to review the findings, decision, and recommendation of the disciplinary hearing board. The complete record of the hearing and evidence presented before the Judicial Hearing Board panel shall be made available to the Administrative Appeals Board. The Vice President for Student Affairs or his/her designee shall be present at this hearing.
4. If an appeal is upheld by the Administrative Appeals Board, the matter shall be returned to the original Judicial Hearing Board for re-opening to allow reconsideration of the original determination and/or sanction (s).
5. If an appeal is not granted by the Chairperson of the Administrative Hearing Board, then, the sanction imposed shall be considered final and binding upon all involved.
6. Students have the right to appeal the finding, decision, and recommendation of the Administrative Appeals Board if the reasons are based on the criteria listed in #2 of this article. To do so, a student must give written notification to the Office of the President of his/her intent to appeal and reasons for appealing within three (3) business days after notice of the finding, decision, and recommendation of the Administrative Appeals Board. Late notification of intent to appeal to the Office of the President will be accepted or rejected after hearing the student's reasons for failure to comply with above statement.
7. If the request for an appeal is granted, the President or President's designee shall set a date, time, and place to review the findings, decision, and recommendation of the Administrative Appeals Board.
8. The President or his/her designee may, at his/her discretion, make any of the following sanctions:
 - Approve the recommendation of the Administrative Appeals Board
 - Amend and approve the recommendation; or
 - Return the recommendation to the original Judicial Hearing Board for re-opening to allow for reconsideration of the original determination and/or sanction(s).

Note: As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline.

Additionally, it will be the discretion of the President or his/her designee as to whether or not a student remains under suspension pending the outcome of the appeal. Factors that will be considered include the nature of the violation, interference with the University's educational mission and the safety and welfare of other members of the University community

9. Each institution is authorized to establish policies and regulations governing student conduct. Students shall have due process in disciplinary matters, and any student who exhausted all due process procedures at the institutional level may appeal his/her grievance to the Board of Supervisors 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. Within thirty (30) days after all due process procedures have been exhausted at the institutional level, the student must present his appeal to the System President of the University of Louisiana System. The staff shall review the due process proceedings from the institution and submit recommendations to the Board of Trustees for the University of Louisiana System. If the request for appeal is granted, the System President or his designee shall, within a reasonable time, set a date, time, and place to review the findings, decision, and recommendation of the President of Grambling State University. The complete records of this case shall be made available for use by the System staff and Board of Trustees. The System Office may request the presence of an individual, administrator or student involved in the case.

Note: If the decision of the Judicial Hearing Board and/or the Administrative Appeals Board is upheld, then the sanction will be imposed as of the original date unless the President affixes a different sanction or date. Students who are suspended or expelled from the University are not eligible for refunds after the 14th class day for Fall and Spring semesters and the 7th class day for Summer sessions.

I. ARTICLE EIGHT

Records

- a. Records shall be created for all reported cases of student misconduct.
- b. Disciplinary records are considered academic records and are protected by the Family Educational Rights and Privacy Act (FERPA). Records may be released to University officials on a need-to-know basis only. Records created and maintained by the Grambling State University Police Department are law enforcement records and are not protected by FERPA. If or when such records are given to University officials for use in their official capacities related to student judiciary, student affairs, or otherwise, the records held by University officials may become student records
- c. All disciplinary records are the property of Grambling State University and are maintained in the Office of Student Judicial Affairs. The University reserves the right to maintain these records for any time depending on the severity of the infraction. Major offenses involving criminal charges or suspensions and expulsions shall be maintained indefinitely.
- d. A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University. Neither the complainant nor the accused shall be allowed to make a separate recording of any type. Under no circumstances will a copy of the recording be released except in the case wherein the records are subpoenaed by a court order.

J. ARTICLE NINE

Interpretation and Revision

The President is responsible for shaping the University's mission and academic standards in cooperation with the Board of Supervisors for the University of Louisiana System. The President has final authority over all employees and students. The President is also charged with the responsibility of maintaining appropriate standards of student conduct.

Any question of interpretation regarding the Code of Student Conduct shall be referred to the Office of Student Judicial Affairs for final determination.

The Code of Student Conduct shall be reviewed every two (2) years under the direction of the Office of Student Judicial Affairs.

K. STATEMENT CONCERNING SEXUAL MISCONDUCT

Grambling State University explicitly condemns all forms of sexual misconduct and abuse and is dedicated to prevention and to the victim's assistance program. A victim of sexual misconduct and abuse, including sexual assault, domestic violence, dating violence or stalking by another student is encouraged to file a written complaint with the Office of Student Judicial Affairs, University Police Department or the Vice President for Student Affairs. In student judicial cases, both the accused and the victim have rights which are protected throughout the judicial proceedings. Victims of sexual assault and abuse where the alleged offender is an employee of the University, have recourse through the Office of Equal Employment Opportunity and the Office of Human Resources. Reports can also be made directly to the Title IX Coordinator or to any Responsible Employee. Reports made to designated Confidential Advisors or employees to whom communications are considered confidential will not automatically lead to the university judicial process.

Victim's Rights Include:

- To initiate, in addition to criminal charges, disciplinary proceedings against the alleged student offender. To initiate a disciplinary proceeding, the victim must comply with the procedures promulgated in Article Five--Judicial Policies.
- To be informed by the Director of Judicial Affairs or other proper University officials of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.
- To be notified by the Director of Judicial Affairs or other proper University officials of existing counseling, mental health or student services for victims of sexual assault both on-campus and in the community.
- To be notified by the Director of Judicial Affairs or other proper University officials of options for no-contact, restraining and protective orders and available assistance in changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.
- To receive assistance from appropriate staff to arrange reasonable accommodations to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. The same accommodations that are offered to the alleged victim may be offered to the accused. Any requests for accommodations shall not trigger an investigation by the institution.
- Retain individual right to report or not report to local law enforcement, and be provided information and assisted in the process if they choose to file a criminal report.

L. STATEMENT CONCERNING SEXUAL HARASSMENT

Grambling State University explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is also a form of sexual misconduct. Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and supervisors, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is, therefore, the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Sexual harassment does not refer to occasional complements of a socially acceptable nature. It refers to behavior which is not welcomed, is unwanted, and is personally offensive and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to, repeated offensive sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicants' or employees' cooperation of a sexual nature (or refusal thereof) will have any effect on the individuals' employment, assignment, compensation, advancement, career development, or any other condition of employment.

Grambling State University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. A student who believes he/she is the victim of sexual harassment by a member of the University faculty or staff should lodge a formal complaint with the Office of Equal Employment Opportunity. A student who believes that he/she is the victim of sexual harassment perpetrated by another student may file a complaint with the Office of Student Judicial Affairs or with the Title IX Coordinator.

M. HAZING POLICY

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility, Grambling State University prohibits hazing. Hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student development programs.

Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment or ridicule.

Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution.

A. Definition of Hazing

*Any action taken or situation created on or off university premises (**pledging/membership intake is explicitly not to take place off campus**) to produce mental or physical discomfort, or embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:*

1. *Paddling in any form, slapping, pushing;*
2. *Forced inducement or the causing of another to consume any food, liquid or other substance;*
3. *Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in mental tasks being performed;*
4. *Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e., derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;*
5. *Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy.*

Participation in any pledging or membership intake process activities must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution.

Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

It shall be the responsibility of student organization members and pledges to report all complaints in writing concerning possible hazing violations to the Director of Student Organizations, Office of the Vice President for Student Affairs, Office of Student Judicial Affairs, or University Police Department. Cases will be handled on an individual basis.

Additionally, organizations and/or individual students found responsible for violating the Hazing Policy shall be subject to disciplinary action through the Office of Student Judicial Affairs. The prospect of a University judicial hearing does not prevent the possibility of criminal charges.

N. ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY

Grambling State University has a “zero tolerance” policy on the improper use of controlled substances. As a member of the University of Louisiana System, Grambling State University is designated an “alcohol and drug free” campus. The unlawful manufacture, distribution or use of illegal controlled substances or alcohol, or underage consumption of alcohol is strictly prohibited on university properties and/or as part of any university activity. Such behavior may be grounds for disciplinary action.

Grambling State University abides by all state and local laws and ordinances relative to alcoholic beverages and illegal controlled substances. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Students found responsible for violating the Alcohol and Illegal Controlled Substances Policy shall be subject to disciplinary action through the Office of Student Judicial Affairs.

O. WEAPONS ON CAMPUS POLICY

Grambling State University, as a member of the University of Louisiana System is designated as a “firearm-free zone” pursuant to Louisiana law. Carrying a firearm or dangerous weapon by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful in most circumstances and violators shall be subject to criminal charges and campus discipline as stated in the University of Louisiana System, Board of Supervisors’ “Weapons on Campus Policy.”

Grambling State University explicitly prohibits the use, possession, or storage of dangerous weapons and explosives. Chemicals are also strictly prohibited even if legally possessed in a manner that harms, threatens or causes fear.

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any school sponsored or affiliated function, shall obtain written authority of the President or Vice President and register such weapon with campus police before bringing the firearm on school property, school transportation, or to any school sponsored or affiliated function.

Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or University policy, shall be grounds for suspension, or expulsion from the University.

Students found in violation of the “Weapons on Campus Policy” shall be subject to disciplinary action through the Office of Student Judicial Affairs

P. ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY

Grambling State University has a “Zero Tolerance” policy for Aggressive Behavior. The purpose of this policy is to address incidents of unacceptable behavior which create fear, bodily harm to another, or damage to property.

Aggressive Behavior is defined as intimidating gestures, threatening, abusive language, fighting or physical actions which create fear, intent of bodily harm, bodily harm to another person or damage to university or personal property. Additional definitions of aggressive behavior maybe identified in the student handbook, which may include, but are not limited to the following:

1. 4.03 – Assault;
2. 4.04 – Battery;
3. 4.06 – Dangerous, Threatening Unsafe Behavior; and
4. 4.08 – Destruction/Damage to Property.

Any student found in violation of the Aggressive Behavior Policy may face immediate suspension and may ultimately face expulsion from the University. The University has jurisdiction over all behavioral infractions which occur in University facilities or on University property. University charges and criminal charges are totally independent of each other. Therefore, actions that may not rise to the level of criminal conduct may still result in serious disciplinary consequences including expulsion.

Q. ELECTRONIC DEVICES POLICY

The use of any unauthorized electronic device including, but not limited to, cell phones, pagers, iPods, MP3, etc., during official classroom instruction, University assembly periods, and official University testing administration sites are strictly prohibited. Students entering into a classroom or testing site must turn off and store their phones prior to entering the room. Cell phones are not allowed on desks or table tops. Students must obtain permission from the instructor prior to the beginning of class and must operate the phone in silent mode if extenuating circumstances require a cell phone to be on during class. The instructor may determine the consequences for violations of this policy or refer written complaints to the Office of Student Judicial Affairs.

R. CLASSROOM MISCONDUCT POLICY

1. When a student's behavior in class is **seriously** disruptive requiring immediate action, the instructor has authority to remove a student from the class on an interim basis, pending an informal hearing addressing the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal. The department head may either:
 - a. Approve an agreement of expectations between the student and the instructor and reinstate the student to the class; or
 - b. Extend the removal of the student from the class and refer the case to the Office of Student Judicial Affairs for adjudication. (A copy of all material shall be forwarded to the instructor's academic dean, the student's academic dean and to the Office of Student Judicial Affairs.)
2. When a student's action is **not as serious** as to require immediate removal from the class, but still warrants University attention, the following steps shall be followed:
 - a. The instructor for the class shall inform the student that his/her behavior has been inappropriate;
 - b. The instructor shall describe to the student specific needed changes in the student's behavior;
 - c. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified in writing, inclusive of a summary of his/her discussion with the student, and the instructor will retain a file copy of the summary;
 - d. If a student believes an instructor's expectations are unreasonable, he/she may confer with the instructor's department head about the matter. The department head may choose to support the guidelines developed by the instructor, or he or she may work with the instructor to develop a modified set of expectations. If there are changes in the instructor's original set of expectations, a signed and dated copy will be provided by the department head to both the student and the instructor; and
 - e. If a student's behavior continues to be unacceptable, the department head may initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor's view that the problem has not been resolved, the situation may be referred to the Office of Student Judicial Affairs. A memorandum describing the student's behavior, as well as a copy of the written summary and any other related material shall be forwarded to the Office of Student Judicial Affairs. (A copy of all material shall be forwarded to the instructor's academic dean, student's academic dean and the Office of Student Judicial Affairs.)

S. DRESS CODE POLICY

Grambling State University, a community of leaders preparing students to compete as well as succeed in their chosen careers, still maintains the traditional notion of acceptable dress attire. The personal appearance of every university student is an important component of maintaining a student centered learning environment. In order to achieve the total educational process an appropriate dress code which promotes a positive image of the university must be presented at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions.

The following standards shall apply and will be enforced:

Examples of inappropriate attire include but are not limited to:

- a. Wearing hats, caps, do-rags, skullcaps, bandanas, stocking caps and/or other headgear;
- b. Lounging shoes, lounging slippers, bare feet, short-shorts, sagging pants (exposing undergarments), lounging pants (except in the privacy of the student's living quarters); and
- c. Clothing consisting of threatening, vulgar or lewd messages either in pictures or words.

This policy does not apply to clothing, including headgear, that is identified as religious or cultural dress. Students seeking approval for attire shall make a written request through the Office of the Vice President for Student Affairs.

Students must adhere to any special uniform dress standard set by groups presenting social programs such as musical arts, convocations, commencement, etc. Admission to such events may be denied if manner of dress is not compliant.

Appropriate student behavior addressing the dress code policy shall be monitored by university faculty and staff.

T. PARENTAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) permits universities to notify parents or guardians of students under 21 of violations involving alcohol or controlled substances which result in a determination that the student has committed a disciplinary violation. This exception to the privacy rights of students was enacted because of the health and safety consequences of alcohol and other drug abuse. Grambling State University is committed to the total development of each student. We believe that parents share the University's concern in such situations for their child's health, safety, and academic progress.

Therefore, Grambling State University may notify parent(s) or legal guardian(s) of any student under the age of 21 found responsible for a violation of any federal, state, and/or local law or university policy regarding alcohol and/or controlled substances or other dangerous drugs.

U. NON-DISCRIMINATION STATEMENT

Grambling State University adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the EEO Officer at (318) 274-6118.

Questions Pertaining to this Code of Student Conduct should be directed to:

Beverly Crawford
Director|Office of Student Judicial Affairs
Grambling State University 403 Main Street|GSU Box 4309|Grambling, LA 71245
Phone: 318-274-3169 or 7782|Fax 318-274-3297
crawfordb@gram.edu|www.gram.edu

NOTE: Although this handbook was prepared with available information at the time of publication, Grambling State University reserves the right to amend, without obligation, any information or statement in the publication as deemed necessary.

Students should be familiar with the latest policies and procedures so promulgated. They supersede all others.

GSU POLICE DEPARTMENT CRIME STATISTICS

CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT



Criminal Incidents	On Campus		Campus Housing		Public Property	
	2013	2012	2011	2013	2012	2011
ARSON	0	0	0	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
FORCIBLE SEXUAL OFFENSES	4	1	3	3	1	2
NON-FORCIBLE SEXUAL OFFENSES	1	1	1	1	1	1
ROBBERY	8	0	3	5	0	1
AGGRAVATED ASSAULT	5	45	20	3	21	12
BURGLARY	42	36	29	32	21	22
MOTOR VEHICLE THEFT	0	2	3	0	0	0
Arrests						
LIQUOR LAW VIOLATIONS	5	0	0	2	0	0
DRUG VIOLATIONS	16	10	7	7	5	3
WEAPONS VIOLATIONS	6	3	4	3	1	0
Disciplinary Actions/Judicial Referrals						
LIQUOR LAW VIOLATIONS	3	0	2	1	0	2
DRUG VIOLATIONS	11	13	11	5	7	9
WEAPONS VIOLATIONS	1	1	4	0	1	0

Grambling State University has no Noncampus buildings or property.

No Hate Crimes have been reported for 2011, 2012, or 2013

SYNOPSIS OF STATE (LOUISIANA) AND FEDERAL DRUG PENALTIES

(RS 40:966-790 AND CODE 21:841)

IMPRISONMENT

DRUG OFFENSE	MAXIMUM STATE FINE	MAXIMUM FEDERAL FINE	STATE PRISON TIME	FEDERAL PRISON TIME
Schedule 1				
Hallucinogens, (phencyclidine-“PCP”), Angel dust, acid, STP	Distributions/ manufacturing \$50,000	\$4 Million	5-50	10 years to life
“Ecstasy”, “Designer Drugs”, (opiates; Heroin, Junk, Smack, “H”, “scag”)	Possession \$5000	\$1 Million	4-10 years	0-20 years
Depressants Cannabis (Marijuana-“grass”), “pot”, “Weed”	Distribution \$100,000	\$4 Million	5-30 years	10 years -life
Stimulants	Possession \$2000	\$1 Million	6months-20 years	Federal Code
Schedule II				
Narcotics (raw opium, morphine), “M”, “dreamer”	Distribution \$50,000	\$4 Million	2-30 years	10 years-life
Stimulants (amphetamines-“Speed”	Manufacturing \$500,000	\$4 Million	10-30 years	10 years-life
“Uppers,” “bennies”, “pep pills”, “crank”, “crystal”, “ice”	Possession \$50000	\$1 Million	0-5 years	0-20 years
Schedule III				
Stimulants Depressants (barbiturates-“barbs”	Distribution \$15,000	\$250,000	0-10 years	0-5 years
“Goof balls”, “downers”, “blues” Narcotics (nalorphine)	Possession \$5000	Refer to Federal Code	0-5 years	Federal Code
Schedule IV				
Depressants (barbiturates and 32 other drugs)	Distribution \$50,000	\$250,000	0-30 years	0-3 years
	Possession \$5000	Refer to Federal Code	0-10 years	Federal Code
Schedule V				
Narcotic drugs containing non-narcotic active medicinal ingredients (buprenorphine)	Distribution \$5000	\$100,000	0-5 years	0-1 year
	Possession \$5000	Refer to Federal Code	0-5 years	Federal Code

A SNAPSHOT OF ANNUAL HIGH-RISK COLLEGE DRINKING CONSEQUENCES

- Death: Over 1,825 students ages 18-24 die from alcohol related unintentional injuries including motor vehicle accidents.
- Injury: 599,000 students ages 18-24 are unintentionally injured under the influence of alcohol.
- Assault: More than 696,000 students ages 18-24 are assaulted by another student who has been drinking.
- Sexual Abuse: More than 97,000 students ages 18-24 are victims of a sexual assault or date rape in which alcohol is involved.
- Unsafe Sex: 400,000 students ages 18-24 have unprotected sex and more than 100,000 report having been too intoxicated to know if they consented to sex.
- Academic Problems: About 25% of college students report academic consequences of their drinking including missing class, doing poorly on exams and receiving lower grades overall.
- Health Problems and Suicide Attempts: More than 150,000 students develop an alcohol related health problem and 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking.
- Drunk Driving: 2.1 million students between the ages 18 and 24 drove under the influence of alcohol last year.
- Vandalism: About 11 percent of students report that they have damaged property while under the influence.
- Police Involvement: About 5% of 4-year college students are involved with the local or campus police as a result of their drinking and an estimated 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence.

HIGH-RISK DRINKING PATTERNS

High-risk college student drinking includes the following:

- Underage drinking
- Drinking and driving or other activities where the use of alcohol is dangerous.
- Drinking when health conditions or medications make use dangerous.
- Binge Drinking; that is, 5 drinks in a row per occasion for males and 4 for females*
- Moderate drinking by persons of legal drinking age is defined as no more than 2 standard drinks per day for men and 1 drink per day for women.

What is a standard drink?

A standard drink contains approximately 14 grams (0.6 fluid ounces) of pure alcohol.

The above information contains highlights from the National report, A Call to Action: Changing the Culture of Drinking at U.S. Colleges. The report was developed by the National Institutes of Health National Advisory Council on Alcohol Abuse and Alcoholism Task Force on

College Drinking. (www.collegedrinkingprevention.gov)

ONLINE RESOURCES

- | | |
|-------------------------------------------------------------|----------------------------------------------------------|
| * National Institute on Alcohol Abuse and Alcoholism | www.niaaa.nih.gov |
| * Centers for Disease Control and Prevention | www.cdc.gov |
| * National Highway Traffic Safety Administration | www.nhtsa.gov |
| * Substance Abuse and Mental Health Services Administration | www.samhsa.gov |

STUDENT ORGANIZATION HANDBOOK

INTRODUCTION

Grambling State University (GSU) is proud of the wide array of extra-curricular opportunities available to its students. Student organizations on GSU's campus provide meaningful experiences to the participating members and the community-at-large. These organizations enhance student creativity and student organizational growth affording students the opportunity to augment their formal education with experiences outside the classroom. The Office of Student Clubs and Organizations (OSCO) has been established to assist student organizations and to promote a variety of extra-curricular activities. OSCO advocates cooperation and collaboration among organizations and provide support to organizations. OSCO always maintains an open door policy. This handbook will be one of many tools used by students to assist their organization in fulfilling its goals and objectives. It is imperative that you read the handbook. A list of all registered clubs/organizations may be obtained from OSCO, located in the Favrot Student Union, (318-274-3334).

Each member of an organization should be familiar with the following statements concerning University and club member's responsibilities:

1. Participation in club/organization events is completely voluntary.
2. Each organization assumes responsibility for injuries that may occur in an activity it sponsors.
3. The University does not provide accident insurance for club members and cannot be held responsible for injuries which occur through their voluntary participation in an activity. It is the responsibility of the organization and its members to carry liability insurance.

LEGAL COMPLIANCE

All registered student organizations must comply with federal, state, parish and city laws, and all University policy and procedures

GOVERNING BODIES

Any student currently registered for a minimum of twelve credit hours as an undergraduate and six credit hours as a graduate student at GSU may apply to create a student organization. A graduate student may not become an officer in an undergraduate student organization. Student organization members and officers of undergraduate student organizations must maintain a 2.0 and enrolled in twelve (12) or more hours. Only undergraduate students may be members/officers of undergraduate student organizations. Graduate students may establish organizations for the purpose of promoting their objectives. Organizations may establish their own GPA criteria for membership; however that qualifying GPA must be above 2.0.

A student organization may be created for purposes such as the fostering of academic, social, recreational, religious, political, or other special interests. Types of organizations shall include, but are not limited to, special interest groups, university, college or departmental groups, social and professional fraternities or sororities, honor, and special interest groups.

GSU maintains three councils as follows:

- GSU National Pan Hellenic Council organizations which are affiliate members of the National Pan Hellenic Council, Inc.
- The Student Organizations Council of Presidents whose members are the presidents of all registered student organizations on the campus of GSU.
- The Ecumenical Council includes all religious organizations.

CATEGORIES OF ORGANIZATIONS

Grambling State University recognizes a variety of student clubs and organizations. OSCO maintains current information on each chartered and non-chartered student organization, its purpose, advisors, and a complete roster of its active membership. Each semester, a list of current organizations is published.

University Organizations

The departmental organizations are established by university departments and/or the University. Departmental organizations include: Student Government Association and the Graduate Student Organization, Student Union Board, Student Organization Council, Yearbook, Gramblinite, Freshman Class, Sophomore Class, Junior Class, Senior Class, Band, Orchesis Dance Company, Cheerleaders, and Honda Quiz Bowl Team. **ALL organizations, regardless of category or affiliation (graduate or undergraduate; departmental or other status), MUST register with the Office of Student Clubs and Organizations as directed each semester.**

The Student Organization Council of Presidents (SOCOP) serves as a programming and advisory group for all student organizations. The function of the council will be to identify current and future needs of student organizations and provide for those needs through programs, services, representation, and communication.

Council of Presidents Membership:

All authorized Grambling State University (GSU) organization presidents are required to be members of the Student Organization Council of Presidents. Therefore, all organizations are required to register with the Office of Student Clubs and Organizations (OSCO) during the scheduled registration period.

The SOCP is governed by the Office of Student Clubs and Organizations (OSCO) in the Division of Student Affairs. The president of the SOCP is selected by the Director of Student Clubs and Organizations.

The Scope of the Student Organization Council of Presidents includes:

- Plan and implement programs to meet the needs of all student organizations
- Promote student organizations' activities and involvement opportunities
- Serve as the voice for student organizations
- Serve as the communication link between student organizations, Student Activities, and Favrot Student Union Board (FSUB).
- Assist the University, and Student Government Association (SGA) president with programs as deemed appropriate by the SOCOP.
- Reduce and/or eliminate acts of hazing
- Promote efforts to maintain a safe University environment

Expected Results/Benefits:

- Improved promotion of activities for and by student organizations
- Improved programs and services for student organizations
- Increased collaboration and co-sponsorships among student organizations and with campus departments
- Improved means to provide input about policies and procedures
- Increased awareness of resources available to student organizations
- Increased awareness of policies and procedures related to student organizations
- Improved recruitment efforts
- Improved sense of community among student organizations
- Increased visibility and volunteerism of student organizations on campus
- Improved organizational leadership skills
- Improved school pride
- Improved compliance with University rules, policies and regulations

Organizational Structure:

The SOCP consists of five executive officers and five chairpersons:

- President
- Vice President-Administration
- Vice President-Leadership Development
- Vice President-Public Relations
- Records Keeper (financial and recording)
- Organization Involvement Chair
- Fundraising Committee Chair
- Homecoming Chair
- Advisor Appreciation Chair
- Organization Recognition Program Planning Chair

Council President Duties:

- Primary duty is to lead the council to programming success
- Preside over meetings
- Designate the vice presidents, records keeper, and chairs (these officers act as the president's council, advising and contributing to foster council activities)
- Proposing a base of activities for organizations to sponsor each year
- Create an environment for students to learn and develop skills that will transition into their professional lives after graduation from the University
- Encourage professional development and create an environment where good business practices are required
- Propose ideas to university personnel meant to improve University environment, internally and externally
- Pursue ideas from University officials to improve student contributions to the University
- Encourage participation in University activities that stimulates school spirit
- Promote taking part in school competitions
- Continually promote University activities by setting an environment that supports positive
- Schedule meetings of the SOCP considering the need for effective planning to execute project(s)

NATIONAL PAN-HELLENIC COUNCIL

The National Pan Hellenic Council (NPHC), which is nationally affiliated, serves as the governing body over the nine recognized Greek Letter Organizations. These organizations are: Alpha Phi Alpha, Alpha Kappa Alpha, Delta Sigma Theta, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho and Zeta Phi Beta.

OTHER CATEGORIES OF ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY

Honors Organizations

Grambling State University honor organizations recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

Political

Political organizations are established by members of particular political parties, and/or candidates seeking office.

Professional/Academic

Professional/academic organizations are established to provide students with a preview of their anticipated professional careers. Group activities include speakers, field trips, and promotion of internships, volunteer work and field work.

Religious

Religious organizations are established to serve as a spiritual outlet for students of a particular religious persuasion or denomination.

Service/Social/Special Interest

Service organizations are established to promote volunteerism for on-campus as well as off-campus/ community projects. Additionally, service organizations provide students with the opportunity “to give back” to their university and community. Social organizations are established as an outlet for students to get involved in the campus community and foster social networks.

Sports Clubs/Organizations

Sports clubs/organizations represent student led sports teams. They provide leadership opportunities for students who are interested in a sport or activity. These clubs are committed to improving the quality of life for students and encouraging healthy lifestyles.

REGISTRATON OF ORGANIZATIONS

Student organizations must register in the fall and spring semester at a time specified by OSCO. A new student organization is any student/campus group which has not been registered within the last year with OSCO. Any organization that has not been active within the previous year must re-apply by submitting a new application.

A new organization may not duplicate the goals or objectives of an existing organization. Organizations are formed to contribute to the student's educational growth, social development, leadership skills and total community involvement at GSU and surrounding areas.

The following information is required of all student organization:

1. A statement containing the name and purpose(s) of the organizations.
2. The group's purpose must be in alignment with federal, state, local laws and University mission, policy and procedure.
3. The name, title, and signature of the officers of the organization, local addresses, phone numbers, email addresses and student identification numbers of all officers must be contained within the application documents.
4. A list of members detailing names, and student identification numbers must accompany the application forms.
 - a. All members of the organization must be admitted and enrolled as full-time students.
 - b. Clubs/organizations must consist of at least ten (10) members including officers.
 - c. Clubs/organizations must have an advisor who is a full time faculty or staff member at Grambling State University
5. All members are to sign a statement of understanding regarding the University's hazing policy and it is to be filed in the organization's file in OSCO.
6. All organizations must have a copy of the Constitution and Bylaws, and other affiliated organization constitutions and Bylaws are to be submitted to OSCO.
7. A statement certifying affiliation with the regional/ (inter)national organization must be submitted to OSCO along with all documentation.
8. All organizations must have an agency account with the GSU Business Office.

The registration of an organization does not mean that the University supports or adheres to the views held or positions taken by such groups/organizations.

REGISTRATION PROCESS

All organizations must register each semester with OSCO. This includes completing the “Student Organization Registration Form, Organization Update Form”, the “Membership Roster Form” and the organization must provide all constitutions that govern the organization. Once reviewed and approved, the organization will be granted operational status.

Failure to complete the Minimum Requirement Standards or to register by the deadline will result in the organizations' loss of privileges to function at the University, lose eligibility to apply for space, lose funding privileges and inclusion in “OSCO Organizations Directory”.

After the application is submitted to OSCO along with all documentation, it is reviewed. Upon review of the application, the organization president and advisor will receive notification of approval or denial of the application.

DENIAL OF REGISTRATION

OSCO will deny registration when:

1. The organization is not formed for an educational purpose, i.e., furtherance of academic, social, recreational, religious, political or other special interests;
2. The group requesting registration has not complied with OSCO requirements, or the request for registration is incomplete, contains false material;
3. The group does not have a minimum ten students who are committed to joining the organization;
4. The request is to create an organization that is a subsidiary of a currently registered student organization;
5. The request involves an organization that is under a sanction imposed by OSCO or the University;
6. The request is to register as an organization under a new name when a former organizational name is under a sanction imposed by OSCO;
7. The request is to register an organization under suspension, termination or equivalent sanction from its off-campus affiliate; and,
8. The organization has been previously registered and has delinquent debts.

If registration is denied, the student or group of students may appeal the denial to the Vice President for Student Affairs.

TERMINATION OF REGISTRATION

A registered student organization may have its registration terminated for the following reasons:

1. Request for self- termination;
2. Failure to register with OSCO;
3. Failure to comply with the rules, regulations, policies, and guidelines of GSU;
4. Request for termination by the national organization chartering the GSU organization;
5. Failure to achieve the Minimum Performance Standard;
6. Failure to place organization funds in a university account;
7. Failure to pay OSCO membership fines;
8. Failure to pay organization debt on/off-campus; and
9. Failure to comply with state and federal law

CHANGES IN ORGANIZATION

Student organizations must notify OSCO of changes in the organization's constitution and bylaws, officers, advisor, and additions to membership and changes in purpose. A copy of the changes must be provided to OSCO at least one week after the change occurs. Revised constitutions and bylaws are subject to OSCO's approval. (Note: Revisions should be made on the document with the date of revision recorded on the document).

REGISTRATION PRIVILEGES

Any registered organization in good standing at the University enjoys special benefits on campus. They include some of the following:

- A. The use of University facilities for university approved organization meetings and approved activities. (Organizations may not reserve state property or facilities for outside groups or businesses).
- B. The opportunity of sponsoring or conducting on-campus fund-raising events.
- C. The right to use an official mailing address and mail box (space availability basis) at the University.
- D. The opportunity to participate in and coordinate activities with other University organizations.
- E. The opportunity to participate in Student Organization Day.
- F. The opportunity to distribute literature at appropriate University locations.
- G. The opportunity to seek funding from the Student Government Association.
- H. The opportunity to utilize the office of OSCO as a resource for program planning and organizational development.
- I. The opportunity to be listed in the "OSCO Organizations Directory." The directory is sent to various offices throughout the campus, distributed to interested individuals and posted on the website.
- J. Each organization is assigned an official GSU e-mail address.

SANCTIONS FOR FAILURE TO FOLLOW PROCEDURES

If it is determined that a group/organization have not followed university policy and procedure to as directed by OSCO, (i.e., failure to attend meetings, etc.) the organization/club may be fined or other penalty assessed.

MEMBERSHIP REQUIREMENTS

Membership is open to any student enrolled in a degree program at GSU who meets the eligibility requirements for the organization. These requirements are:

1. Reasonable conditions and obligations of membership, except that:
No student shall be excluded from membership on the basis of race, color, national origin, religious creed, age, political views, sexual orientation or handicap, except where legal via state and federal laws as with Greek sororities and fraternities;
2. No student shall be excluded from membership on the basis of sex, unless:
 - a. the organization is a fraternity or sorority
 - b. the primary purpose of the organization is to engage in sports, and/or the major purpose or activity involves bodily contact
 - c. All constitutions of registered student organizations and affiliated organizations must not contain any provisions for discrimination as stipulated in the rules and regulations contained in this outline.
3. Active members and students being considered for membership must be in good standing with the University, maintain a 2.0 cumulative grade point average (for non-NPCH organizations) or above as mandated by the organization and must not be subject to University disciplinary action (i.e. judicial, OSCO, etc).
4. All organizations are responsible for the conduct of its members and must adhere to rules of OSCO and regulations of the University. If found guilty of misconduct, that is, in violation of the Student Code of Conduct Handbook the student and/or organization will be referred to the Office of Student Judicial Affairs for appropriate review of the incident and appropriate disciplinary action.

OFFICERS AND REPRESENTATIVES

- A) Each registered student organization must have at least three officers or official representatives, one of whom must be in charge of the finances of the organization. The "Treasurer" should be in charge of the finances.
- B) Officers/representatives must be currently enrolled as a full time student at GSU and be a member of the registered student organization. Graduate students cannot be elected as an officer in an undergraduate organization.

ADVISORS

Advisor Requirements

ALL registered student organizations must have at least one advisor who is a full-time member of the GSU faculty/staff. The advisor must be approved by the OSCO and an active member of their respective organization. If an active member of the organization who is GSU faculty/staff is not available to act as advisor, a non-member may e selected by the organization and submitted to OSCO for approval.

The role of the advisor is to ensure that the organization is in total compliance with all university and national organization guidelines. As well as, in compliance with all state, local, and national laws. The advisor's responsibility cannot be delegated to another person unless approved by OSCO. The advisor must be fully aware and up to date on all organization activities and guidelines. During intake activities especially, the advisor must be present and fully informed and involved.

The advisor should be able to certify that all financial obligations of the organization are met locally and nationally and that funds are deposited in the University account.

Responsibilities of the Advisor

The responsibilities of advisors are to:

1. Be present at all of the organization functions, meetings, events, etc., during the entire period of the activity;
2. Attend OSCO orientation and monthly meetings held during the fall and spring semester;

3. Be familiar with the organization's constitution and bylaws to assist with their interpretation. Assistance should be provided in orienting new officers and promoting leadership development;
4. Be acquainted with the financial condition(s) of the organization and promote efficient record keeping by all officers;
5. Know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by university policies and procedures. The advisor should be aware of the policies and procedures in the University organization handbook...
6. Sign all requisitions. All requisitions must be signed by the advisor who is on record as the official advisor at the time the requisition is presented for processing.
7. The advisor's role is to supervise the planning of all activities to ensure optimum success of any undertaking for the organization and its members.
8. Be involved with the group's activities and assist the group in evaluating its progress toward reaching its desired goals. This insures open communication with various officers and members can effectively guide the organization in fulfilling its purpose.
9. Insure that all organizational events comply with federal, state, parish and municipal laws. Ensure that events respect federal, state, parish and municipal laws. He/she must implement sanctions for any violations within the organization. He/she must report any serious violation of University policies and procedure, Federal, State, Parish, and local laws to the OSCO.

Resources

There are numerous resources on campus to assist advisors in effectively working with student organizations. They include assisting student organizations with University policy and procedure, student leadership, financial management, project planning, conflict resolution, problem solving, and student counseling service; OSCO, can assist in the identification of appropriate resources.

ORGANIZATIONS MINIMUM PERFORMANCE STANDARDS

To ensure that registered organizations remain active and visible, the following Minimum Performance Standards must be maintained for funding or other opportunities. If at the end of a semester, an organization has not achieved the minimum requirements, it will lose all privileges of a registered organization; i.e., suspended, expelled or fined.

To meet the Minimum Performance Standards all organizations must:

1. Submit the Annual Officer Registration form between April 15 and May 15 of the spring semester for the following year;
2. Sponsor a table or booth during Club and Organization Day;
3. Attend orientation program in fall and spring;
4. Attend monthly SOC General Council meetings. NPHC members meet two (2) times per month or more at the pleasure of the PAN; fines will be assessed for failure to attend meetings.
5. Must complete two (2) self-determined community service projects each semester; and complete one University service project each semester which is selected by the OSCO office.
6. Maintain a minimum of 10 students as members;
7. Check the organization's mailbox or e-mail address often, at least twice a week;
8. Deposit all organization funds in a university account;
9. Pay OSCO SOC dues or GSU NPHC dues at the beginning of the semester;
10. Have a designated representative to attend SOC General Council meetings; the PHC members must have three designated delegates to attend PHC Council meetings;
11. Attend the SGA Banquet if invited;
12. Submit minutes and attendance roll of the organization's meetings within two days of last organization meeting;
13. Attend Leadership Seminars as scheduled for student leaders;
14. Provide volunteer services to OSCO and the University upon request.

ORGANIZATION ACTIVITIES

Activities of each organization are subject to review by OSCO, Vice President for Student Affairs (or designee), the Student Judicial Affairs Office, University police as well as departments, colleges, or other groups to which the organization may be related.

MEMBERSHIP INTAKE

Intake Regulations

1. No organization/club shall intake members prior to meeting the requirements of the college/university and its national organization.
2. No intake shall be held without the presence of the advisor(s).
3. HAZING in any form, physical and mental abuse is prohibited and will not be tolerated.
4. The filing of a list of intended candidates with OSCO immediately following any informational meetings.

Membership Intake Procedures (MIP)

The following are expectations and requirements regarding membership intake programs for all recognized Social Non-Greek Organizations at GSU: At all times, all organizations are required to follow the Membership Intake Program (MIP) developed and disseminated by the OSCO and respective Regional/National Headquarters.

1. All intakes occurs two times a year, once in the fall, in the month of October, and one time in the spring, in the month of February (any changes must first be cleared with OSCO)
2. All chapters are responsible for educating undergraduates regarding all MIP policies, procedures, and appropriate activities.
3. When a chapter initiates the MIP, the following must be completed with OSCO:
 - A. Pick up a MIP packet from the OSCO.
 - B. Complete all required forms and submit to OSCO.
 - C. Notify OSCO of any subsequent changes in and results of MIP candidate(s) status.
 - D. The chapter must provide verification that approval from the Regional/National Headquarters has been granted to conduct membership intake.
 - E. Each chapter must submit a calendar of events for intake activities, an Intent to Conduct Form, and the Hazing Compliance Form at the initial notification of OSCO of intent to conduct membership intake. The calendar of events should include a timetable of all intake activities with places, dates and times. Activities to be included on the calendar, if applicable are:
 1. Informational and interest meetings
 2. Selection date(s)
 3. Start/end date of the new member's official process/education (all activities in between)
 4. Initiation date
 5. Presentation of New Members
 - a) If the presentation of new members includes a probate show, submit a copy of the University Facility Use Form, protocol and the Activity Clearance form required to proceed with this activity two weeks in advance.
 - b) If the presentation of new members does not include a probate show, the method used should be included on the Activity Clearance Form and discussed before approval will be granted.
 - F. The Intent to Conduct Membership Intake Form must contain the original signature of the chapter president and the primary chapter advisor.
 - G. The Hazing Form must contain the original signature of the chapter president and the chapter advisor.
 - H. Presentation of new members must take place within the calendar set forth by the OSCO.
 1. Presentation of new members will be scheduled at the discretion of the OSCO.
 2. Vulgarity or profanity will not be tolerated.
 3. No explicit or revealing attire.

4. No alcoholic/drugs will be permitted
5. In the event of aggressive behavior during a presentation, those identified will be referred to the Office of Student Judicial Affairs to determine penalties for inappropriate behavior. The University Police Department will determine if the presentation continues.
6. Disruptions by other organizations will not be tolerated. This includes but is not limited to walking through presenters' show, talking over the presenting organization (i.e., heckling, rude remarks, etc.)
7. The duration of the probate show should be no longer than three (3) hours. Following the show, members must vacate the area within 30 minutes. (This will help with crowd disbursement).
8. The presenting organization will be responsible for ensuring the site is left in its original state after use.
9. All organizations are responsible for visitors who are members of their organization.
10. Intake activities must take place on campus.
- I. At the conclusion of the intake process (immediately after induction), an updated membership roster must be turned in to OSCO within two days of induction.
- J. Each Greek letter organization may conduct one MIP, either spring or fall.
- K. If proper paperwork is not submitted within the time frame designated by OSCO, intake activity will be denied or suspended without regard to the organizations progress in their process.

Intake Violations

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of OSCO Director, Vice President for Student Affairs, or other University governing body (i.e., Student Judicial Affairs or GSU Police Department).

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without conforming to the intake guidelines set forth in this handbook.
3. All incidents of hazing must be reported first to the OSCO immediately and before any organization outside the University is notified. This includes the national, regional or district office of the organization.
4. Disregard of guidelines for any activity related to intake conducted in defiance of previous warnings by advisors or other University personnel.
5. Failure to adhere to Presentation of New Membership Guidelines (see #E5, a-b. Page 8).
6. Failure by any student/advisor to notify OSCO first, of any violation by the organization/member, will be subject to disciplinary sanction.
7. Failure to meet OSCO minimum standard requirements.

In the event that the intake activities begin without the knowledge and signed approval of the OSCO Director and if the chapter has not adhered to these intake guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the OSCO Director.

GSU POLICY ON STUDENT ORGANIZATION EVENTS OPEN TO THE PUBLIC

The definition of an "open" and "closed" event is as follows: A "closed" event is one which is limited to the members of the student organization, their social dates, close family members, and appropriate University personnel. General invitations to the public may not be issued. Entrance fees or admission may not be collected at the door.

An "open" event is one to which the general public may be invited. Admission or entrance fees may not be collected at the door. The University will not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed. Organizations and officers which do so, nevertheless, and represent, in any way, that the function is an authorized function of a GSU organization, may be charged with fraudulent misrepresentation and brought before Student Judicial Affairs or other University personnel for possible suspension/fine assessments from the University and revocation of charter.

Campus Events Open to the Public

1. All activities must be cleared by using the Facility Use and Activity Clearance forms. Forms must be completed and submitted to the OSCO two weeks prior to event.
2. The organization's advisor must be in attendance throughout the event.
3. Student organizations are responsible for the activities of non-student members and guests while they are participating in an activity of the student organization. All problems involving the behavior of guests, and the public must be addressed by the advisor, and the officer on duty.
4. The advisor is responsible for handling all dilemmas arising at the function/activity and if need arises may, contact the police and take other appropriate action.
5. The University is not responsible for the organization's property left at the site or stored prior to and or after the event.
6. Alcoholic beverages may not be served on campus.
7. Monday through Thursday activities must end by midnight.
8. Friday and Saturday activities must end by 1 a.m.
9. If an entrance or admission fee is charged, the organization must follow an approved money-collection and accounting system for each event. The Official Accounting Report form may be found in the appendix. The organization will submit the Official Accounting Report to OSCO by noon the next workday following the event. A copy will be kept in the organization's file.
10. Loitering around the site of a function is prohibited. Persons will be asked to enter the function or to leave the area.
11. The University police department will determine the need and number of police officers to work each event.
12. Events after 5:00 PM may require police service. Officer requirements will be determined by the nature/specifics of the event. The use of private security will need the approval of University police prior to the event.
13. The sponsoring organization is responsible for the cost of officers, custodians, and other personnel and services required by the event.
14. All aspects of the event must be organized and managed by members and advisors of the student organization. Any co-sponsorship or involvement by outside entities, businesses or individuals must be approved in writing in advance by the University.
15. Organizations are responsible for ensuring the site/facility is left in its original state after use. Organizations will be sanctioned if this policy is violated; i.e., judicial sanction, etc.

Dances, Block Parties, Talent Shows, Etc. Open To The Public

The University reserves the right to limit admission to events to persons who:

- present a valid GSU ID;
- are accompanied by a student with a valid GSU ID;
- present a valid picture ID, either a driver's license or its equivalent (military, state, etc.);
- the university reserves the right to require that all attendees sign in, using a legible handwriting (if the writing is illegible, an officer of the student organization will print the students name next to the signature);
- if admission is charged, pre-sold tickets must be collected throughout the event until its termination;
- Reentering may require additional payment. (Attendees must have ticket stamped, wrist band, etc);
- Security personnel may use hand held metal scanners as attendees enter the event.

POLICY ON CONDUCT/DISCIPLINE OF STUDENT ORGANIZATIONS

This policy is a means to strengthen the standards that are expected of recognized student organizations at GSU. The policy is also a means to provide for an expedient and effective process for handling those situations when the University's standards of conduct are not upheld. This policy's intent is to protect the rights of the student organizations while assuring organizations are held accountable to their members, the University and the community at large.

ORGANIZATION/MEMBER WIRELESS DEVICE/WEBSITE MAINTENANCE RESPONSIBILITY

When an internet Web site is created for a GSU student or student organization, or when individuals/organizations use wireless devices to transmit information, the organization and/or student will be held responsible for the content transmitted using those devices. All Web sites and wireless communications transmitted or created by GSU students and/or organization must be free of indecent, obscene immoral or profane content. Additionally, any depiction of dangerous, threatening, unsafe behavior, use and/or promotion of dangerous drugs or alcohol is strictly prohibited. Please refer to GSU judicial codes 4.06, 4.18, 4.19, 4.21, and 4.25 of the Student Judicial Affairs Student Code of Conduct Handbook

GSU NATIONAL PAN-HELLENIC COUNCIL/LEGACY ORGANIZATION PLOT REGULATIONS

Oversight of organization plots on campus is the responsibility of the Office of Student Clubs and Organizations, University Facilities Department, and the Vice President of Student Affairs

The University requires the following basic regulations:

- The designated organizations with the assistance of the University Facilities Department shall maintain the aesthetics of the assigned plot area
- University Facilities Department will dismantle plots whenever an organization fails to register for two consecutive academic years. Advance notice will be sent to the organization advisor by the Office of Clubs and Organizations
- Currently, only the member organizations of the National Pan-Hellenic Council member organizations, Phi Mu Alpha, Kappa Kappa Psi, Groove Phi Groove, Swing Phi Swing, Tau Beta Sigma, Sigma Alpha Iota, Alpha Phi Omega, Phi Beta Lambda, Ladies of Essence (PKA-Alpha Angels) the Society of Distinguished Black Women, and Pershing Rifles will be authorized to establish plots on the campus

Plot specifications:

- Plots cannot exceed 9X9 ft. total area
- Each plot shall be confined within its borders, so as not to infringe upon the border of another area plot
- All plot locations will be confined to areas approved by the University
- Organizations may remain on plots previously approved, if the University agrees that the area conforms to such usage. Otherwise, another site can be chosen with the approval of the University
- Should an organization receive approval to relocate their plot to a new location, another approved organization may establish a permanent plot in the abandoned area. Organizations may only move one time to establish a plot unless the move is necessitated by future University purposes
- The GSU Facilities Department, after consulting with the Vice President of Student Affairs or designated representative(s) must approve all new plots, construction and landscaping ideas
- Improper materials including loose bricks, hazardous chemicals, paint, or other materials deemed such by the Facilities Department are not allowed in the plot areas. Use of such materials will result in their removal at the respective organization's expense
- Absolutely no changes can be made to plots without approval of the University administration/representative and a majority vote of all plot holders; paint decoration/adornment on trees is strictly prohibited
- Facilities Department personnel will determine the stability and safety standards of structures on all plots
- All equipment, benches and monuments must meet the approval of the Facilities Department and the vice president for student affairs and must be uniform
- Organizations will be allowed two (2) uniform benches, a uniformly designed monument and letters of the same height and width for each plot. No additional adornment may be added to the plots
- Benches may be ordered from manufacturer with organization's choice of color with their letters embossed or engraved on the seat back facing front
- No structure on plot may exceed 6ft. in height

- Each plot is subject to monthly inspections by the Facilities department. Failure to pass inspection will result in probation status for the plot. Failure to pass subsequent inspection will result in termination and removal of the plot for a period of one academic year. This penalty is for failure to maintain the plot only, not a penalty against the organization for regular course of business purposes.
- Campus organizations qualifying for a plot cannot be on probation/suspension or other penalized status
- Organizations under disciplinary action shall have their plot removed provided the action is suspension or probation that exceeds a full semester

STUDENT ORGANIZATION CODE OF CONDUCT

Any violation of the following regulations by a registered student/organization may result in disciplinary sanctions against the organization.

All registered student organizations:

1. Must comply with the eligibility requirements and financial regulations published in the Student Handbook;
2. Shall not discriminate on the basis of age, color, creed, disability, national origin, race, religion, sex or sexual orientation unless pursuant to an exception recognized by law (e.g., fraternity, sororities).
3. Are not exempt from discipline for such actions under this policy that constitute violations of federal, state, local laws, and University policies and regulations may be subject to additional action by an appropriate judicial body;
4. Can be subject to disciplinary action as a result of actions of individual members of the organization undertaken while representing the organization;
5. Shall be responsible for all activities and/or damages resulting from its events. The organization must exercise reasonable caution to ensure that its action and its agent's action on its behalf do not cause damage to the property of students, University employees, other organizations, or the University.
6. Shall be responsible for compliance with University policies, the Student Code of Conduct, including, but not limited to, the use of University facilities and grounds, electronic information technology and facility reservation;
7. Shall ensure that invitations to events taking place in a University facility are limited to students, faculty and staff of the University unless an exception is specifically authorized in accordance with appropriate facility use policies;
8. May not knowingly organize, sponsor, cosponsor or in any way coordinate an event in University facilities with any student organization that has been prohibited from participating in that type of event or has had its registered status terminated;
9. Shall be responsible for compliance with University Alcohol Beverage Regulations, state statutes and city ordinances regarding possession, consumption and sale of alcohol beverages or other drugs, including controlled substances, at any event. An organization shall be responsible for verified instances of underage student organizations consuming or possessing an alcohol beverage or other violations of any of the above rules at any event; and
10. Shall abide by decisions of the University designated representative and/or the Coordinator for student organizations regarding complaints arising out of this policy.

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF THE STUDENT ORGANIZATION CODE OF CONDUCT

Any student, University faculty, staff, student organization or community member may bring an allegation of a violation of the Code of Conduct as provided within this Policy.

1. A complaint that a student organization has violated any provision of the Student Code of Conduct must be submitted in writing or via email to the OSCO within one week of alleged misconduct. The complaint must include a statement of the facts upon which the allegation is based, the name and mailing address and telephone numbers of the complainant and any documentation regarding the complaint. All complaints will organization for reasons other than a Student Code of Conduct violation, they should contact the Student Judicial Affairs, OSCO, or other appropriate governing body directly).
2. The OSCO Director may, depending on complaint, forward a copy of the complaint to the Office of Student Judicial Affairs.

3. After appropriate review by the Director of OSCO and/or the Vice President for Student Affairs (if deemed necessary) a student organization's registration status may be suspended on an interim basis pending final resolution of the complaint. Examples include but are not limited to if:
 - a. The student organization is unresponsive to the Student Judicial Affairs' or Director's inquiries;
 - b. It is deemed necessary for reasons of health or safety;
 - c. It is deemed necessary due to a repetitive complaint history;
 - d. Or, the student organization is alleged to have engaged in egregious or discriminatory behavior to the degree that an immediate temporary suspension is warranted.
 - e. A suspension made under the above (i.e., #2, 3.) will be in effect until:
 - (a) The situation is mutually resolved;
 - (b) The complaint process is completed; or
 - (c) An exception is granted by Student Judicial Affairs, OSCO or the Vice President for Student Affairs.
4. In consultation with the OSCO, and within a reasonable amount of time from the receipt of the complaint, the Student Judicial Affairs Office or the OSCO will determine if an investigation is warranted.
5. If a possible violation of the Student Handbook, or any federal, state, local laws does exist, the Director of Student Judicial Affairs, or OSCO Director, or designee, shall continue the investigation following the finding being issued.
6. If the Director(s) determines that a possible violation of the Code of Conduct does not exist, the complaint shall be dismissed.
7. The Director of Student Judicial Affairs, in consultation with the judicial panel/committee or the Director of OSCO may, before a final decision is issued, resolve a complaint with the student/organization for the imposition of discipline.
8. Following the fact finding/information gathering process, the following shall occur:
 - a. Dismissal of the complaint;
 - b. Call a meeting of the judicial committee/board or the Director of OSCO to hold a formal hearing on the complaint; or
 - c. Mutually resolve the complaint
9. If a formal hearing on the complaint is necessary, it shall:
 - a. Be open only to the members of an ad hoc judicial board, Director of OSCO, the complainant and student representatives of the student organization against which the complaint was filed. (Under most circumstances, the president will represent the organization). Any board member may remove himself or herself from hearing a complaint if a clear conflict of interest exists for a member, and the member refuses to remove him/herself, the judicial board may remove the member by majority vote. If the Chair is removed, the judicial board shall appoint an Interim Chair to handle the proceedings of the complaint.
 - b. Permit the complainant or student representatives to have an advisor present at any point, but in an advisory capacity only.
 - c. Allow for the OSCO Director or designee to present a case in favor of the allegation, using witnesses and evidence as relevant.
 - d. Allow for student representatives of the student organization to provide notarized witness statements and present witnesses and evidence in the student organization's defense.

UNIVERSITY LOGO/SEAL/TRADEMARKS

The use of the name Grambling State University, or GSU, or the use of any GSU logo or seal, is prohibited unless prior approval is received from the Vice President for Student Affairs is obtained.

STUDENT/ORGANIZATIONAL LIABILITY

Advisors and organization officers occasionally express concern about student organizational liability for organization related activities. There are a few hard and fast rules concerning liability, and the following may be helpful as general guidelines:

- A. Organization officers, members, and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All students involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the sale or consumption of alcohol and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
- B. Organization officers and advisors may to some degree limit their liability and protect themselves by the use of "waiver of liability" statements signed by activity participants.
- C. The purchase of a liability insurance policy is recommended for each organization

SAFETY & RISK MANAGEMENT

- A. Clubs are expected to abide by all national, state, and local health and safety regulations pertaining to their specific activity as well as normal safety procedures.
- B. If equipment is part of the organizations' activity, regular inspections must be conducted according to applicable standards to ensure safe conditions and to identify possible safety hazards. Proper maintenance of equipment is mandatory.
- C. If an organization is traveling or participating in contests away from the University, the president of the organization should check out the first aid/safety procedures provided by the host campus. Students must abide by the student travel guidelines.
- D. Safety is a must, and the organization depends on the officers and advisors of each club to ensure that every possible precaution has been taken.

THE ORGANIZATION'S FUNDS/INCOME MANAGEMENT RESPONSIBILITY

Establishment of the Agency Account

All organizations MUST establish an internal "Agency" account through the University Comptroller's office. Any income derived from dues, fund raising events, and/or contributions to the organization MUST be placed in this account. This includes funds received by the organization from any source. All income must be placed in the organization's University account.

Finances

All registered student organizations are encouraged and expected to make every possible effort to become financially self-sufficient. Organizations may generate funds in several ways:

- A) Establish dues or fees charged to members;
- B) Sponsor fundraisers;
- C) Promote sale of organizational services.
- D) Co-sponsorship with business, corporations, other student organizations GSU Colleges and/or Departments.

Dues and/or Fees

Dues and/or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the University's non-discrimination policy. All students paying dues or fees must be accepted for membership. These funds are to be deposited into the organization's University account.

Fundraisers

There are University procedures which must be followed regarding fundraising. Student groups such as clubs and organizations may not solicit funds or donations on behalf of GSU.

Student organizations must:

1. Clearly state that you do not represent the University, that your request is for a student group and would not qualify the donor for a GSU (educational) tax deduction.
2. Use your club/organizations stationery but do not University letterhead.
3. Not contact a large company or corporation such as "American Airlines", "IBM", "Ryder Corporation" etc., without receiving approval from the University Office of Development. Please schedule an appointment with the Director of Development or other office as directed.

4. First complete an Activity Clearance Form before conducting fund-raising events. If sales of edible items or other commodities that might conflict with campus auxiliary contracts are involved, Auxiliary Services as well as the Favrot Student Union must be notified of the sale.
5. Understand and respect that OSCO is not liable for actions by registered student/campus organizations and/or individuals with regard to fund-raising activities. The consumer has the right to register a complaint in writing which will be investigated by OSCO.

Sale of Organizational Services

The sale of organizational services is an often overlooked source of funds. If an organization has members with special talent, it may wish to sell these services to other organizations. For example, a public relations or advertising club might, for a fee, design advertising campaigns for other organizations wishing to promote a special event.

Co-sponsorships

Student organizations may solicit co-sponsorships by joining with another student organization(s), department or college, off-campus organization, to secure additional resources to present an activity. Through co-sponsorships, organizations may be able to conduct bigger projects with reduced risk for each sponsoring organization.

Please be reminded that an organization/club is not a business and the number of fundraisers should be limited; and all approvals for fundraiser may not be authorized.

RAFFLE

Gaming activities are governed by state law. Before any activity associated with a raffle is initiated, an Activity Clearance forms and the forms to apply for a state raffling license must be completed.

Rules for conducting raffles:

1. A fundraising Activity Form must be completed at OSCO before any activity associated with the raffle is initiated.
2. The sponsoring organization must apply for a limited license to conduct charitable gaming with the Division of Charitable Gaming Control of the State Department of Public Safety at least six weeks before the date ticket sales begin. Contact OSCO for limited license application.
3. Ticket sales may not begin until the limited license is granted by the Division of Charitable Gaming Control.
4. Tickets may not be sold for more than \$1.00 each.
5. The value of total number of tickets sold may not exceed \$3,000.
6. Total value of prizes may not exceed \$2,000.
7. All prizes must be purchased or donated before any chances are sold.
8. The sponsoring organization may conduct a raffle (or any other game of chance) no more than twice a year. Total gross sales for all raffles conducted during the school year may not exceed \$5,000.
9. The sponsoring organization must maintain records showing: gross revenue from the raffle detailed expenses of conducting the raffle, detailed report of how the net proceeds from the raffle were spent.
10. These records must be kept for at least three years from the date of the raffle.

INTERNAL & EXTERNAL COMMUNICATION

Members of organizations spend a lot of time communicating; therefore, it comes as no surprise that at the root of a large number of organization problems is poor communication. Effective communication is an important part of organizational success whether it is inter-group or external. The communication process responsibility should never be assigned to "someone else". Therefore, the importance of the organization's executive board taking the responsibility to facilitate communication between club members, the advisor, organization councils, OSCO and external contacts cannot be overemphasized. Only through the Executive Boards' responsible attitude in reporting club meetings, activity results, and club needs, will an organization be able to maintain a good accountability record.

GUIDELINES GOVERNING SOCIAL GREEK LETTER ORGANIZATIONS AT GRAMBLING STATE UNIVERSITY

Grambling State University (GSU) is host to all organizations affiliated with the National Pan Hellenic Council (NPHC) and organizations affiliated with the national music and band sororities/fraternities through the music department which have particular requirements and conditions to fulfill through their national governing bodies. GSU grants recognition to student organizations with the understanding that:

- a. The organization will comply with the mission of the University and its national body.
- b. The organization is committed to improving the quality of student life through building strong social relationships
- c. Provide service to the community and school
- d. The organization is committed to scholastic achievement and leadership development

A list of organizations that must follow these University guidelines follows:

NPHC Fraternities

Alpha Phi Alpha Fraternity, Inc

Iota Phi Theta Fraternity, Inc.

Kappa Alpha Psi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

NPHC Sororities

Alpha Kappa Alpha Sorority, Inc.

Delta Sigma Theta Sorority, Inc.

Sigma Gamma Rho Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

Band/Music Organization/ Fraternities/ Sororities

Phi Mu Alpha Sinfonia, Inc.

Kappa Kappa Psi

Sigma Alpha Iota International Music Fraternity

Tau Beta Sigma Honorary Band Sorority

Charter Renewal Requirements

1. All social Greek letter organizations and music/band organizations must be in good standing with their national office
2. All organizations are subject to the rules, regulations, requirements and decisions of the University
3. Organizations will operate under the supervision of the Division of Student Affairs and specifically the Office of Student Clubs and Organizations (OSCO).
4. All organizations are required to adhere to the regulations of the University and their charter requirements in order to maintain active status.
5. All organizations should understand that the University maintains the right to revoke the organizations' charter for non-compliance and other violations of the University standards of conduct.
6. When disciplinary action is taken against a student organization and/ or its members, the organization and/or individual members will lose their right and privilege to function on the campus
7. Each organization must renew its charter annually as directed by the OSCO)
8. Complete the update form and current membership roster each spring semester
9. Failure to comply with registration requirements will result in a monetary penalty.
10. All NPHC affiliated organizations must be an active member of the Pan-Hellenic Council
11. Each organization will determine their Pan-Hellenic Council representative
12. Organizations must maintain at least ten (10) active members
13. The organization must maintain a 2.5 Grade Point Average (GPA) each semester. Organization officers must maintain a 2.5 GPA; members must maintain a 2.0 GPA.
14. Provide a list of members currently registered at GSU, who are inactive and reason for inactive status, ex., (financial, disciplinary, academic). Inactive members are prohibited from participating in all chapter activities. Involvement of inactive students will result in disciplinary action imposed against the organization.
15. Must provide all information requested by the OSCO or the Student Affairs office.
16. All members with less than a 2.0 GPA must be inactivated immediately.

Chapter Membership Requirements

- A. Chapter Officer Must be a full time student
 1. Financially active with chapter, regional and national level
 2. Not under academic/ disciplinary sanctions
 3. Have and maintain a minimum 2.50 GPA
 4. Students with less than 2.0 GPA shall be automatically dropped
- B. General Membership Status
 1. Members in undergraduate chapters must be full time students with undergraduate level status
 2. Students with less than 2.0 GPA shall be automatically dropped
 3. Students from other chapters will not be recognized at GSU and must be excluded from official affiliation/activity with the GSU organization.

Activities Prior to Intake

1. The names of all prospective members must be submitted to the Office of Student Clubs and Organizations to provide judicial records and grade clearance prior to the day of the interview.
2. All Intake activity forms campus/ and organization intake forms must be completed and submitted to the Office of Student Clubs and Organizations prior to the start of the Intake Period.
3. The University will determine the intake calendar/schedule and organizations must comply with the University's schedule.

Intake Period

The intake period will include the following:

1. Notification/Advertisement for Intake
2. Informational Seminar
3. Certification of candidates by OSCO
4. Application Package Review
5. Interview of candidates
6. Vote by chapter to select candidates
7. Approval from regional and /or national office
8. Education-Instruction-Training of Candidates
9. Initiation into organization
10. All funds received from candidates for membership must be deposited in the University Account.
11. If a candidate is terminated during the intake process, a written report must be submitted with reasons for termination and signed by candidate, intake chair and advisor.

NEW MEMBER INTAKE

Students registered at GSU for a minimum of 12 semester hours and 30 hours completed at GSU before the semester within which he/she is establishing eligibility may participate in membership intake. Students must meet the following criteria:

1. A full-time GSU student
2. Thirty (30) academic of credit hours earned at GSU , non-remedial, and is officially classified as a sophomore or above at the end of the previous spring semester
3. Has at least a 2.50 cumulative grade point average
4. Was enrolled full-time and completed the semester at GSU prior to intake
5. Is in good standing with the University (academically; and, no disciplinary sanctions during the past two years.
6. Officially cleared by the Office of Student Clubs and Organizations
7. Chapters are forbidden to send students to registrar's office to request transcript for intake purposes. (Transcripts can only be requested through the Office of Student Clubs and Organization for membership intake purposes).

8. All chapters must conduct membership intake during the fall or spring semester during the time allotted for intake purposes. Intake calendar will be published.
9. Chapters are not permitted to participate in intake activities at other Universities
10. Grambling State University students are not allowed to be initiated or join other Greek letter organizations at another college or university.
11. Chapters from other universities cannot participate in intake activities at Grambling State University.
12. A list of final candidates selected to become members must be filed in the Office of Student Clubs and Organizations within 24 hours of selection.
13. ALL intake activities must be held on the GSU campus
14. Candidates must attend class during intake process
15. If a candidate drops a course during the intake process, it must be reported immediately to OSCO.

If there is any violation of the intake rules and guidelines, the organization will face the possibility of losing its charter and severe penalties will be imposed.

Candidates should be aware of and avoid participating in activities that demonstrate that he/she is in the intake process which include activity such as examples as follows:

1. Dressing alike, dressing up, walking in lines
2. Addressing members as "big brother/sister"
3. Not talking while on campus
4. Candidates cannot participate in off campus activities/meetings with members of the organization
5. Cannot participate in parading or chanting, etc.
6. Organization members/candidates may not participate in group meetings, gathering, step practices, service projects, and fund raisers
7. Intake activities are prohibited in residence halls
8. Candidates shall not be forced to give donations or raise money to purchase any items for any reason. Such acts will result in disciplinary sanctions.

Members and candidates who violate these guidelines will face disciplinary action by the Office of Student Affairs. Please do not participate in any activities described above unless special approval is received from the Division of Student Affairs. Requests for approval must be submitted in writing to Office of Student Clubs and Organizations for exceptions to any intake guidelines.

Please review the GSU Anti Hazing Policy. Any type of hazing is strictly prohibited and may result in expulsion of the chapter and members involved in hazing activity.

GSU ANTI-HAZING POLICY

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility. Hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student development programs. Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment or ridicule. Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, band and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution.

A. Definition of Hazing

Any action taken or situation created on or off university premises (membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

1. Paddling in any form, slapping, pushing;
2. Forced inducement or the causing of another to consume any food, liquid or other substance;

3. Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;
4. Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e. derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;
5. Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy.

Participation in any pledging or membership intake process activity must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution. Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

It shall be the responsibility of student organization members and candidates to report all complaints in writing concerning possible hazing violations to the Office of Student Clubs and Organizations (OSCO), Office of the Vice President for Student Affairs, Office of Student Judicial Affairs or University Police Department. Cases will be handled on an individual basis. Additionally, organizations and/or individual students found responsible for violating the Hazing Policy shall be subject to disciplinary action through the Office of Student Clubs and Organizations or cases can be referred to the Office of Student Judicial Affairs. The prospect of a University judicial hearing does not prevent the possibility of criminal charges.

HOUSING POLICIES AND PROCEDURES

FIRE

If a fire starts in your room, please call a Residential Life Staff member or University Police at extension 2219 or 2222 (if needed), or the Department of Residential Life/Housing at extension 2504. University Police will call the Fire Department (if needed), if a fire alarm is sounded, DO NOT open the door until you:

1. Check for smoke seepage around the door cracks.
2. Feel the door surface. If it is hot, don't open it. If the door seems cool, cautiously open.
3. Check to see if it is safe. If safe, close all doors and windows behind you and proceed rapidly to a clear exit.
4. Secure the cracks around the door using sheets, pieces of clothing or whatever is handy. This can block deadly heat and smoke.
5. Open the windows slightly. This will let in fresh air and let out bad air.
6. Hang a sheet out the window to signal rescuers. If you are trying to escape through a smoke-filled room or corridor, proceed as follows:
 - a. Wear hard-soled shoes.
 - b. Place a wet towel or other wet cloth over your head and face. Breathing through the wet towel will help to cool the air and filter out much of the smoke.
 - c. Take short breaths, breathing through your nose. Avoid gulping large amounts of smoke.
 - d. Cover your body with something that can easily be discarded if it catches fire.
7. Heat and smoke rises; and dangerous fire gases settle to the floor, thus, you should move quickly in a crouching position to the nearest clear exit.

ALWAYS TRY TO REMAIN CALM, NEVER RE-ENTER A BURNING BUILDING TO SAVE YOUR PERSONAL POSSESSIONS. DO NOT USE ELEVATORS.

SMOKE DETECTORS

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff members and licensed technicians will test the smoke detectors to insure they are functioning properly. (If there is a problem with the smoke detector in your room, please notify a residence hall staff member immediately). Do not tamper with the smoke detector or any fire prevention equipment at any time. Students, who tamper with fire prevention equipment are referred to the Office of Student Judicial Affairs and are subject to fines by the Department of Residential Life and penalties as mandated by the State Fire Marshal and may be recommended for removal from University housing.

SPRINKLER SYSTEM

Steeple's Glen and Tiger Village are equipped with sprinkler heads. These heads are designed to provide you with safety from a fire in your room or residence hall.

INTOXICATED PERSON

If someone is found to be intoxicated, call University Police and be prepared to give the following information.

- Your name and location
- Nature of the emergency
- Location of the person
- Number of people involved

DO NOT:

- Give the person any type of medication
- Walk, run or exercise the person
- Give the person a cold shower
- Give the person any liquid
- Attempt to control the person

DO:

- Keep the person comfortable until University Police arrives
- Place a garbage bag in a can next to the person so he/she may vomit if necessary. Check the person periodically to monitor his/her breathing

MENTAL

Call the Counseling Center Monday-Friday between the hours of 8:00 a.m. - 5:00 p.m. for anyone that you feel may be experiencing emotional problems at (274-3338). During all other times, call University Police at 274-2219 or 2222.

DEATH

In the event a student or non-student is found dead in the residence hall, you should:

- Call University Police at 274-2219 or 2222
- Call the appropriate Residential Life/Housing supervisor's (office)
- Do not attempt to contact/notify the resident's family nor the media

The Vice President for Student Affairs and Academic Affairs will notify the family or media. The Residential Life staff along with the resident's roommate will pack the deceased personal belonging, and make arrangements for the parents/guardians of the deceased to pick up the personal items in the residence hall.

SEVERE WEATHER AND TORNADOES

In the event a tornado is reported or sighted, all persons within the Residence Halls should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

- 1st floor residents, move to the 1st floor hallways

BOMB THREATS

If you receive a bomb threat or any other type of threatening telephone call, you should remember the following:

1. Remain calm.
2. Attempt to identify background noise such as traffic sounds, machinery running or voices which may assist in determining the location of the caller.
3. Attempt to identify caller's voice. Is it female or male, high or low pitch, heavy or light accent or no accent at all?
4. If bomb threat, ask what TIME the bomb is scheduled to detonate, the location of the device, and the REASON for the placement of the bomb? Write down the above details for Grambling State University Police and, above all, DO NOT HANG UP THE TELEPHONE.

Notify the appropriate supervisor.

Notify the Grambling State University Police Department at (318) 274-2222.

MEDICAL EMERGENCIES

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Residential Life staff member will call University Police.

- If a medical emergency occurs at any other time, the Residential Life Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. Try to verify a medical history. Get student's home phone number, address and date of birth.

Call University Police (office) 274-2222.

SECURITY

Grambling State University has its' own 24 hour police department available to assist you with any concerns or issues. The following are general highlights:

1. For the security of the residents in your hall, report any key loss to a departmental staff member immediately. Periodic key checks are conducted.
2. Visitors of the opposite sex must enter through the hall's front entrance and must be escorted at all times.
3. Report doors left open, doors not securing properly and unescorted visitors inside the building to a staff member or University Police.
4. If you are locked out of your room, you must have proper identification for staff to verify your room occupancy. If your identification is in your locked room, the staff member may enter the room and retrieve the identification for verification purposes. Work cooperatively with our University Police to ensure the safety of your home away from home.

ROOM KEYS

1. Room keys are property of the University and may not be duplicated. If you lose your room key, report it immediately to the Residential Life/Housing Staff. For Traditional Halls a charge sheet will be issued and submitted to the Residential Life/Housing office for a lock change to be made. Once the lock change is made, both persons will receive new keys for his/her residence hall. Tiger Village lock change/lock-outs must be processed at the Tiger Village Club House. A charge sheet will be issued and charge sent to Residential Life for processing. For lock-outs, staff members will utilize a gaining entry form and must verify student's identification.
2. The Lock Out Procedure will go as follows: First time WARNING, second time \$25.00, third time and thereafter \$50.00. Should a resident become locked out after midnight, over the weekend or after 5:00 p.m. on a Friday, they will be assessed an additional \$25.00 fee in addition to the regular charge.
3. **Keys are non-transferable. They are for the exclusive use of the resident**, not visitors or anyone other than the person who received the key (see charge for transfer of keys).

Anyone in possession of and/or duplicates Grambling State University keys without authorization will be subject to separation from the University and could face criminal charges.

GUESTS

You may have guests in your room. Opposite Gender Visitation hours will be posted within your residence hall, upon approval of the office of Residential Life/Housing. You assume responsibility for your guest(s). Guests must obey University and State and Residential Life rules and regulations. A guests may be requested to leave by a Department staff member. Students may have overnight guests of the same sex, provided there is a vacancy in the room and/or roommate agrees to condition. No guest is allowed to spend more than two nights in the residence halls per semester. All guests must be registered with a staff member. Overnight guests must be no less than twelve years of age.

If a guest stays beyond two nights in the residence halls, the student will be assessed an additional semester room rent charge. Overnight guests of the opposite sex are prohibited.

Visitation Guidelines for Guests (pending departmental approval)

The following visitation guidelines should be followed:

1. Guests must be escorted by a resident of that hall at all times. Guests must be currently enrolled Grambling State University students.

2. Residents and their guests are expected to be completely clothed. Guests must use the appropriate restroom facilities. Men are restricted from entering female community baths and females are restricted from male community baths. Opposite Sex visitors in suite-style halls may not shower in the suite bathrooms.
3. Each resident may entertain only one guest at a time.
4. For security reasons, guests must enter the residence hall via the main entrance.
5. Sexual intercourse is not allowed in the residence halls.
6. Overall student conduct in a particular residence hall will determine participation in visitation.
7. Rooms are subject to periodic checks by University Personnel and Resident Assistants.
8. Students must communicate with their roommate to determine appropriate timeframe to participate in visitation within the overall visitation policy.
10. Violation of the visitation guidelines or policy will result in disciplinary action.
11. Specific days and hours for Visitation will be posted in your Residence Hall.
12. Safety concerns and/or violation of the policy should be reported immediately to the Department of Residential Life and University Police.

VISITATION IS UP TO THE DISCRETION OF THE DEPARTMENT OF RESIDENTIAL LIFE AND STUDENTS WILL BE NOTIFIED WHEN VISITATION OFFICIALLY BEGINS.

LOUNGES

Guests of the opposite sex are welcome from noon until midnight in the residence hall. Lounge areas left dirty may be locked. Furniture should not be removed from the lounges.

TELEPHONES

Each room is telephone ready. You must supply your own phone. Local calls made from residence hall rooms are free. To place calls from one campus extension to another, simply dial the last four digits of the telephone number. To call from a residence hall room to an off-campus number within the Ruston local calling area, dial 9+ the seven digit telephone number. For long distance calls, you may purchase phone cards or use cell phones. Work orders for telephone repair are processed by Residential Life to the Information Technology Center.

CABLE TELEVISION

All residence halls are equipped with basic cable TV service. Work orders for cable repair are processed by Office of Residential Life and carried out by the Information Technology Center.

VENDING MACHINES

If vending machines are available in your assigned residence hall, they will be located in the first floor lobby area.

LAUNDRY

All students are required to purchase a laundry card from the University Police Department. The cost of the card is \$5 dollars and incremental amounts may be placed on the card.

The "Laundry Room" is located in the South end of Carver Hall. Laundry rooms are available in various residence halls. To avoid theft, residents should remain with their laundry. Coin-operated washers and dryers in the residence halls are for residents only. The University is not responsible for stolen laundry.

DECORATION AND ALTERATION OF ROOMS

Permanent alteration of residence hall rooms is not allowed. Nails or screws should not be placed in the walls, ceilings, windows, or doors. For hanging posters, only art gum should be used. Tape and other types of adhesive substances are not permitted. Tacks or push pins should be used on bulletin boards only. Altering a room may result in damage charges. Do not disassemble any bed that is in your room that is not occupied or put beds together. These beds are present for placement of future or possible roommates. Charges will apply for occupying both sides of the room.

ELECTRICAL APPLIANCES AND EQUIPMENT

Electrical appliances with open heating elements: hot plates, coffee makers, toasters, toaster ovens, sandwich makers, George foreman grills-are not permitted in student rooms. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances such as -window air conditioners, refrigerators more than 2.5 cubic feet-are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. **Surge protectors are required for all electrical usage.**

CLEANLINESS OF ROOMS

Residents are expected to maintain minimum health standards in their rooms. Food containers should be disposed of properly and promptly and clutter should be kept to a minimum. Clutter and food attract roaches and other pests. Residential Life staff conducts weekly inspections of student rooms to ensure cleanliness. Pest Control provides monthly preventive service.

ABANDONED POSSESSIONS

Possessions left by a resident will be disposed of by the University after the resident's departure. The University does not guarantee the safekeeping of possessions left by residents nor does it store possessions of residents.

LIABILITY

The University is not responsible for loss in the residence halls due to theft, fire, floods, interruption of utilities or other causes. Room rent will not be adjusted due to loss or interruption of utilities. The University is not responsible for personal property that is lost, stolen or damaged in or on residence hall properties. This policy includes student rooms, storage rooms and automobile lots, as well as other residence hall areas and during vacation and holiday break times. The department encourages all students or their parents to purchase personal property insurance. Personal Property insurance Policy Brochures are available in your residence hall or in the Residential Life Office.

ROOM CHECKS

The university reserves the right to enter students' rooms at any time in order to:

1. Determine emergency situations
2. Make routine maintenance inspections
3. Maintain minimum health and safety standards (cleanliness)
4. Enforce regulations
5. Check for blocked doors. Blocking doors is prohibited. Students with blocked doors will be fined/sanctioned.

THEFT AND VANDALISM

The best guarantee for the security of your personal property is a locked room door. Most thefts in the residence halls occur due to unlocked doors. If your door is equipped with a deadbolt, remember to lock it as well. Belongings can be insured in a family's homeowner's policy, renter's insurance, or personal property insurance. Students are encouraged to have such insurance. Students who witness vandalism should report it to a Residential Life staff and/or University Police at 274-2222.

SALES AND SOLICITATION

Sales and solicitation are PROHIBITED in the halls unless written permission has been granted by the Director of Residence Life/Housing. Students are requested to report any unauthorized salesmen or solicitors to department staff.

RESIDENCE LIFE PUBLICATIONS

The Residential Living Handbook "**The Tiger Bulletin**" contains policies, rules, regulations and fines for the Department of Residence Life/Housing. Residence hall students are obligated to read the residence hall information in the Grambling State University Student Handbook which may be obtained from the Division of Student Affairs in Grambling Hall.

Questions in regard to information found in this bulletin should be directed to an Area Coordinator or other Residential Life staff member. Students are responsible for any and all regulations or policy changes that are put into effect after this bulletin is printed. All new changes will be posted and information given to all residents in the residence halls.

Department Notices are distributed to residents by staff members. Residents are obligated to read all departmental information. Other important information will be relayed through the university website, memos, flyers and monthly hall meetings. Monthly hall meetings are scheduled in advance and residents are required to attend. Residents unable to attend must obtain prior approval from the Area Coordinator and must sign and receive information that will be discussed at the monthly hall meeting. Residents not attending without prior approval or who do not receive the necessary information will receive a \$25.00 fine.

ROOM ASSIGNMENTS

Board of Trustees Policy

In compliance with the Louisiana Board of Trustees resolution, it is the policy of the University that all unmarried, full-time, undergraduate students with 60 hours or less, regardless of age or whether or not emancipated, will be required to live in a residence hall as long as space is available. Students found violating this policy will be required to move into the residence hall system and pay full room rent for the semester in which the violation occurred. Forms for consideration of the Exemption From the On-Campus Residency Requirements may be obtained from the Department of Residence Life/Housing. Forms must be returned to the department at least two weeks prior to the first day of registration of the semester in order to ensure full consideration before approval. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester.

Residence hall accommodations are operated on a room and board plan: all undergraduate students living in the residence hall system must pay for the two services.

You must remain in the same room during the academic year unless you request a room change at the Residence Life/Housing Office or unless the room is unavailable due to repairs, renovations, closure, disciplinary relocation or consolidation. New residents are assigned a room on the basis of the date of admission and completed application along with the required housing deposit. "New" assignments for each Fall semester are made after current returning residents have been assigned their room(s). Roommate requests for new students must be mutual and made by the time room assignments are made. Roommate requests are not guaranteed. All assignments are made according to these priorities.

Academic Suspension

Students placed on academic suspension or students, who do not achieve satisfactory academic progress (SAP) for a particular semester, will not be allowed to retain their housing status for that respective semester, unless a university appeal has been granted and registration has been officially completed. However, if the student is re-admitted to the university and space is available, he/she will be assigned a room. If unable to accommodate students on campus, they will be placed on a waiting list until a room becomes available.

Opening and Closing of Halls

The dates for the opening and closing of all residence halls are posted in the University Calendar. All buildings close at 5:00 p.m. on commencement day for fall and spring semesters. Residence Halls close on the last day of finals for summer sessions I & II. All residents must check out at this time. Residents who vacate a hall after its posted closing time will be assessed a late check-out fee. Students are not permitted to remain during interim periods between semesters/sessions.

Summer Assignments

A limited number of residence halls are open for summer sessions. Students may sign-up for summer sessions during the Pre-Housing period and also sign-up in the Residential Life/Housing Office located in Grambling Hall, suite 216.

Pre-Housing/Room Reservation

At an announced time each spring, all current residents must complete a room reservation to choose a room for the Summer and/or Fall semesters or to cancel their reservation. Those wishing to remain in their current room receive first preference. The remaining spaces are assigned on a first come basis. Failure to Pre-House will result in the loss of the current room assignment and the student must re-apply for housing and pay all required fees associated with that process.

Private Rooms

Private rooms are only available when space permits.

CHECK-INS

Check In Procedures

1. The student must have a room notification on file within the residence hall.
2. The student must complete a Residence Check-in/Check-out form, Inventory Form (UCR) and the Missing Persons Information.
3. The student must receive a copy of the "TIGER BULLETIN".
4. The student will receive a key when all steps and procedures have been completed.

When you check in or change rooms, you must fill out a new check-in form. You should complete the form and list the condition of the room on the inventory form or UCR. Any damages should be noted specifically on this form. Damage charges will be levied for discrepancies found on the inventory form or UCR form filled out and turned in at check-in when you check-out. If you need assistance, ask a Residential Life/Housing staff member: Resident Assistant, Senior Resident Assistant, Graduate Assistant or Area Coordinator.

ROOM CHANGES

All room changes must be initiated in the Residential Life/Housing Office in Grambling Hall. Room changes are based on available space and must be authorized with valid reason. Each student who will be moving must be present to request permission to change. You must first go to the Residential Life/Housing Office to secure written permission before any change or transfer of belongings takes place. Moving without permission results in a \$100 fine and room usage fees for the period of continued occupancy. Use the following procedure in making a room change:

Room Change Authorization

1. Obtain authorization from the Residential Life/Housing Office.
2. Go to the original room assignment and remove all belongings. Sweep, mop, and clean your area of the old room. Locate a staff member to check you out of your current room assignment. The staff member will give you a Proof-of-Check-Out Form after you have checked out to verify you have returned your key(s) and have officially vacated your previous assignment. Take this form to the Room Assignment Coordinator to process.
3. Once you receive authorization, go to the building you are moving into to fill out the necessary paperwork and receive your new key(s).
4. Fill out the new Inventory or UCR Form for the new room and return it to a staff member.
5. Room changes are not complete until keys to the old room have been returned. Failure to do so will result in additional charges placed on your account.

RESPONSIBILITY FOR DAMAGES

Damage to a room is the responsibility of the assigned residents. Any resident or guest who causes damages or allows damages to occur in a student's room or in or around the residence halls will be required to pay for the restoration of that area. If it cannot be established which resident caused or allowed the damage in a room, all residents of the room will be held equally responsible for restoration costs. In addition, students are subject to university disciplinary actions and removal from University housing as well as possible criminal prosecution. The resident is responsible for all damaged items in his or her room not reported on the Check-In/Check-Out form given to the resident at check-in. Repair and replacement costs can be substantial. Department administrators determine the actual repair or replacement costs. Only the Department can authorize repairs or modifications in the residence halls.

CHECK-OUTS

When you change rooms or move from the residence halls, you must be checked out by a Residential Life staff member. Notify Residential Life staff in advance, if you are not checking out during regular scheduled check-out times. If you are checking out at the end of the semester, you must do so before the building closes or you will be fined. Residents who vacate a hall after its posted closing time and date without authorization will be assessed a fee. All residence hall students must check out before the close of each semester. All student rooms are vacated between summer and fall semester.

Check-out procedures:

1. Remove all personal items from the room; sweep, mop, and clean your side of the room.
2. Go to the office in your assigned residence hall. Sign the necessary paperwork and return your room key(s).

3. The staff member will compare your Inventory Form or UCR Form to the room's current condition. Charges will be assessed for all damages and a charge sheet generated for student signature.

*** Students leaving the residences halls without checking out will be charged for lock changes and other associated charges. ***

The Department of Residential Life reserves the right to conduct a final inspection of your room upon your departure. Additional charges may be added to your account as a result of this inspection.

RELOCATION AND CONSOLIDATIONS

Any student, when deemed necessary by university officials, may be moved to another room or another residence hall. In order to make the most efficient use of all residence halls, the university reserves the right to close any residence hall and move its residents to other buildings.

The Department of Residential Life adheres to the policy that any student contracting at the double occupancy rate must retain a roommate at all times in order to avoid additional fees.

ROOM RENT

Every effort is made by the University to keep room rent as low as possible for all students. It is the policy of the university that students contract for room rent on a yearly basis. Residence hall accommodations are operated on a room and board plan: all students living in the residence hall system must pay for the two services.

RESIDENCE HALL ROOM CONTRACT/RESIDENCE HALL LEASE

The Residence Hall Room Contract is a legal document, an agreement between the student and Grambling State University, as an institution of the State of Louisiana Board of Trustees for State Colleges and Universities. Any questions regarding the contract should be addressed to the department's administrative staff in Grambling Hall; residence hall student staff members are not authorized to offer exceptions concerning any of the contract provisions. This contract is made and accepted subject to the applicable provisions of the University Bulletin and University publications.

HALL STANDARDS

The Department of Residential Life/Housing's purpose is to provide accommodations and experiences which will complement each student's academic experience. To be successful, the Department endorses a system of order to promote academic development, social maturity, spiritual enrichment, and personal improvement. Students are responsible for rules outlined in the "Tiger Bulletin," the Grambling State University "Student Handbook", notices sent to their rooms, and in floor and hall meetings conducted throughout the semester/sessions. Residence Hall Meetings are MANDATORY. Missing meetings will result in a \$25 fine.

DISCIPLINARY ACTION

Students are referred by residence hall staff to one of the following University agents for disciplinary action:

1. Residential Life/Housing Staff
2. Judicial Affairs
3. University Police

Disciplinary action by each may include warnings, fines, restrictions, community service, probation, relocation, suspension, expulsion or prosecution. Details regarding student conduct and disciplinary action may be found in the University's "Code of Student Rights, Responsibilities, and Behavior" found in the Grambling State University Student Handbook. Copies may be obtained from the Student Affairs Office in Grambling Hall. The following regulations are designed not to be all-inclusive but to be an aid for students living in the residence halls. The Department reserves the right to modify the regulations to best serve the students.

IDENTIFICATION

A valid form of identification (GSU ID) must be produced upon request by any University official: RAs, Residence Life Staff; University Administrators or University Police.

ALCOHOL

Alcohol (of any kind including beer or wine) is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in the residence halls, not even as decoration.

GAMBLING

Gambling for money or stakes representing money on University property is in violation of State Law and is thereby PROHIBITED. NO GAMBLING.

BIKES

All bicycles must be registered with the University Police. Cyclists are to abide by all traffic regulations. Bikes should be secured with a lock and chain. Bikes are not to be parked anywhere in the residence halls, nor on stairways or by Exits.

DRESS

When in the halls or when going to and from the community bathrooms, men are required to wear a minimum of gym shorts, women a bathrobe.

TAMPERING WITH FIRE EQUIPMENT, FALSE ALARMS

Student(s) responsible for discharging fire equipment, tampering with alarm horns or false fire alarms shall be referred to the Office of Student Judicial Affairs and may also be prosecuted through the criminal courts and are subjects to fines and monetary penalties as mandated by the State of Louisiana. Students may also be denied on-campus housing. State fire code mandates prohibit the burning of incense or candles in rooms and suspending items from sprinkler heads. Candles are not allowed in the residence halls. Any item with an open heating element or that exceeds specified wattage is not prohibited within the residence hall. Students may use a microwave. All other cooking devices including fry daddy's, hot plates, toaster and toaster ovens and other cooking devices with open heating elements are prohibited. All fire violations result in a fine and/or mandatory judicial processing, which may include additional monetary charges, fire education seminar and/or community service.

HAZING, HARASSMENT, AND VIOLENCE

Mental or physical hazing, harassment, and violence in any form are prohibited whether directed toward students, staff, or guests.

LOITERING

Loitering is not permitted in or around the residence halls. Refer to your "Student Handbook" for additional information.

NOISE

Each student should respect the rights and requests of his neighbors. Noise should not disturb residents' study, sleep, etc. Disciplinary actions that may be taken to curb noise include restriction of visitors to the room or relocation of the student. Sound equipment-musical instruments, stereos and TVs-may be operated in student rooms but must not disturb others. Students are encouraged to use headphones. Disturbances may result in removal of the equipment from the building or by resident being removed. Car stereos in residence hall parking lots that disturb residents should be referred to University Police.

ZERO TOLERANCE FOR:

*FIREARMS

*ILLEGAL DRUGS

*VIOLENT BEHAVIOR/FIGHTING

DANGEROUS DRUGS

The use, consumption, possession, manufacture, purchase, sale, and/or distribution of illicit drugs, narcotics or other controlled dangerous substances are strictly prohibited and all local, and federal laws apply.

FIREARMS

DANGEROUS WEAPONS AND EXPLOSIVES. The use, possession, or storage of dangerous weapons and explosives are strictly prohibited. These include, but are not limited to firearms (e.g., shotguns, pistols, rifles, etc., knives, blades, and explosives) (e.g., gasoline, ammunition, gunpowder, firecrackers, fireworks, bombs, other incendiary devices, etc.) except as required for classroom instruction and only with the expressed written authority of the Vice President for Student Affairs & Academic Affairs or the President.

VIOLENT BEHAVIOR

DANGEROUS, THREATENING, UNSAFE BEHAVIOR. Any conduct or behavior which threatens or endangers the health or safety of any person or persons in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions and kidnapping.

VIOLATORS WILL BE REQUIRED TO VACATE THE RESIDENCE HALLS IMMEDIATELY WITHOUT ANY PORTION OF THE ROOM FEE BEING REFUNDED.

PERSONAL PROPERTY AND THEFT

The university is not responsible for loss in the residence halls because of fire, theft, interruption of water, heat, and other utilities or other causes. The University is not responsible for personal property that is lost or damaged. Thus, a resident should not keep large sums of money and other valuables in his/her room. The university is not responsible for items lost or stolen in residence halls during semester breaks or between semesters. The best guard against property loss is to keep your room locked. Report all losses to the Area Coordinator and University Police.

Residents are requested to provide their own personal property insurance. Information on Personal Property Insurance maybe picked up from residence hall offices or the Residential Life Office located in Grambling Hall, Suite 216. It is requested that all electronic equipment, (computers, DVD players, etc...) be registered with the University Police Department.

STUDENT AGENCY ACCOUNTS – POLICY

Purpose/Objective: Agency funds account for resources held by institutions as custodians or fiscal agents for students, faculty, staff members and organizations. The policies set forth employ some generally accepted accounting principles that allow for the safekeeping of funds and seek to reduce the occurrences of misuse. The policy also seeks to regulate the process of applying for and utilizing an agency account to not only protects the organization, but the university as well.

STATEMENT OF POLICIES

Organizations will be held to the same accounting standards as university regulated funds. Grambling State University will be referred to as “the university” from this point forward.

A. Student Organizations

1. The university requires student organizations to have their financial accounts with the Controller’s Office.
2. Student organizations registered with the Student Organizations Council may request to have an agency account with the Controller’s Office upon submission of their completed application and signature form.
3. Student organizations may not designate an advisor as an authorized signor.
4. All forms necessary for the establishment and use of an agency account, including the Agency Account Procedures, will be made available to students via the university website, the Controller’s Office, and the Student Organizations Council Office.
5. All student organizations must renew their account information each semester using the Agency Account Acknowledgement Form.
 - i. Spring Semester deadline is March 15th.
 - ii. Fall Semester deadline is October 15th.

B. All Agency Accounts

1. The approval and establishment of an agency account does not:
 - i. Automatically entitle the organization to the use of all university services.
 - ii. Place the organization under the university’s tax exempt umbrella.
 - iii. Make the university liable for any of the organization’s actions.
 - iv. Grant the organization the right to use the university’s payroll system.
2. All organizations are considered a separate entity from the university and do not fall under its tax umbrella. Therefore, they should not use the university’s tax identification or presume they are tax exempt. Each organization is liable for their own taxes and reporting of gifts and donations made to their organization.

3. All organizations and their officers are responsible for any financial obligations incurred by the organizations and for any overdraft in their university account.
4. The university will not be obligated to process authorized expenditures if there are not sufficient funds in the student organization's account. All other authorized expenditures will be processed, unless prohibited by law or applicable university regulations.
5. Accounts that are funded through student tuition payments or other state regulated payments should reside in a single account, not to be co-mingled with funds received from other sources (i.e. charitable donations, fundraising events, etc.)

AGENCY ACCOUNT ACTIVITY GUIDELINES

Agency account activity includes but is not limited to account inquiries, the distribution of funds, deposits, and changes to account information.

A. Account Inquiries

1. Account inquiries include but are not limited to, current balance statements, detailed transaction summaries, and copies of approved documents. Inquiries will be accepted from an authorized signer via email, postal mail, or by visiting the Controller's Office and presenting a picture identification card.
2. Account inquiries will not be accepted over the phone.
3. Individuals requesting account information must present the account name and account code.

B. Distribution of Funds

1. Funds can only be distributed from an account via Purchase Requisition or Funds Transfer Request. (See Agency Accounts – Procedures).
2. All funds are issued in the form of a check. Cash may not be withdrawn directly from an account.
3. Any requests for funds must be submitted to the Controller's Office at least seven business days prior to their due date to allow for processing. The Controller's Office will only deviate from the set check request schedule for one of the following:
 - i. If the Controller's Office has been at-fault in the check request process causing an organization to miss a deadline; or
 - ii. In extreme emergency situations (to be determined by the Controller).

C. Deposits

1. The Controller's Office will not accept deposits on behalf of an agency account.
2. Deposits must be made at the cashier's window located in Long Jones Hall.

D. Changes to Account Information

1. Account holders must submit a new Account Acknowledgment Form if any information should change. This may include but is not limited to, a change in officers, new contact information, additional signers, etc.
2. Account activity (i.e. inquiries, purchases, etc.) will not be permitted without a current Account Acknowledgment Form on file with the Controller's Office.

- E. At the request of an authorized signer, account holders may receive a monthly activity statement via email (see Agency Accounts – Procedures).

ACCOUNT HOLDS, ACCOUNT TERMINATION, AND REINSTATEMENT

Agency accounts may be terminated or placed on hold for any of the reasons that follow.

- A. Accounts that have not had activity that includes a deposit or expenditure in the last three fiscal years shall be terminated.
- B. Accounts that do not have a current Account Acknowledgment Form on file will be placed on hold.

- C. Any account experiencing an overdraft, will be terminated immediately. A financial hold will be placed on the account of the current officers of the organization for the insufficient amount. This hold will take effect immediately following the occurrence of the overdraft and remain in effect until the amount is paid. Any organization with an overdraft in effect will not be allowed to open new accounts.
 1. If the overdraft remains unpaid, the hold will remain in effect for future registrations
 2. Organizations with overdrawn amounts in effect for more than one academic semester will not be allowed to open future accounts.
- D. Any account may be reinstated using the appropriate form, which is made available to all parties (see II.A.4. of this document).

CLOSING AN ACCOUNT

To close an unneeded account, an authorized signer on the account must send a written request to the Controller's Office. An authorized signer must sign this request. To have any remaining balance refunded, attach a Purchase Requisition to the request.

PARKING

GENERAL INFORMATION

- All parked vehicles must display Grambling State University parking permits appropriate for designated parking area.
- Students who are indebted to the University due to traffic fines will not receive a transcript to validate credit for academic work already completed, nor will they be permitted to re-enroll in school until the indebtedness is cleared.
- The vehicle registrant will be responsible for all tickets issued to his/her vehicle, including violations incurred by member of his/her family and other drivers.
- The operator of an unregistered vehicle is responsible for all tickets issued to that vehicle regardless of ownership.
- Vehicles found to be presenting a hazard to campus in any manner and/or destroying or defacing university property, or bringing discredit to the university will be towed off campus without notification and at the owner's expense.
- When a student's housing status changes from one semester to another, you are required to inform the Traffic Department. Your valid decal has to be changed to your current status to prevent being written a ticket for parking in an designated area. This measure will assure that you are in compliance with the parking rules in reference to your designated parking area.
- On campus students are not allowed to drive to class. Students are to park at their respective residence halls during class time.

ENFORCEMENT HOURS

- Parking regulations are enforced from 7:30 am to 5:00 pm Monday thru Thursday and 7:30 am 11:30 am Friday in all parking areas. In addition, handicap parking regulations are enforced 24 hours a day 7 days a week in all parking areas.
- In addition to the University's traffic and parking regulations, city ordinances and state laws relating to motor vehicles are also enforced on campus.
- Unauthorized vehicles parking in reserved spaces and/or designated areas will be ticketed, towed and/or both.

FACULTY/STAFF/STUDENT/PARKING

A visitor is defined as a person who is not affiliated with the University and who needs to park an unregistered vehicle on campus. Visitors are required to secure a temporary Visitor's Pass before parking on campus. Visitor permits are available through the University Police Traffic Division upon request. Designated visitor parking spaces will be available.

VEHICLE REGISTRATION

- All registrants must show proof of insurance and a valid driver's license.
- Faculty/Staff are not permitted to register a vehicle for any student (other than children).
- Vehicles are registered for one year beginning August 31st each year.

PERMIT FEES

Faculty/Staff

Fall -\$25

Spring - \$18

Summer I & II - 9

Resident/Commuter Student

Fall - \$12

Spring - \$9

Summer Sessions I & II - \$6

PERMIT PURCHASE LOCATION

Long-Jones Hall
Cashiers' Window
100 Founders Street
Grambling, LA 71245
(318) 274-2671

RULES AND REGULATIONS

PERMIT DISPLAY

- The parking permit is non-transferable.
- The permit must be displayed on the lower back window.
- Once a registration permit is issued for a vehicle, it is the responsibility of the person registering the vehicle to place it on the left side of the back window immediately on issuance.
- The vehicle is not officially registered until the permit is displayed.
- A permit placed on a vehicle for which it is not intended is fraud.

PARKING POLICIES

- The absence of a "no parking sign" does not mean that parking is allowed.
- Parking regulations are in effect at all times from the beginning of the first day of class each semester and all summer sessions.
- Service drives/loading zones are designated by signs and/or a yellow curb; these locations are closed to parking at all times except to authorized University vehicles and commercial vehicles making deliveries.
- Parking at fire hydrants or red curbs is prohibited at all times. Vehicles parked by red curbs will be towed or impounded.
- During the hours of regulation parking, registered vehicles may be parked only in the assigned lots.
- Operating or parking an unregistered vehicle on campus will result in the issuance of a citation.
- Only students or employees who have obtained a handicap automobile license plate or state issued decal from the state of Louisiana will be eligible to park in a handicap parking space.
- A student enrolled at GSU Lab School who has been issued a valid driver's license will be issued a decal to park at the University High School parking lots.

PAYMENT OF FINES

Fines may be paid in cash, check, money orders or credit cards at the Cashiers Window located in Long-Jones Hall, between the hours of 7:30 am and 4:00 pm Monday thru Thursday, 7:30 am to 11:30 am Friday. The return check fee is \$25. Unpaid fines result in a hold being placed on a student's account, prohibiting registration, graduation or requesting transcripts.

APPEALS

University citations may be appealed through the Traffic Appeals Committee provided that such appeals are filed in writing in the Traffic Office within (7) calendar days from the issuance of the University citation. Failure to file an appeal within seven days may result in the loss of the right to appeal until after the citation has been paid.

FINES

No Permit.....	\$50
Expired Permit.....	\$35
Parking in Handicap (1st offense).....	\$275
(2nd offense).....	\$500
Parked in Faculty/Staff.....	\$50
Parked in a no parking zone.....	\$50
Parked on lawn.....	\$50
Parked in visitor zone.....	\$50
Failure to yield/pedestrian in crosswalk.....	\$50
Improper display of permit.....	\$15
Obstructing driveway.....	\$50
Running stop sign.....	\$125
Violation of directional parking.....	\$125
Littering.....	\$125
President/Vice President Zone.....	\$50
Loud music.....	\$125
Failure to obey instruction of Univ. Officer.....	\$50
Reckless operation of a vehicle.....	\$75
Making a U-Turn.....	\$50
Operating vehicle on sidewalk.....	\$50
Driving wrong on one-way street.....	\$50
Passing on double-yellow line or no passing.....	\$75
Driving around/through a Barricade.....	\$50
Blocking Traffic.....	\$50
Parking in a Fire Zone and Subject to	
Immediate Tow.....	\$50
Loading Zone.....	\$50
Speeding Ticket(s) – Please contact the Department of Traffic and Parking for amount of fine at (318) 274-2222.	

PROCEDURES FOR FILING GRIEVANCES - COMPLAINT PROTOCOL -

PROCEDURE ON COMPLAINTS

Grambling State University is committed to a policy of fair treatment of all in relationships with fellow students, faculty, staff, administrators and other constituents. Everyone is encouraged to seek an informal resolution of the matter directly with the individual(s) involved, when possible. For matters where a resolution is not feasible, a Complaint Form can be completed and filed with the **Office of the Vice President for Student Affairs located in Suite 222 of Grambling Hall**.

Students, faculty, staff, administrators and other constituents may obtain a complaint form from the Office of the Vice President for Student Affairs. This form is also available online at www.gram.edu. A completed form is filed in the Office of the Vice President for Student Affairs. The complaint is logged, assigned a number, and forwarded to the respective Vice President of the area who forwards it to the appropriate Dean or Director for investigation. The Director/Dean will investigate the complaint and submit the Complaint Resolution Form to the Vice President of the respective area. Action response dates by responsible parties are recorded as well as the name of specific responding staff member are noted on the form. Upon resolution, the Complaint Resolution Form is returned to the Office of the Vice President for Student Affairs who forwards the decision to the complainant. A few examples of types of complaints follows.

TYPES OF GRIEVANCES

Title IX: Discrimination based on sex

Grambling State University prohibits all forms of discrimination including sexual discrimination under Title IX of the Education Amendments of 1972. This is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence: such as rape sexual coercion, and sexual assault.

STATEMENT CONCERNING SEXUAL ASSAULT

Grambling State University explicitly condemns all forms of sexual assault and abuse and is dedicated to prevention and to the victim's assistance program.

Victim's Rights Include:

- To initiate, in addition to criminal charges, disciplinary proceedings against the alleged student offender. **CAVEAT:** Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and shall be informed of the outcome of any disciplinary proceeding alleging a sexual assault.
- To be informed by the proper University officials of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.
- To be notified by the proper University officials of existing counseling, mental health or student services for victims of sexual assault both on-campus and in the community.
- To be notified by the proper University officials of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

Evidence of Sexual Assault and Abuse

- Immediately after the assault, victims of sexual assault and abuse are urged to contact University law enforcement authorities if the assault occurred on-campus and local law enforcement authorities if the assault occurred off-campus.
- It is important for victims of sexual assault and abuse to seek medical assistance immediately after an alleged assault so as to preserve any evidence. **CAVEAT:** Brushing teeth and rinsing mouth, bathing, douching, and enemas are discouraged. Victims should report to the Foster-Johnson Health Care Center if on campus or to the nearest hospital if off campus, whether or not the victim decides to lodge criminal charges, disciplinary proceedings, and/or both.

STATEMENT CONCERNING SEXUAL HARASSMENT

Grambling State University explicitly condemns sexual harassment of students, staff, and faculty. Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and supervisors, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is, therefore, the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Sexual harassment does not refer to occasional complements of a socially acceptable nature. It refers to behavior which is not welcomed, is unwanted, and is personally offensive and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to, repeated offensive sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Grambling State University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. A student who believes he/she is the victim of sexual harassment by a member of the University faculty or staff should lodge a formal complaint with the Office of Student Affairs. A student who believes that he/she is the victim of sexual harassment perpetrated by another student may file a complaint with the Office of Student Affairs.

Title VI: Discrimination based on race color or national origin

Grambling State University prohibits all forms of discrimination including any discrimination based on race, color or national origin in any program or activity under the Title VI Civil Rights Act of 1964.

The pertinent information is published on the website.

FILING COMPLAINTS

The person filing the complaint will obtain a copy of the Complaint Form. The complaint form is completed and hand delivered or emailed (StudentAffairs@ gram.edu) to the Vice President for Student Affairs by the complainant. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter. **The complaint then follows the protocol established in each specific area.**

- Example 1:** If the complaint is against a student for violation of the Student Code of Conduct, the complaint is forwarded to the Office of Student Judicial Affairs.
- Example 2:** If the complaint alleges discrimination based on race, color, sex, religion, national origin, age, disability, the complaint is forwarded to the Office of Human Resources/EEO.
- Example 3:** If the subject matter is residential halls, the complaint is forwarded to the Director of Residential Life.
- Example 4:** If the subject matter is an academic complaint, the complaint is forwarded to the Office of the Vice President for Academic Affairs.
- Example 5:** If the subject matter is student billing, the complaint is forwarded to the Office of Student Accounts.

COMPLAINT FORM

No. _____

Nature of Complaint*	<input type="checkbox"/> Academic <input type="checkbox"/> Housing <input type="checkbox"/> Safety <input type="checkbox"/> Technology <input type="checkbox"/> GSU Personnel <input type="checkbox"/> Other _____
Date(s) of Incident(s)*	
First Name*	
Last Name*	
Street Address*	
City*	
State*	
Zip Code*	
Email address*	
Telephone*	
Cell Phone*	
Summary:	
*required field	

BURSARS'S OFFICE

REGISTRATION

Students are held individually responsible for information contained in the catalog. Failure to read and comply with policies, regulations and procedures will not exempt students from whatever penalties they may incur.

1. All students at Grambling State University must be properly admitted to the University by the Office of Admissions before they register.
2. Registration is complete only when registration requests have been properly recorded and all fees, deposits and charges are paid. Students are expected to pay all fees at the time of registration.

All student s MUST receive a "REGISTERED FEE SHEET" to complete registration.

The University reserves the right to change fees without prior notice to the student; however, fee changes are subject to approval by the University of Louisiana System-Board of Supervisors.

All currently enrolled student account statements are emailed to their University email account. Currently enrolled students with unpaid account balances are normally given 30 days to make payment or the balance must be paid by the due by date on the GSU promissory note. Currently enrolled students who do not satisfy all indebtedness to the University by the required deadline may have classes canceled for non-payment, may be assessed a late penalty, may not be allowed to enroll for a future semester and may not be allowed to receive their academic transcript, depending on the amount, nature and circumstances of their past due charges. Any exceptions to these assessments is dependent upon the circumstances of the past due balance, and requires the written authorization of the VP of Finance and Administration, Associate VP for Finance, or the Controller.

Non-current student account statements are sent via regular mail. Non-current students who leave the University with unpaid account balances shall have student accounts placed on a financial hold (a financial hold prohibits the student from any university activity related to the student's account) until all indebtedness is cleared. The Student Accounts Office sends follow up bills requesting payment to the students not continuing in school. In addition, student accounts are assigned to an outside collection agency for additional collection efforts. Reference collection policy section.

RECEIPTS

A student should retain receipts for the payment of fees. Should questions arise concerning the accuracy of the student's account; receipts will be required for verification of payment.

DELINQUENT ACCOUNT

A student who has an outstanding delinquent account will not be permitted to register unless the amount is settled. Request for academic transcripts will be denied for any student who currently owes money to the University. A student who is indebted to any department of the University will neither receive a transcript nor diploma to validate credit for completed academic requirements nor will he/she be permitted to re-enroll until the indebtedness is cleared. A graduating senior who has an outstanding account will not be permitted to participate in the commencement exercises.

PAYMENT OF FEES

All fees are payable at registration. Fees may be paid with cash, credit cards, money orders, payroll deductions, financial aid, scholarships/grants, and promissory notes (defer up to 25% of total charges). In the event a student cannot pay all fees at registration, the University will make deferrals as follows:

1. Students will be permitted to register if they have financial aid to cover all fees.
2. Students will be permitted to sign a promissory note for up to twenty-five percent (25%) of total charges. There is a loan processing and interest fee assessed to the remaining 25% of total charges. All promissory notes are to be paid in 3 monthly installments no later than end of the term. Refer to Promissory Note for terms of the loan. Monthly statements will be sent as payments become due. A student is expected to make prompt payments in accordance with agreed upon arrangements. It is the student's responsibility to inform parents or guardians of all personal obligations to the University. All credit card payments will be assessed an additional transaction processing fee per credit card transaction.

Laboratory Fees, Nursing Fees, Course Fees and distance learning internet course fees are also assessed on specific courses and programs.

Late Registration Fee

Any student registering after the officially scheduled dates for registration will be assessed late fees.

International Student Service Fee

An international student service fee will be assessed at registration per term.

International Student Insurance Fee

International Students are assessed an international student insurance fee (rates vary depending on your age) per semester.

I. Additional Common Fees

- A. Students who register during the late registration period will be assessed a \$100 late fee.
- B. International Students are assessed a \$60 student service fee.
- C. Distance Learning students are assessed a **\$35** distance learning fee **per course**.
- D. Students who utilize GSU's Deferment Plan will be assessed a \$50 promissory note fee and interest assessed at the rate of 6% of the amount deferred.
- E. Students/Parents who pay via credit card will be assessed a 2% credit card processing fee.

II. Refund Policy

- A. Students who **officially** withdraw on or before the 14th class day for Fall / Spring Terms or the 7th class day for the Summer terms may be refunded 100% of Tuition and related fees, Room Fees, and Mailbox Fees. After this period, **Room Fees** may be refunded on a pro-rata basis.
- B. All student refunds are paid via Direct Deposit or a check will be mailed the current address on file with the university.

COLLECTION POLICY

After each Fall semester ends, any student account having no activity through the 14th class day or the last day of registration, whichever is later of the upcoming Spring semester shall be assigned to a collection agency for additional collection efforts without prior notification. The student is responsible for all cost of attorney fees and collection fees. After each Spring and Summer semester(s) have ended, any student account having no activity through the 14th class day or the last day of registration, whichever is later, of the Fall semester shall be assigned to a collection agency for additional collection efforts without prior notification. The student is responsible for all cost of attorney fees and collection fees. All accounts not paid in full, will be assessed a one-time, six-percent (6%) interest charge before the accounts are assigned to the collection agency. All accounts are responsible for all cost of attorney fees and collection fees.

RETURNED PAYMENTS (CHECKS/CREDIT CARD CHARGEBACKS)

A returned payment will result in one or all of the following:

- 1. Termination of current registration,
- 2. Cancellation of check writing privileges at the University,
- 3. Cancellation of any future class schedules,
- 4. Administrative/financial hold on any future registration until debt is settled,
- 5. Grades held. This includes grades and transcripts,
- 6. Account placed with the collection agency, interest fees, and attorney fees,
- 7. Student's registration will be immediately terminated/cancelled, if any of the rejected or returned items paid for a student's tuition and fees for a term.

If a check is written for a gift, and a gift receipt has been issued, a log will be given to the donor if the check is not honored.

The Student Accounts Office will pursue collection of returned items. The Director of Student Accounts will immediately contact any payer whose item is returned by the bank. The University will charge payer a \$25 fee for returned payments and items returned by the bank.

If a student's e-check is rejected or returned as insufficient funds, the e-check will be submitted one more time. Each time the e-check is returned or rejected due to NSF reasons, the student's account will be assessed returned check fees.

When a check is returned and/or check writing privileges are cancelled, the University reserves the right to require that payment be made by certified check, bank draft, money order, or cash.

GSU Promissory Note. Available when students and parents have been denied all other financing options. A maximum of 25% of the current term charges assessed for Tuition & Fees, Room and Board may be financed at a processing fee of \$50 plus 6% interest per annum.

NELNET Business Solutions monthly plan allows you to plan early with various payment options. Access via GSU website at www.gram.edu. Select Offices/Controller's Office/Office of Student Accounts/FACTS Payment Brochure.

BOOK VOUCHERS

Students with available credit balances up to \$1500.00 are provided electronic access to the balances at the GSU bookstore.

Books can be ordered via the web with a credit card or Barnes and Noble gift card at www.gram.edu. Select prospective or current students and follow instructions.

Credit Balance Refunds

REFUND POLICY

Students who officially withdraw on or before the 14th class day during Fall and Spring semesters and 7th class day for Summer semesters will receive 100% of tuition and fees. Refer to refund policy under Tuition and Fees on the GSU website.

Payments

All credit balance refunds, stipends, and student paychecks are made via direct deposit or a paper check mailed to the student's current address on file with the university.

Financial Notices

All financial and financial aid correspondence for GSU will be sent via GSU student email accounts. Paper notices have been discontinued.

RETURN OF TITLE IV FUNDS POLICY

Title IV funds (federal aid programs except Federal Work-Study) are awarded to a student under the assumption that the student will attend school for which the assistance is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds originally awarded. Therefore, the university will return certain Title IV funds on behalf of students who withdraw, drop out or are dismissed before completing 60% of the semester for which Title IV funds have been disbursed. The policy also applies to students who cease to attend classes without withdrawing and earn all "F" grades. The funds will be returned within forty five (45) days after determining the withdrawal date and/or the last day of class attendance.

The Title IV Refund Policy as authorized by the Higher Education Amendments of 1998 will be used to determine student refunds.

THE INSTITUTION MUST PERFORM THE FOLLOWING STEPS TO RETURN TITLE IV FUNDS:

Determine the percentage of the days in the enrollment period the student completed based on the student's last date of attendance. Apply this same percentage to the total awarded Title IV aid for which the student established eligibility before withdrawing. (This gives the amount of earned aid.) If the percentage of earned aid is greater than 60%, the student does not have to return Title IV aid. Subtract earned aid from disbursed aid. This gives the amount of unearned aid which must be returned to the Title IV programs. Distribute responsibility for returning unearned aid by the school and the student. The amount of Title IV funds that must be returned to the Title IV Program is calculated by multiplying the total institutional cost by the percentage of unearned aid.

Allocate unearned aid back to the Title IV Program in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV Assistance

OVERPAYMENT (REPAYMENT) OF FEDERAL AID

An overpayment is the difference between the amount of cash disbursement given to a student for non-institutional costs and the amount of non-institutional costs that could reasonably have been incurred (based on the cost of attendance) for the period of time that a student was enrolled and attended classes. The overpayment amount is returned to the appropriate agency and the same amount is charged to the student's account. The student is notified of the balance due to the university. Requests for an academic transcript will not be honored until the debt is paid in full.

Repayments are allocated to the student aid programs according to statutory and regulatory requirements in the following specific order:

1. Federal Pell Grant Program
2. Federal SEOG Program
3. Other student financial aid programs
4. Other federal, state, private, or institutional sources of aid

QUICK REFERENCE PHONE LIST

Admissions & Recruitment	6183
Alumni Affairs & Career Services	2643
Athletic Ticket Office	2625
Bookstore	247-1010
BPCC @ GSU	2102/2103
Clubs & Organizations	3334
College of Arts & Sciences	4006
College of Business	2275
College of Educational, Professional & Graduate Studies	3185
Counseling Center	3277
Dining Hall/Aramark	2351
Financial Aid & Scholarships	6440
Health Center	2351
International Affairs	6556
Intramural Center	3750
Judicial Affairs	6149
Library	2568
Mailroom	2255
President's Office	6117
Registrar's Office	2385
Residential Life	2504
Retention	6127
Student Government Association	2540
Student Success	2770
Student Transportation	4095
Student Union	6115
University Police	2222
Vice President for Academic & Student Affairs	6141
Associate Vice President for Student Affairs	6120
Vice President for Finance	6192
Vice President for Institutional Effectiveness & Enrollment Management	6142
Vice President for Research, Advancement & Economic Development	2217

***All prefixes are 318-274 unless otherwise noted.**



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