

POLICIES**STUDENT CODE OF CONDUCT - 2007-2008****ARTICLE I: PURPOSE**

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

ARTICLE II: DEFINITIONS

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

A. The term "University" means Southeastern Louisiana University.

B. The term "student" includes all persons taking courses at the University, both full time and part-time, pursuing undergraduate, graduate, or professional studies. Also included are those who attend post-secondary educational institutions other than Southeastern Louisiana University and who reside in University residence halls.

C. The term "organization" and/or "student organization" means any number of persons who have complied with the formal requirements for University recognition. These terms are interchangeable with the term "student" as it relates to all areas of the Student Code of Conduct unless otherwise stated. In other words, student organizations will be held responsible for abiding by the Student Code of Conduct as if they were individual students and are subject to all regulations and sanctions herein stated.

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

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

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

G. The term "member of the University community" includes any person who is a student, faculty member, staff member, University official or any other person employed by or associated with the University. A person's status in a particular situation shall be determined by the Vice President of

Student Affairs or the Chief Judicial Affairs Officer.

H. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks), either on the main campus or at satellite sites.

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

J. The term “Assistant Director of Judicial Affairs” means that person designated by the Vice President of Student Affairs and reports to the Chief Judicial Affairs Officer who is primarily responsible for administration of the Student Code of Conduct as it applies to residents who are involved in incidents which occur within these facilities. The Assistant Director of Judicial Affairs serves as a Hearing Officer and a Hearing Board Advisor and designates others to do so as needed. Nothing shall prevent the Vice President of Student Affairs from authorizing the Assistant Director of Judicial Affairs from imposing sanctions in all cases.

K. The term “Residential Judicial Officer” means that person who is primarily responsible for administration of the Student Code of Conduct as it applies to residents who are involved in incidents which occur within the facilities which do not rise to the level of possible expulsion or suspension from the University. The Residential Judicial Officer serves as a Hearing Officer and a Hearing Board Advisor and designates others to do so as needed.

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

M. The term “hearing body” means any person or persons authorized by the Vice President of Student Affairs, the Chief Judicial Affairs Officer, or the Assistant Director of Judicial Affairs to determine whether a student has violated the Student Code of Conduct. There are two types of hearing bodies: (1) a Hearing Officer, and; (2) a Hearing Board.

1. The term “Hearing Officer” or “Administrative Hearing Officer” means a University official authorized to administer the Student Code of Conduct, its corresponding administrative procedures, and to impose sanctions upon students found to have violated the Student Code of Conduct. Examples of Hearing Officers include, but are not limited to, the Chief Judicial Affairs Officer and the Assistant Director of Judicial Affairs the Residential Judicial Officer.

2. Hearing Boards include:

a. Student Conduct Hearing Board: A committee of students and faculty and/or staff members who hear discipline cases.

This hearing board is authorized to determine whether a student and/or a student organization has violated the Student Code of Conduct and to recommend the imposition of sanctions.

b. Administrative Hearing Board: A group of faculty and/or staff who are appointed by the Vice President of Student Affairs, the Chief Judicial Affairs Officer, or designee to serve as hearing body. The board consists of at least two but no more than four members and a chairperson (who votes only in case of a tie). An Administrative Hearing Board may be used in cases including, but not limited to those involving: scheduling difficulties, such as when a hearing is scheduled between academic semesters or during final examination periods; the sensitive nature of an incident, such as cases of alleged sexual harassment where a party involved is concerned with issues of confidentiality, and/or; other cases where the Vice President of Student Affairs, the Chief Judicial Affairs Officer or designee determines an administrative hearing is appropriate to the incident.

N. The term “Mediator” means a University official authorized on a case-by-case basis by the Vice President of Student Affairs, the Chief Judicial Affairs Officer or designee to conduct an alternative dispute resolution process in cases where both parties agree to work to resolve an incident in a setting less formal than a hearing.

O. The term “Administrative Discipline Conference” or “Discipline Conference” means a meeting between the student and the appropriate hearing officer. At that conference the Student Code of Conduct and applicable administrative procedures are discussed.

P. The term “shall” is used in the imperative/mandatory sense.

Q. The term “may” is used in the permissive sense.

R. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Residential Life Handbook, and University Catalog. The term includes, but is not limited to, the University Alcohol and Drug Policy, Sexual/Racial Harassment Policy, Computer Use Policy, traffic regulations and Student Organizations/Greek Life Policies and Procedures Manual.

S. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff; (4) and/or other violations as defined by University policies.

T. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another

er person without full and clear acknowledgment. It also includes stealing and passing off the ideas and/or words of another as one's own; using a created production without crediting the source; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and/or other violations as defined by University policies.

ARTICLE III: JUDICIAL AUTHORITY

A. The Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs or the Residential Judicial Officer shall determine the composition of hearing bodies.

B. The Vice President of Student Affairs, Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs and the Residential Judicial Officer 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 of Conduct.

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

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

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

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

ARTICLE IV: PROSCRIBED CONDUCT**A. Jurisdiction of the University**

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or has a detrimental impact on the University's educational function.

B. Conduct - Standards and Regulations

The following list represents a summary of illustrations of categories of misconduct:

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

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

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

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

2. Disorderly conduct, including but not limited to:

- a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, University activities, including public-service functions on or off campus, or other authorized University activities;
- b. Participation in a campus demonstration which disrupts the operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with or obstructs freedom of movement, either pedestrian or vehicular, on campus;
- c. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions;
- d. Interfering with the duties of a student, faculty/staff member or

university official;

e. Bringing a guest, including but not limited to family members and children, to a classroom, laboratory, or official class activities without the prior authorization of the faculty member in charge of the class or facility.

f. Withholding information vital to any investigation carried out by an authorized agent of the University;

g. Creating excessive noise which interferes with the normal operations of the University or which interferes with another's right to sleep, study, or have solitude and/or violates Residential Facilities Quiet Hours.

h. Conduct which is disorderly, lewd, or indecent, a breach of peace, or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in, by the University;

i. Malfeasance or misuse of elective or appointive office in a Student Organization or misrepresentation of oneself, causing detriment to the organization, its members or the welfare of the University community.

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

a. Engaging in, attempting, or intending to engage in, any form of physical abuse injurious to oneself, to another or to a group of people;

b. Threatening, intimidating, coercing, harassing, or using physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person;

c. Engaging in, attempting or intending to engage in, any form of verbal or mental abuse, threats, intimidation, harassment, and/or coercion which is directed toward another person or group of people and which creates an intimidating or offensive academic, work, or campus environment; such behavior includes, but is not limited to, abuse or harassment involving the use of telecommunications and/or computer equipment and stalking;

d. Hazing, defined as participating in an act which is degrading or injurious, an act in which another is held against his/her will, or an act which endangers the mental or physical health or safety of a student; or which destroys or removes public or private property for the purpose of initiation, admission to, affiliation with, or as a condition for continued membership in a group or organization. (Refer to: Hazing Policy in the Student Handbook)

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

a. Committing any sexual act, including but not limited to sexual intercourse, against another person which forces, attempts to force, and/or acts against another person's will to engage in sexual activity; such offenses include, but are not limited to acts committed when the victim is incapable of giving consent or when the act is committed in an unlawful, forcible, non-forcible or coercive manner;

b. Illicit, illegal, lewd, indecent, or obscene conduct; such behavior includes, but is not limited to conduct involving the use of telecommuni-

cations and/or computer equipment;

c. Unsolicited and unwelcome sexual overtures or conduct verbal, physical, or written;

d. Any other violation of the University's policy on Sexual Harassment. Refer to the Student Handbook or to the University web site at: <http://www.selu.edu/stulife/handbook/harassment.htm>

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

a. Endangering another's or one's own physical well-being, including, but not limited to, riding bicycles, skateboards, roller blades, paintball games/wars, and/or kicking or playing ball unsafely and/or in unauthorized areas on campus;

b. Compromising the security of a residence hall or other university facility, (e.g. propping open outside doors, or unauthorized access to others), thereby endangering the safety and welfare of oneself, the building occupants and/or their property;

c. Unsafe operation of a motor vehicle on campus;

d. Endangering one's own physical well-being, including but not limited to attempting or threatening suicide. (Refer to: Endangering one's own Physical Well Being or Disrupting the Community policy in the Student Handbook.)

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

a. Use, consumption, possession, manufacture, furnishing, procuring, purchasing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law;

b. Use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia;

c. Operating or attempting to operate a motor vehicle while under the influence of drugs.

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

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

b. Use, consumption, possession and/or purchasing of alcoholic beverages by persons under twenty-one (21) years of age either through action or inaction;

c. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty-one (21) years of age;

d. Operating or attempting to operate a motor vehicle while under the influence of alcohol;

e. Public intoxication on University property;

f. Failure to properly register events involving alcohol, as required by

the University Alcohol and Drug Policy; Refer to the Student Handbook or to the University web site at:

<http://www.selu.edu/stulife/handbook/alcohol.htm>

g. Other violations as noted in the University Alcohol and Drug Policy.

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

- a. Attempted or actual theft of property;
- b. Unauthorized possession of property;
- c. Attempted or actual destruction of property;
- d. Malicious misuse of, damaging, and/or vandalizing property;
- e. Unauthorized possession, duplication, or use of keys to any

University premises;

- f. Unauthorized use of University premises.

9. Trespassing, including but not limited to:

a. Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls);

b. Unauthorized visitation in a University residence hall including violations of established open house and/or closing hours.

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

a. Illegal or unauthorized possession, use, or threatening the use of firearms, knives, blades, other weapons, or dangerous chemicals;

b. Possession of any weapon, including but not limited to, guns, and other firearms and knives with blades longer than five inches, on University property;

c. Other violations in weapon policy. Refer to: Board of Supervisors of the University of Louisiana System Policies and Procedures at:

http://www.selu.edu/Academics/Provost/uls_rules/chapter_ii.htm

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

a. Possession, use, or threatening the use of explosives, bombs or incendiary devices, except as required for classroom instruction;

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

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

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

b. Unauthorized transfer of a file;

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

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

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

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

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

h. Other violations as noted in the University policy on computer use. <http://www.selu.edu/policies/responsible.htm>

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

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

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

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

d. Causing a fire on campus because of negligence;

e. Possessing flammable liquids, burning candles, oil lamps, incense or other flammable items or substances that produce an offensive odor, in any building owned by the University, except as required for classroom instruction;

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

g. Failing to park bicycles in designated bike areas in the residence halls. Leaving or parking bicycles in student rooms, and/or residence hall walkways and hallways is expressly prohibited;

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

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

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

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

a. Failing to identify one's self when requested to do so by a faculty/staff member or University official;

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

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

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

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

- a. Attempting to discourage an individual's proper participation in, or use of, the campus discipline system;
- b. Falsification, distortion or misrepresentation of information before a hearing body;
- c. Disruption or interference with the orderly conduct of a campus disciplinary proceeding;
- d. Knowingly initiating campus discipline procedures without cause;
- e. Attempting to influence the impartiality of a member of a hearing body prior to, and/or during the course of a campus disciplinary proceeding;
- f. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a campus disciplinary proceeding;
- g. Influencing or attempting to influence another person to commit an abuse of the campus discipline system.

C. Violation of Law and University Discipline

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

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

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

ARTICLE V: STUDENT RIGHTS

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

- A.** To be informed of the Student Code of Conduct and its corresponding procedures;
- B.** To petition for redress of a grievance arising from an incident which violates University policy and/or the Student Code of Conduct. Any member

of the University community may file a discipline charge or complaint against a student when that person believes the student has violated any University policy;

C. To receive notice of any alleged violations of University policy and/or breaches of the Student Code of Conduct;

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

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

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

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

ARTICLE VI: DISCIPLINARY PROCEDURES

A. Charges

1. Complaints of misconduct against a student may be filed by any member of the University community. Complaints shall be prepared in writing and directed to the Office of Judicial Affairs, or, in violations occurring in the University residential facilities, to the Residential Judicial Officer or designee. In the disciplinary hearing, the complainant (person filing charges) bears the burden of proof. Persons considering filing complaints are encouraged to arrange for a meeting with a Judicial Officer prior to filing complaints to discuss filing and hearing procedures.

a. The written complaints should include:

1. Full name, local address, and phone numbers of the complainant, accused, and witnesses, (and whenever possible, “W” numbers);

2. The specific conduct standard, policy, and/or rule allegedly violated (this may be determined by the judicial officer);

3. The date, time, location and persons involved in the incident under investigation;

4. A brief narrative of the incident describing what occurred;

5. Copies of pertinent witness statements, police and/or housing reports, along with a list of any other physical evidence (photographs, written documents, items, etc.), to be presented at the hearing; and,

6. Signature of complainant and date charges were filed.

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

2. Students may not avoid campus disciplinary action by withdrawing from the University. Any complaints/charges pending when a student leaves the

University must be properly disposed of prior to releasing the student's records or the matter may be adjudicated without the respondent being present. Students who receive a disciplinary sanction involving separation from the University, and/or University housing are reminded that the University's normal refund policy will apply.

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

B. Preliminary Administrative Disciplinary Conference

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

2. The purpose of the preliminary administrative disciplinary conference is to provide the student an opportunity to review the alleged offense/s with the Hearing Officer, to examine evidence, to discuss the Student Code of Conduct and the discipline process. Students who do not have a copy of the Student Code of Conduct will be given one in this preliminary meeting. Further, the student and the Hearing Officer will determine if the matter can be resolved through mutual agreement, including, but not limited to, the charges/complaints being rendered null and void; an administrative agreement being signed which indicates the student assumes responsibility for a violation/s of the Student Code of Conduct; or, a referral to mediation.

If at the administrative disciplinary conference, the respondent assumes responsibility for an infraction, the student may sign an administrative agreement and waive any further proceedings and/or appeals. If the complaint cannot be disposed of by mutual consent, the matter will be referred to a hearing involving a Student Conduct Hearing Board, or an Administrative Hearing Board, or a Hearing Board Advisor. The Hearing Officer may later serve in the same matter.

C. Hearings involving a Hearing Board

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

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

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

a. Generally, a time set for a hearing will be no fewer than two nor more than 15 working days after the student has been notified of the hearing. However, due to the nature of the academic year, if the incident occurs close to the end of a semester, or if the appropriate hearing body cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.

b. Maximum time limits for scheduling hearings may be extended at the discretion of the Vice President of Student Affairs, the Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs and or the Residential Judicial Officer.

c. Notice shall be sent/delivered to the last local address identified on the student's official records, and shall be considered delivered two working days after the letter has been posted.

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

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

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

3. Order of the Hearing

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

- The reading of the complaint/charges by the hearing chairperson;
- The entering of pleas by each respondent.
- There are four pleas: Responsible, Not Responsible, No Plea, which indicates that the student does not know whether or not she/he is responsible, or means the student is unwilling to say and is allowing the Board to decide, and a Responsible Plea Option, in which case the respondent admits responsibility for the infraction and the Hearing Board Advisor may choose to forego further process and proceed to closing statements.
- Statement of complainant and introduction of evidence;
- Questioning by the respondent and the Board and or the Hearing Board Advisor;
- Statement of the respondent and introduction of evidence;
- Questioning by the complainant and the Board, and the Hearing Board Advisor:

- Statement of the complainant's witnesses, followed by respondent's questions, and, then those of the Board and or the Hearing Board Advisor;
- Statements of the respondent's witnesses, followed by complainant's questions, and, then those of the Board, and or the Hearing Board Advisor;
- Additional questions by the Board, and or the Hearing Board Advisor, complainant, and/or respondent;
- Closing statements, first by the complainant and then by the respondent;
- Deliberation of the Board;
- Recommendation of the Board to the advisor;
- Notification of the decision and, if necessary, sanctions. Delivery of the notice may be by hand or through the mail.

a. Closing statements shall be specific to the incident involved and may include any reiteration of previously stated facts, written statements of character by a third party, and/or any other comments involving the case. Closing statements are the final opportunity for the respondent and the complainant to provide any additional information which will facilitate the Board's decision, including recommendations for sanctions. Closing statements may be limited to a specified time constraint at the Board and or the Hearing Board Advisor's discretion.

4. A hearing before a Hearing Board shall be conducted according to the following guidelines:

a. Hearings normally shall be conducted in private. Only the hearing body/officer, respondent, complainant, their designated advisors, and persons identified with the University community as having an educational need to know, may be present for the beginning of the hearing. Each witness will be called into the hearing individually to give testimony. Subject to the approval of the Hearing Board Advisor and the parties involved, an observer may be admitted, but shall not have the privilege of participating in the hearing. Written requests for a waiver of rights to a private hearing, along with proper documented approval from all parties outlined above, must be submitted to the Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs or the Residential Judicial Officer at least 48 hours prior to the hearing. Admission of any person to the hearing shall be at the discretion of the hearing body and/or the Hearing Board Advisor. Only the hearing body/officer and persons identified with the University community as having an educational need to know may be present during deliberations.

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

c. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and the respondent are responsible for presenting their own cases and; therefore, advisors are not permitted to speak or to participate directly in any hearing

before a hearing body. Written notification of the name and relationship of an advisor to the complainant or respondent must be submitted to the Hearing Board Advisor at least 24 hours prior to the hearing.

d. The complainant, the respondent and the hearing body shall have the privilege of presenting witnesses, subject to questioning.

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

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

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

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

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

j. After the hearing, the hearing body shall determine (by majority vote if the hearing body consists of more than one person) whether the student violated each section of the Student Code of Conduct the student is charged with violating. Hearing body deliberations to determine responsibility shall be conducted in confidential, closed sessions, as are any sanctioning portions.

k. The hearing body's determination of responsibility shall be made if a preponderance of the information, that is, the facts and information, presented in the hearing are such that the hearing officer or hearing board finds it more likely than not that the respondent is responsible for the offense as charged.

l. Strict rules of evidence do not apply at campus disciplinary hearings. Although first hand testimony is preferable, written statements, hearsay testimony and other evidence are allowed, subject to the discretion of the hearing chair and/or Hearing Board Advisor.

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

5. There shall be a record, usually an audio tape recording, of all hearings before a Hearing Board. The official hearing record will be a transcription of the audio tape recording. An official hearing record may be made at the expense of the appellant. Students are cautioned that information contained in official hearing records is strictly confidential, and should only be used in matters of campus appeals.

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

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

D. Sanctions

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

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

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

c. Administrative Assessment - the student or group may be assessed an administrative assessment in punitive damages. If assessed, the following shall apply:

Admonition & warning.....	\$50.00
Warning probation.....	\$100.00
Disciplinary probation.....	\$150.00
Repeat Offenses.....	Doubled

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

e. Discretionary Sanctions:

1. Notification of parents and/or guardians;
2. Counseling conference(s);
3. Evaluation by a member of the University Counseling Center or by a licensed mental health professional based on the review by a member of the University Counseling Center;
4. Residence hall transfers and/or service to the university, the local community, or other related discretionary assignments;
5. Written assignments or projects.

f. Warning - a written reprimand for violation of specified regulations. Warning is for a designated period of time and includes the probability of

more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the warning period.

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

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

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

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

k. Disciplinary Suspension - involuntary separation of the student from the University for a definite period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. The student is placed on Disciplinary Probation for the first semester following return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

l. Disciplinary Dismissal - involuntary separation of the student from the University for a definite period of time after which the student may apply for readmission. There is no guarantee of readmission. Conditions for consideration of readmission may be specified. Consideration of readmission

must be addressed to the Chief Judicial Affairs Officer and will not be considered for at least one calendar year beginning with the date of dismissal. The burden of proof lies with the student. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

m. Disciplinary Expulsion - Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

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

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

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

a. Those sanctions listed above in Section D 1, a-1.

b. Deactivation - loss of privileges, including loss of university recognition, either permanently or for a specified period of time.

5. In each case in which a hearing body determines that a student has violated the Student Code of Conduct, the sanction(s) shall be recommended by the hearing body but final determination will be imposed by the Hearing Board Advisor. Sanctions are not limited to those recommended by the hearing body but may be modified by the Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs, the Residential Judicial Officer and/or the Hearing Board Advisor. Following the hearing, the Hearing Board Advisor shall advise the accused in writing of the determination of the sanction(s) imposed, if any. In cases of sexual assault and/or physical violence, the complainant shall also be informed of the determination.

E. Typical Ranges of Sanctions

Sanctioning ranges established by the University exist for students found responsible for violating certain sections of the Student Code of Conduct. However, ranges exist to provide a guide and are not mandatory as each

case is determined on a case-by-case basis, taking into account intervening variables, the determination of the Hearing Officer or Board of the student's realization and understanding of his/her actions, whether the student has been involved in past infractions of the Student Code of Conduct, and the individual circumstances of the incident. Thus, ranges may be increased, decreased or changed as needed. The following sanctioning ranges exist as follows for first-time offenses:

1. Alcohol Violation:
 - a. Referral to an alcohol education program and/or mandatory counseling;
 - b. Community service hours and/or an administrative assessment;
 - c. Discipline Probation for up to one year;
 - d. If the student is a resident, Residence Hall Probation for up to one year, and;
 - e. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer.
2. Incidents involving Violence to Persons:
 - a. Mandatory counseling;
 - b. Community service hours and/or an administrative assessment;
 - c. Disciplinary Probation for one year up to Expulsion, and;
 - d. If the student is a resident, Residence Hall Probation up to Residence Hall Expulsion.
3. Incidents involving Disorderly Conduct:
 - a. Community service hours and/or an administrative assessment;
 - b. Disciplinary Probation to Discipline Suspension, and;
 - c. If the student is a resident, Residence Hall Probation up to Residence Hall Suspension for one year.
4. Incidents involving illegal drug use:
 - a. Mandatory counseling;
 - b. Community service hours and/or an administrative assessment;
 - c. Disciplinary Probation for two years up to Expulsion;
 - d. If the student is a resident, Residence Hall Suspension for one year or more, and;
 - e. If the student is under the age of 21, parental notification at the discretion of the Hearing Officer.
5. Incidents involving sales or furnishing of illegal drugs:
University Suspension for one year up to Expulsion.
6. Incidents involving damage or abuse to property:
 - a. Community service hours and/or an administrative assessment;
 - b. Disciplinary Probation for one year up to Suspension for one year, and;
 - c. If the student is a resident, Residence Hall Probation for one year up to Residence Hall Expulsion.
7. Incidents involving sexual assault - Suspension for one year up to Expulsion.

F. Interim Suspension

In certain circumstances, the Vice President of Student Affairs, the Chief Judicial Affairs Officer or the Assistant Director of Judicial Affairs, or designee, may impose a University or residence hall suspension prior to the hearing before a hearing body. Living on campus is a privilege, not a right. The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.

1. Interim suspension may be imposed only:

- a. To ensure the safety and well being of members of the University community or preservation of University property;
- b. To ensure the student's physical or emotional safety or well being; or,
- c. If the student poses a threat of disruption of or interference with normal University operations.

2. During the interim suspension, the Vice President of Student Affairs, the Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs or designee may deny the student access to any or all of the following: residence halls; the campus (including classes), and/or; all other University activities and/or privileges for which the student might otherwise be eligible.

ARTICLE VII: APPEALS

A. A decision reached by the hearing body or a sanction imposed by the Chief Judicial Affairs Officer, the Assistant Director of Judicial Affairs and or the Residential Judicial Officer may be appealed by accused students or complainants to the Vice President of Student Affairs within five (5) working days of being notified of the decision. If the student is notified of the decision by letter, the student has five (5) working days from the posted dated stamped on the envelope to make an appeal. Such appeals shall be in writing and shall be delivered to the Vice President of Student Affairs and/or Chief Judicial Affairs Officer or his/her designee. The rendered sanction is in effect as of the date identified on the sanction letter, or until an appeal is granted.

1. Appeals of decisions and/or sanctions involving individuals or student organizations must be submitted to the Vice President of Student Affairs.

2. A student may appeal the decision of the Vice President of Student Affairs to the President of the University if the sanction is one of suspension from the University for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the Vice President of Student Affairs level.

3. A student may appeal the decision of the University President 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. For appeals regarding less severe sanctions, the final appeal shall be at the University level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the

University level, the appeal must be submitted to the President of the University of Louisiana System which refers the appeal to the Board of Supervisors for the University of Louisiana System. The appeal must be made within 30 calendar days of the University's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the University level. The student shall be notified of the Board's decision.

B. An appeal at the University level may be limited to a review of the written statement by the party requesting the appeal and/or written documents pertaining to the case. The scope of review shall be limited to consideration of the following questions:

1. Whether the discipline process was conducted fairly and in conformity with the properly prescribed procedures;
2. Whether there exists substantial evidence that was not submitted for review in the hearing;
3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

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

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

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

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

ARTICLE VIII: INTERPRETATION AND REVISION

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

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

Mental Health Emergencies: Suicide Attempts

1. Contact University Police upon observing or becoming aware of a suicide attempt. Give the location of the individual's condition to the police officer/dispatcher.
2. Follow the directions as given by the officer/dispatcher.
3. University Police, upon notification of a suicide attempt, will take action(s) as appropriate to:
 - a. instruct the caller what to do.
 - b. dispatch officer(s) to the scene.
 - c. contact ambulance/medical facility.
 - d. contact University administrators:
 - 1) University Counseling Center person on call
 - 2) Division of Student Affairs person on call
 - 3) The counselor will notify the subject's significant other, family or legal representative.

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

The Chief Judicial Affairs Officer or designee will review the evaluation form and determine if the student is medically cleared to return to campus. If the subject does not obtain the above, he/she will not be allowed to return to the residence halls.

Upon returning, the subject will have the opportunity to avail himself/herself of Southeastern's mental health services.

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

Students who endanger their own physical well being or disrupt the campus community, including threatening or attempting suicide, may be inter-
imly suspended from the residence halls and/or the University. To be considered for reinstatement to the residence halls and/or the University, the student may be required to provide the Chief Judicial Affairs Officer with a Psychiatric Evaluation Form completed and signed by a licensed mental health professional indicating that the student is not a threat to him/herself or the campus community. This form may be obtained from the Office of Judicial Affairs (Student Union Room 204). Additionally, the parents, legal guardian, and/or significant other may be notified of the incident.

Students are advised that threatening and/or attempting suicide is a violation of the Student Code of Conduct and may result in disciplinary action by the University.

ALCOHOL CONSUMPTION REGULATIONS (ON AND OFF CAMPUS)

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

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

Facilities: Sale, Possession, and Consumption

The purpose of this section is to designate those areas on campus where legal consumption of alcohol will be allowed, and to designate under what conditions group events may involve alcohol. This policy will apply to the sale, possession, or consumption of alcohol in or at any University sponsored or registered event on campus.

State law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21. For the purposes of this policy, all areas of the University are considered “public” places. The possession, consumption, sale or furnishing of alcoholic beverages is prohibited except in those areas, where such activities are specifically allowed. Properly registered individuals and student organizations may possess and consume alcoholic beverages in accordance with federal, state, and local law, and University regulations, in the following areas:

1. Dining Facility Complex
2. Student Union Building (Designated/Registered areas)
3. University Center (Designated/Registered areas)
4. Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older; consumption only, not for sale)
5. Columbia Theater (Designated/Registered areas)
6. Alumni Center
7. Other areas as specifically approved by the Vice President for Student Affairs or his/her designee.

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

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

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

Student Organization Alcohol Event

Many questions arise in conjunction with what is considered an alcohol event. While the following list is not exhaustive it does serve as a starting point. An activity may be classified as an organization alcohol event if it meets any of the following:

Alcohol is present and . . .

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

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

1. Would an observer associate it with the organization?
2. Did the incident involve expenditure of organization funds?
3. What was the purpose of the event?
4. Who purchased the alcohol?

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

Common Regulations For Student Organization Alcohol Events

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

1. At least one representative from the student organization requesting an alcohol event must be Southeastern "Alcohol Edu" trained and must be in attendance at the event. To register for this training, call (985)-549-2144.
2. Alcohol may not be purchased with organizational or departmental funds nor may the purchase of same for members or guests be undertaken or coordinated by any member, individually or collectively, in the name of, or on behalf of, the organization or department. Organizational or departmental funds may be used to buy food and non-alcoholic beverages.
3. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
4. The cost of alcoholic beverages may not be included in the cost of an admission ticket, cover charge, or any other assessment required of members or guests. No contributions or donations for alcoholic beverages can be solicited or accepted at the event.
5. All events must be registered at least ten (10) days prior to the day the event will be held. The completed Registration of Activity Form must be submitted and a meeting with the Assistant Vice President for Student Affairs and the organization's eight (8) non-drinking monitors must have occurred by 4:30 p.m. the day preceding the event or on the last working day of the week if the event falls on a weekend before the event will be approved. This meeting will cover the BYOB or Third Party Vendor regu-

lations as well as the state laws. The eight (8) non-drinking monitors must include the following individuals from the organization:

- a. President
- b. Vice President
- c. Social Chair
- d. Treasurer
- e. Four (4) other senior members.

6. The organization's official advisor, who must be a full-time faculty or staff member, must be present at the event for its duration. The advisor may designate a substitute, who must also be a member of the faculty or staff, if cleared with the Assistant Vice President for Student Affairs by 4:30 p.m. the day prior to the event. The event will not start until the advisor arrives.

Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, at all functions where alcohol is served, sufficient quantities of food and non-alcoholic beverages must be provided. The food served must be substantial, e.g., cheese, sandwiches, dips. Water cannot be the only non-alcoholic beverage served.

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

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

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

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

- (a) "Cash bar available"
- (b) "Alcoholic Refreshments available"

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

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

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

15. Open parties, (those with unrestricted access by non-organization members, without specific invitation) shall be prohibited. An exception to this will be University-produced entertainment or social events, and tailgating.

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

17. No events involving alcohol will be approved for the week prior to and the week of finals. Also, no events involving alcohol will be approved during Spring Break or semester breaks.

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

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

20. Any event held at an establishment whose main business is serving alcohol, will be treated as an alcohol event and the organization must follow the alcohol policy.

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

NOTE

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

On-Campus (Non-tailgating) Alcohol Events

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

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

Off-Campus Alcohol Events

1. No organization may sell alcohol.
2. All events must be in a restricted area, no coming and going into and out of the restricted area is allowed - no open parties. Events must end by 2:00 a.m.
3. Bulk quantities and/or common containers of alcohol, e.g., kegs, party balls, jungle juice, etc. will not be allowed. At bars or private clubs, no pitchers or shots of alcohol should be sold. Beverages allowed to be brought into an event by persons 21 years of age or older include:
 - a. six beers, or
 - b. four wine coolers, or
 - c. one liter of wine, or
 - d. four pre-packaged mixed drinks.

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

Alcohol and Home Football Games

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

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

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.

2. Consumption of alcohol will be limited to persons of legal age (21 or greater).

3. Tailgating will be limited to home football games only. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on Saturday, tailgating will be allowed starting at 5:00 p.m. the night before the game.

4. All glass containers of any kind and cans are prohibited. Whatever is consumed must be poured in a paper or plastic cup.

5. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) are permitted.

6. Drinking games, funneling or any other activity deemed by the University as inappropriate is prohibited.

7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so.

8. Alcohol is not permitted within the stadium and all persons entering the stadium are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages and/or other items deemed dangerous or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items inside the stadium will be evicted from the stadium and will not be allowed to re-enter the stadium for the remainder of the calendar day in which the game is held.

9. Cups, containers, ice chests, etc. may not be brought into the stadium.
10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

DRUG AND ALCOHOL POLICY

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

PREAMBLE

Southeastern Louisiana University strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth this policy to guide community members in making knowledgeable choices, which foster ethical, healthy, and responsible lifetime behaviors. It is the purpose of this policy to establish a comprehensive program to address these issues.

I. Standards of Conduct

- A. This policy will apply to all University students, employees, and guests.
- B. All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on University property or as part of any University activity, whether on or off campus. This policy will extend to any other sites, e.g., Baton Rouge Center, St. Tammany Center, etc., which the University might operate or be in attendance.
- C. The following conduct is prohibited except as permitted by University regulations and the law:
 1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana.
 2. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.
 3. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing 1% or more alcohol by volume) on University property, or at any of its

activities (whether on or off campus).

4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
5. Operating or attempting to operate a motor vehicle while intoxicated.
6. Public intoxication on University property.
7. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age.
8. Failure to properly register events involving alcohol, as required by the University Alcohol Policy.
9. Reporting to work, class, or performing work for the State while under the influence of and impaired by illegal drugs or alcohol.
10. The illegal use, or possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty or on call for duty.
11. Other violations as noted in the University Alcohol Policy.

D. Students and employees who violate the provisions of this policy will be subject to sanctions which could include, but is not limited to, criminal prosecution, suspension, termination and/or expulsion.

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

1. Student Handbook, Classified Handbook, Faculty Handbook and the Graduate Assistant Handbook.
2. Drug-Free Schools and Community Act Amendment of 1989.
3. State and Federal Drug-Free Workplace Policies.

II. Alcohol

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

A. Local Law

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

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

- a. Makes it unlawful to possess any open container containing alcohol in or upon the parking lot or other property of any premises licensed to sell alcohol.
- b. Provides for a fine not exceeding \$200, or imprisonment for not more than 60 days or both.

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

- a. Makes it unlawful for any person to remove an open container containing alcohol from any business, lounge, restaurant, or establishment.
- b. Provides for a fine not to exceed \$200, or imprisonment for not more than 60 days or both.

B. State Law

1. Act 639 - House Bill #716

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

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

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

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

- (a) For an established religious purpose.

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

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

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

(e) In private residences.

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

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

3. LA. RS 14:93.11

a. Unlawful sales to persons under 21 is selling or otherwise delivering for value of any alcoholic beverage to any person under 21 years of age. Lack of knowledge of the person’s age shall not be a defense.

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

4. LA. RS 14:93.12

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

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

5. LA. RS 14:93.13

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

of age any alcoholic beverage.

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

6. LA. RS 14:98

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

1. The operator is under the influence of alcoholic beverages; or
2. The operator's blood alcohol concentration is 0.08 percent or more for persons over 21 years of age, or 0.02 percent or greater for persons under 21 years of age; or
3. The operator is under the influence of any controlled dangerous substance as set forth in RS 40:964.

b. Provides penalties as follows:

1. First conviction - a fine of not less than \$125 nor more than \$500 and imprisonment for not less than 10 days nor more than 6 months; license suspended for 90 days.
2. For second conviction within 5 years - a fine of not less than \$300 and not more than \$1000 and imprisonment for not less than 30 days nor more than 6 months; license suspended for one year.
3. For a third conviction within five years - imprisonment with or without hard labor for not less than 1 year nor more than 5 years and may be fined not more than \$2000; license suspended for two years. It also becomes a felony.
4. For a fourth conviction within five years - imprisonment at hard labor for not less than 10 nor more than 30 years.
5. Underage Driving Under the Influence, the maximum penalties for persons under the age of 21 include a criminal record, a loss of driver's license for 6 months, a fine of \$100-\$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

7. LA. R.S.49:1015

a. Provides a public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment,

under other circumstances which result in reasonable suspicion that drugs are being used, or as part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement.

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

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

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

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

A. Federal Law

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

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

a. Drug-free Workplace requirements.

1. Persons other than individuals - No person, other than an individual, shall receive a grant from any Federal agency unless such a person has certified to the granting agency that it will provide a drug-free workplace by:

a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for such violation of such prohibition;

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

1. the dangers of drug abuse in the workplace;

2. the grantee's policy of maintaining a drug-free workplace;
 3. any available drug counseling, rehabilitation, and employee assistance programs; and
 4. the penalties that may be imposed upon employees for drug abuse violations;
 - c. making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (a);
 - d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment in such grant, the employee will:
 1. abide by the terms of the statement; and
 2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
 - a. notifying the granting agency within 10 days after receiving notice of a conviction under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;
 - b. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by section 5154.
2. Individuals - No Federal agency shall make a grant to any individual unless such individual certifies to the agency as a condition of such grant that the individual will not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with such grant.
- a. Suspension, termination, or debarment of the grantee:
 1. Grounds for suspension, termination, or debarment - each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his official designee determines, in writing, that such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed

to make a good faith effort to provide a drug-free workplace as required in subsection (a) (i).

2. A suspension of payments, termination, or suspension or debarment proceedings subject to this subsection shall be conducted in accordance with applicable law, including Executive Order 12549 or any superseding Executive Order and any regulation promulgated to implement such law or Executive Order.

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

Sec. 5154. Employee Sanctions & Remedies

A grantee or contractor shall, within 30 days after receiving notice from an employee of a conviction will:

1. take appropriate personnel action against such employee up to and including termination; or
2. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Sec. 5157 Definitions

1. **“Drug-free workplace”** means a site for the performance of work done in connection with a specific grant or contract described in section 5152 or 5153 of an entity at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of this Act;
2. **“Employee”** means the employee of a grantee or contractor directly engaged in the performance of work pursuant to the provision of the grant or contract described in section 5152 or 5153.
3. **“Controlled substance”** means a controlled substance in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812);
4. **“Conviction”** means a find of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;
5. **“Criminal drug statute”** means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance;
6. **“Grantee”** means the department, division, or other unit of a person responsible for the performance under the grant;

7. **“Contractor”** means the department, division, or unit of a person responsible for the performance under the contract; and
8. **“Federal Agency”** means an agency as that term is defined in section 552(f) of title 5, United States Code.

Controlled Substance & Alcohol Use and Testing

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

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

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

Schedule I

LA. RS 40:966

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

Schedule II

LA. RS 40:967

- A. For narcotic drugs, amphetamines or methamphetamines: 5 to 30 years at hard labor. Maximum fine of \$15,000.
- B. For pentazocine: 7 to 10 years at hard labor. Maximum fine of \$15,000.
- C. Production of amphetamines, methamphetamines, or cocaine: 20 to 50 years at hard labor. Maximum fine of \$500,000
- D. Other Schedule II drugs: Maximum of 10 years at hard labor. Maximum fine of \$15,000.

Schedules III & IV

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

Schedule V

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

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

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

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

B. Persons at least 18 to persons under 18 and at least 3 years their junior: For distribution of narcotic drugs in Schedules I and II the penalty is imprisonment for up to twice that authorized in RS 40:966-967 or not more than twice the fine, or both.

C. Persons at least 18 to persons under 18 and at least 3 years their junior. For distribution of any other controlled substance in Schedules I - IV, the penalty is imprisonment for up to twice that authorized in RS 40:966-967, or not more than twice the fine, or both.

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

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

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

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

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

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

Possession

LA. RS 40:966

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

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

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

D. Possession of Marijuana Under 60 pounds:

1. First conviction: Fine of not more than \$500, imprisonment of not more

than six months, or both.

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

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

E. Possession of Marijuana over 60 pounds:

1. For 60 pounds or more but less than 2,000 pounds: Imprisonment at hard labor for not less than five years, nor more than 15 years and a fine of not less than \$25,000 nor more than \$50,000.

2. For 2,000 pounds or more but less than 10,000 pounds: Imprisonment at hard labor for not less than 10 years, nor more than 40 years and a fine of not less than \$50,000 nor more than \$200,000.

3. For 10,000 pounds or more: Imprisonment at hard labor for not less than 25 years, nor more than 40 years and a fine of not less than \$200,000 nor more than \$500,000.

Schedule II

LA. RS 40:967

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

B. For cocaine, amphetamines and methamphetamines:

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

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

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

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

Schedules III, IV, V

LA. RS 968-970

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

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

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

Policy Overview

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

The following services can be provided through the University Counseling Center.

1. Education and Intervention Training
2. Evaluation and Assessment
3. Individual Therapy
4. Referral to appropriate treatment milieu
 - a. Individual and/or group counseling at the University Counseling Center.
 - b. 12-Step Meetings such as Alcoholics Anonymous or Narcotic Anonymous.
 - c. Inpatient and outpatient chemical dependency treatment referral information available.
 - d. Tracking of individual’s progress if treated other than at the University Counseling Center.
5. Follow-up
 - a. Aftercare counseling (individual and group).
 - b. Family counseling for co-dependents (individual and group).
 - c. Referral to adjunct services.
 - (1) ALANON, Co-dependency Support Groups, Adult Children of Alcoholics, Spouse Abuse or other support groups.
 - (2) Treatment programs for Adult Children of Alcoholics and for Co-dependents.
6. Consultation Services - The University Counseling Center maintains contact with a number of treatment centers. Center and made available upon request.

Sanctions

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

and/or court decisions.

A. Employees

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

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

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

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

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

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

2. Completion of an approved rehabilitation program;

3. Counseling;

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

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

6. Community Service;

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

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

C. Guests may be barred from campus and turned over to the District

Attorney for further actions.

VI. Health Risks Associated with Alcohol and Substance Abuse

Alcohol and substance abuse lead to health problems, decreased productivity and crime. Alcohol and substance abuse are especially destructive to education and learning, inhibiting educational, social and interpersonal development.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including, spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversibly physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Use and/or abuse of controlled substances have the potential to cause psychological and/or physical dependence. The health risks associated with substances covered by the "Controlled Substances Act are described in the Table's Controlled Substances-Uses and Effects."

Controlled Substances - Uses & Effects

Health Risks Associated With Substances Covered By The Controlled Substances Act

Narcotics

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

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

Withdrawal Syndrome: watery eyes, runny nose, yawning, loss of appetite,

irritability, tremors, panic, cramps, nausea, chills and sweating.

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

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

Depressants

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

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

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

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

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

Drugs: Chloral Hydrate, Barbiturates, Benzodiazepines, Quaaludes.

Stimulants

Possible Effects: increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite.

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

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

Duration: 1 to 4 hours

Dependence: Physical possible, psychological mostly high.

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate.

Hallucinogens

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

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

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

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

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

Cannabis

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

Effects of Overdose : fatigue, paranoia, possible psychosis.

Withdrawal Syndrome: insomnia, hyperactivity and decreased appetite occasionally mentioned.

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

Drug: Marijuana, Hashish, Hashish Oil.

VII. REVIEW

This policy will be reviewed biennially by a university appointed committee to:

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

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

SEXUAL/RACIAL/GENDER HARASSMENT POLICIES

SEXUAL HARASSMENT POLICY:

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

DEFINITION:

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

Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated:

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

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

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

COMPLAINT PROCEDURE:

Any University employee, student, or other member of the University community who believes he or she has been a victim of sexual harassment while working at the University or in class or in any other setting (whether by subordinates, peers, superiors, or other persons), should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director, (2056), Equal Employment Opportunity Compliance Officer, (5888), Director of Student Health Center, (2241), "Department Head," call information (2000) for specific phone numbers. Any official receiving a complaint should notify the EEO Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions. If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the Vice Presidents, the Provost, or the President. Confidential assistance is also available through the University Counseling Center.

Action will be taken to examine impartially and resolve promptly any complaint. Complaints that cannot be resolved by informal means, through help of officials and services listed above, may be resolved through the University's formal student, staff or faculty grievance procedures ("Handbook for Classified Employees", or "Faculty Handbook" for details on how to initiate grievance procedures). Upon request to any of the above officials a special committee or procedure may be established by the President to consider a complaint and possible resolution. Any such committee will consist of no less than three members and no more than five, and may include faculty members, administrators, staff members and students in a mix suitable to deal with the complaint.

Confidentiality of all parties will be respected to the greatest extent possi-

ble and employees, students and others will not be subjected to retaliation of any kind for reporting incidents of sexual harassment.

PENALTY:

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

RACIAL HARASSMENT POLICY:

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

DEFINITION:

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

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

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

COMPLAINT PROCEDURE:

Any University employee, student or other member of the University community who believes he or she has been a victim of racial harassment while working at the University or in class or any other setting (whether by sub-

ordinates, peers, superiors, or other persons) should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director, Equal Employment Opportunity Coordinator, department head, academic dean.

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

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

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

GENDER DISCRIMINATION GRIEVANCE PROCEDURES:

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

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

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

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

The student will not disrupt his/her class schedule or that of the department to present a grievance. They shall arrange a meeting at a time which is mutually convenient.

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

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

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

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

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

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

Inquiries regarding compliance with Title IX may be directed to Gene Pregeant, EEO/ADA Compliance Officer (Room 120, Administration Building, telephone 504-549-5888) or the Director of the Office for Civil Rights, Department of Health, Education and Welfare.

AMERICANS WITH DISABILITIES ACT

Compliance Statement

Southeastern has adopted an internal grievance procedure providing for prompt and equitable resolutions of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.

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

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

crimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis).

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

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

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

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

Dallas Office
U. S. Department of Education
1999 Bryan Street, Suite 2600
Dallas, Texas 75201

Telephone: 214-880-2459
FAX: 214-880-3082; TDD: 214-880-2456
Email: OCR_Dallas@ed.gov

HAZING POLICY

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

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

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

Louisiana Law on Hazing

R.S. 1801 Hazing Prohibited

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

Fraternity Executive Association (FEA): Statement on Hazing

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

Hazing Activities

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

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

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

Penalties:

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

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

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

Hazing Explained

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

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

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

Where Hazing Begins

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

Is the activity an educational experience?

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

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

Is it an activity that pledges and initiated members participate in together?
Would you be willing to allow parents to witness this activity? A judge?
The University president?
Does the activity have value in and of itself?
Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Dissemination of Hazing Policy

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

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

SIGN POSTING POLICY

For information on posting signs, notices or advertisements on campus, contact the building head for the appropriate rules and permission. A list of building head coordinators is located at

<http://www.selu.edu/Administration/Depts./Safety/bldcoor.htm>

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

http://www.selu.edu/admin/stu_dev/index.html

SELLING OR SOLICITING ON CAMPUS POLICY

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

CREDIT CARD SOLICITATION POLICY

Southeastern does not allow the active solicitation of credit cards applications on campus. Student groups may not use this type of activity

as a fundraiser.

Additional information may be found in the Assistant Vice President for Student Affairs Office or at

http://www.selu.edu/admin/stu_dev/index.html

STUDENT NEWSPAPER DISTRIBUTION BIN POLICY

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

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

COMPUTER POLICIES

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

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



Students can use computers at one of the many labs located on campus.