



Student Handbook  
2019-2021



## Contents

<b>About the University</b> .....	3
<b>Historical Sketch of Southern University at Shreveport</b> .....	4
<b>ACT No. 42</b> .....	4
<b>Mission Statement</b> .....	8
<b>Accreditation</b> .....	8
<b>Alma Mater</b> .....	8
<b>Fight Song</b> .....	8
<b>Southern University Board of Supervisors</b> .....	9
<b>Southern University at Shreveport Administration and Division Chairs</b> .....	9
<b>Student Life</b> .....	9
<b>Student Life: What's It All About?</b> .....	11
<b>Office of Student Affairs</b> .....	11
<b>Compliances/Acts, University Policies, Procedures and Regulations</b> .....	26
<b>COMPLIANCE WITH FEDERAL AND STATE LAWS</b> .....	27
<b>DISCRIMINATION POLICY AND PROCEDURES</b> .....	27
<b>EQUAL EMPLOYMENT OPPORTUNITIES</b> .....	27
<b>POLICY FOR SATISFACTORY ACADEMIC PROGRESS (SAP)</b> .....	28
<b>COMPLIANCE WITH PRIVACY RIGHTS OF PARENTS AND STUDENTS</b> .....	28
<b>The Family Educational Rights and Privacy Act (FERPA) 34 CFR 99</b> .....	28
<b>ACCESS TO AND UTILIZATION OF STUDENT RECORDS (PRIVACY ACT)</b> .....	28
<b>ACCESS PROCEDURE</b> .....	30
<b>SCOPE OF STUDENT'S RIGHTS AND PROCEDURES FOR CHALLENGE</b> .....	31
<b>RELEASE OF EDUCATIONAL RECORDS UNDER THE LAW WITHOUT THE STUDENT'S PERMISSION</b> .....	31
<b>RELEASE OF EDUCATIONAL RECORDS UNDER THE LAW WITH STUDENT'S PERMISSION</b> .....	32
<b>APPEAL</b> .....	32
<b>REGULATIONS GOVERNING INTERNATIONAL STUDENTS</b> .....	33
<b>TRANSFER INTERNATIONAL STUDENTS</b> .....	33
<b>IDENTIFICATION CARDS</b> .....	34

MISUSE OR ABUSE OF COMPUTER EQUIPMENT, PROGRAMS, OR DATA .....	34
SKATEBOARDS/ROLLER BLADES .....	34
SMOKE FREE CAMPUS POLICY .....	34
VISITORS TO ACADEMIC CLASSES .....	34
SALES/SOLICITATION, PROMOTION, AND/OR ADVERTISING ON CAMPUS .....	35
AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) .....	35
POLICY STATEMENT FOR STUDENTS WITH DISABILITY .....	35
STUDENT GRIEVANCE: ADA/504 COMPLIANCE .....	36
POLICY ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) .....	36
IMMUNIZATION COMPLIANCE .....	37
POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS.....	37
Fundraising/Solicitations.....	39
PROCEDURE FOR STUDENT COMPLAINTS .....	39
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT .....	41
(PUBLIC LAW 101-542).....	41
TITLE II-CRIME AWARENESS, CAMPUS SECURITY AND STATEMENT OF POLICY ACT OF 1990 .....	41
REGULATIONS OF THE UNIVERSITY POLICE.....	42
SECURITY POLICIES.....	42
PREVENTIVE PROGRAMS.....	42
PARKING REGULATIONS .....	42
REPORTING CRIME AND CONTACT INFORMATION POLICY.....	43
DECLARATION OF EMERGENCY .....	43
SUSLA EMERGENCY NOTIFICATION/PROTOCOLS.....	44
EMERGENCY OPERATIONAL PLAN COMPONENTS .....	44
ALCOHOLIC BEVERAGES POLICY .....	46
HAZARDOUS MATERIAL .....	47
ILLEGAL DRUGS POLICY .....	47
SENSITIVE AND/OR PERSONAL CRIMES (Death) POLICY .....	47
EMOTIONAL DISTRESS.....	48
SEX OFFENDER POLICY AND REGISTRATION .....	48
TELEPHONE BOMB THREAT POLICY .....	49

<b>WEAPONS POLICY</b> .....	49
<b>SEXUAL ASSAULT POLICY</b> .....	49
Educational Programs .....	50
Procedures for Reporting Assault and Receiving Help .....	48
Preservation of Evidence .....	49
Legal Action .....	50
University Discipline Procedures .....	50
The Rights of the Victim in Alleged Sexual Assault Cases .....	51
Penalties for Sexual Assault .....	51
Avoiding the Occurrence of Sexual Assault .....	51
<b>SEXUAL HARASSMENT POLICY</b> .....	52
Protection against Retaliation .....	52
What is Sexual Harassment? .....	52
Peer Harassment .....	52
Reporting Sexual Harassment .....	53
<b>DRUG FREE SCHOOLS AND CAMPUS</b> .....	53
<b>DRUG ABUSE POLICY</b> .....	54
Definitions .....	54
<b>COMPLIANCE WITH UNIVERSITY SUBSTANCE ABUSE POLICY</b> .....	56
<b>SEARCHES AND INSPECTIONS</b> .....	56
<b>DRUG TESTING</b> .....	56
<b>DUE PROCESS</b> .....	56
<b>POLICY ON STUDENT ALCOHOL USE</b> .....	56
<b>University Admissions and Registration</b> .....	57
<b>UNIVERSITY ADMISSIONS AND REGISTRATION</b> .....	58
<b>ADMISSION TO THE UNIVERSITY</b> .....	58
<b>ACCEPTANCE OF TRANSFER CREDIT HOURS</b> .....	59
<b>APPEAL OF ACCEPTED TRANSFER SEMESTER CREDIT HOURS</b> .....	60
<b>CREDIT BY EXAMINATION AND OTHER NON-UNIVERSITY SOURCES</b> .....	60
<b>READMISSION</b> .....	61
<b>CREDITS OVER 10 YEARS</b> .....	62

HOME-SCHOOLED STUDENTS .....	61
REQUIREMENTS FOR OFFICIAL REGISTRATION .....	62
CROSS ENROLLMENT PROGRAM WITH LSU-S .....	62
ADDING AND DROPPING COURSES .....	62
DEFINITION OF A FULL-TIME STUDENT .....	63
DEFINITION OF A PART-TIME STUDENT .....	63
MAXIMUM COURSE LOAD .....	63
WITHDRAWAL .....	63
ACADEMIC STANDING .....	63
PROBATION, SUSPENSION, AND READMISSION REGULATIONS .....	64
DEFINITION OF HOURS PURSUED .....	64
SYSTEM OF GRADING .....	64
DEFINITION OF GRADE POINT AVERAGE .....	64
AUDITING A COURSE .....	65
HONORS .....	65
CLASSIFICATION OF STUDENTS .....	66
QUALITY POINT SYSTEM .....	66
INCOMPLETE GRADES .....	66
REPEAT-DELETE POLICY .....	66
SATISFACTORY COMPLETION OF COURSES .....	66
ACADEMIC APPEALS GUIDELINES .....	66
ACADEMIC AMNESTY .....	67
CLASS ATTENDANCE REGULATIONS .....	68
STUDENT CONDUCT .....	69
ACADEMIC GRIEVANCES .....	69
REQUIREMENTS FOR GRADUATION .....	70
CONCURRENT DEGREES/DUAL DEGREES .....	71
RESIDENT CREDIT REQUIREMENTS .....	71
RESIDENCE APPEALS COMMITTEE .....	72
APPLICATION FEES .....	72-73
<i>CAMPUS SERVICES</i> .....	77

<b>THE LIBRARY</b> .....	78
<b>Mission</b> .....	78
<b>Collections</b> .....	79
<b>Circulation</b> .....	79
<b>Other Services</b> .....	79
<b>Library Hours</b> .....	79
<b>OFFICE OF FINANCIAL AID AND SCHOLARSHIPS</b> .....	80
<b>SUMMER ELIGIBILITY</b> .....	81
<b>SATISFACTORY ACADEMIC PROGRESS</b> .....	81
<b>FEDERAL GRANTS</b> .....	81
<b>Federal Pell Grant</b> .....	81
<b>Federal Supplemental Education Opportunity Grant (FSEOG)</b> .....	81
<b>VETERANS BENEFITS</b> .....	82
<b>VOCATIONAL REHABILITATION</b> .....	82
<b>FEDERAL LOANS</b> .....	82
<b>STUDENT EMPLOYMENT</b> .....	82
<b>SCHOLARSHIPS AND AWARDS</b> .....	83
<b>Academic Scholarships</b> .....	83
<b>Thelma Fisher Patterson Memorial Scholarship</b> .....	83
<b>Private Scholarships</b> .....	83
<b>FOUNDATION</b> .....	84
<b>Purposes</b> .....	84
<b>Goals</b> .....	84
<b>EMERGENCIES AND POLICE SERVICE</b> .....	84
<b>Campus Police</b> .....	84
<b>STUDENT SUPPORT SERVICES</b> .....	85
<b>UNIVERSITY BOOKSTORE</b> .....	86
<b>VETERANS AFFAIRS</b> .....	87

The Technology Enhancement Center .....	87
INFORMATION TECHNOLOGY CENTER (ITC).....	87
BANNER WEB SERVICES.....	87
MOODLE.....	88
CULTURAL AND RECREATION .....	88
SOUTHERN UNIVERSITY MUSEUM OF ART AT SHREVEPORT (SUMAS).....	88
COMMUNICATIONS .....	89
E-Mail and Internet Services .....	89
Telephones.....	89
Bulletin Boards/Message Centers .....	89
Axis Television Monitors .....	90
Announcements .....	90
MEDIA COVERAGE.....	90
OFFICE OF UNIVERSITY RELATIONS .....	90
RESIDENTIAL LIVING.....	93
Welcome .....	94
SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA (SUSLA).....	94
MISSION STATEMENT .....	95
Academic Support.....	95
Valuing Diversity .....	95
Residential Life Program .....	95
Residential Life Theme .....	96
Getting the Most from College .....	96
Leadership Opportunities.....	97
Activities and Programs.....	98
Community Living Standards .....	98
SOUTHERN UNIVERSITY AT SHREVEPORT CODE OF CONDUCT .....	99
Student Rights and Responsibilities .....	100
Statement of Purpose.....	100
Conduct and Institutional Policies and Regulations .....	101

<b>Disciplinary Committee, Procedures and Appeals .....</b>	<b>105</b>
<b>Violations (definitions and codes).....</b>	<b>108</b>
<b>List of University and Community Resources.....</b>	<b>114</b>



## ABOUT THE UNIVERSITY



## *HISTORICAL SKETCH OF SOUTHERN UNIVERSITY AT SHR EVEPORT*

Southern University at Shreveport, a unit of the Southern University System located at Baton Rouge, Louisiana, was created by Act 42 of the ordinary session of the Louisiana Legislature on May 11, 1964, and designated a two-year commuter college to serve the Shreveport-Bossier City area. Its basic emphasis was to provide the first two years of typical college and university work.

### *ACT NO. 42*

To establish, as a branch or extension of Southern University, a two-year junior commuter college in the Shreveport-Bossier City area and to direct the State Board of Education to determine the location for the college, acquire the necessary land therefore, to erect, equip and furnish necessary buildings for the establishment of the college, and to administer the college.

Be it enacted by the Legislature of Louisiana:

Section 1. There is hereby established, as a branch or extension of Southern University, a two-year junior commuter's college which shall be located in the Shreveport-Bossier City area.

Section 2. The State Board of Education shall determine the location for the college, shall acquire the necessary land therefore and shall construct, equip and furnish the buildings necessary therefore.

Section 3. The State Board of Education shall administer the college.

Section 4. If any provision or item of this Act or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Act which can be given effect without the invalid provisions, items or application, and to this end the provisions of this Act are hereby declared severable.

Section 5. All laws or parts of laws in conflict herewith are hereby repealed.

Governor John H. McKeithen signed this Act on June 27, 1964, and the institution was opened for instruction on September 19, 1967. The definitive designation of Southern University at Shreveport as a unit of the Southern University System reflects historical precedence. On October 28, 1974, the Louisiana Coordinating Council for Higher Education (now Board of Regents) granted to the Institution its approval of six associate degree programs in Business, Office Administration, Natural Sciences, Medical Office Assistant, Social Sciences, and Humanities. The Board's approval resolved any conflict of definition in the historical statement of purpose. Therefore, today, applying the terminology of the Southern Association of Colleges and Schools, Southern University at Shreveport is a unit of the Southern University System, rather than a branch or extension of the Baton Rouge campus.

Furthermore, in 1977, the Board of Regents Master Plan for Higher Education in Louisiana cited,

... Southern University should begin immediately to plan programs and services of the type appropriate to a comprehensive community college in order to contribute to the future economic development of the greater Shreveport area.

Therein, the Institution was charged to expand its one- and two-year offerings in keeping with the manpower needs of the Shreveport area and to cooperate with nearby vocational-technical schools where possible. The Master Plan defined research activities as — appropriate to further the role of the Institution as a comprehensive community college, with lower level undergraduate instruction and public service receiving top priority.

By April 1978, Southern University at Shreveport was granted approval to begin awarding the associate degree in Medical Laboratory Technology. With the thrust toward instruction in paraprofessional or occupational education opportunities, the Institution began exploring the nature of the comprehensive community college.

In 1981, the Federal Justice Department mandated that the Southern University System enter into a Consent Decree that led to several major changes for the Institution. When the Consent Decree was ordered on September 8, 1981, inconclusive issues remained concerning post-secondary education in the Caddo- Bossier area. As a result, a panel of experts was appointed to study the situation and by March 15, 1982, all parties involved entered into an Addendum to the Consent Decree (Civil Action No. 80-3300, Section —A|| of the United States District Court), a move that had tremendous impact on Southern University at Shreveport. Several enhancement procedures were mandated in the addendum by the court, including new administrative positions, the utilization of an assisting agency in developing long- range plans and programs, the creation of a six-year institutional plan, the piloting of off-campus extension sites, and the interchange of students and faculty with Bossier Parish Community College.

For seven years, the Institution participated in this Consent Decree. All activities, as described in the Decree, had to be monitored on a bi-monthly basis through reports submitted to the Louisiana Board of Regents. Southern University at Shreveport complied with every portion of the mandate. The Board of Regents approved fifteen new programs for implementation at the Institution during this time period. Southern University at Shreveport was the only state institution commended for the manner in which its proposals were presented to and defended before the Board of Regents. These new programs helped the Institution to promote its development as a comprehensive community college.

The Consent Decree, in part, involved the acquisition of a satellite campus site, “preferably in an area of the city that was amenable and accessible to the diverse multi-cultures served by the Institution”. A downtown location was deemed best, primarily because of the large number of business sites and office workers employed in that area. After conducting assessments of the kinds of educational training needs projected by the

downtown employee population, the Institution chose to bid on portions of 610 Texas Street in 1987. The Southern University Board of Supervisors, the State Board of Regents, and the Division of Administration approved the bid by October 1987.

Southern University at Shreveport held its first classes at the downtown site, the Metro Center, in spring, 1988. Specific educational programs are housed at the Metro Center in order to place them in close proximity to the business community. Sections of general education and computer classes are also taught at the Center.

In 1999 for the first time in the history of higher education in the State of Louisiana, a two-year college board was organized. This board controls all two-year colleges except those under the Southern University and Louisiana State University systems. Because of the unique situation that places Southern University at Shreveport under the Southern University Board of Supervisors, it became necessary to investigate the appropriateness of the assigned name (Southern University at Shreveport-Bossier City). As a result, the Board and other leaders chose to align the name with the pattern of other campus names in the Southern University System. Thus, Southern University thought it feasible to name the Shreveport campus, Southern University at Shreveport, which coincided with Southern University at Baton Rouge and Southern University at New Orleans. This kept the name of the school identifiable in reference to its location, and reinforced when the acronym SUSLA was assigned to the Southern University at Shreveport, Louisiana campus.

Throughout the years, outstanding leadership has guided Southern University at Shreveport. Dr. Walter Austin served as the Institution's first chief executive officer, followed by Dr. Leonard C. Barnes. Upon the recommendation of President G. Leon Netterville to the State Board of Education, Dr. Barnes was appointed to serve as Vice President of the Shreveport Campus in July 1971. The Board of Supervisors for the Southern University System changed the title of Vice President to Chancellor in March 1977; therefore, Dr. Barnes continued to serve the University as Chancellor until July 1987. Dr. Robert H. Smith served as the University's third executive officer. Under Dr. Smith's leadership, more than 1,000 students were enrolled during the 1988 spring semester, the largest enrollment in the history of the Institution at that time. Dr. Mary L. Wilson was appointed as the Interim Chancellor in June 1993. She was the first woman chief executive of the University. Dr. Jerome G. Greene, Jr., assumed duties as Chancellor in November, 1993. Under his tenure a General Studies degree program was developed, and a groundbreaking ceremony for a new gymnasium and physical education building was held. Mr. S. Albert Gilliam was appointed Interim Chancellor, August 1998. Dr. James C. Brown assumed the role of Chancellor in May, 1999, and in October, 2000, Dr. Press L. Robinson was appointed Interim Chancellor preceding the November, 2000 Southern University Board of Supervisors' decision to name Dr. Ray L. Belton Chancellor effective December, 2000. Under Dr. Belton's leadership, an all-time record enrollment of over 2,500 students has been reached. Moreover, high school articulations have been formed, academic programs have been expanded and off-campus sites established. Under the Belton Administration, the Administration Building was named after former Chancellor and Chancellor Emeritus Leonard c. Barnes. At that time, the Science Building was officially named Louis Collier Hall after former professor Louis Collier and the Science Lecture Hall was called Jesse N. Stone Lecture Hall, for Past System President and prominent lawyer in the Shreveport-Bossier communities, Jesse N. Stone.

The Institution currently occupies eleven (11) buildings on 103 acres of land located at 3050 Martin Luther King, Jr. Drive in Northwest Shreveport.

At present the Southern University at Shreveport Metro Center occupies the 610 Texas Street Office Building, housing computer labs, allied health labs, classrooms, academic and administrative offices, a media productions studio, the Southern University Museum of Art at Shreveport, and a compressed video distance-learning classroom, Workforce Development, Vocational Education, and Outreach Programs and TRiO Community Outreach Programs. The building is an example of turn-of-the-century urban commercial architecture and consists of two structures. The six-story red brick building was built in 1919 by the Jacobs family as office space. The adjoining four-story building, known as the Barrett Building, was constructed in 1929 by a Little Rock, Arkansas department store for use as a ladies “specialty” fashion store. In 1982 the two buildings were combined and renovated to create the existing structure which now contains approximately 70,000 square feet. In 1992, the building was given the DSU Award for Preservation of Historic Architectural Buildings in Downtown Shreveport, Louisiana.

The Aerospace Technology Center, located at the Shreveport Downtown Airport, 1560 Airport Drive, occupies two aircraft hangars with classroom space in the main terminal building. The Downtown Airport was Shreveport’s first commercial airport. Delta Airlines flew its initial routes from Dallas, Texas to the Downtown Shreveport Airport in 1929. The airport was officially inaugurated on July 14, 1931. After Shreveport Regional Airport opened in the early 1950’s the Downtown Airport became a general aviation airport serving private pilots, companies and schools based at the airport. The Aerospace Technology Center is housed in the first hangar ever built at the airport.

On June 20, 2002, the Student Activity Center was renamed as the Johnny L. Vance, Jr. Student Activity Center. The building was dedicated to the memory of Johnny Vance (1954 – 2001), an educator and community leader who began his academic career as a SUSLA student and later returned to serve with SUSLA as Counselor, Recruiter, Financial Aid Director, Dean of Students, Student Support Services Director, and Vice Chancellor for Student Affairs. The Johnny L. Vance Jr. Student Activity Center was the first building to be named after an individual who has contributed to the evolution of the Shreveport Campus. In 2009, the Johnny Vance Student Center was expanded and renovated.

In the fall of 2008, the Jaguar Courtyard opened providing residential housing for the first time. The courtyard includes 240 fully-furnished 2 and 4 bedroom units with all inclusive utilities, high speed internet and basic cable, and all the amenities and security of a gated community. Located in the center of the campus, adjacent to the Library and classrooms, the Jaguar Courtyard offers to students an optimal living and learning environment.

In addition, in that same year, the University opened the Southern University Business and Community Development Center, located on the corner of Hilry Huckaby and Martin Luther King, Jr. Drive. It was a joint effort between the City of Shreveport, Housing and Urban Development, the MLK Community and SUSLA to meet the needs of small businesses.

## *Vision Statement*

Transforming Lives and the community through a commitment to excellence and a spirit of service.

## *Mission Statement*

Southern University at Shreveport a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

## *ACCREDITATION*

Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Technical Diplomas, and Certificates. Contact the Commission on Colleges at 1866, Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about accreditation of Southern University at Shreveport.

## *ALMA MATER*

### *Dear Southern*

O Southern, Dear Southern, Thy praises we shall sing, until all the heavens and echoes loudly ring.

The winds of the sky as they pass us by will adoration bring.

O Southern, Dear Southern, We owe our all to Thee, in downfall or vict'ry, we'll always loyal be.

Thy Sons and Daughters as they work, Will be inspired by Thee.

O Southern, Dear Southern, Thy name will ever be, as mighty as the river that flows on to the sea, as pure and true as the Gold and Blue, That stands out bold for Thee.

WORDS AND MUSIC BY R.E. BROWN, JR.

ARRANGED BY T.W. LANGSTON

## *FIGHT SONG*

Southern University Defender of the gold and blue we will always loyal be

And raise a cheer for you. All for one and one for all

We've got the will to win for thee

And we'll fight, fight, fight

'Til we win the victory.

HUEL PERKINS 1951

## *SOUTHERN UNIVERSITY BOARD OF SUPERVISORS*

Atty. Domoine D. Rutledge, Chairman	Mr. Sam Albert Gilliam, District 4
Rev. Samuel C. Tolbert, Jr., Vice Chairman	Mrs. Ann Smith, District 5
Mr. John L. Barthelemy, District 1	Rani G. Whitfield, M.D., District 6
Mrs. Arlanda Williams, District 1	Atty. Tony M. Clayton, District 6
Rev. Donald R. Henry, District 2	Dr. Leon R. Tarver II, At-Large
Dr. Leroy Davis, District 2	Xavieria Jeffers, Student Representative
Mr. Raymond M. Fondell, District 3	Dr. Ray L. Belton, President and Secretary to the Board of Supervisors
Atty. Patrick D. Magee, District 3	
Mr. Richard T. Hilliard, District 4	

## *SOUTHERN UNIVERSITY AT SHREVEPORT ADMINISTRATION AND DEANS*

<b>Dr. Rodney A. Ellis</b>	Chancellor
<b>Dr. Terry Kidd</b>	Vice Chancellor for Academic Affairs and Workforce Development
<b>Dr. Antonius Pegues</b>	Vice Chancellor for Finance and Administration
<b>Dr. Regina Robinson</b>	Vice Chancellor for Research, Sponsored Programs, and Institutional Effectiveness
<b>Dr. Melva Williams</b>	Vice Chancellor for Student Affairs and Enrollment Management
<b>Mr. Frank Williams</b>	Executive Director, Southern University Foundation
<b>Ms. Leslie McClellon</b>	Chief of Staff

**Ms. Jo Ann (Brown)**  
*Dean, Division of Allied Health Sciences*

**Dr. Barry Hester**  
*Dean, Division of Science & Technology*

**Dr. Lonnie McCray**  
*Dean, Division of Humanities*

## *Student Life*



## *STUDENT LIFE: WHAT'S IT ALL ABOUT?*

Student life is a multi-faceted experience shared by all students who enter Southern University at Shreveport.

Student life includes participating in campus organizations, managing time to allow for study and recreation,

Southern University at Shreveport provides many student services to ensure that students have the best possible student life experiences. Most of these services fall under the supervision of the Office of Student Affairs and Enrollment Management.

This section of the Student Handbook will acquaint students with its various departments.

### *Office of Student Affairs and Enrollment Management*

The Office of Student Affairs and Enrollment Management at Southern University at Shreveport is a fundamental part of the total educational process designed to assist students both individually and collectively.

The role of Student Affairs and Enrollment Management in fulfilling the University's mission is to keep the student central in all decisions and actions to enhance student growth and development; and assist in developing an institutional atmosphere, which promotes strong citizenship, diversity and equal opportunity.

Specifically, the mission is to:

- Facilitate access to University programs and services by maintaining a student-centered philosophy;
- Support and enhance the learning process, student success and life planning through varied student experiences; and
- Assist in the total development of the student, which includes intellectually, emotionally, spiritually, socially and ethically.

The Office is committed to the principle of integrating student programs and services into the student's total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community.

Delivery of programs and services will be influenced by an ongoing assessment of student needs, the campus climate and established outcomes. It will be guided by:

- The mission of the institution
- The scholastic achievements of our students
- The nature of our campus
- The staff/faculty-to-student ratio of our departments
- Our admissions, which draw students from around the parish and surrounding parishes; and
- The learn-by-doing focus of our curricular and co-curricular activities.

The mission will be carried out through teaching and personal instruction, advisement and counseling, community service learning, internship education, organized programming and services.

## *Vision*

The Office of Student Affairs and Enrollment Management is committed to institutional effectiveness and will be a model organization for providing programs, services, and partnerships to enhance the total learning environment of the university community.

## *Student Resources*

Admissions and Recruitment

Athletics and Intramural Sports

- Women's Basketball / Men's Basketball

Jaguar Market Place

Residential Life

Student Activities and Services

Student Success Center

- Academic Advising
- Student Retention Services
- Student Support Service

Testing and Assessment

TRIO Community Outreach Programs

- Office of Educational Talent Search
- Office of Educational Opportunity Center
- Office of Upward Bound Desoto
- Offices of Upward Bound North
- Office of Upward Bound Sabine
- Office of Upward Bound South
- Office of Upward Bound Natchitoches

## *Admissions*

The Office of Admissions has administrative responsibility for administering the admissions policies of the University. The staff assists prospective students in completing the admissions process. Additionally, the staff assists former SUSLA students who seek readmission to the University. Students interested in applying for admission or readmission to the University should contact the Office of Admissions.

## *Recruitment*

Recruitment provides information about SUSLA to prospective students, parents, guidance counselors and others. The staff assists students in the admission process and informs other educational institutions and agencies about SUSLA programs, policies, and procedures.

Each year, the Office of Recruitment sponsors College Awareness Day on the campus. Area high school students are invited to tour the campus. High school students are also allowed to interact with college students by participating in events sponsored by the Student Activities Office. Student interested in enrollment at Southern University at Shreveport should contact the Office of Recruitment.

## *Athletics and Intramural Sports*

The Southern University at Shreveport Athletic Department provides intercollegiate sports for students with the goal of providing them with the opportunity to compete with other students at the intercollegiate level.

The men and women basketball teams compete in Division I basketball and are sanctioned by the National Junior College Athletic Association (NJCAA) through region #23. They are a part of the MISS-LOU Conference. The Athletic Department provides an athletic environment that enhances physical, mental, psychological and social growth and development through encouraging students to compete at their full potential with proper regard given to sportsmanship and fair play.

## *Jaguar Market Place*

Southern University Shreveport Campus Dining has partnered with ARAMARK to provide students with more dining options than ever before! Campus Dining offers customer-oriented eateries featuring broad and varied menu choices. An environment has been created that offers students quality, value, convenience and an enjoyable dining experience.

Jaguar Market Place is located in the Johnny L. Vance Jr. Student Activity Center.

## *Campus Dining Service*

SUSLA Dining Meal Plans are **SEMESTER**-based and designed to offer students convenience, variety and affordability. We offer several Meal Plans with various combinations of Meals and Declining Balances options that can best suit your needs on campus. Meal Plans are for anyone and can be shared with family and friends. The Commuter Meal Plan is great for upper-class students or commuters and gives you the convenience of dining on campus with no shopping, cooking or cleaning.

SUSLA residences are required to select a Dining Plan. Commuter students, Faculty and staff may select a Dining Plan or declining balance plan before or after classes start each semester.

Campus dining provided by **ARAMARK** operates the Jaguar Market Place at the Student Activity Center. The primary residential plan includes 13 meal swipes per week with a maximum of one meal swipe per meal period.

Students are able to enjoy a variety of wholesome food choices with several items to choose from daily.

Hours—Jaguar Market Place feature extended hours Monday through Thursday from 7:30 a.m. thru 6:00 p.m. with a break in service from 2:30 p.m. thru 4:00 p.m. daily. On Fridays, students may enjoy brunch from 10:30 a.m. thru 2:00 p.m.

Format—students will be able to enjoy dining Featuring American entrees, ethnically- inspired foods, vegetarian selections, fresh salads and sauté vegetables, grilled selections, fresh baked pizza, and deli sandwiches. An allergy free feature is also available for students with special dietary needs.

Meal Plans are semester-based. Unused Meals will be lost after the last class day of the semester. Declining balance will roll over from fall to spring to summer.

Plan 1---\$1392.00 Includes 240 meal swipes per semester with \$100.00 Declining Balance that can be used after residential meal plans end and thru the summer. ***Any student may select this plan.***

Plan 2---\$1255.00 Includes 215 meal swipes per semester. This is the minimum plan required for all students that live on campus. ***Any student may select this plan.***

Declining Balance Accounts—Additional amounts may be added to the basic plan or may be purchased separately for students without a dining plan. ***Minimum Purchase \$50.00***

Declining Balances may be carried forward from the Fall Semester through the Spring and Summer Semesters.

(Meal Plans) Meal Swipes may not be carried forward.

### *Selecting a Dining Plan*

First—determine the minimum plan required based on student status and dorm assignment. Then decide on the number of times you want to enter the restaurant per term.

Second—decide on the amount of Declining Balance you will use during the semester. Additional amounts may be purchased later in the Business Office in any increment.

Third—go to the Food Service Office, select your dining plan choice and any additional Declining Balance.

#### *Frequently Asked Questions and Information about Dining Plans and Declining Balance*

- **What is Declining Balance?** Money that is recorded under your ID number in ARAMARK's database that can be spent in the Student Center Jaguar Market Place for meals in the restaurant.
- **How do I use Declining Balance?** When you buy a drink, sandwich, taco, yogurt, etc., you will use your ID like a pre-paid credit card. The amount of your purchase will be subtracted from your balance.
- **How do I keep up with the amount of Declining Balance that I have left?** Your remaining balance appears at the bottom of your receipt each time you make a purchase. If you are not making a purchase and need to know your balance, you may visit ARAMARK Campus Dining Business Office or the Cashier in the food service areas to find out the amount remaining in your account. Please present your ID when requesting balances.
- **What is meant by block plans?** Each dining plan provides a set number of times that you may get a meal from the cafeteria each semester. It is up to the student how often and what services they use once they enter the restaurant. Entries expire at the end of each term. Entries are limited by day and meal period which offers an added assurance that a student will have enough meals to last throughout the semester. Declining balance may be added if a student wishes to have more than the allowed 13 meals per week.
- **Are the meals different on the various plans?** No. The number of meals or entries available for the term is determined by the plan selected.
- **May I change dining plans?** Yes. Select additional Declining Balance or come to the Business Office at any time to add varying amounts of Declining Balance. Amounts can be added in any increment. You may pay for the additional amount or add to your Business Office Account.
- **May I purchase additional Declining Balance?** Yes. Select additional Declining Balance or come to the Business Office at any time to add varying amounts of Declining Balance. Amounts can be added in any increment. You may pay for the additional amount or add to your Business Office Account.
- **What if I am sick?** Sick trays are available by request.
- **What if I have food allergies or a medical condition?** Special diets may be provided when a doctor's prescription is given to the cafeteria manager.
- **What if I work or attend a school related function?** Carry-out boxes are provided for all guest. Visit the restaurant during operating hours and take your plate to go.
- **May I pay cash in the restaurant or Food Court?** Yes. You will be charged sales tax if you pay cash rather than using your declining balance account.

- **What if I do not use all of my Declining Balance?** It will be carried forward from the fall semester to the spring and will be available for use through July 3rd. You may purchase additional Declining Balance in any amount in the Business Office.
- **What if I do not use all of my meals?** You are actually purchasing the ability to enjoy meals a set number of times. There is no refund for left over meal swipes or remaining declining balance.
- **What if I move out of the residence halls or drop school?** No refunds are issued on meal plans.
- **How do I pay for my residence hall rent and dining plan?** The charges are added to your student account and are due as billed.

*Information or Questions? Email [foodservice@susla.edu](mailto:foodservice@susla.edu) or Phone 318-670-9204*

**Meal Plan Waiver: You must meet all Criteria set forth by the Assistant Vice Chancellor of Student Success.**

#### *Background Information*

In August 2010, SUSLA established as a part of its residential life program a structured dining plan that provides convenience and variety that allows students to focus on their studies and adjust to college life more easily, as well as provides social support systems. The university made a commitment to enhance student learning by, creating an environment that promotes the development of both the individual and the residential community, including a vibrant on campus dining program, that foster social interaction. In the Southern Region, 25 out of 30 universities require residential meal plans. Nationally, most universities now require meal plans. The educational mission of the University extends into Residential Life providing challenges and a support network that allows and encourages each member of the community to participate actively in the shaping of their environment. For this reason, a meal plan for Residential Students is a part of the educational process.

### **RESIDENTIAL LIFE INFORMATION**

The Department of Residential Life promotes a safe on-campus living environment that is comfortable, affordable, and well maintained to create a positive living environment for students. Part of the residential life experience is learning to live and interact within the community that creates individual values and encourages good citizenship. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in student activities, as well as other entities. By doing so, the students are intellectually stimulated to think critically and to solve problems.

### **STUDENT ACTIVITIES AND SERVICES**

The Southern University at Shreveport Office of Student Activities and Services is a viable and integral part of the University's student life. It provides the general student body, faculty and staff, and surrounding communities an opportunity to experience a unique facet of academic pursuit by providing cultural, social, and educational activities. These services are conducive to the learning, social interaction, and experiences of the student while matriculating at Southern University at Shreveport. The Office of Student Activities and Services

includes cultural and student life, student government, clubs and organizations. The Office of Student Activities and Services is housed in the Johnny L. Vance Student Activity Center.

## ***STUDENT ORGANIZATIONS AND LEADERSHIP SERVICES***

Southern University at Shreveport is home to a highly diverse population of student groups. There is a club to fit your interests and background. If not, you may start a new organization by following the steps listed in the Registering New Student Organization section of this catalog. Contact the Office of Student Activities and Services for more information about registering student organizations. All student clubs and organizations on campus are open and accessible to all students except where specific policies of exclusion are set as an appropriate part of the function of the organization. Faculty, staff, and administrators serve as sponsors and advisors for campus clubs and organization. The student clubs and organizations include, but are not limited to, the following:

- **Accounting Club**  
This organization is designed to give students an opportunity to participate in accounting practices.  
  
Students are introduced to the best practices of accounting.
- **Afro-American Society (Transatlantic Club)**  
This club provides academic and social support to all of its members in an effort to help them reach their highest level of achievement on campus. We strive to be a strong-knit, inclusive community. Through dialogue and programming, we also work to enrich and inform the campus about issues that affect minorities, particularly African-Americans and blacks.
- **Alpha Sigma Epsilon (Health Information Technology) Club**  
This club is open to all interested HIT program students. The HIT Club promotes school and community service activities to health professions as well as a healthy lifestyle, and to demonstrate leadership, respect and teamwork through community service.
- **Baptist Collegiate Ministry (BCM)**  
The BCM Inspires students to love God and helps them experience God's love for themselves. The BCM also helps students to begin to make choices to invest in others and allow others to invest in them. Students are encouraged to live biblically and are equip to reach their peers with God's love.
- **Biology Club**  
The Biology Club represents an organization that not only seeks to promote advancement of student academically, but to contribute to the community, as well. The focus of the club is to increase biology majors and increase the community awareness of students in Science.
- **Career Services**

This organization aims to create resources and prepares student for careers, support dedication and community services, provide developmental education, and seeks to build partnership and business and industry through the components of (1) volunteer-service learning (2) internship and (3) job placement; while enhancing their transition from college to career and supporting the aim for SUSLA excellence.

- **Community Education for Life Transition (C.E.L.T)**  
Supporting young adults as they transition to life after high school in building independence and quality of life.
- **Criminal Justice Club**  
This club promotes academic leadership; educate students and the public about today's criminal justice system, and provide job/learning opportunities in the areas of corrections, law enforcement, and courts.
- **Dental Hygienic Club**  
The mission of the Dental Hygienic Club is to educate the public on the importance of good oral hygiene and its effects on overall health. Also to prepare student members for the National Board Exam
- **International Club**  
This club is open to all foreign and domestic students interested in the cultures, languages, and traditions of other nations. Established to provide support to Southern University at Shreveport's growing number and diversity of foreign students and to promote awareness, understanding, and appreciation of foreign cultures within the university community.

## ***REGISTERING A NEW STUDENT ORGANIZATION***

Any SUSLA student is eligible to register a new student organization. The following is required for registration:

- A completed application, available in the Department of Student Activities and Services
- Full-time faculty or staff member of SUSLA to serve as the organization's advisor
- Constitution and By-Laws for organization
- Minimum of one officer (President)

Once these requirements are met, the Department of Student Activities and Services will contact the requestor and schedule a meeting to review the application materials for approval.

## ***STUDENT GOVERNMENT***

There are two (2) governing bodies on the Southern University at Shreveport campus that serve and represent the student body. They are the Student Government Association (SGA) and the Student Activity Center Board (SACB). The Director of Student Activities and Services serves as advisor and liaison to these organizations.

Southern University at Shreveport • 2019-2021 Student Handbook



Students interested in the Student Government Association and the Student Activity Center Board should contact the Director of Student Activities and Services. These offices are located in the Johnny L. Vance, Jr. Student Activity Center.

### *Student Government Association (SGA)*

The SGA represents all students enrolled at Southern University at Shreveport. This association provides a method of communication between the administration and the student body. The SGA sponsors elections that are held twice a year; April and September. In these elections, officers of the Student Government Association are elected, along with Miss Southern University at Shreveport, Miss Sophomore, Miss Freshman, and the freshman and Sophomore Class Officers.

### *Student Activity Center Board (SACB)*

The SACB is an integral and vital part of the educational process, sharing the University's goal of intellectual and personal growth. It encourages self-directed activities under the supervision of the Department of Student Activities and Services. The SACB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas, and a concern for man and his environment. Membership on the SACB is by election and appointments.

## ***STUDENT SUCCESS CENTER***

Following the approval of the Quality Enhancement Plan (QEP) by the Southern Association of Colleges and Schools (SACS) in 2010, the Center for Student Success (CSS) was charged with the direction and implementation of the QEP. CSS functions as a "One Stop Shop" which includes housing Academic Advisement, Student Retention Services, and Career Placement and Service Learning. The goal of the CSS is to teach students to apply and value strategies to successfully navigate their chosen course of study for the attainment of academic and vocational goals. In doing so, CSS focuses on designing a coherent and well-coordinated institution-wide first year experience (FYE) that addresses the special learning needs of entering freshmen. CSS plans to accomplish this by coordinating with faculty who primarily teach first year courses, departmental academic advisors, and other support services to deliver an integrated and holistic FYE. Accordingly, the central component of the FYE is an academic advisement program that combines career coaching with academic advising to form an intrusive advisement approach to address the needs of entering freshmen.

## ***ACADEMIC ADVISEMENT***

At SUSLA, the academic advising program uses an intrusive advisement approach to address the needs of first time freshmen at-risk students. Initially, coupled with career coaching, intrusive advisement proactively helps all at-risk students explore and discover their interests, strengths, and challenges in selecting a program of

study. This is followed by the development of the appropriate interventions to address the specific risk factors of these students.

All academic departments are expected to have an advisement function that assists students who have chosen their programs. This function should include a departmental liaison advisor who coordinates with the Center for Student Success (CSS) advisors to ensure that all first-time entering students are thoroughly assessed and appropriately assigned an academic advisor during their first year at SUSLA.

CSS is responsible for facilitating the first-time entering freshmen orientation, where each student is assessed to determine college readiness. As a result, students' level of college readiness will be used to determine whether they are at-risk of being unable to optimize their academic performance or persist during their first year of college. CSS advisors share this information with the department liaison advisor and refer students not

at risk to academic departments so that the most appropriate academic advising is established for each freshman student. These students are closely monitored by both the CSS advisor and department advisor during their first semester to determine if their current advisement assignment is adequate enough to insure the successful attainment of their academic and vocational goals.

## **GUIDED PATHWAY to STUDENT SUCCESS**

Student Success Coaches develop **Guided Pathways to Success** (GPS) for each

student that maps their complete plan of study to their destinations and tracks momentum analytics, e.g. accumulation of earned credits and time - to - degree. Coaches monitor the navigational pace of their students, focusing on the barriers that are encountered along the pathway in order to proactively intervene where needed to sustain momentum (retention). When barriers are discovered, they are assessed to determine how best to eliminate or navigate around them. Coaches and students collaboratively monitor the assigned pathways, so that navigational issues become a shared responsibility and the **action plans** developed to address them contain their separate roles and responsibilities. A **comprehensive early alert system** is established through the monitoring of the student's pathway, supplemented by timely faculty notifications to coaches of academically at-risk behavior.

The Student Success coaches and their advisees adopt the theme, "Begin with an End in Mind" because each pathway has a destination, whether it be further education or a vocation, which denotes certain aspects e.g. project job growth in particular region, average earnings, colleges and universities where further education is recommended. The coaches regularly reminds the student of the benefits of their destination to keep them focused on academic and vocational goals.

Southern University at Shreveport • 2019-2021 Student Handbook

## ***TESTING AND ASSESSMENT***

The testing and assessment component periodically administers standardized tests, the Residual/National American College Test (ACT), the Collegiate Assessment of Academic Proficiency (CAAP) test, and the Scholastic Aptitude Test (SAT). Additionally, seven other national exams are administered.

The ACT Residual is administered to the general public before the beginning of each semester and periodically throughout registration. The ACT is used to evaluate a student's preparedness for college work and to determine whether a student should take the placement test for continued academic advisement.

This component's activities are directed towards the improvement of instruction and institutional effectiveness. Assessment is required of systematic efforts aimed at measuring the educational effectiveness of the institution.

All ACT placement and CAAP scores will be stored so that data can be easily retrieved for analysis and reporting.

## ***TRIO COMMUNITY OUTREACH PROGRAMS***

The Federal TRIO Community Outreach Programs are educational opportunity programs designed to motivate and support students from disadvantaged backgrounds. TRIO Community Outreach Programs target and serve low-income, first-generation college students and students with a disability from middle school through enrollment in baccalaureate programs. Southern University at Shreveport currently hosts seven (7) TRIO Community Outreach Programs: Educational Talent Search, Educational Opportunity Centers, Upward Bound North, Upward Bound South, Upward Bound Desoto, Upward Bound Sabine, and Upward Bound Natchitoches.

## ***EDUCATIONAL OPPORTUNITY CENTERS***

The purpose of the Educational Opportunity Centers Program is to provide information with respect to financial and academic assistance available for individuals ages 19 and above, desiring to pursue a program of postsecondary education, and provide assistance to such persons in applying for admission to institutions at which a program of post-secondary education is offered, including preparing necessary applications for use by admissions and financial aid officers. The program also makes referrals to Adult Education Programs for individuals seeking to complete their secondary education.

## ***EDUCATIONAL TALENT SEARCH***

The purpose of the Educational Talent Search Program is to identify qualified youth grades 6th- 12th with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Talent Search projects also publicize the availability of student financial assistance for persons who seek to pursue postsecondary education and encourage persons who have not completed programs at the secondary or postsecondary level to re-enter these programs

## ***UPWARD BOUND PROGRAMS***

Upward Bound projects are designed for participants in grades 9th-12th and provide skills and motivation necessary for success in education beyond secondary education. The program provides fundamental support to participants in their preparation for college entrance and opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

## ***OTHER SERVICES***

### ***Student Insurance***

Southern University at Shreveport has made available a plan of blanket accident and sickness insurance. This plan is underwritten by Nationwide Life Insurance Company and administered by Student Assurance Services, Inc. A complete description of the plan benefits, exclusions, and limitations can be found at [www.sas-mn.com](http://www.sas-mn.com) under "Find My School." Contact the Counseling Center for more information and to obtain an insurance brochure.

### ***\*\*\*ADA/504 Compliance***

**Southern University at Shreveport compliant with the regulations of the Americans with Disabilities Act. The Counseling Center coordinates all compliance. Anyone with special needs should contact the Counseling Center and/or the Office of Human Resources.**

## **CONTACT INFORMATION**

### ***Admissions***

Leonard C Barnes Administration Building, Room A-41  
8:00 am – 6:00 pm (Monday – Thursday)  
8:00 am – 12:00 pm (Friday)  
Phone: (318) 670-9426

### ***Recruitment***

Johnny L. Vance Student Activity Center, Room 211  
8:00 am – 6:00 pm (Monday – Thursday)  
8:00 pm – 12:00 pm (Friday)

Phone: (318) 670-9485

*Athletics and Intramural Sports*

Health and Physical Education Complex

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-6335 (Men) – (318) 670-6340 (Women)

*Jaguar Marketplace*

Johnny L. Vance Student Activity Center

7:30 am – 6:00 pm (Monday – Thursday)

10:30 am – 2:00 pm (Friday)

Phone: (318) 670-9204

*Residential Life Information*

Fine Arts Building

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9331

*Student Activities and Services*

Johnny L. Vance Student Activity Center

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9433

*Student Success Center*

Fine Arts Building, C-08

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9282

## **CONTACT INFORMATION**

*Testing and Assessment*

Fine Arts Building, Room C-12

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9450

*TRiO Community Outreach Programs*

Southern University Metro Center

610 Texas Street, 6<sup>th</sup> Floor, Suite 600

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)  
Phone: (318) 670-9615

*Educational Opportunity Centers*  
Southern University Metro Center  
610 Texas Street, Room 608, 610 A & B  
8:00 am – 6:00 pm (Monday – Thursday)  
8:00 am – 12:00 pm (Friday)  
Phone: (318) 670-9665

*Education Talent Search*  
Southern University Metro Center  
610 Texas Street, Room 610 C & D  
8:00 am – 6:00 pm (Monday – Thursday)  
8:00 am – 12:00 pm (Friday)  
Phone: (318) 670-9679

*University Policies, Procedures and  
Regulations*

## *COMPLIANCE WITH FEDERAL AND STATE LAWS*

Southern University at Shreveport firmly supports national and state policies relating to affirmative action, equal education and employment opportunities.

## *DISCRIMINATION POLICY AND PROCEDURES*

Southern University at Shreveport does not condone or authorize any kind of discrimination on the basis of race, color, national, origin, age, religion, sex, sexual orientation, marital status, veteran status or disability in admission to, access to, treatment or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans with Disabilities Act.

If subjected to any form of discrimination, the individual should immediately report such action to an appropriate University official (i.e. immediate supervisor, director, dean, vice chancellor or chancellor). That person or an appointed official will cause an immediate investigation into the allegation. If it is determined that discrimination has taken place, appropriate action will be taken. Appropriate corrective action can include but is not limited to: oral or written reprimand, suspension, reassignment of duties, termination, counseling, altered decisions, or any combination of the above. The university's statement of nondiscrimination will be published in various official publications.

The Southern University System reaffirms its policy of affording Equal Employment Opportunity (EEO) by stating that no person shall, on the basis of race, color, religion, sex, age, national origin, disability, veteran status, or any other non-meritorious factor, be discriminated against in any employment practice. Southern University believes this policy to be morally right and good personnel management. Furthermore, it is legally required by Title VII of the Civil Rights Act of 1964, as amended, by the Equal Employment Opportunity Act of 1972, Executive Order 11246, The Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 504 and the Americans with Disabilities Act, the Age Discrimination Acts of 1967 and 1975, as amended, as well as, the Family Medical Leave Act.

Southern University will take affirmative action to ensure that the following is implemented at all levels of administration:

1. Recruit, hire, place, train and promote in all job classifications with regardless of race, color, age, religion, sex, national origin, disability or veteran status, except where sex (gender) is a bona fide occupational qualification.
2. Identify and use existing employee talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.



3. Base decisions on employment in accordance with the principles of equal employment opportunity.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoff, recall from layoffs, education, tuition assistance, social and recreation programs, be administered without undue regard to race, color, religion, sex, age, national origin, disability, veteran status or any other non-meritorious factors.

Basic guidelines and methods of achieving the goals of equal employment opportunity will be set forth in documents for each office, hereinafter referred to as Affirmative Action Plans.

All personnel in the Southern University System with any responsibility for recruitment, appointment, placement, evaluation, training or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented. Giving it full support through active cooperation, review and investigation of concerns and complaints, as applicable and personal example, fosters this. All persons covered by this policy shall be evaluated on the basis of their equal employment efforts and results, in addition to the usual standards of performance. Persons who fail to adhere to the Equal Opportunity Policy are subject to administrative disciplinary actions. The campus Chancellors or their designees will periodically analyze personnel actions to ensure compliance with this policy.

### ***POLICY FOR SATISFACTORY ACADEMIC PROGRESS (SAP)***

The Satisfactory Academic Progress Policy may be found on the Financial Aid webpage.

### ***COMPLIANCE WITH PRIVACY RIGHTS OF PARENTS AND STUDENTS***

**The Family Educational Rights and Privacy Act (FERPA) 34 CFR 99**

Campuses comprising the Southern University System comply fully with the regulations of Section 438, Privacy Rights of Parents and Students, of the General Education Provisions Act, which insures student access to their Educational records maintained by the University, and which prohibits the release of personally identifiable information except as specified by the law. The Vice Chancellor of Student Affairs and Enrollment Management shall inform students of the rights accorded them by law.

### ***ACCESS TO AND UTILIZATION OF STUDENT RECORDS (PRIVACY ACT)***

SUSLA policy on the release of information on students is based on the premise that a student's record is confidential and must be protected from those who would use it for other than legitimate purposes. At the same time, the policy must be flexible enough so as not to hamper the student or the University in the pursuit of legitimate endeavors.

Release of information on any student ordinarily will be made only on the written request or authorization of that student. This policy also applies to the issuance of transcripts. Telephone requests for transcripts will not be honored nor will requests for transcripts made by the parent, spouse or prospective employer of an adult

student except on the authorization from the student. The parent of a student under 18 years of age may be provided a copy of that student's transcript for personal use upon written request. Transcripts may be issued on written requests to institutions from which a student has graduated or transferred, institutions from which a student transfers, or to organizations that sponsor a student, provided the student concurs in the request.

Students may not inspect and review the following: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The only information ordinarily released concerning students will be that which is considered 'Directory Information'. SUSLA defines this as the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams; dates of attendance, degrees, awards, and honors received (including naming to honor rolls) and the previous educational agency or institution attended.

During the first fourteen class days of a regular semester or the first five class days of a summer term, a student who has enrolled can request that directory information be withheld by completing the appropriate form available in the Registrar's Office.

SUSLA maintains only those student records necessary for the conduct of business. Information in student records will be released to outside investigating agencies only with the written consent of the student involved. Once consent has been received by the University, information requested from academic records of students, students' permanent folders (containing admission credentials, transcripts, etc.), and students' personnel records may be released to properly identified investigators through authorized staff personnel in the Office of the Registrar. The University is obliged to provide information on students pursuant to court orders or subpoenas.

Records of disciplinary actions taken by the University against students are maintained for intramural purposes, and information relating thereto will be released to inquirers only with written authorization of

students concerned. Notices of suspension for non-academic reasons are not a part of the academic transcript, but are maintained by the Office of the Vice Chancellor for Student Affairs and Enrollment Management, and will be governed by the same release- authorization requirements as a transcript.

Faculty members may review the academic records of their students to the extent that such reviews serve legitimate educational interests. Each regular semester SUSLA will publish in the Class Bulletin for that semester, the fact that certain records are kept on students, that these records are available to students, and that students have the right to challenge the contents of these records. The types of educational records kept on students at SUSLA are as follows:

- **INSTRUCTORS** – A record is maintained on each student by the instructor. Such items as attendance, test grades, reports, etc., are noted by the instructor. The instructor treats this information in a confidential manner, and a student’s marks in the class can be divulged only to the student.
- **ACADEMIC ADVISORS** – Upon matriculation at the University, each student is assigned an academic advisor who maintains a record of the student’s academic progress. If the student changes majors, this record is transferred to the new advisor. The material in this record is of an academic nature, indicating the past and present matriculation record, current academic status, and curriculum. Only the academic advisor has access to this record, and it can be reviewed by the student in the academic advisor’s office. These records are unofficial. They are placed in an inactive status if the student’s education is interrupted.
- **REGISTRAR** – The Registrar is the keeper of the official academic record of the student. The student’s application for admission to the University and other materials of an academic nature are kept in this office. The academic records in the Registrar’s Office are permanent and can be reviewed by the student. This includes records on all veterans receiving assistance from the Veterans Administration.
- **FINANCIAL AID OFFICE** – All students who are receiving scholarships, loans from state and federal sources, or who are student workers and receive some financial assistance through the University have records in this office. The student can review all of his or her records.
- **SUSLA TESTING CENTER** – The SUSLA Testing Center maintains a record of test scores submitted to the University. These records are available to the student, faculty, advisor, and other authorized University personnel concerned with the student. Scores are not released to anyone other than authorized University personnel except on a request by the student.

## *ACCESS PROCEDURE*

To gain access to his/her records, a student must submit a written request or present himself/herself to the appropriate office as follows:

- Scholastic records (courses taken, grades earned, academic actions, and application materials) - Office of the Registrar.
- Disciplinary Records - Office of the Vice Chancellor of Student Affairs Officer

Access must be provided within a reasonable amount of time, but shall not exceed 45 days after request has been made.

Students who have been enrolled on more than one campus of the Southern University System must request records from the appropriate office on each campus. If copies of records are desired, the student is required to pay the cost of these copies.

## *SCOPE OF STUDENT'S RIGHTS AND PROCEDURES FOR CHALLENGE*

The information in the educational record may be challenged by the student as inaccurate, misleading, or in violation of privacy, and a written explanation by the student of the contents may be provided for insertion into the record. Challenges and requests for hearing should be initiated in writing with the officer responsible for the maintenance of the record. A grade may be challenged under the Act only on the grounds that it was inaccurately recorded, not that it is lower than what the student thinks it should have been. The Vice

Chancellor or head of the concerned unit shall provide a hearing. The procedure for a hearing shall require that it be conducted and decided within a reasonable period of time following the request for the hearing; that an institutional official or other party who does not have a direct interest in the outcome of the hearing conduct and render a decision; that the parent or student be afforded a full and fair opportunity to present evidence relevant to the challenge; and that the decision be rendered in writing within a reasonable period of time after the conclusion of the hearing.

## *RELEASE OF EDUCATIONAL RECORDS UNDER THE LAW WITHOUT THE STUDENT'S PERMISSION*

Personally identifiable information from educational records cannot be released without the student's permission except as follows:

- To Southern University personnel who have legitimate educational interest as determined by the University.
- To other educational institutions in which the student seeks to enroll (the student may upon request obtain a copy of the record that was transferred).
- To public agencies as specified in the Act.
- To agencies and offices, administering financial aid: records required in connection with a student's application for financial aid.
- To organizations for use in developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such agencies must not show personally identifiable records to outsiders and must ultimately destroy these records.
- To accrediting agencies.
- To parents of students who are dependents for income tax purposes. It is assumed that all undergraduates are dependents of their parents unless the students' parents in writing notify the university to the contrary.
- To appropriate persons in the case of health and safety emergencies.
- To courts of law in response to court order or subpoenas. When responding to a court order or subpoena the Institution must make a reasonable effort to notify the student of all such orders or subpoenas in advance of compliance.

## *RELEASE OF EDUCATIONAL RECORDS UNDER THE LAW WITH STUDENT'S PERMISSION*

Request for access to educational records by any person other than those listed in the **RELEASE OF EDUCATIONAL RECORDS UNDER THE LAW WITHOUT THE STUDENT'S PERMISSION** will be refused unless the student has submitted a written, dated, and signed waiver to allow access to his/her records. The waiver must specify the records to be released; the reasons for such release, and the names of the persons to whom records should be released.

## *APPEAL*

SUSLA shall provide each student an opportunity for a hearing to challenge the contents of the student's educational records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein. The University will attempt to settle disputes with students regarding the content of the student's educational records through informal meetings and discussions. When these informal means are not satisfactory to the student or the University, more formal proceedings will be conducted. On the written request of the student to the University concerning the inaccuracy of material contained in the student's record, a board composed of the Registrar, a representative of the Faculty Senate, the Vice Chancellor for Student Affairs and Enrollment Management or designee, a representative of the heads of academic divisions and a representative of the Student Government Association will hear the complaints and make a recommendation to the Chancellor. Hearings shall be conducted within five working days following receipt of the request for the hearing. If any member of the hearing board is involved in the case in question, the Chancellor will select an individual who does not have a direct interest in the outcome of the hearing. The student or the University is to be afforded a full and fair opportunity to present evidence relevant to the issue raised. The recommendation shall be rendered in writing to the Chancellor for his consideration, and his recommendation will be communicated to the parties involved within ten working days after conclusion of the hearing. If the recommendations are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

## ***FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)***

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the College is prohibited from providing certain information from your student records such as grades, billing, tuition, and fees assessments, financial aid (including your grants, scholarships, work-study, or loan amounts) and other student record information to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a completed Student Consent to Release Educational Records Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party. You may contact the Office of Student Affairs to complete the consent to release your educational records.

## ***REGULATIONS GOVERNING INTERNATIONAL STUDENTS***

Actions of the Counseling Center on behalf of international students are governed by the U.S. Department of Homeland Security. The Counseling Center must also operate in accordance with University policies within the regulations established by the U.S. Department of Homeland Security. Immigration regulations are formulated by the U.S. Department of Homeland Security and enacted into law by the U. S. Congress.

All international students are required to enroll full-time each semester except the summer session and are required to obtain an I.D. card at each registration. Registration will be considered incomplete until the student's I. D. card has been made.

In order to obtain services provided by the Counseling Center, international students are required to present their current passport. It is the student's responsibility to request in person a change of status, extension of stay, practical training, funds through the foreign exchange system, etc.

## ***TRANSFER INTERNATIONAL STUDENTS***

In addition to submitting an application for admission and meeting requirements set forth in the application, all international students applying for admission as degree students must arrange to have official transcripts sent directly to the Office of Admissions from all secondary schools and colleges attended. If a student has attended a foreign college or university, he/she must have a course-by-course transcript evaluation by a recognized evaluation service for equivalent transfer credit. Recognized evaluation services are a member of NACES-National Association of Credential Evaluation Services. A list of members can be found at <http://www.naces.com/members>. The names of the colleges must be listed on the application in order for

students to be considered for transfer credit from the college or university. These documents should be sent 60 days prior to the semester for which applicant seeks admission.

### ***IDENTIFICATION CARDS***

Identification Cards (ID) must be obtained or validated during regular registration each semester. Students should carry the SUSLA ID card at all times since it is required for a variety of services on campus. The ID card is not transferable: students are not allowed to use each other's card. If a student loses the ID card, he/she should immediately call 318- 670-9490 to report it as lost. Replacement ID cards can be purchased at the cashier's window for a non-refundable fee of \$10.00. A paid receipt and legal photo of the requestor should be presented to SUSLA Information Technology and Communications (ITC), Room A-44 of the Administration Building for a replacement ID card.

### ***MISUSE OR ABUSE OF COMPUTER EQUIPMENT, PROGRAMS, OR DATA***

Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This includes, but is not limited to, using the University's computing resources for personal or financial gain; allowing non-University personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the University's computers or modifying or copying records or data belonging to the University.

Southern University's Technology Enhancement Center (TEC) provides connectivity to the Internet. All use of the TEC Center is subject to federal, state, and local laws, and SUSLA regulations.

### ***SKATEBOARDS/ROLLER BLADES***

For the safety of everyone on campus, skateboards, and roller blades are prohibited on the sidewalks at any time.

### ***SMOKE FREE CAMPUS POLICY***

Southern University at Shreveport campus is smoke-free. Smoking by employees, students, and visitors are not permitted on campus.

### ***VISITORS TO ACADEMIC CLASSES***

In order to maintain an academic environment conducive to the well-being of all students, Southern University at Shreveport prohibits visitors to the academic classroom.

This policy applies to the presence of children or pets of enrolled students. Children should not be left unattended in the parking lots, the student lounge area, and the buildings' lobbies or any of the service areas listed above. Such a policy protects the children and eliminates distraction for other students.

### ***SALES/SOLICITATION, PROMOTION AND/OR ADVERTISING ON CAMPUS***

Sales/solicitation of a commercial nature, whether by non-students or students is not permitted on the campus except when registered and approved through the Office of the Chief Advancement and Marketing Officer or designee. The University allows the posting of Official University notices in buildings and stairwells. All posting must be approved by the Office of the Chief Advancement Officer Marketing or designee. No notices may be affixed to glass doors or windows.

Political announcements, campaign literature, signs, handbills, banners, and other promotional materials may only be posted on the designated open announcement areas. An information table will be provided at each registration where political and commercial materials may be displayed.

No commercial or non-commercial materials that are not Official University notices shall be posted on walls, doors, in the foyers, on cars, or non-designated areas. All posting must be approved by the Office of the Chief Advancement Officer and Marketing or designee. No notices may be affixed to glass doors or windows. Persons distributing materials must not block the doorways, passageways, nor be in the building, or create a public nuisance.

### ***AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)***

This law gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, sex, national origin, and religion. The ADA guarantees equal opportunity for individuals with disabilities in the areas of employment, state and local government services, public accommodations, transportation, and telecommunications services.

The ADA broadens the coverage of public services under the Section 504 of the Rehabilitation ACT to include any state or local government regardless of their funding sources.

### ***POLICY STATEMENT FOR STUDENTS WITH DISABILITY***

Southern University at Shreveport, Louisiana firmly supports Section 504 of the Rehabilitation ACT of 1973 (P.L. 93-112). This ACT, as amended, mandates equal opportunity for qualified persons with a disability in educational programs and activities of all recipients of federal financial assistance.

Southern University at Shreveport does not exclude students with a disability from participation in its academic, research, or occupational training, counseling, financial aid, physical education, athletics, recreation, transportation, extracurricular activities, or other post-secondary education.



There are designated parking areas for the students with a disability at the University that are located in the front of the Leonard C. Barnes Administration Building, in the center of the Administrative parking lot, at the Louis M. Collier Hall, Science and Technology building, in front of the Johnny L. Vance Student Activity Center, the New Class Room building (NCR) near the roadside entrance and on the west side of the students' parking lot.

### ***STUDENT GRIEVANCE: ADA/504 COMPLIANCE***

Southern University at Shreveport, Louisiana is in compliance with the regulations of the American with Disabilities ACT. The Coordinator for ADA is assigned to the Office of Student Affairs. Anyone with special needs the Office of Human Resources (318-670- 9351).

Students having a grievance, whether against the University or an employee thereof, may pursue their grievance under the established Student Grievance Procedure, as outlined in this handbook.

In the case of an ADA/504 grievance, students are to follow the appropriate student grievance procedures of the University. The ADA/504 Compliance Office will provide guidance to the University Grievance Board in its deliberations by referencing appropriate policies and regulations governing the involvement of ADA/504 issues and their resolutions.

It is the practice of the University that issues concerning accommodations of students with disabilities in academic and other programs and activities are resolved between the student requesting the accommodation and the University employee representing the department within which the academic program or service is located. If the student feels that all efforts to resolve the issues have proven unsuccessful, the student may file a formal grievance through the Office of Academic and Student Affairs.

### ***POLICY ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)***

Public health officials and the medical profession have been actively engaged over the past several years in diagnosing causes and prevention of AIDS. Currently, there is a concerted effort by the aforementioned bodies to identify a cure for Acquired Immune Deficiency Syndrome.

It is generally agreed throughout the medical arena that a virus that is transmitted through sexual contact, needle sharing or, less commonly, through blood transfusion causes AIDS. Medical experts also agree that casual contact with AIDS patients or persons who might be a risk for the illness does not place others at an equal or greater risk of getting the illness.

With regard to the aforementioned, the University will continue to educate the University Community through appropriate channels about current factual information regarding the spread, prevention, and medical treatment for this disease, as medical treatment becomes available. Since medical evidence precludes transmitting the disease by casual contact, the University will allow individuals diagnosed as having AIDS and seeking admission to the University to enroll. However, such admission is contingent on the individual's

willingness to accept and follow a regiment of prescribed medical supervision as required by the University and other appropriate medical authorities.

Also, every effort will be made to protect and insure that the University's academic decorum remains intact; this policy is subject to change based on the most current medical evidence concerning Acquired Immune Deficiency Syndrome.

## ***IMMUNIZATION COMPLIANCE***

*(LOUISIANA R.S. 17:170 SCHOOLS OF HIGHER LEARNING)*

Louisiana law requires immunization against measles, mumps, rubella, and tetanus- diphtheria for all first time Southern University at Shreveport, Louisiana students born after 1956. Students enrolling in all institution of higher learning must present proof of immunization before enrollment as follows:

*Requirement of effective measles first dose*

- Given in 1968 or later, live vaccines without gamma globulin.
- Given on or after the 1st birthday

*Requirement for effective second dose*

- After 1968, live vaccines without Gamma Globulin.
- Given at any age as long as first dose is given on or after 12 months of age, and second dose given at least one month after the first dose. It is required for all enterers born in 1967 or later.

Summary: Documentation of two doses of live measles vaccine, or documentation of prior Physician-diagnosed measles disease, or laboratory evidence of measles immunity prior to entry for all students born in or after 1957.

Mumps and Rubella: Proof of mumps and rubella immunization required for all new enterers.

Documentation proven rubella vaccine and mumps vaccine was given, and documentation of immunity by serologic test.

Tetanus and Diphtheria (TD): TD will be required for all individuals who have never been given a primary series, or who have not received a booster dose in the previous ten years.

## ***POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS***

Student organizations are subject to the provisions of the Code of Student Conduct. If a student organization is reported to have violated University policies and procedures or University rules and regulations, it can be charged and a hearing can be called before the University's Student Disciplinary Committee. Student organizations in violation of the University's policies shall be subjected to a maximum sanction of termination of recognition from the University, or any lesser sanction including but not limited to, restriction or suspension of the use of facilities and services of the University, suspension of the privilege to sponsor fund raising events,

Southern University at Shreveport • 2019-2021 Student Handbook

the loss of all funds allocated by the University, and restitution for damage. Membership in any student organization shall include only those written requirements set forth in that organization's constitution and bylaws. If the organization is a national one, its policies and regulations must be 'adjusted' to conform to the University policies and procedures. Most national organizations are eager to comply with University regulations.

Several other organizations shall be permitted to 'test' or 'try out' students for membership. These are organizations in which membership requires certain skills and abilities. However, these test periods and try out shall not be construed or used as pledge periods. These organizations are included in this category:

- Dance Line
- Cheerleaders
- Athletic Teams

At no time shall pledging, testing or tryouts be conducted in a manner which causes injury or bodily harm to students, nor shall either be conducted in a manner that has the potential for causing injury or bodily harm.

Membership in honor societies and departmental clubs shall not include any form of pledging. Induction ceremonies are appropriate for honor societies.

Departmental clubs are basically local. While they do not usually require a minimum cumulative average or a particular field of study, the majority of students who affiliate, however, are usually majors in good academic standing.

All other student organizations are basically open to any student.

Most honor societies are chapters of national organizations. The national organizations generally set a minimum requirement of a 'B' (3.0) average in the major field for membership.

Each student organization is required to submit a copy of their organization's constitution and/or by-laws to the Department of Student Activities and Services as a means of registering the organization with the University. This information is required in the Office of Student Activities and Services within three weeks after the first day of classes during the fall semester. Only registered student organizations are permitted to hold meetings and activities on the campus.

The organization's advisor must be a full-time member of the University's faculty or staff. Because of the size and/or diversity of some organizations, these groups may wish to have more than one advisor. It is permissible to have more than one member of the faculty or staff to work with organizations. However, only one person is to serve as the official advisor. Advisors must approve and sign all requests for on-campus and off-campus activities to be held by the organizations.

All activities held by student organizations are to receive the approval of both the advisor and the Director of Student Activities and Services before plans are completed. Activities must be scheduled in accordance with University policies and procedures and must be scheduled at times and in a manner that will not disrupt the 'normal' operation of the University and other activities of the University. Organizers of activities that disrupt classes or university operations will be subject to disciplinary action.

Use of University facilities for extra-curricular activities is a privilege and not a right. Facilities are assigned on a first-come, first-served basis with feasibility as a determining factor. Organizations must agree to assume financial responsibility for any damage, abuse or loss of property that occurs while they are using a facility. Funds owed the University as a result of any such incidents must be paid within three days after the activity is held. All activities of the organization will be automatically suspended until all financial requirements have been satisfied.

The sponsoring organization is responsible for the conduct of those attending activities. If security is needed for an activity, the organization must pay for security from its own funds. This should be taken into account when budgeting for the organization's funds. Organizations can be suspended for misconduct.

The president and advisor of each organization serve as the official representatives of that organization. These two individuals have the responsibility of ensuring that all University regulations are followed. They also serve as representatives of the organization before the University administration. Members of an organization should channel their concerns through the president and advisor of the organization.

## ***FUNDRAISING/SOLICITATIONS***

The University does not permit unauthorized fundraising activities either on the part of the individual student or student groups. If the University feels that a project merits funds being contributed by this campus, then the effort will be a University-wide effort planned and approved through the appropriate committees. Student organizations that wish permission to sell merchandise on the campus must request permission in writing from the Director of Student Activities and Services.

## ***Student Complaint Policy***

### **Policy Purpose**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.13.3 requires that each accredited institution maintain a record of student complaints received by the institution. This record is made available to the Commission. The record will be reviewed and evaluated by the Commission as part of the institution's decennial evaluation. During the fifth-year interim review, the institution will provide information to the Commission describing how the institution maintains its record, individuals/offices responsible for the maintenance of the record(s), elements of the complaint review that are included in the record, and where the record(s) is located (centralized or decentralized).

In carrying out this policy, Southern University at Shreveport (SUSLA) will take all reasonable measures to comply with SACSCOC standards including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training.

SUSLA is committed to supporting students and helping them when possible, to positively resolve issues, complaints and concerns that might impact their educational goals. The General Complaint Procedure provides students the opportunity to express their views on college-related conditions which impede their education and to seek relief from those conditions. It is not intended, nor may it be used, to supplant other grievance/complaint/appeal procedures designed to address certain matters for which special procedures are published.

#### **Application of Policy**

This Policy applies to all students who are enrolled at SUSLA at the time that the complaint is filed in accordance with the Policy. The Office of the Assistant Vice-Chancellor for Student Success will not consider or review complaints that are filed by non-students.

#### **Policy Definitions**

*Student* – A student is defined as one who is enrolled in courses at SUSLA, whether full-time or part-time, for credit or non-credit and is inclusive of those individuals who have been notified of their acceptance for admission, persons who withdraw after allegedly violating the *Student Code of Conduct*, persons who are not enrolled for a particular term (but who have not officially withdrawn from the University), and those who have a continuing relationship with the University, (e.g., on academic dismissal, disciplinary suspension, or studying abroad). An individual is no longer considered a student upon graduation, official withdrawal from the University, expulsion from the University, or death.

Parents, relatives, employers, agents, and other persons acting for or on behalf of a student are not students within the meaning of this Policy.

*Student Complaint* - Any written complaint made and signed by a student that is received by the Office of the Vice-Chancellor of Student Success.

#### **Exemptions from this Policy**

The following matters are not handled as student complaints within the scope of this policy, but may be directed for attention as follows:

- Complaints or grievances arising from, or made in connection with, a student's employment by the University in any capacity, should be directed to the Office of Human Resources.

- A grade appeal; except that unethical, illegal, or improper conduct of a faculty member may be the subject of a student complaint, even if it occurs in the context of a grade decision or appeal. Grade appeals must be directed as set forth by the procedures of the Office of Academic Affairs.
- Curriculum matters and related appeals must be directed to the Office of Academic Affairs.
- Matters concerning graduation requirements are governed by the Office of Academic Affairs and such complaints must be directed to that office.
- Registration complaints and appeals must be directed to the Office of the Registrar.
- A sexual misconduct, sexual harassment, or sex discrimination complaint, or any complaint concerning discrimination. Such complaints are governed under separate policies. See the Office of the Title IX Coordinator or the Office of Human Resources.
- Disputes related to financial issues such as tuition and fee assessment, or departments' fees, may be made directly to the Office of the Bursar or the Office of the Vice Chancellor for Finance and Administration.

#### **Policy Provisions**

When a student encounters a problem on campus that he/she does not know how to resolve, he/she should try to work the problem out by discussing it with those involved. Directly dealing with concerns in an honest fashion should always be the first step to resolution. Many problems are resolved when a student speaks with a staff or faculty member and communicates their concerns. If an issue or problem still exists, a student may initiate the formal complaint procedures for SUSLA. All formal complaints must be put in writing and must be signed by the student.

#### **Procedures for Filing a Written Complaint**

Students who wish to file a general complaint should follow these steps:

1. The student should discuss the complaint with the college employee most directly responsible for the condition which brought about the complaint. Most matters will be resolved at this level.
2. If the student is still not satisfied, he/she may discuss the matter with the next level of supervisory authority.
3. If the student is still not satisfied, he/she may file a written presentation of the complaint with the Assistant Vice-Chancellor for Student Success, who is responsible for taking appropriate action on matters within his/her jurisdiction or for routing the complaint to his/her designee for action. If the complaint is academic in nature, the Assistant Vice-Chancellor for Student Success will refer the complaint to the Vice-Chancellor for Academic Affairs and Workplace Development, with a notification to the complainant. The Office of Academic Affairs will then initiate its procedure for resolution.
4. A student who makes a formal complaint must submit it in writing on the Student Complaint Form. The written complaint must be submitted within the (10) days after the occurrence of step 2, unless the Assistant Vice-Chancellor for Student Success or the designee agrees to receive it beyond this period.

5. The Assistant Vice-Chancellor for Student Success or the designee will commence the process of considering the complaint within ten (10) working days of receiving the Student Complaint Form, and will acknowledge receipt of the complaint in writing to the complainant. He/she will ensure all steps are taken to resolve the complaint as soon as possible. He/she will maintain a file of all documentation in relation to the consideration of the complaint. The Assistant Vice-Chancellor for Student Success or the designee will ensure that any staff/faculty named in the complaint receive a copy of the complaint. The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person. The complaint will be investigated by the Assistant Vice-Chancellor for Student Success or the designee who will discuss the issues with the person(s) concerned, and may confer with the relevant staff. The Assistant Vice-Chancellor for Student Success or the designee will render a decision in relation to the complaint and will communicate his or her decision to the parties, within 32 days of receiving the complaint.
6. If the student is still not satisfied, he/she may appeal the decision made by the Assistant Vice-Chancellor of Student Success. This appeal must be submitted in writing two (2) weeks of the letter communicating the decision. The Vice-Chancellor for Student Affairs and Enrollment Management will consider the relevant documentation and may, at his or her discretion, consult with the Assistant Vice-Chancellor for Student Success or the designee who rendered the decision. The Vice-Chancellor for Student Affairs and Enrollment Management may also interview any parties relevant to the complaint. If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Vice-Chancellor for Student Affairs and Enrollment Management may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the relevant Vice-Chancellor and any other parties. The Vice-Chancellor for Student Affairs and Enrollment Management will communicate his or her appeal decision in writing to the parties within ten (10) working days of the appeal. The decision rendered by the Vice-Chancellor for Student Affairs and Enrollment Management is final.

**NOTE: all student complaints must be submitted in writing. A complaint reported by telephone will not be considered as submitted for review.**

#### **Complaint Tracking**

The Office of the Assistant Vice-Chancellor for Student Success will track each student complaint and will maintain a record that includes, at a minimum, the following information:

- The date that the student complaint was received
- The student(s) identified with the complaint
- The nature of the complaint, including a copy of the student complaint, to be retained for not less than two (2) years after its final disposition
- The University officials who were asked to address the complaint and the steps taken to resolve it
- The final resolution or disposition of the complaint

- Any external actions taken by the complainant, if any, of which the Office of the Vice-Chancellor of Student Success becomes aware.

#### **Policy Compliance**

Failure to comply with this policy may result in no action being taken with respect to the subject matter of the complaint, or other disposition by the Office of the Assistant Vice-Chancellor of Student Success. Where such failure also causes violation of rules and policies regarding student or employee conduct, disciplinary action may result in accordance with the applicable rules and policies.

### ***STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT (PUBLIC LAW 101-542)***

*Student Right-To-Know and Campus Security Act* is federal legislation designed to provide students, prospective students, and the public with information from universities throughout the country on criminal problems and police and security issues.

The University student has the same rights, privileges and freedoms granted to every United States citizen. With these rights, privileges and freedoms are the responsibility to obey federal, state, and local laws as well as abide by the rules and regulations of the University.

Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes: (1) the opportunity of students to attain their educational objectives; (2) the creation and maintenance of an intellectual and educational atmosphere throughout the University; (3) the protection of the health, safety, welfare, property, and human rights of all members of the University community; and (4) the protection and reputation of the University.

Students enrolled at the University must ultimately assume full responsibility for their actions and must adhere to the Code of Conduct regulations as set by the University. Violations of these regulations and/or a demonstrated unwillingness to obey the rules governing conduct may lead to sanction or disciplinary action by the University.

### ***TITLE II-CRIME AWARENESS, CAMPUS SECURITY AND STATEMENT OF POLICY ACT OF 1990***

- A. In accordance with this Act, potential students and students at Southern University at Shreveport, Louisiana may contact the University Police Department for inquiries on reported incidence of crimes on this campus.
- B. Students as well as employees should be aware of policies and procedures to prevent crimes or to report occurrence of crimes.



- C. The University Police Office is located in the Utility Office behind the Physical Plant, Room 10. This office provides protection to the University community in partnership with all internal entities.
- D. The University Police Officers conduct a seminar during orientation to familiarize the students with campus security/parking policies and crime prevention.
- E. The University Police Officers also conduct a workshop during the in-service day familiarizing faculty and staff with campus security/parking/policies and crime prevention.
- F. In accordance with this ACT, potential students and students at the University may contact the University Police Department for inquiries on reported incidence of crimes, such as, murder, rape, robbery, aggravated assault, burglary and motor theft on this campus.

The University monitors and records through the local police agencies any or all activities at off-campus student organizations whose participants are students of this institution.

### ***REGULATIONS OF THE UNIVERSITY POLICE***

The University Police Officers are an extension of the local police force and are commissioned by the Parish of Caddo. They are responsible for enforcing the State Statues, City Ordinances and University Rules and Regulations.

Disrespecting and refusing to obey directions of University Police places the student in jeopardy in the same manner as with other law enforcement officers.

### ***SECURITY POLICIES***

Southern University at Shreveport Louisiana (SUSLA) has a formal agreement with the City of Shreveport Police Department (SPD), to receive reports of criminal activity at off-campus activities whose participants are SUSLA students. The Chief of Police will track the case through its final disposition by the SPD and file his report accordingly. The Chief of Police shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and University Police Officer Act of 1990.

### ***PREVENTIVE PROGRAMS***

Crime prevention seminars are presented each semester. Topics generally involve basic safety and security tips to prevent crime against person and property, sexual assault prevention, driving under the Influence (DUI) and other alcohol violations, drug abuse prevention, fire safety issues, among others. For information or scheduling of programs, contact the Counseling Center at 318-670-9473/9474 located in the Fine Arts Building. Additionally, the University Police Department has partnered with the Student Government Association to strengthen existing program.

## ***PARKING REGULATIONS***

All students, faculty, and staff must register motorized vehicles on campus. A vehicle may be registered during the registration process or at the University Police Department during regular business hours, 8:00 am-5:00 p.m.

1. All vehicles parked on the SUSLA University campus must have a current parking sticker.
2. Place sticker on the front mirror of the windshield.
3. Failure to have a sticker will result in citation.
4. Permit serves as permission to park; it does not guarantee a parking space.
5. Students may park only in the designated parking areas.
6. Parking is not allowed on the grass or in the fire lanes.
7. SUSLA is not responsible for damage or theft to any vehicle parked on University property.
8. Parking tickets are payable in the Business Office. Students who are indebted to the University will not receive grade reports or official transcripts. 9. There is a fee for parking permits replacement.

## ***REPORTING CRIME AND CONTACT INFORMATION POLICY***

### ***Important phone Numbers***

All members of the University Community are encouraged to report all on-campus criminal incidents, emergencies, and suspicious activities to the University Police Department in a timely manner. Any student or employee who wants to report an emergency, or suspicious activity, or a crime should do the following:

Dial (318) 670-9349 or extension 9349 and 318-609-0040 (Metro cell) from any campus phone. A University Police Officer can also be reached by dialing 318-286-6647. The person reporting the crime should be prepared to give their name, the nature of the crime, and the exact location.

You may also stop by Building J located between the Student Parking Lot and the Johnny Vance Student Activity

Center on the East Side of Campus and report or discuss any of your concerns during normal business hours (8:00 a.m. – 6:00 p.m.) Monday through Thursday and (8:00 a.m. – 12:00 p.m.) with members of the University Police Department.

**Jaguar Watch** – 318-670-6375: A Crime Information line (Crime Stoppers) that informs the campus police of confidential notices of criminal activity.

**Shreveport Police Department (non-emergency)** – 318-673-7300

**Shreveport Fire Department and Police (emergency)** – 911

## ***DECLARATION OF EMERGENCY***

The primary responsibility for monitoring emergency threats and events resides with the University Police Department or UPD. UPD operates on a continuous 24/7/365 basis and is always available to receive emergency communication from a variety of official and public sources. In any type of emergency, the UPD Shift Supervisor (Senior Officer) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the University Chief of Police. If the Chief of Police is not available, UPD will follow established order of succession procedures. Based on information obtained from appropriate entities, the Incident Commander will initially declare the level of the emergency and may activate portions of the Emergency Operations Plan to the extent necessary to control the situation.

In an effort to ensure your safety, the Southern University at Shreveport Emergency Operational Plan has specific action plans for the emergencies listed and other common emergencies. Please review the following suggestions that will aid responding personnel in the case of a fire:

***Stay calm, visitors and students will depend on your actions.***

Close all doors to confine the fire. As you leave the room where the fire is located, close the door to the doors located in the corridors, at elevator lobbies and stairs.

***Activate the fire alarm.***

To report a fire, dial 286-6647 or 911. Give the exact location of the fire and what is burning. Identify yourself. Evacuate the building by following your building-specific plan.

## ***SUSLA EMERGENCY NOTIFICATION/PROTOCOLS***

SUSLA University Police

University Relations

Vice Chancellor for Student Affairs and Enrollment Management

Chancellor

Vice Chancellor for Finance and Administration

Assistant Vice Chancellor for Student Success

Director for Institutional Effectiveness

Director for Information Technology

## ***EMERGENCY OPERATIONAL PLAN COMPONENTS***

### *Administrative Policy Group (APG)*

The role of the policy group is that of major decisions. They typically will focus on planning and preparation prior to and recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations. The APG approve overall priorities and strategies, issue public information reports and instructions, liaison with governments and external organizations. They are directly involved in incident stabilization. This team provides centralized direction and control of any or all functions as they pertain to Southern University at Shreveport. Members are as follows:

- Chancellor (as required)
- Vice Chancellor for Student Affairs and Enrollment Management
- Vice Chancellor for Finance and Administration
- Assistant Vice Chancellor for Student Success
- Vice Chancellor for Academic Affairs and Workforce Development
- Director of Information Technology
- Director of Communication
- Chief of Police

### *Emergency Operations Group*

The Emergency Operations Group is organized under the Incident Command System and headed by the incident Commander. EOG members are activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. Each area identified as part of the EOG is determined to have critical responsibilities on a University-wide basis during emergency situations. Responsibilities include either direct management or management thru the functional annexes. The following departments are group members:

- Academic Deans and Division Chairs
- Director of Student Activities
- Athletics Coaches, University Student Services
- Information Technology Center
- Director of Physical Plant
- University Police
- SUSLA Housing and Residential Life
- Counseling Services
- Office of Communication

### *Emergency Logistic/Support Group*

The Logistic-Support Group will provide administrative support for Operations and Policy Groups by documenting situation status and tracking resource use. They will coordinate equipment and special installation of resources. The following departments or individuals will be group members:

- Office of Human Resources
- Office of Purchasing
- Office of Business
- Office of Safety/Risk Management
- Office of Registrar
- Office of Communication
- Office of Physical Plant

Southern University at Shreveport will deal with all emergencies to the extent possible, but have identified the following in its Emergency Operational Plan:

- Bomb Threat
- Explosion
- Fire
- Infrastructure Failures
- Hazardous Material Incident
- Major Demonstration
- Medical Emergencies and Community Health Issues (Epidemic or Pandemic)
- Violent or Criminal Behavior (all)
- Severe Weather
  - Tornado
  - Flood
  - Ice storm
  - Hurricane (designated shelter)
  - Earthquake

Southern University Police will initiate the emergency notification system. This emergency call-out system will be tailored to notify only those individuals required to respond to a specific emergency. Current notification rosters will be maintained within the University Police Department. Departments and individuals who have a response requirement will provide updated emergency notification rosters as necessary.

- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs and Enrollment Management
- Assistant Vice Chancellor for Student Success
- Vice Chancellor for Academic Affairs and Workforce Development
- Director for Information Technology
- Chancellor

## ***ALCOHOLIC BEVERAGES POLICY***

The possession, sale, use or the supplying of alcohol on the University campus is not allowed. SUSLA has been designated Drug free.

It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage (LA-R.S. 93.12).

## ***DANGEROUS PERSON OR ACTIVE SHOOTER***

Each case regarding a dangerous person or active shooter depends on the situation at hand. Notify the SUSLA Police immediately with a full description, activity and location of the suspect(s).

The best option is to avoid injury and to escape out of the area into a designated safe zone, then speak to emergency response personnel for information and directions.

The second option, barring an escape, immediately or later when possible, is to lock yourself in your office or room, get in a closet, under a desk, or out of sight of an assailant. Stay out of sight until cleared by emergency response personnel.

Pro-actively counter attacking may be extremely dangerous; if under-taken it should be with extreme caution and with minimum risk of injury to yourself and others.

Should you become a hostage try to escape as soon as possible! It may be in your best interest to act nonthreatening initially, in order to avoid immediate injury to yourself or others. Again, pro-actively counter attacking may be extreme dangerously.

## ***HAZARDOUS MATERIAL***

When such an emergency occurs as involving hazardous chemical spills, report the nature and location immediately to UPD by calling (318) 286-6647. Give your name, as well as your building and room number. State where you will meet the emergency personnel, and give the number of persons involved and the type of any observed injuries and their severity.

Notify others in the area about the nature of the emergency. Meet the emergency personnel at or near the incident if it is safe to do so. Send someone else if you cannot go.

## ***ILLEGAL DRUGS POLICY***

The SUSLA campus has been designated Drug-Free. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by SUSLA

Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

The University is bound to take all appropriate actions against violators, which include referrals for legal prosecution or requiring the individual to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program.

### ***SENSITIVE AND/OR PERSONAL CRIMES (DEATH) POLICY***

Victimization of a criminal incident can be of a sensitive and personal nature (e.g. Sexual Assault). In the event of such a traumatic offense, either by witnessing or being a victim, confidential counseling is available. Students are encouraged, if, and when they deem it appropriate, to seek professional help from the Counseling Center by calling 318-670-9473 (on-campus extension 9473). While we do not provide a Pastoral Counselor, the Professional Counselors located in the Fine Arts building are here for you. By its very nature a crisis is sudden, unexpected, and traumatic, and produces chaotic responses in a social system. When the counseling center is notified, counselors provide support to immediate and secondary victims. Remember, that as a matter of policy they are to advise persons being counseled of the voluntary reporting procedures of a criminal infraction to the University Police Department for inclusion into the annual crime statistics.

### ***EMOTIONAL DISTRESS***

If a student is in psychological Crisis, the student or witness should contact the Campus Security at 318-286-6647 (anytime) or 318-670-9349 (regular work schedule Monday-Thursday (8:00 am-5:00 pm) or Friday (8:00 a.m.-12:00 noon).

#### **A person is a clear and present danger to himself/herself**

- The person had inflicted serious bodily injury on himself/herself or has attempted suicide or serious self-injury and there is a reasonable probability that such conduct suicide or serious self-injury and there is a reasonable probability that such conduct will be repeated if security is not called; or
- The person has threatened to inflict serious bodily injury on himself/herself and there is a reasonable probability that such conduct will occur if security is not called; or
- The person's behavior demonstrates that he/she so lacks the capacity to care for his/her own welfare that there a reasonable probability of death, serious bodily injury, or serious physical or mental debilitation if security is not called; or
- The person has inflicted, attempted to inflict, or threatened to inflict serious bodily harm on another, and there is a reasonable probability that such conduct will occur if security is not called.

### ***SEX OFFENDER POLICY AND REGISTRATION***

In accordance to the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, and the *Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974*, the SUSLA Police Department is providing a link to the Louisiana State Police Sex Offender and Child Predator Registry.

This act requires higher education institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Louisiana convicted sex offenders must register with the Sex Offender and Child Predator Registry maintained by the Department of State Police. If the offender is a student at an institution of postsecondary education in this state, the sex offender shall also register with the campus law enforcement agency of the institution at least one business day prior to the beginning of the school term or semester (RS 15:542-Section B (3)).

### ***TELEPHONE BOMB THREAT POLICY***

If you receive a bomb threat by telephone, stay calm. Try to find out from the caller what kind of bomb it is, where located, and when it will go off. If no information is given, stay calm, and call University Police. Only the police and other emergency response personnel will decide to evacuate the building.

### ***WEAPONS POLICY***

Southern University does not permit the unauthorized possession of; display of; or attempt to use or threaten to use firearms, ammunition, fireworks, or any other dangerous weapons on campus or at any University-sponsored activity. Anyone found to be in violation of this policy shall face arrest. Students found in violation of the Weapons Policy will be brought before the Disciplinary Hearing Committee for sanctions up to and including suspension or expulsion.

### ***SEXUAL ASSAULT POLICY***

The University is committed to preventing sexual assault through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the University's procedures in handling such cases. Sexual assault is heinous, and will not be tolerated under any circumstances. University community members found guilty of any sexual assault will be severely dealt with through the University Police office.



## *Educational Programs*

The SUSLA Police will present seminars to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

## *Procedures for Reporting Assault and Receiving Help*

1. Report the assault either in person or by telephone (670-9349 or 286-6647 cell) to University Police. If the victim chooses a telephone, give present location in order that police may come to the victim and personally take a report in a private atmosphere. University Police will notify the Shreveport Police Department. Even if a victim does not wish to file charges, he/she can file an informational report that may help the police locate the attacker. SUSLA will be present, if possible, during the taking of the report.
2. Following the report given to the police, the victim is strongly advised to seek medical assistance from a local hospital.
3. A victim of sexual assault is highly encouraged to participate in follow-up counseling. Failing to openly address the emotional trauma of sexual assault can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interaction following such an assault.
4. Thus, learning to cope with a multitude of feelings and fears can be accomplished through ongoing counseling.

## *Preservation of Evidence*

Victims of on-campus sexual assault are advised to adhere to the following important guidelines:

1. Do not bathe, shower, douche, or change clothes.
2. Do not disturb the scene; save all clothing and items involved.
3. Do not brush teeth, drink anything, or smoke a cigarette until you have been examined.

Although adhering to the above guidelines is most difficult under such traumatic conditions, the victim aids law enforcement agencies in the preservation of evidence when following these three recommendations.

## *Legal Action*

The victim may proceed to take action against the accused through the following procedures:

1. Pressing criminal charges through the District Attorney's Office with the assistance of the University Police. This action is encouraged whether the accused is or is not found to be an SUSLA student.
2. If the accused is found to be an SUSLA student, the victim may request that University disciplinary proceedings begin to deal with the assault.

### *University Discipline Procedures*

During University disciplinary proceedings both the victim and the accused are entitled to have an advisor present. Furthermore, both the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

### *The Rights of the Victim in Alleged Sexual Assault Cases*

The victim has the following rights:

1. The right not to have the victim's past sexual history discussed during an investigation or during a hearing
2. The right to choose persons to accompany the victim throughout the investigative and disciplinary proceeding
3. The right to be present throughout the entire disciplinary proceedings
4. The right to have a University restraining order or ban imposed on the accused and/or the accuser's friends to prohibit them from contacting or harassing the victim
5. The right to be informed of the outcome of the disciplinary proceeding dealing with the alleged sexual assault
6. The right to be informed of counseling services
7. The right to change academic environments after an alleged sexual assault incident
8. The right to be informed of criminal proceedings in the city and district courts.

### *Penalties for Sexual Assault*

The University has the right to take disciplinary action, independent of the criminal justice system, against any student the University finds guilty of sexual assault. The University has jurisdiction in sexual assault cases occurring on the University campus. The University also may take disciplinary action in off-campus cases involving SUSLA students as described in the Student Code of Conduct.

The University Police Officer maintains all data on sexual assaults occurring on campus. This data is collected from August 1 through July 31 annually. Members of the University community who would like to obtain this information may contact the Vice Chancellor of Student Affairs and Enrollment Management.

## *Avoiding the Occurrence of Sexual Assault*

All members of the University community are advised to exercise caution while on campus both day and night.

Although students, faculty, and staff comprise the majority of people found on the campus, many non-University individuals visit daily. Crime prevention on-campus is a cooperative effort between University community members and the University Police. Awareness and precautions are the best tools.

1. Have your car or building key ready before getting to the door so that you are not delayed fumbling for a key. Check inside of your car before getting into it. Once inside the car, lock all doors and roll up the windows.
2. Do not walk alone at night. Walk with a friend or call University Police for an escort.
3. If you must walk alone, choose a route that avoids dark and vacant areas.
4. Project an assertive or business-like image. Be aware of your surroundings.
5. Anticipate potentially dangerous situations.
6. Park your car in a well-lighted area.
7. Learn the University Police Phone numbers, 318-670-9349 or 318-286-6647 cell.
8. When possible, keep doors locked and let someone know you are working late at night in University offices and laboratories.
9. Information on convicted sex offenders is available at the University Police Department during normal business hours: 8:00 a.m. – 6:00 p.m. Monday – Thursday and 8:00 – 12:00 p.m. Friday.

## *SEXUAL HARASSMENT POLICY*

It is the policy of Southern University at Shreveport, Louisiana that no member of the academic community may sexually harass another. An offender shall be subject to sanctions after compliance with due process requirements. The process may be handled informally or may require a formal hearing. Resolutions may result in warnings, reprimands, or dismissal from the University. Confidentiality of those making inquiries will be respected, to the extent possible.

### *Protection against Retaliation*

Retaliation against anyone seeking information on sexual harassment, filing a sexual harassment complaint or serving as a witness is forbidden. If you feel that you are being retaliated against, you may report the matter to the Vice Chancellor for Student Success.

## *What is Sexual Harassment?*

Although sexual harassment most frequently occurs when there is an authority or sexual differential between the persons involved (e.g., faculty member and students, male and female), it may also occur between persons of the same status or sex (e.g., faculty- faculty, student-student, male-male, and female-female). Both men and women may be victims of sexual harassment. Sexual harassment may be nonverbal, blatant, and subtle.

## *Peer Harassment*

Peer Harassment is defined as sexual harassment of a student or students by another student or group of students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate or benefit from the educational program or to create a hostile or abusive educational environment.

## *Reporting Sexual Harassment*

The University has developed procedures to facilitate prompt and confidential resolution of sexual harassment complaints. If you believe you have been the subject of sexual harassment or sexual intimidation, do the following: consult with the counselors in the Counseling Center or seek guidance from a University official with whom you feel comfortable. The Title IX office will help you with both the Southern University at Shreveport, Louisiana policy and possible options and resources. Complaints may be referred to the Vice Chancellor for Student Success to investigate and determine appropriate steps to resolve the situation.

## ***DRUG-FREE SCHOOLS AND CAMPUSES***

In *General Certification and Compliance to Drugs and Alcohol Abuse Prevention Program-Title XII of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.)* is effected by a new section 1213 to read as follows:

### **DRUG AND ALCOHOL ABUSE PREVENTION || SEC. 1213**

(a) Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes (1) the annual distribution to each student and employee of (a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities; (b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol; (c) a description of the health risks associated with the use of illicit drugs and the abuse

Southern University at Shreveport • 2019-2021 Student Handbook

of alcohol; (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and (e) a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (1) (a); and (2) A biennial review by the institution of its program to (a) determine its effectiveness and implement changes to the program if they are needed; and (b) ensure that the sanctions required by paragraph (1) (e) are consistently enforced.

## ***DRUG ABUSE POLICY***

*(Adopted Pursuant to the Drug-Free Workplace Act of 1988)*

### **STATEMENT POLICY**

Recognizing that drug use poses health and safety hazards to students and to the community at large, the University considers the abuse of drugs to be a very serious matter, one that cannot be tolerated at Southern University at Shreveport, Louisiana. Therefore, it is the policy of the Southern University and A&M System to maintain a drug-free environment conducive to the learning process. All students are notified that it is unlawful to manufacture, distribute, dispense, possess, or use any illegal drug or alcohol or to abuse a controlled substance in the classroom or other related areas associated with the learning process. Such actions are prohibited on all University property and at any other location where students are conducting University business.

### ***Definitions***

For purposes of this Policy Statement, the following definitions shall apply:

1. Drug - any substance, other than food, which when inhaled, injected, consumed, or introduced into the body in any manner, alters mood or function.
2. Drug Abuse - any continuing use of an illegal drug, alcohol, or controlled substance that produces problems for the user, his/her family, or society at large.
3. Unlawful Manufacture - to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same and includes packaging, repackaging, labeling, and other activities incidental to production.
4. Distribute - to deal in, ship, transport, or deliver. This does not include administering or dispensing a drug by person authorized or qualified to do so (i.e., physician, pharmacist, etc.).

5. Dispense - to sell, leave with, give away, dispose of, or deliver.
6. Possess or Possession - having control over a thing or substance. Possession may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found.
7. Use - the taking, partaking or utilizing of a drug or other controlled substance.
8. Drug Abuse Offense - corrupting another with drugs, trafficking in drugs, abusing drugs (including abuse of alcohol), possessing drug abuse instruments permitting a dangerous drug, processing documents illegally, abusing harmful intoxicants, or dispensing illegally drug samples; violating any state or federal law that is substantially equivalent to any of the above offenses; violating any state or federal law in which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance as an element; or conspiring or attempting to commit any of the above offenses.
9. Controlled Substance - a drug, compound, mixture, preparation, or other substance as defined in 40:961 to 40:995 Et Sec of the Louisiana Revised Code, or as defined by applicable statutes of other states and the Federal government.
10. Reasonable Suspicion - a belief based on objective and documented facts sufficient to lead a prudent University authorized supervisor to suspect that a student is using drugs or alcohol.

### ***COMPLIANCE WITH UNIVERSITY SUBSTANCE ABUSE POLICY***

- (1) All students of the Southern University System are expected to abide by the terms of this policy. A student found in violation of this policy shall be subject to appropriate sanctions and penalties. Such penalties and sanctions may include but are not limited to referral for counseling, written or oral reprimands, suspensions with or without pay, or termination, in accordance with the established rights of the student including the right to due process.
- (2) All University students who are engaged in employment or other work under the terms of any grant from an agency of the Federal government shall as a condition of employment complete the following requirements:
  - (a) Acknowledge receipt of and to abide by the terms of the University's drug-free policy.
  - (b) Notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. Any student who fails to report such a substance abuse conviction within five (5) days will be subject to sanctions, up to and including termination of employment.
- (3) Upon receipt of notice under the preceding paragraph or if the University should otherwise receive actual notice of such conviction, the University shall notify the granting or contracting agency within ten (10) days after receiving such notice.

- (4) The principal investigator or any grant, project, or contract from a Federal agency is required to insure that each employee engaged in the performance of the grant be given a copy of this policy and be required to acknowledge its receipt.
- (5) Any employee/student who is in any way chemically dependent must comply with a University approved assistance program if the dependency is disclosed.
  - (a) Failure to do so can result in the sanction and penalties described in C. (1).
- (6) No identified employee/student will be allowed on University property and at any other location where employees/students are conducting University business under the influence of drugs, alcohol, or any abused controlled substance (for alcohol use, see Student Alcohol Use).
- (7) Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the University, within thirty (30) days of receiving such notice, shall:
  - (a) Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with requirements of due process; or
  - (b) Require such employee to satisfactorily complete drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

## *SEARCHES AND INSPECTIONS*

The University has the right to conduct on-the-spot search and inspection of students and their personal effects, if the University has a reasonable suspicion.

## ***DRUG TESTING***

Searches and inspections may include an unannounced Urine Drug Screen. This test may be used under the following circumstances:

1. If the University has a reasonable suspicion or just causes that a student is intoxicated, using or under the influence of controlled drugs.
2. When a student is found in possession of a suspected controlled substance or a controlled substance is found in an area controlled by the student.
3. Following a serious accident or incident in which safety precautions were violated or careless acts were performed.

## ***DUE PROCESS***

If any disciplinary action is taken against any student under this policy, a student has the right to due process.

The procedures are listed in the Code of Student Conduct.

## ***POLICY ON STUDENT ALCOHOL USE***

The possession or consumption of alcoholic beverages is prohibited in any form on University owned or controlled property.



## *University Admissions and Registration*

Southern University at Shreveport operates on a three-semester plan (fall, spring, and summer sessions I, II, & III). Qualified applicants may register at the beginning of any term. In compliance with Title VI of the Civil Rights Act of 1964, Southern University at Shreveport is open to all persons who are eligible for admission regardless of race, color, sex, religion, or ethnic origin.

## ***ADMISSION TO THE UNIVERSITY***

The University offers courses on a two-semester plan – fall and spring, with special sessions offered during the summer. Students should apply for admission at least (30) thirty days prior to the start of a semester. If applicants apply prior to registration and send completed admissions records to the Office of Admissions before the registration period, the applicant will be notified regarding their eligibility.

All traditional first-time freshmen in a degree-seeking program are required to submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants who have not taken the ACT or SAT may take the residual ACT on site on one of the test dates set by the SUSLA Testing Center staff. Contact the SUSLA Testing Center at the University address or call (318) 670-9450 for testing dates.

Students who scores below 18 in the English, and a 19 in mathematics components of the ACT will be placed in developmental courses. A student may opt to take placement tests in those specific components to avoid taking developmental courses.

Non-traditional students (age 25 or older) are not required to take the American College Test (ACT) or Scholastic Aptitude Test (SAT). Non-traditional students who have not taken the ACT or SAT will be placed in developmental English and Math. Students may take the placement test to opt out of developmental courses.

The registration of any student whose admission records are still incomplete fourteen (14) days after the first day of classes may be administratively withdrawn with no refund of fees. Students admitted provisionally are not eligible to receive federal financial aid.

For students born after 1956, proof of immunization or immunity to measles, mumps and rubella, tetanus/diphtheria must be provided to the Office of Admissions prior to registration. This policy applies to all students entering Southern University at Shreveport for the first time and all students returning after an absence of one semester or more.

All official documents submitted become the property of the University and will not be returned.

Falsification of any information when applying for admission may result in the denial of admission to or dismissal from the University.

Application priority deadlines for admission:

*July 1 for Fall Semester*

*April 1 for Summer Session*

*November 1 for Spring Semester*

### ***ACCEPTANCE OF TRANSFER CREDIT HOURS***

Credit hours earned from colleges and universities accredited by a regionally-accredited association may be accepted by the University. Transfer coursework will be articulated prior to the end of the registration period for the semester the student intends to enroll. Evaluation of transcripts will not be performed prior to the receipt of a completed application, with fee, and official transcripts from each college and/or university attended and immunization record.

All hours attempted will be used in GPA calculation. Credit will be allowed for those courses in which a grade of C or better is achieved. No credit is accepted for a letter grade of —D or for remedial or developmental courses. Transfer credit hours accepted are subject to final review by Division Chair and determination of the extent to which credit hours will be applied toward a degree.

Allowable semester credit hours for degree programs are outlined below:

Required Degree	Acceptable Transfer
Credit Hours	Credit Hours
60 to 64	Up to 31
65 to 68	Up to 36
69 to 72	Up to 40

### ***APPEAL OF ACCEPTED TRANSFER SEMESTER CREDIT HOURS***

Applicants who wish to appeal a transfer credit decision must apply to the Vice Chancellor for Academic and Student Affairs within 30 days after notification of acceptance of transfer semester credit hours. No transfer credit will be accepted past the established 30-day provisional period.

### ***CREDIT BY EXAMINATION AND OTHER NON-UNIVERSITY SOURCES***

SUSLA recognizes academic competence through superior attainment and permits students to demonstrate academic competence through experience and by examination. A student with superior ability and preparation or a student who has already obtained a fundamental knowledge of subjects offered at the University and

demonstrates competence through a series of tests or experiences may be granted credit for basic and/or advanced courses. These experiences and/or examinations are recorded on the permanent academic record as credit by examination or experience with a grade of **\$\$**. Grades of **\$\$\$** are not used in computing grade point averages.

### ***CREDIT BY EXPERIENCE***

In order to recognize competence attained through educational experiences other than University instruction, the student must adhere to the following guidelines:

- Students must have been admitted to SUSLA and must be in good standing.
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- After a student has completed at least 15 semester hours of credit at Southern University at Shreveport, the student's Division Chair will determine the extent to which the credit is applicable toward the degree.
- Credit is limited to one-fourth of the number of hours required for the associate degree.
- Students enrolled in non-degree-seeking status are not eligible for credit by experience or examination.

### ***CREDIT BY EXAMINATION***

In order to recognize competence attained through credit by examination other than university instruction, the student must adhere to the following guidelines:

- The College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) examinations will be available upon request.

Students who earn acceptable scores on these examinations are allowed to receive credit based upon the following regulations:

- The student must have been admitted to SUSLA and must be in good standing. If the examinations are taken while the student is not enrolled at SUSLA, credit will be considered after registration for resident study. Students enrolled in non-degree-seeking status are not eligible for credit examinations.
- A non-refundable fee is charged prior to administration of the examination.
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- To initiate the examination, permission must be obtained from the appropriate head of the division offering the course, after such permission is granted; the Registrar's Office will issue an official permit.
- Credit by examination is limited to one-fourth of the number of hours required for the associate degree.

- Administration of credit examinations must be completed by mid- term.
- The permit to take the examination is forwarded to the Testing and Assessment Center for ordering and scheduling purposes.
- Specific course credit will be awarded by the Registrar to students who score at or above the 50th percentile and after consultation with the appropriate Division Chair concerning minimum required scores and the acceptance of credit.
- A student may take a credit examination in a particular course only once.
- Credit earned through credit examinations will not be used in computing the student's grade-point average.
- Students are not permitted to schedule credit examinations in courses they have audited, earned unsatisfactory grades, received credit for a higher course in a series of sequential courses, or in courses they have dropped and received a "W".

## ***ACADEMIC PROFICIENCY TESTING***

The College Assessment of Academic Proficiency (CAAP) test is required of all students scheduled to graduate. Criteria for CAAP test eligibility are six (6) hours of English, six (6) hours of mathematics, as well as a total of at least 45 hours of instruction. This test has sections on writing, mathematics, reading comprehension, science, and critical thinking. Those students eligible to take the CAAP test are notified by the SUSLA Testing Center. The CAAP test is scheduled annually and dates are published in the schedule of classes and on the University website. Students are strongly encouraged to take the CAAP on the designated test dates. Students who must reschedule the CAAP are charged a fee, which includes the cost of additional assessment materials, shipping and handling fees.

## ***READMISSION***

A former student who was not enrolled on the SUSLA campus for the preceding regular semester (fall or spring) must submit an application for readmission. A student who has been enrolled at another institution since enrollment at SUSLA must submit transcripts from all institutions enrolled in, regardless of whether credit was earned. Provisional admission may be granted for fourteen (14) days for in-progress coursework, pending receipt of complete and official academic records. Failure to receive required documents may result in administrative withdrawal and/or denial of admission for the next semester. Students admitted provisionally are not eligible to receive financial aid funds. Students, whose enrollment is interrupted for at least one semester, will be subject to the catalog in effect at the time of their re-entry or any subsequent catalog enforced during their enrollment at this University.

If a former student has been suspended for academic or other reasons, it may be necessary to appeal for readmission to the Vice Chancellor for Academic and Student Affairs. If readmission is approved, the student is subject to the academic requirements and regulations in effect at the time of readmission.

### ***CREDITS OVER 10 YEARS***

Credits which are over 10 years old, upon proper advisement, may or may not be applied toward degree requirements. If a student has not earned a degree, all courses over 10 years will not be accepted by the institution. General education courses over 10 years will be accepted, provided that the student has earned a degree. However, professional courses (relative to the student's major) over 10 years will not be accepted.

### ***HOME-SCHOOLED STUDENTS***

Home-schooled students are defined as those who have been educated in their homes. Home-schooled students possessing a GED must submit their GED scores, or official high school transcript to the University and complete all admissions requirements.

### ***REQUIREMENTS FOR OFFICIAL REGISTRATION***

A student is not officially enrolled until all steps prescribed by the Institution are completed. Registration procedures are made available to students at the beginning of each registration period and are published in the semester class bulletin. If a student fails to complete registration within a designated period, a late fee may be charged. No credit is allowed for courses taken in which the student is not officially enrolled. A student is not officially enrolled until all fees have been paid.

### ***CROSS ENROLLMENT PROGRAM WITH LSU-S***

With appropriate approval, a full-time student at SUSLA may register for one course at Louisiana State University at Shreveport without the payment of additional fees. The combination of cross-enrolled hours plus on-campus hours may not exceed 21 semester credit hours. Additional information may be obtained from the Registrar's Office.

### ***ADDING AND DROPPING COURSES***

A student may add or drop courses or change from one section of a course to another with the approval of his/her advisor as per established deadlines. All transactions must be completed and filed in the Registrar's Office.

Students will be held responsible for all courses appearing on their schedules unless changes are official and in accordance with University regulations. A student may not add courses for credit after the date specified in the official academic calendar. If a course is dropped after the "add/drop" period but before the deadline for dropping a course, a "W" (withdrew) is recorded. A student may not drop a course after the date specified in the official academic calendar (unless approved by the appropriate University Officials).

### ***DEFINITION OF A FULL-TIME STUDENT***

The minimum number of semester credit hours for which a student may enroll and be considered as a full-time student is fifteen (15). For financial aid purposes, a full-time student is one who is enrolled for at least twelve (12) semester credit hours. No student will be allowed to enroll in more than eighteen (18) semester credit hours without permission of the Vice Chancellor for Academic and Student Affairs. Students enrolled in nine (9) credit hours during any summer term are considered to have full-time status.

### ***DEFINITION OF A PART-TIME STUDENT***

Any student pursuing fewer than 12 semester credit hours in a regular semester or fewer than six (6) hours in a summer session is considered a part-time student.

### ***MAXIMUM COURSE LOAD***

No student will be allowed to enroll in more than 18 semester credit hours during the Spring or Fall Semester without permission of the Division Chair and the Vice Chancellor for Academic and Student Affairs. The maximum number of credit hours that will be allowed is 21. During the Summer Sessions, fifteen (15) credit hours will be the maximum that may be earned in any combination of sessions.

### ***WITHDRAWAL***

A student who finds it necessary to withdraw from the University should begin the process by securing the proper form from the Registrar's Office. Please note the refund policy and deadline date as listed in the Academic Calendar. A student is not officially withdrawn from the University until the request is approved by all departments listed on the withdrawal form and returned to the Registrar's Office. An exit withdrawal survey is also conducted during this time and is administrated by a Southern University at Shreveport Counselor. The student will have 7 (seven) calendar days (from the initiation date to complete or rescind the withdrawal). If not completed and returned or rescinded, the Registrar's Office will finalize the student's withdrawal process for all classes enrolled at SUSLA.

### ***ACADEMIC STANDING***

Students of Southern University at Shreveport are governed by the following Southern University System's approved regulations regarding scholarship standards:

## ***PROBATION, SUSPENSION, AND READMISSION REGULATIONS***

- A full-time or part-time student who earns a semester average below 1.5 on all hours during a semester will be placed on probation.
- A student on probation will be given one semester to make a C average (2.0). This will remove him/her from probation; if the student does not make a C average (2.0), he/she will be suspended for one semester.
- After the lapse of one semester or if approval of an appeal is granted, a student may re-enter on probation, but he/she must make at least a C average (2.0) or he/she will be suspended again.
- A student suspended at the end of the spring semester may attend the summer term unless other restrictions apply. Grades earned during a summer term will not change the probationary or suspension status of a student.
- A student suspended for scholastic deficiencies may re-enroll after the expiration of one semester until a fourth suspension, which dismisses the student permanently.
- Appeals must be made to the committee designed to execute the rules.

## ***DEFINITION OF HOURS PURSUED***

“Hours pursued” will be defined as all courses attempted. In the event that a student repeats a course, grades assigned to courses pursued shall be used in computing the grade-point-average. This regulation also refers to students applying for graduation.

## ***SYSTEM OF GRADING***

The University uses a letter system of grading as follows: A, Excellent; B, Above Average; C, Average Quality; D, Below Average; F, Failure; I, Incomplete; W, Withdrawal; AU, Audit; NC, No Credit; CR, Credit; P, Pass.

Credit for any course in which a student has received a grade of F can be obtained only by repeating and passing the course.

## ***DEFINITION OF GRADE POINT AVERAGE***

### ***Semester Average***

The semester grade-point-average is the total number of quality points earned divided by the total number of semester credit hours attempted by the student. The grades of A, B, C, D and F are included in the computation of the semester grade point average. Grades of AU, NC, I and W are disregarded in the computation of the semester grade-point-average.



### *Cumulative Average*

The cumulative average is determined by dividing the total cumulative quality points earned by the total cumulative hours pursued. A student is allowed to retake a course in which he/she has previously enrolled at SUSLA. The last grade received becomes the final grade for the course and is computed in the grade point average. The previous grade(s) will not be computed in the GPA. A "W" grade does not delete a prior grade. The grades of A, B, C, D, and F are included in the computation of the cumulative average. All courses pursued and grades earned at Southern University at Shreveport remain a part of the permanent record.

In determining eligibility for holding campus office or graduating with honors, a student's cumulative average is computed by dividing the total quality points earned by the total semester credit hours attempted exclusive of grades of AU, NC, I, CR, W and P.

### *AUDITING A COURSE*

To audit courses, applicants must be eligible to enter the University as regular students, as visiting students, or as special students. Students must obtain permission of the instructor, the director of the program in which the course is taught, and the chairman of the division in which they are enrolled. Students may not audit a laboratory-type or activity course. Students will be assessed tuition fees for courses audited. Credit will not be given for courses audited. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses.

### *HONORS*

A student who completes a semester with at least 15 semester credit hours (excluding remedial courses) and a grade-point-average of 3.75 or above, without grades of D, F or I, will be placed on the Chancellor's List. These requirements apply only to the semester for which the student is being considered for inclusion in the Chancellor's List.

A student who completes a semester with at least 15 semester credit hours (excluding remedial courses) and a grade-point-average of 3.00 to 3.75, without grades of D, F or I, will be placed on the Honor Roll. These requirements apply only to the semester for which the student is being considered for inclusion in the Honor Roll.

### *CLASSIFICATION OF STUDENTS*

Freshman - earned less than 32 semester credit hours.

Sophomore - earned 32 or more semester credit hours.

Special - student who has accumulated 60 or more semester credit hours.

## ***QUALITY POINT SYSTEM***

Institutions under the jurisdiction of the Southern University Board of Supervisors adhere to the quality point allotment of four points for an A, three points for a B, two points for a C, one point for a D, and 0 points for an F; for example, 2.0 denotes a C average.

## ***INCOMPLETE GRADES***

A faculty member, at his/her discretion, should give an "I" grade only when documented circumstances beyond the student's control warrants such action. The completed form for this action must be attached to an instructor's final grade roster.

Incomplete grades must be removed by the end of the first six weeks of the following semester in which the student is in residence or within one year if the student is not in residence. Otherwise, the grade will automatically default to F.

## ***REPEAT-DELETE POLICY***

A student is allowed to retake a course in which he or she has previously enrolled at SUSLA. The last grade received becomes the final grade for the course and is computed in the grade point average. The previous grade(s) will not be computed in the grade point average. A —W grade does not delete a prior grade.

## ***SATISFACTORY COMPLETION OF COURSES***

A standard letter grade of "C" or better in a major area course constitutes satisfactory completion. A standard letter grade of "D" or better in a general education core curricular course constitutes satisfactory completion. The grade of "D" in a general education core curricular course, but not in a major area course, is acceptable where such a course is a prerequisite for another course. However, a letter grade of "D" in a general education core curricular course is not transferable. A prerequisite is a course that must be completed BEFORE enrolling in another course. Prerequisite courses require satisfactory completion before the student will be allowed to enroll in a course.

## ***ACADEMIC APPEALS GUIDELINES***

### ***Appeal of Academic Standing***

A student may appeal a suspension only if the suspension is the first one for the student and the student can provide written verification of having been seriously ill during the semester prior to the suspension (a physician's affidavit is required) or that the death of a member of the immediate family occurred (parent or

guardian, sibling, or family member residing in the student's home), or that some event of a similar Disruptive proportion occurred. While on suspension, a student may enroll in developmental courses only.

A student who has been suspended two or more times because of poor grades and who fails to achieve at least a 2.0 semester grade-point average (on a 4.0 scale) during the first semester following the second suspension shall not be eligible for appeal under any circumstances.

A fourth academic suspension shall result in permanent expulsion from the University. Permanent expulsion is not subject to appeal.

### *Appeal of Final Grade*

A student may only appeal a final grade. In order to be considered for a grade appeal, a student must be able to demonstrate that the grade awarded was inaccurate or inappropriate. Final grades may be challenged until the end of the regular semester immediately following the semester in which the grade was received. The general procedure for grade appeals must be adhered to in the following order:

1. The student discusses the matter with the instructor and attempts to resolve it informally.
  - (a) If not resolved, the student meets with the Chair of the Division in which the course is taught to seek assistance in resolving the matter.
2. If there is no satisfaction informally, the student should write a letter of appeal to the Vice Chancellor for Academic Affairs with an explanation as to why he/she feels the grade was awarded inaccurately or inappropriately. The Vice Chancellor will convene an ad hoc academic appeals committee, and will appoint a chairperson. The committee will forward a recommendation to the Vice Chancellor.
3. If a student disagrees with the recommendation of the appeals committee, he/she may appeal directly to the Vice Chancellor for Academic and Student Affairs.
4. If a student so desires, a final appeal may be sought by submitting a letter to the Chancellor.

### **ACADEMIC AMNESTY**

Any student who has not been enrolled at a college or university for three consecutive years may elect only once to deny all work attempted at a college or university prior to the three-year period. The three-year period does not need to immediately precede the exercise of the option. The forgiven academic record will appear on the student's permanent record but will not be used in computing the student's grade point average at SUSLA.

The student must apply for academic amnesty or forgiveness of credit courses in the Registrar's Office at the time of application for admission or readmission to SUSLA or within one calendar year from the first date of enrollment or readmission. The declaration must be completed prior to the deadline for resigning from the University in the semester in which it is made. A decision to declare academic amnesty is final and irreversible.

For enrolled students who plan to matriculate into professional academic degree programs at SUSLA, an exception of the 3-year requirement (only) may be waived with the appropriate approvals. For such a waiver, a student must forward a request to his/her program director for consideration. If approved, the request must be forwarded to both the Division Chair and Vice Chancellor for Academic and Student Affairs for consideration. However, final approval of the waiver must be granted by the Chancellor. All other requirements to declare academic amnesty cannot be waived.

The forgiven academic record will appear on your transcript, but it will not be used when computing your grade point average. The only exceptions are to determine honors for graduation and eligibility for financial aid and/or scholarships.

### ***CLASS ATTENDANCE REGULATIONS***

Students are required to attend classes regularly and punctually, as a minimum academic obligation. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class attendance policies apply:

- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor and, if required present excuses. The instructor should make clear to the student that excuses explain absences, but do not remove them.
- Students are required to adhere to attendance policies established by their colleges and stated by the instructors on course syllabi.
- Excuses for participation in University-sponsored activities will be initiated by the sponsoring unit and approved by the college division chair and the Office of Academic and Student Affairs.
- Students who wish to be absent from classes for reasons not covered by these regulations must apply to their department head for a leave of absence. All excuses or explanations must be submitted in writing to the student's department head within three school days after the student returns to classes

### ***STUDENT CONDUCT***

Administrative regulations governing the conduct of students enrolled at SUSLA are contained in The Student Handbook. Included in this publication are rules and regulations governing student rights and responsibilities, disciplinary sanctions, penalties, violations, and types of offenses. An electronic copy of The Student Handbook may be found on the Southern University at Shreveport's website.

## *ACADEMIC GRIEVANCES*

If a student has a grievance that cannot be settled in the course of immediate post-class discussion, the student has the right to appeal according to the following procedures:

- A special conference between the faculty member and the student should be arranged.
- Discussion before the faculty member's department or program director. Grievance presented in writing to the faculty member's Division Chair. Discussion before the faculty member's Division Chair.
- As a final option, the matter should be brought in writing to the Office of Vice Chancellor of Academic and Student Affairs.

## *ACADEMIC DISHONESTY*

The University defines academic dishonesty in two categories – premeditated and non-premeditated fraudulent behavior. Premeditated fraud is defined as conscious, pre-planned deliberate cheating with materials prepared in advance. It may consist of the following:

- collaborating during an exam without authority;
- stealing, buying, or otherwise obtaining all or part of an examination;
- using specially prepared materials;
- selling or giving away all or part of an examination or examination information;
- bribing another person to obtain an examination or information;
- substituting for another student, or permitting another person to substitute for oneself to take an examination;
- submitting as one's own any work prepared totally or in part by another;
- selling, giving, or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.);
- breaking and/or entering a building or office for the purpose of obtaining examinations (administered or un-administered);
- changing, or being an accessory to the changing, of grades in a grade book, on an examination paper, or on other work for which a grade is given, on a "drop slip" or other official academic records of the University which involve grades;
- proposing and/or entering into an arrangement with an instructor or receive a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty;
- committing plagiarism – failing to identify sources, published or unpublished, copyrighted or un-copyrighted, from which information was taken;
- acquiring answers for any assigned work or examination from an unauthorized source;
- falsifying references;

- listing sources in a bibliography not used in the academic assignment;
- inventing data or source information for research or other academic endeavors;
- forging the signature of a faculty member or any academic officer on an academic document;
- altering or being an accessory to altering the contents of an academic document (i.e. registration forms, pre-registration forms, add/drop forms, transcripts, fee exemption forms, registration card, etc.);
- using computers in any act of academic dishonesty; or submitting falsified or altered transcripts.

Unpremeditated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of:

- copying from another student's examination paper
- allowing another student to copy from an examination paper
- using textbook(s) or materials brought to class but not authorized for use during an examination.

## ***REQUIREMENTS FOR GRADUATION***

- All students must complete the academic requirements for their degree or certificate program prior to graduation.
- All financial and other obligations to the University must have been met.
- If a student is eligible for graduation and plans to commence during the spring semester and completes all coursework prior to that semester, the student is not required to take classes during any other semester prior to that commencing period. Any classes taken prior to commencing period are at the student's discretion.
- All students expecting to receive degrees should acquire and complete the Application for Graduation from the Registrar's Office at least one semester prior to their graduating semester, including the summer term. However, only one commencement exercise will be held each school year during the spring semester. All who qualify during the year are encouraged to participate.
- A fee is required to cover costs of caps, gowns and diplomas.
- All students must have a minimum of sixty (60) semester credit hours and a cumulative 2.0 average on all hours pursued. The sixty hours exclude all developmental courses.
- All students must have a minimum of an overall C (2.0) in all courses pursued in the major area, with no grade lower than C.
- All students expecting to receive degrees must take the CAAP Test (College Assessment of Academic Proficiency) after acquiring at least 45 hours of college credit. This exam is given only in the fall and spring semesters.
- All graduates must complete a checkout form before receiving diploma.

## ***CONCURRENT DEGREES/DUAL DEGREES***

To qualify for a second degree or certificate, regardless of whether the first was granted by Southern University at Shreveport or another institution, the student must earn an additional 15 credit hours for a second associate degree and 9 credit hours in a certificate program. These credits must be presented for approval by the appropriate Division Chair. These additional credit hours will not include any semester hours counted in fulfilling any previous degree requirements. General education requirements are the only courses that can be used again toward fulfilling the second degree. In degree programs where there are several possible concentrations, a different concentration is not considered a second degree. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed; nor will more than one certificate be awarded even though courses from a second option are completed. The 15 or 9 hours of an approved curriculum for a second degree must be taken in residence at Southern University at Shreveport in five years of the time of graduation.

## ***RESIDENT CREDIT REQUIREMENTS***

The University requires that each student seeking an associate degree or a certificate must earn at least 30 hours of credit as a resident attending Southern University at Shreveport. Further, the University requires that this minimum credit of courses be taught by the Division which will award the associate degree or certificate unless otherwise approved. Since the number of residency credit hours may be different for certain academic programs, students are required to consult with their academic advisors to develop a degree plan during the first semester of enrollment.

- a. Dependents or spouses who live with persons residing in Louisiana and who provide appropriate documentary evidence substantiating that they have abandoned all prior domiciles and intend to remain in Louisiana
- b. Persons who have not and are not registered for more than the equivalent of six credit hours per semester and who have resided in Louisiana in accordance with the one-year domiciliary requirement.

## ***RESIDENCE APPEALS COMMITTEE***

The Chancellor appoints a Residence Regulations Appeals Committee. Any student classified as a non-resident may appeal the classification to this committee.

## ***APPLICATION FEES***

### **FEES AND EXPENSES**

*These fees and expenses are subject to change*

There is a non-refundable \$20.00 fee for new admission applications. There is a non-refundable \$30.00 application fee for international students.

#### **Louisiana Resident Students**

A general registration fee of \$1,817.00 per regular semester and \$487.00 for the summer session is charged to all full-time Louisiana resident students.

#### **Out-of-State Residents**

An out-of-state resident fee of \$1,650.00 per regular semester and \$825.00 for the summer session in addition to the general registration fee will be charged for all non-resident students.

#### **Add/Drop Courses**

There is a \$2.00 fee for each add or drop course transaction.

#### **Transcript Request**

There is a \$3.00 fee per transcript request. Fee must be in the form of cash, cashier's check or money order **ONLY**.

#### **Technology Fee**

A state-mandated technology fee is included in the Fee Schedule. The purpose of this fee is to meet the growing technological needs of the students. The amount of the fee is based on the number of credit hours pursued.

#### **Summary of Fees and Expenses**

Included in the \$1,817.00 full-time (12 + hours) tuition and fees per regular semester are (1) general registration, (2) technology fees, and (3) for student assessments: student activities, lyceum, insurance, class dues, ID card, student publications, athletics, social activities, student government, etc.

#### **Late Registration Fee**

A late registration charge of \$100.00 is imposed on students on or after the date classes begin in any semester.



## *Fee Schedules*

### **FALL & SPRING SEMESTERS**

(Subject to change: Revised 2015)

Total Credit Hours	General Tuition Fee
0 (audit)	\$841.00
1	\$866.00
2	\$901.00
3	\$935.00
4	\$969.00
5	\$1,005.00
6	\$1,233.00
7	\$1,278.50
8	\$1,311.50
9	\$1,586.00
10	\$1,618.00
11	\$1,651.00
12 or more (full-time)	\$1,817.00

### **SUMMER TERMS**

(Subject to change: Revised 2015)

Total Credit Hours	General Tuition Fee
0 (audit)	\$272.50
1	\$272.50
2	\$282.50
3	\$292.50
4	\$417.00
5	\$447.00
6	\$457.00
7	\$467.00
8	\$477.00
9 or more (full-time)	\$487.00

## *Refund Policy*

The general fee, which includes student assessed fees and non-resident fees, is refundable on the following basis for students who register, pay fees, and resign from the University:

### *Fall and Spring Semesters*

Before the fourteenth (14th) day of class, 100% refund will be given to those who withdraw from the University. Any student who withdraws after the fourteenth (14th) day of class (fall and spring semesters) to the end of the semester, will be responsible for any fees owed to the University.

### *Summer Term*

Before the seventh (7th) day of class, 100% refund will be given to those who withdraw from the University. Any student who withdraws after the seventh (7th) day of class (summer terms) to the end of the term, will be responsible for any fees owed to the University.

## *Student Photo Identification*

Student ID cards are to be issued or reactivated during the registration process. You must have a valid SUSLA photo ID in order to receive financial aid checks, buy books at the bookstore with financial aid, check out materials from the University Library, use campus computer centers or attend University functions such as athletic events. If you are a new student, you will need to have your stamped fee sheet and at least one form of photo identification. If you are a returning student, you will need to have your student ID from a prior semester and your stamped fee sheet. Students who do not take or reactivate their Student ID prior to the 14th day of classes for the Fall or Spring Semesters (or the 7th day of classes for the Summer Term) will be charged a \$10 late fee for new IDs. A replacement fee of \$10 will be charged for a lost, stolen or damaged card.

## **REGULATIONS REGARDING RESIDENT CLASSIFICATION**

For purposes of assigning tuition and fees at public institutions of higher education, a Louisiana resident shall be defined as an individual who has abandoned all prior domiciles and who has been domiciled in the State of Louisiana continuously for a period, herein called the domiciliary period, of at least one calendar year immediately preceding the first day of classes for which resident classification is sought. The individual's physical presence within this State solely for educational purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification, regardless of length of time within the State.

A person herein termed as a bona fide Louisiana resident is an individual who qualifies as a resident in accordance with the regulations prescribed in this section. An individual who is recognized less than one of the

mandated criteria as a bona fide Louisiana resident by any other of the Southern University System's institutions shall so be recognized by every institution within the Southern University System's provided the individual's category has not changed.

A non-resident is herein defined as an individual who cannot provide proof of eligibility for assignment of resident status under the regulations prescribed in this section.

Residency applications can be obtained from the Office of Admissions.

### ***CRITERIA FOR ASSIGNING RESIDENT STATUS***

Southern University System institutions shall classify as residents, those persons who, in accordance with the one-year domiciliary requirement, resided in Louisiana for purposes other than to attend a Louisiana institution of higher education. Resident status so acquired in one Southern University System institution shall be transferable to any other such institution.

The following conditions may be used to determine in-state residency:

1. An applicant (under 21 years of age) living with legal parents is classified as a resident if the parents have established a bona fide residence in Louisiana. A parent is considered to have established a residence in Louisiana if actually residing and employed full-time in the state for at least six (6) months.
2. A student (under 21 years of age) residing with legal parents who enrolls as a non-resident shall be classified as a resident if the parents move to Louisiana and acquire residence as defined in these regulations.
3. A student may be declared a resident if either legal parent is a graduate of any school within the Southern University System.
4. A student that graduates with an associate degree from Southern University at Shreveport may be classified as a resident for subsequent enrollment.
5. A person may be classified as a resident of Louisiana at the end of 12 consecutive months of residence, if employed in Louisiana and if during that period he/she has not been registered in an educational institution for more than 6 semester hours or its equivalent in any semester. (Supporting documentation required)

Supporting Documentation (must satisfy ALL of the following):

1. Proof of Employment (check stubs or W2), and
2. Proof of Residency (lease agreement or homestead exemption form), and
3. Utility Bill (water, gas, or electric only), and
4. No enrollment in an educational institution over 6 hours in any semester within the last 12 months.

5. A student who is married to a Louisiana resident may acquire the residence status of his/her spouse.
6. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to enroll, along with any of his/her dependents as a resident for a period equal to the number of years the person resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country.
7. Members of the full-time armed forces (not reserve or guard) currently stationed in Louisiana and their dependents shall be classified as Louisiana residents.
8. A member of the full-time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right, along with any of his/her dependents to be classified as a resident as long as he/she is in the armed forces and for a two-year period after leaving the armed forces.
9. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
10. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of the Form I-151-Alien Registration Receipt Card or passport officially stamped "approved as resident alien", and who has established residence under any of the foregoing provisions shall be declared a resident of the State.

### ***RESIDENCE APPEALS COMMITTEE***

The Chancellor appoints a Residence Regulations Appeals Committee. Any student classified as a non-resident may appeal the classification to this committee.

## CAMPUS SERVICES

## *THE LIBRARY*

The Southern University at Shreveport Louisiana (SUSLA) Library is the center of academic excellence for the academic community and a supporter of other university programs and services. The Library is committed to community services by making information and programs accessible to the community.

Formal and informal instructions are given in the use of the Library to all students enrolled at SUSLA.

The Library believes that it has an obligation to meet the academic needs of the institution and embrace the core values of the institution: integrity, service, excellence and accountability.

### *Mission*

It is the mission of the University Library to provide the learning resources needed to meet the instructional demands of the Institution in support of a quality educational program. The following are services offered that are geared toward implementing the mission of the library, thereby meeting the specific educational goals and objectives of the Institution:

- On-line Public Access Catalog (OPAC) Interlibrary Loan
- Copying Services
- Binding Services
- Typing Room
- Micro-Reader/Printer
- Black Ethnic Archives
- Library Hours for Day and Night Students
- Circulation and Reference Services
- Vertical Files
- Audio Visual Aid Services
- Local and National Newspapers Electronic Searching
- Information Literacy Laboratory
- Wireless Access Smart/Multimedia Classroom
- HBCU Library Alliance Digital Collection
- eBooks
- Online Databases

### *Collections*

The Library houses two special collections: the Black Collection, containing resource materials by and about African-Americans, and the Louisiana Collection, focusing on information written by and about Louisiana.

## *Status of the Collections*

There are 56,163 books in the collection. Current subscriptions include 164 periodicals and 20 newspapers.

There are 3,678 bound periodicals. The Library also maintains volumes of non-book materials. Included are 22,874 slides, 434 filmstrips, 59 16mm films, 1,237 pamphlets, 4,092 recordings, 872 microfilms, 28,231 microfiche, 1,671 audio cassettes, 309 video cassettes, 12 transparency kits, 6 maps, 567 pictures, and 337 CDs. There are also 11,079 electronic books in the collection.

## *Circulation*

Books for regular circulation are housed on the second level of the Library. Newspapers, magazines, and bound periodicals are all handled through the Reference Department. Located on the first level are the vertical files, micro reader/printers, microfilms, microfiche, and four computers designated for researchers.

## *Other Library Services*

Interlibrary loans are available by contacting the Circulation Desk. Photocopying services are provided with a fee per copy (current copyright laws must be observed).

Use of typewriters/computers are available only to Southern University students. Binding services are also available and materials to be bound have a fee of \$1.

## *Library Hours*

8 AM — 9 PM	(Mon-Thurs)
8 AM — 12 Noon	(Fri)
9 AM — 1 PM	(Sat)

<b>Summer Hours</b>	(MLK Campus)
8 AM — 6 PM	(Mon-Thurs)
8 AM — 12 Noon	Friday

Learning Resource Center (LRC) at Metro Campus

8:00 AM — 6:00 PM	(Mon - Thurs)
8:00 AM — 12:00 Noon	(Friday)

The mission of the Office of Financial Aid and Scholarships is to assist students in obtaining funds to achieve their educational potential. The University assists students through three basic sources: grants, employment and scholarships. The primary purpose of the financial aid is to assist students who, without such aid would

find it difficult or impossible to attend college. Our primary source of funding is from federally funded programs. To determine eligibility, students must complete a Free Application for Student Aid (FAFSA), which takes into consideration all factors that affect a family's financial status. The FAFSA must be completed each school year you plan to attend school. Students may begin the process on January 1<sup>st</sup> of each year. The FAFSA may be completed online at <http://www.fafsa.ed.gov>. SUSLA's Title IV code is 007686 which must be included to ensure that the results are accessible to the financial aid staff. In addition to completing the FAFSA, student must meet the following requirements:

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Submit an official high school transcript or General Education Development (GED) certificate to the Admissions Office
- Certify that all federal/state student aid awarded will be used for educational purposes only by signing a statement of Educational Purpose; which is located on the FAFSA
- Must not be in default on a federal student loan or owe a refund on a federal grant.
- If male and aged 18 through 25, register with the Selective Service. Students may give Selective Service permission to register them by checking a box on the FAFSA or via the Internet at <http://www.sss.gov>
- Must not have earned a Bachelor's Degree
- Must maintain satisfactory academic progress.

A select number of students who apply for federal financial aid must verify the information submitted on the FAFSA application. Therefore, students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be submitted in a timely fashion to ensure the prompt processing of financial aid requests.

Students who transfer to Southern University at Shreveport from any other college/university or vocational/technical schools must take the necessary steps to ensure that they will be eligible for financial aid as it does not automatically transfer. Official academic transcripts from all schools previously attended must be submitted. As soon as possible, transfer applicants should contact the Financial Office to find out what steps should be taken to ensure receipt of aid at Southern University at Shreveport.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. Students who have been convicted of drug possession while receiving financial aid are ineligible for one year from the date of a first conviction, two years after a second conviction and indefinitely after a third conviction. Students convicted of selling drugs, are ineligible for two years from the date of a first conviction and indefinitely, after a second conviction. If eligibility is lost, a student may regain eligibility early by successfully completing an acceptable drug rehabilitation program. For more information, contact the Financial Aid Office.



## ***SUMMER ELIGIBILITY FOR FINANCIAL AID***

Only eligible continuing students and beginning freshmen are considered for financial aid for Summer Sessions. Scholarships and loans are not available for summer-only enrollees. The Financial Aid office only award FSEOG and Pell Grants to eligible students for the summer.

## ***SATISFACTORY ACADEMIC PROGRESS***

The U.S. Department of Education requires colleges and universities to adopt specific guidelines to monitor the academic progress of students receiving federal or state financial assistance. The regulations require the Institution to monitor student grades and number of hours attempted/earned to determine whether students are eligible to receive financial assistance. Any student that does not maintain satisfactory academic progress has the right to initiate a financial aid appeal. In such cases, students shall not be paid retroactively for terms where eligibility is lost. Additional information can be obtained in the Financial Aid Office.

## ***FEDERAL GRANTS***

There are several types of grants a student may obtain at Southern University at Shreveport. They are as follows: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Educational Assistance Partnerships, Veterans' Benefits, Vocational Rehabilitation, Armed Forces Reserve, and National Guard. For information on military-related stipends, contact the Registrar's Office.

### ***Federal Pell Grant***

The Federal Educational Amendment of 1972 established a program that entitles eligible students to receive Federal Pell Grant awards. These awards range from \$577-\$5,730 for an academic year, depending on the student's eligibility as determined by the U.S. Department of Education, his/her enrollment status and the Institution's cost of education.

### ***Federal Supplemental Education Opportunity Grant (FSEOG)***

Southern University at Shreveport, in cooperation with the federal government, has limited funds to provide grants to be eligible students. The amount of the grant is based on the individual student's financial need and availability of funds.

## *VETERANS BENEFITS*

Each veteran or child of a deceased or disabled veteran should apply to his nearest Veterans' Administration Office for a Certificate of Eligibility. Application should be made prior to registration. Certificates of Eligibility are sent directly to students. Students must submit the Certificate of Eligibility to the Registrar's Office for authenticating processing.

## *VOCATIONAL REHABILITATION*

A student who has a physical disability may obtain assistance for tuition and books through the Louisiana Department of Education's Division of Vocational Rehabilitation. Students who feel they may qualify should apply for assistance at the nearest rehabilitation office.

## *FEDERAL LOANS*

Southern University at Shreveport currently provides loans to students through the William D. Ford Federal Direct Loan Program. The Direct Loan Program is backed by the government and is administered by the financial aid staff to help students meet their educational goals. Repayment of the loan does not begin until the student has left school or does not enroll at least half-time, and the grace period has expired. Loans are disbursed in two installments per semester.

To be eligible for Federal Direct Loans, students must submit a FAFSA. The financial aid staff will use information from the FAFSA to determine eligibility for Subsidized Direct Loan. The federal government pays the interest that accrues on the loan while the student is in school.

The Unsubsidized Stafford Loan is not based on need and the student is responsible for paying the interest that accrues on the loan. Interest begins accruing immediately after disbursement. However, students may choose to pay the interest while in school or defer payment until repayment begins. Interest that deferred will continue to accrue and is added to the loan principal, which is called capitalization. Capitalization increases the balances of a student's loans. As such, it is strongly suggested that students make interest payment while in school.

## *STUDENT EMPLOYMENT*

Using funds from the federal government, Southern University at Shreveport provides jobs for students who need financial assistance. Through the Federal Work-Study Program, the Office of Financial Aid arranges jobs for students' on and off-campus with private non-profit agencies. Students are paid at least the hourly minimum wage. Interested students should apply in the Financial Aid Office.

## *SCHOLARSHIPS AND AWARDS*

The Southern University Board of Supervisors make scholarships available to qualifying student. Scholarships are awarded by the University Scholarship Committee and administered by the Financial Aid Office. The following University, state and private scholarships are available:

### *Academic Scholarships*

This scholarship is awarded to those who have demonstrated academic excellence. Recipients are selected on the basis of high school cumulative grade point averages of 3.0 or better, ACT test scores, and/or selected recommendations. The recipient must complete at least 12 hours of college level courses each semester and must maintain 3.0 or better G.A.P. each semester. Developmental courses are not accepted.

### *Thelma Fisher Patterson Memorial Scholarship*

This scholarship is awarded to selected students with a high school cumulative average of 2.5 or better and selected recommendations. All other recipients must maintain a grade point average of 3.0 or better by the end of the first academic year. The recipient must complete at least 12 semester hours of college level courses each semester and must maintain 3.0 or better G.P.A. each semester.

Developmental courses are not accepted.

### *Private Scholarships*

Private scholarships are often awarded by various organizations, such as churches, fraternities, sororities, casinos, and Masonic and civic organizations. Not all of these are recurring awards; nor are they always made through the institution.

The Southern University at Shreveport Foundation is designated by the Southern University System and the Board of Supervisors of the Southern University as an official fundraising agency. The Foundation functions in conjunction with the Southern University System Capital Campaign. It is a non-profit corporation chartered under the laws of the State of Louisiana. The Foundation is empowered to solicit and receive donations, gifts and contributions. It also administers funds and manages assets to enhance the quality of education.

## *Purposes*

The Southern University at Shreveport Foundation is organized exclusively for educational, charitable, religious and scientific purposes. Three major purposes of the foundation are:

- To promote the educational and cultural welfare of Southern University at Shreveport.

- To assist the University in achieving its mission by providing scholarships and other assistance to aid matriculating students with the continuance of their education within the Southern University System and/or to successfully transfer to another institution.
- To provide resources to support research, training, instructional, and enhancement activities; the expansion and improvement of programs and facilities; and all other such benefits that give greater advantages to the University to increase opportunities available to its students, faculty and community, as may be prescribed by testators and/or donors of the Foundation.

### *Goals*

One important goal of the Foundation is to provide strong financial support through fundraising activities, alumni, friends, supporters, organizations, corporations and other foundations. In order to ensure the successful continuity of the Foundation, efforts will be made to establish financial endowments and major gifts that will make Southern University at Shreveport stronger and more capable of meeting the educational needs of its students and demands of the 21st century.

### *EMERGENCIES AND POLICE SERVICE*

The Campus Police Office is behind the power plant near the student parking lot. This office provides protection to the University community. It also responds to emergency calls and observes all buildings and equipment, enforces fire and safety regulations, investigates traffic accidents and illegal activities, and directs traffic. The telephone number is (318) 670-9349 or (318) 286-6647.

### *Vehicle Registration and Parking Regulations*

In order to maintain an orderly travel flow and to assure fair and equal access to parking on SUSLA's campus, all vehicles (including motorcycles) must be registered with the University Police office. Parking on the SUSLA's campus is 'first come-first serve' as long as the vehicle occupies, an authorized parking space (applicable fees and permits can be obtained from the Cashier's Office).

Parking double, in fire lanes or in designated staff spaces will result in the vehicle being ticketed or towed at vehicle owner's expense. The University is not responsible for damage, which may occur during towing. Vehicle reconditioning, repair, maintenance (including changing of oil or changing tires) is not permitted on any parking

lots at SUSLA. Washing cars is not permitted unless designated at a specific time and area and approved by the Property Manager. Vehicles without decals and vehicles deemed inoperable or in disrepair by management may be removed at owner's cost.

## *STUDENT SUPPORT SERVICES*

The Student Support Services Program, which has been in Operation since 1978, provides a comprehensive advisement program to meet the academic, personal, social and career planning needs of 250 participants.

The Program also sponsors—

- A National Certified Peer & Professional Tutorial Program
- Supplemental Instruction (SI)
- Transfer/Graduation Services
- Cultural Enrichment Educational/Motivational Seminars
- College Survival Workshops
- Computer and Software Technology Assistance Program (TAP)
- Supplemental Grant Aid Award
- Elite Club

Emphasis is placed on assessing the abilities of students, determining their academic and psychological needs, and developing a core of services to meet their established individual needs.

**A. Advisement**

Students receive in-depth personal, career and academic advisement in individual and group sessions.

**B. Cultural Enrichment**

Project participants are exposed to events that help to build or increase their cultural knowledge and enhance their educational and personal growth.

**C. Tutorial Services/Supplemental Instruction (SI)**

The Student Support Services Program provides Tutorial Services and Supplemental Instruction (SI) to assist students with special needs. The tutors and the SI leader provide assistance to Student Support Services participants, volunteers, and students who may be channeled to them by other means. Tutorial Services are offered in the core academic areas, which include but not limited to: English, Study Skills, Mathematics, Reading, Biology, Accounting and specified subjects when requested. Supplemental Instruction (SI) targets a historically difficult course such as Math 124. A SI Leader attends classes, takes notes and holds group tutoring sessions for that class. The goal is to increase enrolled students' performance by improving grades.

**D. Transfer/Graduation Services**

Student Support Services provides specific and individual assistance with completing the steps necessary to successfully graduate and/or transfer to a four-year institution. Some of them are:

- Evaluation/compatibility of curricula for this institution and selected four- year institutions.
  - Visitations to selected institutions
  - Decision-making in career choices
  - Investigation of job opportunities in fields of choices
  - Workshops in developing College Survival Skills
  - Applying for financial assistance (scholarships and grants)
- E. Educational/Motivational Seminars**  
Seminars are held throughout the year. General objectives for these seminars are:
- To provide students with motivational information necessary for reaching their academic, social, personal and career goals.
  - To give students an opportunity to meet successful individuals in the community with the intent of inspiring and motivating them to succeed in setting and reaching their goals.
- F. Computer and Software Technology Assistance Program (TAP)**  
Students receive computer-aided tutorials with technological assistance and are exposed to the use of appropriate software and the Internet.
- Provides students oriented user friendly and timely academic assistance
  - Assists student self-sufficiency by providing access to other online information services and study aids
- G. Supplemental Financial Assistance (Grant Aid)** This award will help recipients to:
- Attend school for consecutive semesters until graduation and/or transfer and
  - Reduce any existing loan burden. Grant Aid will be awarded according to available funds, and the number of qualifying applicants.
- H. Elite Club**  
The Purpose of the Elite Club is to expose students to events and activities beyond the classroom and/or enhance skills that are necessary to be —totally|| successful in today’s society.

## ***UNIVERSITY BOOKSTORE***

Store Hours are subject to change dependent upon the university schedule.

The Southern University at Shreveport bookstore offers a wide selection of new, used and rentable course materials. We also offer a large selection of new and used textbooks and carry a great selection of school supplies, electronics, snack items, and imprinted Southern University merchandise (including clothing). Visit our website to view our current selection of merchandise. The SUSLA bookstore observes all university holidays.

We accept all major credit cards, cash and financial aid. The SUSLA bookstore DOES NOT accept checks.

Students can purchase all their textbooks and supplies from the Southern University at Shreveport Bookstore.

### ***VETERANS AFFAIRS***

This office certifies with the Veterans Administration students who are recipients of Veterans Administration educational benefits. This service is provided by the Registrar's Office.

### ***THE TECHNOLOGY ENHANCEMENT CENTER***

The Technology Enhancement Lab exists to provide assistance to Southern University at Shreveport students, faculty, and staff to enable them to accomplish class work or tasks required for classes.

### ***INFORMATION TECHNOLOGY CENTER (ITC)***

The Information Technology Center (ITC) provides technology-related services to support academic, administrative, and operational functions of Southern University at Shreveport.

Consistent with Southern University at Shreveport's (SUSLA) mission of providing leadership and promoting university excellence through superior services, the Information Technology Center (ITC) promotes an environment that integrates technology into the fabric of the institution and provide all of the University

constituents with the information, tools, and services needed, when and where they are needed to accomplish their goals. ITC supports the University mission through excellence in design, development, and application of information technology for the University community. Provides leadership and guidance in the use of information technology within SUSLA and enable members of the University community to undertake instructional, research, administrative, and management tasks in an efficient manner.

The unit manages the University's computer networks and accessibility to the Internet, E-Mail, Website and web services, MOODLE Learning System, Banner Student Information System, Telecommunication Services, and Computer Laboratories.

The ITC coordinates technology projects with the Southern University Systems office, and transacts technology related businesses with governmental agencies and vendors.

### ***BANNER WEB SERVICES***

The Banner Student Information System account allows you to register for classes, accept fees and Financial

Aid, pay online, check your grades, view your account and print unofficial transcripts. Your Banner User ID is a series of numbers beginning with '9' and is generated automatically by Banner System at the time of admissions. Your Banner User ID is printed on your class schedule, fee sheet and Student ID card.

## *MOODLE*

Moodle is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS), or a Virtual Learning Environment (VLE).

The focus of the Moodle project is always on giving educators the best tools to manage and promote learning, but there are many ways to use Moodle:

- Moodle has features that allow it to scale to very large deployments and hundreds of thousands of students, yet it can also be used for a primary school or an education hobbyist.
- Many institutions use it as their platform to conduct fully online courses, while some use it simply to augment face-to-face courses (known as blended learning).
- Many use the activity modules (such as forums, databases and wikis) to build richly collaborative communities of learning around their subject matter (in the social constructionist tradition), while others prefer to use Moodle as a way to deliver content to students (such as standard SCORM packages) and assess learning using assignments or quizzes.

Instructors and students can access materials at any time from any computer with an Internet connection. SUSLA's Moodle Learning System is accessed by logging on to the SUSLA web page at [www.susla.edu](http://www.susla.edu) and clicking the Moodle link. For more information, call (318) 670-9911.

## *CULTURAL AND RECREATION*

The Johnny L. Vance, Jr. Student Activity Center serves as an academic support outlet providing a healthy, well-rounded environment conducive to the development of students' social, educational, cultural, and spiritual well-being. These opportunities are provided through creative programs, presentations and services. The Center's primary objective is to complement academic life with activities outside the classroom.

Programming is the lifeline of the Student Activity Center. Several events are presented throughout the year including seminars, art shows, socials, speak-outs, and a variety of workshops, movies, lecture series, self-improvement classes and pageants.

## *SOUTHERN UNIVERSITY MUSEUM OF ART AT SHREVEPORT (SUMAS)*

The mission of the Southern University Museum of Art at Shreveport (SUMAS) is to assure that the art, artifacts and other treasured works of Africans, African-Americans and their descendants are accessible to the community in an organized and cherished collection, in a place of historic significance on the campus of Southern University at Shreveport.

It is the goal of the SUMAS to provide an array of learning experiences to a variety of audiences and to serve as a resource for diverse communities through the imaginative use of the museum and its collections.



SUMAS is primarily aimed at educating the public about the history of African and African-Americans through the artistic, historical and cultural contributions they have made to the American experience. Also, it is a privilege of SUSLA to offer a glimpse of the culture of Africa via its extensive collection of art and artifacts.

### *COMMUNICATIONS E-Mail and Internet Services*

Students who are currently enrolled at Southern University at Shreveport (SUSLA) will receive e-mail, internet service and MOODLE accounts that will automatically be generated once the fee-payment process is complete.

These services are provided at no additional charge to students.

For more information on E-mail and Internet access, contact Information Technology Center (ITC) at (318) 6709900.

### *Telephones*

Office telephones are for the use of administrators, faculty and staff and should be used by students only with permission and for brief necessary calls.

### *Bulletin Boards/Message Centers*

There are bulletin boards in each of the campus buildings. There are two (2) large electronic marquees on campus. Information and announcements for the students' benefit are regularly placed on these boards.

Announcements for the marquee should be submitted to the office of Information Technology Center.

Here are examples of bulletin board announcements:

- a) Arrival of checks (financial aid, work-study, scholarship, refund, etc.)
- b) Notice to report to an administrative or faculty office
- c) Postponement of a scheduled activity
- d) Job openings
- e) Examination schedules
- f) Postponement or delays of a class or meeting
- g) Updated information relative to certain important events or procedures, e.g. registration, advisement, assemblies, etc.

Scheduling and the general atmosphere of the campus make it virtually impossible to make timely contact with each student individually. Therefore, it is very important, and students are strongly urged, to make reading the bulletin board a daily habit.

## *Axis Television Monitors*

Southern University has installed several AXIS Television Monitors in year 2006 to inform students about current events and activities at the University. The monitors are currently located in the L.C. Barnes Administration building, Health and Physical Education Building, Louis C. Collier Hall (Science Building), New Classroom Building (NCR), Johnny Vance Student Center, Aerospace Technology center, and at the METRO Center, 610 Texas Street.

## *Announcements*

In addition to the bulletin boards and the AXIS Television Monitors, announcements are often given by e-mail and verbally during an assembly (students are expected to attend assemblies). Printed announcements are circulated among classrooms for the instructor to read or have read in class. These are sometimes posted on the classroom door.

It is the student's responsibility to be aware of the information contained in these announcements.

## *Media Coverage*

In an effort to remain consistent with the University's goals and objectives, information disseminated to the media or any other outside entity must be professional, accurate and consistent and reflect a positive image of the University. The primary duty of the Office of University Relations is to serve as a liaison between the University, media and the general public. All official, approved notifications and communications of the University will be disseminated via the Office of University Relations.

Students are encouraged to report any newsworthy matters regarding student events and activities to the Office of University Relations via the designated sponsor. All information must be channeled through this office, where it is then forwarded to the appropriate media.

Because this type of information is usually public service, there is no guarantee that it will be announced; however, every possible effort is always made to see that it is. News should be submitted at least seven (7) workdays prior to the release date. News release request forms are available from the Office of University Relations as well as online at:

[https://docs.google.com/forms/d/1GqFcKCTDgx6VLAozlcUmdp\\_qLF8TEBZIF41q1n5n2yl/viewform](https://docs.google.com/forms/d/1GqFcKCTDgx6VLAozlcUmdp_qLF8TEBZIF41q1n5n2yl/viewform)

## *VENDING MACHINES*

Funds lost in vending machines are to be reported to the Cashier's window located in the Leonard C. Barnes Administration Building. The Cashier will periodically request refunds from the appropriate vendors and disburse them when received.

## *LOST AND FOUND CAMPUS POLICE DEPARTMENT SECURITY BUILDING*

Articles that are lost should be turned in to the University Police Department. Lost articles or items may be claimed upon providing a proper description. After sixty (60) days unclaimed articles are given to charity. After thirty (30) days unclaimed cash found is given to the person who found it. Announcements about lost items may be posted on campus bulletin boards with prior approval from the Assistant Vice Chancellor for Academic and Student Affairs.

## CONTACT INFORMATION

### *Office of Financial Aid and Scholarships*

Leonard C. Barnes Administration Building, Room A-43

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9221

### *Foundation*

610 Texas Street, Suite 400

Shreveport, LA 71107

### *TRiO Program Student Support Services*

Fine Arts Building, C-15

8:00 am – 5:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9306

### *Southern University at Shreveport Bookstore*

Johnny L. Vance Student Activity Center

8:30 am – 4:00 pm (Monday – Thursday)

8:30 am – 12:00 pm (Friday)

Phone: (318) 670-9309

### *Cultural and Recreation*

Johnny L. Vance, Jr. Student Activity Center

(East side of the Administration Bldg.)

8:00 am – 6:00 pm (Monday – Thursday)

8:00 am – 12:00 pm (Friday)

Phone: (318) 670-9353

### *Southern University Museum of Art at Shreveport (SUMAS)*

610 Texas Street, Suite 110

Shreveport, LA 71101

10:00 am – 5:00 pm (Tuesday – Thursday)

9:00 am – 12:00 pm (Friday)

Saturday (by appointment only)

Phone: (318) 670-9631

## Residential Living

## *SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA (SUSLA)*

### *Living Learning Community*

Higher education has an interesting history. Once students and faculty members live together in what is known as dormitories. College students, most of whom were boys the ages of today's high school students, were subject to strict codes of conduct and regimented schedules. The academic, social, and moral aims of the college were indistinguishable.

Fortunately, higher education changed, allowing students more freedom, rights, and responsibilities. During such change on college and university campuses, the term "dormitory" was replaced with the term "apartment style residential housing". Dormitories or dorms were considered as buildings in which students merely slept. Conversely, apartment style residential housings are places that offer more than bunks and pillows; they are environments that augment student learning and development. The shift in terminology may seem minor, but at SUSLA, and particularly for the Division of Student Affairs, we take seriously our emphasis on apartment style residential housings as environments that foster quality student living and as places that extend classroom learning. The Office of Residential Life employs professional residential living staff committed to student learning and development. Apartment style residential housing is an environment where student growth and development occur through formal and informal programs, activities, and through the cultivation of community.

Our residential living facility is a place for student leadership opportunity through the Residential Life Association. There are different activities, organizations, and programs are offered to enhance student life, it is ultimately up to students to take advantage of these opportunities.

### **WELCOME**

Greetings on behalf of the Southern University at Shreveport (SUSLA) Office of Residential Life! We would like to take this opportunity to thank you for including campus housing as a part of your University experience. Our residential living staff is committed in its belief that the on-campus living-learning environment enhances the collegiate experience.

You are enrolled at SUSLA at an exciting time. As you settle into college life, many changes will be taking place at the University and in your life. As an on-campus student, you will have the opportunity to experience situations that are both new and challenging. We hope that you will keep pace successfully with these new challenges and that you will take advantage of everything that SUSLA has to offer.

As a student at the University, your life will center on the campus. While you are here, you will learn from an excellent faculty, enjoy the beauty of the campus, and thrill at the excitement of SUSLA athletics and other programs. All are part of the wonderful traditions of the University.

Before you become a part of these traditions, you must make some important decisions regarding your particular life-style. Hopefully, this Residential Living Handbook will provide you with many areas of information you will need to help make those decisions. Your decision to live on campus will prove to be an exciting one if

Southern University at Shreveport • 2019-2021 Student Handbook

you will take advantage of the programs and services that are available to you. Living on campus will provide many opportunities for you to become involved in the University. On campus living can improve your performance in the classroom. Your learning outside the classroom will also be enhanced by the wide variety of people you will meet every day.

If along the way you have questions about Residential Life or SUSLA, please do not hesitate to talk with a Residential Life staff member. Our staff will be happy to offer any assistance that we can. We may not know the answers to all of your questions, but we will find out where to get them.

Good luck to you as you enter or return to SUSLA in what we hope will be the start of a great and educationally purposeful academic experience.

SUSLA is a great place to live and learn!

## ***MISSION STATEMENT***

Residential Life supports Southern University Shreveport's mission, providing safe and affordable opportunities for residents to grow and develop in all aspects of their individual lives. In addition, Residential Life strives to be a community of individuals that teach the value of diversity, citizenship and promote respect towards others. We are committed to perform with integrity, dignity and competence in our service to our residents and the university as a whole. Residential Life promotes both personal and social maturity with its educational, recreational and social as well as leadership programs.

## ***Academic Support***

This goal is accomplished by promoting an environment conducive to learning by enhancing student-faculty interaction in residential settings, and by establishing strong partnerships with other campus departments.

## ***Valuing Diversity***

We are committed to being a community of staff and residents in which individual rights are defended and individual differences are respected.

## ***Residential Life Program***

On-campus residences are intentionally managed to support the residents' transition from high school to the University as well as successful matriculation through SUSLA. Citizenship skills are taught through involvement in social and educational programs, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability.

## *Residential Life Theme*

### *Program Purpose*

The purpose of the SUSLA Residential Life Theme is to promote a direct link between residential, academic and extracurricular life for students at SUSLA.

The Residential Life Theme is designed to provide students who have common educational endeavors or common extracurricular interests with the opportunity to live together in a campus housing setting.

By focusing on a specific area of residential living, the Residential Life Theme can profoundly impact the experiences of our students on campus by providing academic, fitness and wellness, cultural, community service, leadership and Residential Education Experience themes.

The Residential Life Theme will increase students' opportunities to pool their resources, learn from each other and serve as an effective living/learning tool as has been demonstrated at other institutions.

The Residential Life Theme will utilize the Residential Education Experience program to enhance the educational growth and development of first year students by providing academic enrichment opportunities in the apartment style residential housings that will enhance faculty and student interaction. Faculty members will provide freshmen students with evening writing/math labs, tutoring, classes, supplemental instructions, office hours and academic advisement in the resident halls. (DREAM!)

### *Examples of Themes*

- Academic Enhancement/Honors
- Service Projects/Community Service
- Personal Enhancement
- Organizational
- First Year Residential Experience
- Opportunities in the Arts
- Fitness and Wellness

## *Getting the Most from College*

**Getting Involved On-Campus:** One of the best things that you can do to ensure your success in college is to get involved with some co-curricular campus activity. Joining an organization will help you make new friends quickly, but will aid in your developing leadership skills and in networking with peers that may help you in your future career. The experiences you gain outside the classroom will be of great benefit when you begin your job search after college. Think of it this way: your degree will qualify you to interview for jobs, but what you did while in college is most likely what can win you a position. Finally, you will feel more connected to your college if you join an organization as well, which will help to motivate you during those periods when you feel discouraged and may consider giving up.



There is virtually no limit to ways that you can get yourself involved. Social organizations, student government bodies, apartment style residential housing councils and committees, as well as work opportunities on the campus, can all be outlets for involvement. If you are having a hard time finding something that interests you, talk to your residential housing staff or to another student who is involved and find ways to get plugged in. It only takes the slightest effort to avail yourself of the wealth of opportunities on campus.

**Developing Leadership:** Joining an organization is really only the first step in your involvement on campus. Organizational involvement will provide many opportunities for you to develop your skills as a leader. You don't have to be president, vice-president, or secretary of your group to exercise leadership, either. Any initiative that you take to get involved in organizing events and activities, finding ways to improve the organization, or bringing new ideas and perspectives to the group is an exercise in leadership.

The university staff can't do it all. Is there something that you think could make the community better? Get in touch with a staff member who can help plug you into resources, but don't just leave it in their hands. Take the initiative to make your ideas happen. You will find huge payoffs in terms of your social, academic, and professional development, and will get far more out of your residential experience if you do.

**Time Management:** The college lifestyle is hardly one that can be described as dull or uneventful. There will be a never-ending stream of demands on your time. The sooner that you begin to take control and manage your time, the better your college experience will be. Imagine that at the beginning of each day, some kind individual gave you a huge quantity of cash. Every day you can spend that cash any way you want to, but there's a catch. At the end of the day, you have to give back whatever is left. You can't keep it and carry it over to the next day. If this were true, wouldn't you work to make sure you spent the money in the best way possible every day, so that you could get the most "bang for the buck?" Time operates in the same way; every day you will have a finite supply of time to draw from, but at the end of the day your time to get things done is over. It is important that you insure that you are getting the absolute greatest value out of every minute you spend.

## *Leadership Opportunities*

One of the most rewarding experiences you can have at SUSLA is to take advantage of the many available leadership opportunities. Below are a few of the possibilities.

## *Residential Life Association*

The Residential Life Association (RLA) is the central student governing unit for the Jaguar Courtyard apartments. The purpose of this organization is to identify and make known the needs of all on campus students, to seek improvements in the living environment, and to present programs that meet residents' needs and interests. The RLA serves as the voice of the residents concerning Residential Life Handbook Policies & Procedures and life within the residential facility. Every resident is encouraged to become a member of the RLA. For more information, please see the ***Residential Life Association*** information section of the ***SUSLA Residential Life Handbook***.

## *Activities and Programs*

One of the many advantages for SUSLA students living in on campus residential facilities is the great number of activities and programs available to you. The staff of the Office of Residential Life offers recreational, social, educational, occupational, values/spiritual, cultural and intellectual programs each month.

Examples of different types of programs include workshops on career planning, choosing a major, dressing for success, time management, stress management, relationships, values, alcohol and drug awareness, eating disorders, Bible study, and social programs such as ice cream parties. Residents are encouraged to submit their ideas and assist the staff in planning programs.

## *Community Living Standards\*\*\**

**\*\*\*For more information regarding SUSLA community living standards, residential policies, and sanctions/judicial procedures, please see the *SUSLA Residential Life Handbook*.**

## Southern University at Shreveport Code of Conduct

## **CODE OF STUDENT CONDUCT**

### ***STUDENT RIGHTS AND RESPONSIBILITIES***

Southern University students are expected to obey federal, state, and local laws in addition to the rules and regulations of the University. These rules and regulations of the University are found in the Student Handbook. The Student Handbook is available for review on-line at <http://www.susla.edu>. The University, as an educational institution, has a special set of interests and purposes (the protection and promotion of which are essential to its effective functioning). These include: (a) the opportunity for students to attain their educational objectives; (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University; (c) the protection of the health, safety, welfare, property, and human rights of all members of the University; and (d) the protection of the property, and reputation of the University itself. The approach to conduct emphasizes the University's obligation to promote the personal freedom, maturity, and responsibility of students however; students have a clear responsibility to conduct themselves in a manner in which they assist the University in achieving its goals.

Southern University adheres to the concept of educational discipline; therefore, when a student is not a danger to the University community, and when repetition of the misconduct is unlikely, the University will make every effort to educate the student through a sanction. But should a student demonstrate that he or she is unwilling to obey the rules governing conduct, he or she will be treated the same as one who has failed academically and will be separated from the University.

Students at Southern University at Shreveport have the right to be free from all forms of discrimination on the basis of race, age, creed, disability, color, religion, sex/gender, political affiliation, and/or national origin.

The inherent aim of the Southern University System is to take into account the student who needs adequate supervision and the more mature student whose development requires some latitude for experimentation. Therefore, the student is expected to assume more and more responsibility for his/her behavior.

### ***STATEMENT OF PURPOSE***

Southern University at Shreveport is an integral part and an accredited member of the Southern University System. The primary concern of Southern University at Shreveport is to provide and maintain quality education in the varied fields of knowledge for its constituents. The range of educational offerings include developmental or compensatory courses below collegiate grade; one-and two-year programs in technical and semi-professional fields leading to careers, two-year curricula leading to associate degrees, and transfer programs that qualify the student to enter the third year of a four-year college or university. A wide variety of credit and noncredit courses, special institutes, workshops, seminars and short programs is offered for part-time students during the day and evening hours.

## *CONDUCT AND INSTITUTIONAL POLICIES AND REGULATIONS*

### *Purpose of Student Conduct Policies*

1. To maintain a way of student life that is physically and psychologically healthy.
2. To protect the Institution from behavior which jeopardizes SUSLA's ability to exercise its responsibility and achieve its educational mission.
3. To sufficiently preserve satisfactory relationships with the larger community, of which the Institution is a part, so as to enable the Institution to obtain the necessary resources and support to fulfill its primary educational task.
4. To maintain order and to control behavior that infringed upon the freedom and privacy of others.
5. To protect the students on campus from bodily harm.

The inherent aim is that students will assume more responsibility for their expectation of themselves.

A University cannot function without a minimal set of policies and regulations that it will enforce. Therefore, policies and regulations that make students liable to University discipline (within prescribed hearing or "due process" hearings) are:

1. Student behavior which is
  - a. Damaging to property or which inflicts physical harm on persons, e.g. defacing property, assaulting a person, stealing (includes an examination).
  - b. Disruptive or disturbing to other persons, e.g. excessive noise or music inside or near building, running inside buildings.
  - c. Obscene—e.g. indecent exposure, shouting, profanity.
2. The possession, use, or distribution of marijuana, LSD, or other hallucinogens and narcotic drugs or alcoholic beverages.
3. The refusal to respond or report when duly summoned by an administrator, faculty member, or campus police officer or unwarranted verbal abuse of any or the aforementioned.
4. The playing of cards or any type of games of chance during school (except in areas which may be designated for such activities).
5. Those forms of on-campus activity whose distinctive character is physical force or obstruction, or deliberated disruption or organized activities

6. Defacing or abusing property
  - a. Cutting or marking furniture or walls
  - b. Lying down or having feet on furniture
  - c. Sitting on railings in lounge areas
  - d. Breaking glass (structural or otherwise)

The above policies apply to all campus buildings including lounge areas, classrooms, rest rooms, and stair landings, etc.

### *STANDARDS OF STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES*

Students are expected to conduct themselves as responsible citizens. Faculty, staff, and administrators have the authority to establish and maintain standards of conduct for students. This authority not only extends to the classroom and all on-campus activities but also to all University sponsored off-campus activities. Any student who fails to conduct himself/herself responsibly with respect to persons and property may be withdrawn from school. The University may also drop a student from a class or from all classes for any breach of conduct. Students who are removed from a class or classes can seek appeal by due process.

The standards of student conduct are subject to change by action of University administration.

### *DANGEROUS CONDUCT*

Dangerous conduct to self or others or conduct that creates a disturbance or disrupts the ability of the University to carry on its essential functions may constitute —dangerous conduct. In accordance with the Drug-Free Schools and Communities Act, the University's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees, on the University's property or as part of any of its activities.

### *INTRODUCTION*

The Southern University at Shreveport Code of Student Conduct is promulgated by the Office of the Chancellor under the power and authority of the Southern University Board of Supervisors and the authority delegated by the Board of Supervisors and through the President of the University System to the Office of the Chancellor and other administrative officers. These regulations are administered by the Office of Student Affairs

The definition of the University's role in student rights, duties and responsibilities is contained in the By-Laws and Regulations of the Southern University Board of Supervisors. The By-Laws and Regulations of the Southern University Board of Supervisors may be found on-line at <http://www.susla.edu>.

The Southern University Board of Supervisors subscribes to the principle that the freedom to teach and freedom to learn are inseparable facets of academic freedom and that freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community.

The Southern University System has the duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for students. The administration of discipline should guarantee due process to a student accused of misconduct.

### *DISCIPLINARY PROCEDURES OR SANCTIONS*

A student admitted to Southern University at Shreveport accepts the responsibility to conform to such regulations that the University may promulgate via the Student Handbook. The University has the authority to impose sanctions on a student who fails to meet this obligation. In determining possible sanctions, the University will consider the type of offense, the welfare of the student and the University, and any prior disciplinary record of the student. One or more of the following disciplinary sanctions may be imposed: expulsion, suspension, probation, warning, or the imposition of reasonable fines.

A student may appeal any disciplinary sanction within 72 hours after notification of the sanction. The Student Affairs Office will make reasonable effort to make the regulations available in printed form and online, but students are responsible for becoming familiar with such regulations and are held accountable for any misconduct, even in the absence of such familiarity.<sup>0</sup>

### *DEFINITIONS OF PENALTIES OR SANCTIONS*

1. Disciplinary Warning – An official notification to the student that he or she has violated the University rules, regulations, procedures, and policies. Any further misconduct will result in one or all of the more serious disciplinary sanctions: disciplinary probation, disciplinary suspension, or disciplinary expulsion. This sanction is part of the official record but is removed at the time student completes the degree program in which he or she is enrolled, transfers to another institution, or seeks employment.
2. Disciplinary Probation – An indication to a student that his or her behavior has resulted in a sanction extremely close to suspension. If a student already on disciplinary probation comes before the Committee for a second case of misconduct and is found to have violated the Code of Student Conduct again, it is imposed for a definite period of time. Any further misconduct on the student's part while on probation will, in most cases, result in suspension from the University. A specific time period of suspension will be prescribed by the Disciplinary Committee.
3. University Disciplinary Probation – also may place specific restriction and/or extra requirements on the student. These conditions will vary with each case. Extra requirements may include restriction from, and/or participation in, extracurricular activities or special requirements, not academically restrictive in nature, which are also intended to educate and contribute positively to a student's development. A specific time period of probation will always be prescribed by the Disciplinary Committee.

4. Disciplinary Suspension – Prohibition from attending and from being present without permission on the property of any campus of Southern University for the duration of the sanction, which shall not exceed a period of more than two full semesters, following the effective date thereof. If required by the sanction, students who have been suspended must petition for reenrollment through the University’s Disciplinary Board after the duration of the suspension period.
5. Disciplinary Expulsion – Prohibition from ever attending and from being present without permission on the property of any campus of Southern University.
6. Administrative Suspension – Prohibition from attending and from being present without permission on the property of any campus of Southern University for the duration of the sanction. The proceedings for Administrative Suspension are informal investigations conducted by the Assistant Vice Chancellor for Student Affairs without instituting disciplinary proceedings. Administrative Suspension is rendered in an emergency case, when necessary to secure the safety and health of other persons or student against whom the action is taken and/or there is an alleged violation of the Student Code of Conduct.
  - a. The student must immediately withdraw from the University.
  - b. The student has a right to file a written appeal to the University Appeal Board within 72 hours after notification of sanction imposed by the Assistant Vice Chancellor for Student Affairs on the grounds of new evidence.
  - c. If the student does not appeal within 72 hours of the initial order, the right to appeal is waived and the order becomes final.
7. Other Sanctions - The University Disciplinary Committee may impose appropriate sanctions, including but not limited to restrictions of student privileges, restrictions on right of access to campus facilities, work fines and monetary payments for purposes of restitution due to damage or misappropriation of University property.

## *UNIVERSITY JURISDICTION*

Southern University at Shreveport students are subject to all federal, state, and local laws. Students additionally are subject to appropriate and reasonable disciplinary action- including suspension or expulsion for breach of any of the University’s rules, regulations, or policies.

The offense occurred at a university sponsored or sanctioned event;

The accused student used his or university status to assist in commission of the offense (for example, using a student ID card to write bad checks).



## ***DISCIPLINARY COMMITTEE***

The primary purpose of the Southern University Disciplinary Committee will be to help govern the University community by regulating student conduct and enforcing the Code of Student Conduct, consistent with the principles of due process of law applicable to state universities. The Office of Student Affairs will have the administrative responsibility for the Southern University at Shreveport's Disciplinary Committee.

**JURISDICTION** – The University Disciplinary Committee has two major functions. It studies and recommends to the administration policies relating to student conduct and serves as a hearing board for individual or group discipline cases which are introduced as an appeal of previous or initial disciplinary action.

**COMPOSITION** – The University Disciplinary Committee is composed of five or more representatives of the faculty and staff and one student. The Assistant Vice Chancellor for Student Affairs appoints the faculty/staff members. The President of the Student Government Association appoints student members.

**DISCIPLINARY PROCEDURES** - In matters referred to the University Disciplinary Committee, the accused shall:

- a. Receive written notice from the chairperson of the Disciplinary Committee of charges, the date, time and place the case will be heard at least 48 hours in advance.
- b. The student may be assisted in his/her defense and accompanied by an advisor.

Legal counsel is permitted on either side providing prior notice has been furnished to the committee and all concerned have reached agreement. Failure to appear before the Disciplinary Committee as notified does not preclude the committee hearing and acting on a case.

## ***DISCIPLINARY PROCEDURE***

For any student who violates the regulations of Southern University at Shreveport, Louisiana and has to appear before the Disciplinary Committee, the following procedure will be followed:

1. The student will be given a written notice of the charges and an announcement as to the place and time of the disciplinary meeting at least 72 hours before the meeting occurs. Any student charged with an alleged violation of the Code of Conduct or any other university policy shall be notified of the charges against him or her; of the specific policy or Code of Conduct violation; and of the date, time, and place of the scheduled hearing at least 72 hours prior to the hearing, except when the accused student or institution postpones the hearing, and provided the student has informed the university of his or her current address. If the student has not furnished the University with a current address, the University must make a reasonable attempt to notify the student (Such attempts may compromise the University's ability to provide 72 hours' notice):
  - a. at the last address provided, SUSLA email, or
  - b. by locating the student via his or her class schedule.

2. Prior to the start of a judicial hearing, any party may challenge a judicial hearing, any party may challenge a judicial committee or board member's right to participate, if personal bias would prevent the committee member from rendering an objective decision. Committee members are expected to excuse themselves from hearing a case if personal bias would prevent them from rendering an objective decision.
3. Every person attending or participating in a disciplinary hearing must
  - a. Refrain from disruptive conduct.
  - b. Obey any directive or instruction from the presiding chairperson.
4. The accused student may have legal representation at the meeting, if he or she so desires.

#### Due Process in Disciplinary Hearings

1. The committee chairperson convenes and presides over the hearing only if the appropriate quorum is present. The chairperson is charged with maintaining orderly discussions throughout the hearing and limiting testimony, giving equal time to both the complainant and the referred student.
2. The chairperson confirms that the referred student understands his or her rights.
3. The chairperson reads into the record the University's opening statement and all statements of alleged violation(s).
4. The referred student makes an opening statement, including admission or denial of charges.
5. Witnesses and/or evidence are presented. Witnesses are represented one at a time.
6. A witness can only be present at a hearing during his or her own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of testimony will be ruled by the chairperson or the director of student life.
7. Members of disciplinary committee or board may cross examine any witness and/or the person being charged.
8. After all witness, evidence, and testimony have been presented, the chairperson will ask each side if there is additional information that has not been heard pertaining to the case.
9. Closing statements no longer than five minutes may be made by the referred student and complainant.
10. Next, all are dismissed except for the chairperson and disciplinary members. The disciplinary members determine if the student(s) is/are to be found in violation and, if so, what sanction(s) should be imposed. A simple majority vote by committee members will determine the outcome of the case.
11. The Disciplinary Committee will make a written recommendation to the Assistant Vice Chancellor for Student Affairs within 48 hours of the hearing. The Assistant Vice Chancellor for Student Affairs will give the student notification of action taken thereafter.

## **UNIVERSITY APPEAL BOARD**

**JURISDICTION** – The University Appeal Board shall hear appeals of students from decisions of the University Disciplinary Committee/or Administrative Suspension by the Assistant Vice Chancellor for Student Affairs.

**COMPOSITION** – The University Appeal Board shall consist of three members, including one faculty member; one student; and one administrator. These members are appointed by the Assistant Vice Chancellor for Student Affairs. One of the members shall be designated as chairperson and shall have a vote in all appeals.

**JUDICIAL PROCEDURES** – The student has a right to file a written appeal within 72 hours after notification of sanction imposed by the Disciplinary Committee on the grounds of new evidence, a defect in judicial procedures, and/or inappropriate sanction or unfairness. Appeal board members cannot be persons who served on the Disciplinary Committee. The appeal board shall, by majority vote, grant a hearing or deny the appeal. If the hearing is granted, the appeal may be (a) denied, upholding the sanction, (b) granted, and a new hearing ordered, or (c) granted, and the sanction changed.

If an appeal is granted by the Appeal Board, the procedures shall be as follows:

- a. Once the written appeal has been granted, an appeal hearing will be held within seven working days.
- b. An official record of the appeal hearing shall be maintained by the Assistant Vice Chancellor for Student Affairs.
- c. The student may be represented by a member of the University community, his or her parents, or by legal counsel.
- d. The student may present all reasonable new evidence, or arguments to show the merit of his or her appeal, but such evidence shall not be considered as requiring a new hearing unless it shows that the members of the Disciplinary Committee were unreasonable in their judgment as to procedural fairness or sanction imposed. In this event, the University Appeal Board may grant a new hearing.
- e. The chairperson shall determine the procedures of the appeal hearing and preserve its orderly operation and request the chairperson of the Disciplinary Committee to provide all pertinent information requested.
- f. The Appeal Board shall make its recommendation known to the Assistant Vice Chancellor for Student Affairs who has the option of approval or disapproval.
- g. The Assistant Vice Chancellor for Student Affairs notifies the student and the chairperson of the Disciplinary Committee and Appeal Board of the decision within three working days.
- h. Usually the decision of the Assistant Vice Chancellor for Student Affairs is final. However, under extremely unusual circumstances, a written appeal may be made to the Vice Chancellor of Student Affairs.

## *STUDENT GRIEVANCE BOARD*

**JURISDICTION** – The Student Grievance Board serves to review student grievance relating to both academic and non-academic (with the exception of disciplinary) matters.

**COMPOSITION** – The Student Grievance Board is composed of one student and three faculty or staff members. Assistant Vice Chancellor of Student Affairs will select representatives for this Board.

**JUDICIAL PROCEDURES** – Southern University System has the preference for resolving disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights.

The Student Grievance Board serves to review student grievances relating to both academic and non-academic (with the exception of disciplinary) matters. In the case of an academic grievance, a student may appeal to the Student Grievance Board following failure on the student's part to achieve a satisfactory resolution with the course instructor, departmental chairperson, division head, and the Vice Chancellor for Academic and Student Affairs. The Student Grievance Board submits its recommendations to the Chancellor. The Chancellor makes the final decision.

In the case of a grievance that involves a complaint by a student against a University employee, a student may appeal to the Student Grievance Board.

Before the Board acts on any grievance brought by a student, the grievance must have been presented in writing and must have been fully discussed with the head of the department or unit involved without receiving satisfaction within ten (10) working days after the incident. The burden of proof regarding any grievance rests upon the individual bringing the grievance. All members of the Board will be held in closed sessions with only members and parties to the grievance present. All parties involved in the grievance shall be present when evidence is introduced and either party will be permitted to have an academic advisor and/or legal counsel of his choice.

All parties in the grievance will be given not less than one week to prepare for the hearing, and will be notified as to the time and place of the hearing.

A recorded and written summary will be made of all proceedings of the Board and will be submitted to the Assistant Vice Chancellor for Student Affairs for final disposition.

## *VIOLATIONS*

The following acts are defined by Southern University at Shreveport to be unacceptable, with violations subject to disciplinary action as prescribed. The judiciary body shall have the authority to impose a sanction greater or less than specified for a given code category. A student who commits several related offenses at one time will have one hearing.

## CODE ONE OFFENSES

A student found to have violated any of the following regulations shall be subject to a maximum sanction of expulsion or suspension:

1. **Academic Misconduct** – Academic dishonesty illustrated by but not limited to cases of cheating and/or plagiarism. Plagiarism can take many forms, but in essence it involves the presentation of some other person’s work as if it were the work of the presenter. A faculty member has the authority to grant a failing grade in case of academic misconduct as well as referring the case to the Disciplinary Committee.
2. **Dishonesty** – Knowingly furnishes false information to the University or any other organization by forgery, alteration; or misuse of University documents or records with intention to deceive; knowingly furnishing to a University office or to a University official a written or oral statement known to be false; and/or knowingly furnishing false identification to a University official.
3. **Violation of Probation** – Violation of the terms of probation while such probation is in effect.
4. **Disruption/Obstruction** – Knowingly and intentionally obstructing or interfering with the orderly conduct of University affairs including teaching, research, administration, disciplinary procedures, or any University activities on University-owned or controlled property; or intentionally obstructing the free flow of traffic, both pedestrian or vehicular on University-owned or controlled property.
5. **Intentional Bodily Harm** – Intentionally inflicting bodily harm upon any person on University-owned or controlled property; intentionally taking any action for the purpose of inflicting bodily harm upon any person; taking any action with reckless disregard that bodily harm could result upon any person.
6. **Menacing** – Threatening to use force to inflict bodily harm upon any person on University-owned or controlled property; menacing a member of the University community. Knowingly causing a person to believe that the offender will cause serious physical harm to one’s property. Such behavior includes rape, sexual assault, or sexually threatening actions.
7. **Intentional Destruction of Property** – Intentionally damaging, destroying, or defacing University property or the property of any person while on University- owned or controlled property.
8. **Theft** – Theft of property of the University, of a member of the University, or of a visitor to the University. Such an act constitutes a criminal felony.
9. **Possession of Stolen Property** – Knowingly possessing property that may be identified as being stolen from the University or from any other person or agency. Such an act constitutes a criminal felony.
10. **Forcible Entry** – Forcible breaking or entering into any building, structure, or facility on University-owned or-controlled property.
11. **Hazing** – Any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another (see Hazing Prevention Policy – Appendix A)
12. **Possession of Dangerous Weapons** – Unauthorized possession or keeping of a firearm of any description, including such weapons as compressed-air guns, pellet guns, illegal knives, or BB guns

on University property; unauthorized possession or keeping of any dangerous chemicals or explosive devices of any description on University property.

13. **Manufacture and Distribution of Drugs, Narcotics, or Marijuana** – The manufacture, distribution, or sale of any illegal drug or narcotic including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana and hashish. Such possession constitutes a criminal felony.
14. **Possession of Alcohol/Illegal Drugs, Narcotics, or Marijuana** – Illegal possession or unauthorized use of alcohol, drugs or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, and heroin. Possession of any illegal drug would constitute a criminal felony or serious misdemeanor.
15. **Violation of Federal, State or Local Laws** – Violating a city, state, or federal law which demonstrates the student poses a potential threat or danger to the University or University community or in which the violation was directed toward another member of the University community or the University itself.
16. **Trespassing** – Unauthorized entry to or use of University buildings and grounds.
17. **Aiding and Abetting** - conspiring with, or knowingly helping, procuring, or encouraging another person to engage in the violation of Code One Offenses.
18. **Kidnapping/Abduction** – The unlawful seizure, transportation, or detention of a person, or any combination of these actions, against his or her will, or of a minor without the consent of his or her custodial parent(s) or legal guardian. Note: kidnapping /abduction includes hostage taking.
19. **Sex Offenses, Forcible** – Any sexual act directed against another person, forcibly or against the person’s will where the victim is incapable of giving consent.
20. **Non-forcible Sex Offenses** – Unlawful, non-forcible sexual intercourse. Incest-Non- forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.
21. **Sexual Contact** – Any sexual contact is prohibited on Southern University at Shreveport campus
22. **Harassment** – The University prohibits any harassment related to a person’s race, color, sex, sexual orientation, religion, national origin, age, or disability. Sexual harassment or abuse is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender.
23. **Repeated Offenses** – Violation of two or more related Code Three Offenses or repetition within two semesters of any offenses included in Code Two.
24. **Scholastic Dishonesty** – Students are expected to maintain complete honesty and integrity in their educational pursuits. Scholastic Dishonesty shall include, but not be limited to: cheating on a test, plagiarism, and collusion.

## CODE TWO OFFENSES

A student found guilty of any of the following acts shall be subject to a maximum sanction of University suspension or any sanction not less than disciplinary probation.

1. **Negligent Bodily Harm** – Failure to exercise reasonable care, thereby causing bodily harm to any person; failure to exercise reasonable care, thereby creating a substantial risk of serious bodily harm.
2. **Negligent Destruction of Property** – Failure to exercise reasonable care, thereby damaging, defacing or destroying property of the University or any person on University-owned or-controlled property.
3. **Unauthorized Use of Property** – The unauthorized use of property of the University, on University owned or-controlled property.
4. **Repeated Offenses** – Violation of two or more related Code Three Offenses or repetition within two semesters of any offense included in Code Three.
5. **Theft** – Theft of property of the University, property of a member of the University community, or property of a visitor to the University. Such act constitutes a criminal misdemeanor.
6. **Possession of Stolen Property** – Knowing or being in possession of property stolen from the University or from any other person or agency that may be identified. Such act constitutes a misdemeanor in a criminal court as defined by Louisiana Law.
7. **Disturbing the Peace** – Disturbing the peace and good order of the University by quarreling, wrangling, being intoxicated in public or fighting.
8. **Failure to Comply or Identify** – Failure to comply with directions of University police or any other law enforcement officers acting in performance of their duties and to identify one’s self to these officers when requested to do so.
9. **Unauthorized Use of University Keys** – Unauthorized duplication or-causing to have keys duplicated for any building, laboratory, facility, or room on University owned or controlled property; unauthorized use or lending of any issued key or keys to any person not authorized to use the building, laboratory, facility, or room on University premises.
10. **Misuse of University Telephone/Fax Machine** – Charging any long-distance telephone call, telegraph message or fax message to any telephone on University premises without proper authorization.
11. **Misuse of Identification** – Transferring, lending, borrowing, altering, or otherwise misusing a student identification card.
12. **Aiding and Abetting** – Conspiring with, helping, procuring, or encouraging another person to engage in the violation of Code Two Offenses.
13. **Misuse of University Computer Resources** – Unauthorized use of computing resources is prohibited. This includes, but not limited to, harassment, intimidation, humiliation or bullying by any electronic act; or using the University’s computing resources for personal or financial gains; or modifying or copying records or data belonging to the University; or interfering with the teaching and learning process.

### *CODE THREE OFFENSES*

A student found guilty of any of the following acts shall be subject to a maximum sanction of disciplinary probation or any lesser sanction.

1. **Use of Alcoholic Beverages** – Possession or consumption of alcoholic beverages in any form on or consumption of alcoholic beverages in any form on University-owned or controlled property; failure to comply with State and/or University regulations regarding the use or sale of beer and/or intoxicating liquors on University-owned or – controlled property; disorderly conduct resulting from the illegal use or the abuse of alcoholic beverages.
2. **Possession and/or Use of Fireworks** – Possession or use of fireworks of any description on University premises.
3. **Willful Indecent Exposure** – Willful indecent exposure, including but not limited to exhibitionism and streaking by a person in a place where there are other persons to be offended or likely to suffer emotional harm.
4. **Gambling** – Illegal gambling at any time in any form.
5. **Aiding and Abetting** – Conspiring with, helping, procuring, and/or encouraging another person to engage in the violation of Code Three offenses.
6. **Unauthorized Use of Loud Speaker and Music Boxes** – Use of loud speakers and music boxes on University property without prior approval of the appropriate officials.
7. **Illegal Posting** – Posting of signs or other materials on University property without authorization from the Office of Student Affairs.
8. **Trespassing**– Unauthorized entry to or use of University buildings and grounds.
9. **Cell Phone** – Students are not allowed to use cell phones nor other electronics (MP 3, I Pod, nor Blue Tooth) in the classroom, Library, during assembly, or any other University sponsored programs or other electronic devices.
10. **Identification Cards** – All students must have a valid Student ID card. ID Cards are used for admittance to various SUSLA function, and the ID Cards are mandatory to check out books and Technology Resources.

### *STUDENT ORGANIZATIONS CONDUCT*

Student organizations are subject to the provisions of the Code of Student Conduct. If a student organization is reported to have violated University policies and procedures or University rules and regulations printed in the Code, the Disciplinary Committee will hear the case and impose an appropriate sanction.



Student organizations in violation of the University's policies shall be subject to a maximum sanction of termination of recognition from the University, or any lesser sanction including but not limited to, restriction or suspension of the use of the facilities and services of the University, suspension of the privilege to sponsor fund raising events, the loss of all funds allocated by the University, and restitution for damage.

#### *AMENDMENTS TO THE CODE OF STUDENT CONDUCT*

Proposed amendments shall be reviewed by the Disciplinary Committee and then submitted to the Assistant Vice Chancellor for Student Affairs who will coordinate an extensive review of the amendments. The review shall include, but not limited to, consultation with the Student Government Association and other appropriate bodies. The Assistant Vice Chancellor for Student Affairs submits recommendations to the Vice Chancellor for Student Affairs for action.

An organized student group judiciary board may propose changes in the Code. Recommendations for changes should be submitted to the Assistant Vice Chancellor for Student Affairs.

Name of Resource	Contact Information	Type of Service
Salvation Army	147 E. Stoner Ave, 318/226-1110	Food, clothes, shelter
Brentwood Hospital	1707 Line Avenue, 318.222.0222	Meals, shelter, counseling, recreation, educational/vocational programs, reporting Abuse
Providence House	Office Phone: 318-221-7887 Crisis Line: 318-226-5015	Providence House provides short-term transitional housing in combination with an individualized support program including: education programs, child care, parenting, money management
University Health	1541 Kings Hwy(318) 626-0000	Hospital
Sexual Assault Center	800.656.HOPE (4673)	Trained staff can provide confidential support and connect you to resources in your area
American Red Cross	805 Brook Hollow Dr. Shreveport, LA 71105. Phone: (318) 865-9545. Hours: 8:30 a.m. – 5 p.m.. Central Louisiana Office 425 Bolton Ave. Alexandria, LA, 71301. Phone: (318) 442-6621. Northeast Louisiana 414 Beard St. Monroe, LA 71201. Phone: (318) 323-5141.	The American Red Cross exists to provide compassionate care to those in need. Our network of generous donors, volunteers and employees share a mission of preventing and relieving suffering, here at home and around the world, through key service.
Mercy Center-Shreveport/Bossier Rescue Mission	Homeless Shelter, 740 Austen Pl (318) 221-8219  Shreveport Bossier Rescue Msn, (49) · Non-Profit Organization, 901 McNeil St, (318) 227-2868  Shreveport Bossier Rescue Mission Thrift Store, 6800 Mansfield Rd, (318) 629-3300	Homeless Shelter, Non-Profit Organization, Thrift Store

Deaf Action Center	601 Jordan Street Shreveport Louisiana 71101-4748 Telephone: 318.425.7781 Fax: 318.226.1299	Deaf Action Center promotes the independence of the deaf, the hard of hearing and the multi-handicapped deaf in Louisiana.
Caddo Transportation Department	Louisiana Department of Transportation Shreveport, LA. (318) 603-6535  Department of Transportation Shreveport, LA · (318) 676-7834 · Board of Education	Transportation
Overton Brooks VA Medical Center	510 E Stoner Ave, Shreveport, LA 71101, (318) 221-8411	VA Hospital
New Horizons	1261 Royal Ave., 318/865.1000)	deaf and hard of hearing services, employment services, mental health counseling services, an attendant training program, and attendant services to people with disabilities
13. International Dyslexia Association of LA	(606 Walker Dr, Houma, LA 70364, 800-222.3123)	the mission of the IDA Louisiana Branch to provide information and resources to parents, educators, students and the community in a way that creates a clear and positive understanding of dyslexia and related language learning needs so that every individual has the opportunity to lead a productive and fulfilling life for the benefit of society
Mental Health Advocacy Services	1525 Fairfield Ave, 318/676-7332	The Mental Health Advocacy Service provides legal representation in virtually every civil commitment proceeding in Louisiana (Children & Adults).

Name of Resource	Contact Information	Type of Service
Shreveport Behavioral Health Clinic - Northwest LA Human Services District (NLHSD)	1310 North Hearne Ave, 318/676-5111	children, adolescents, and adults with behavioral, mental health, and addictive disorders, developmental disability
Autism Society of Northwest Louisiana Autism Society of America serving the northwest region of LA.	4915 Barksdale Blvd Suite 114, Bossier City, LA 71112, 318/734-0270	Offers a variety of support services to people with autism and their families.
Suicide Crisis Hotline:	318-221-3989/1-800 Suicide	Suicide
Project Celebration	Domestic Violence: 318-256-6248	<p>Shelter</p> <p>Our Domestic Violence Program offers a variety of services:</p> <ul style="list-style-type: none"> <li>•A positive, caring environment in which begin a new life without violence.</li> <li>•Individual and group support for both children and adults.</li> <li>•Women's support group for both residents and nonresidents.</li> <li>•Assistance for women with disabilities.</li> <li>•Children's support and advocacy.</li> </ul>
LGBT Crisis Hotline:	866-4-U-TREVOR	A non-judgmental hotline with LGBTQ-sensitive trained counselors you can contact through a call, text, or chat during a mental health crisis and/or suicidal thoughts. Available in the United States.

David Raines Community Health Centers	3021 W. 70th Street, <i>Shreveport</i> , 318-507-3140; 1514 Doctor's Drive, <i>Bossier</i> , Medical: 318.549.2500, Dental: 318.841.6023; 12763 Lay Street, <i>Gilliam</i> , Medical & Dental: 318.296.4287; 1953 East Main Street, <i>Haynesville</i> , Medical & Dental: 318.624.1995; 128 Homer Road, <i>Minden</i> , Medical & Dental: 318.377.1545; 1625 David Raines Road, <i>Shreveport</i> , Medical: 318.425.2252, Dental: 318.227.9001	To provide accessible, affordable, comprehensive and quality health care services to the communities we serve.
Student Organizations & Leadership Services University Ambassadors	Rebecca Gilliam 318.670.9353	Student Activities
Baptist Collegiate Ministry	Teh Teh Elijah 318.670.9929	Faith Based Services
Accounting Club	Aylwin Holmon 318.670.9256	Informal/Formal educational services for students interested Accounting
Tutorial Program	Student Support Services, Linda Robinson 318.670.9326	Tutorial services for students in Math, English, Science
Supplemental Instruction	Student Support Services Deloris Surles 318.670.9325	Advisement and other support services for students transferring or graduating
Educational/Motivational Seminars	Student Support Services Cleodis Bell 318.670.9327	Student Support Services Supplemental Educational Services
Supplemental Grant Aid Award	Student Support Services Karen Coco 318.670.9324	Student Support Services Supplemental Financial support
University Book Store	318 670-9309	Textbooks and supplies
Technology Workshops	ITC 318.670.9900	Technology Support Services for Students and Employees


Disciplinary Committee University Policy, procedures, conduct, student rights workshops	Jason Cole 318.670.9331	Remedial/Learning Experience for Student Living & Conduct Issues
Financial Aid Club	Katraya Williams 318.670.9221	Financial Aid Student Activities
Health Information Technology Association	Kim May 318.670.9644	Formal/Informal Educational Services for Students Interested in HIT
Medical Laboratory Club	Patricia Brown 318.670.9350	Informal/Formal Educational Services for students interested in Medical Laboratory
Psychology Club	Lonnie Hamilton 318.670.9389	Formal/Informal Educational Services for Students Interested in Psychology
International Club	Danielle Anderson 318.670.9211	International and Domestic Students interested in interactional affairs, cultural relations.
Jazzy Jags Dance Line		Student Activities & Dance
Library Club	Jane O'Riley 318.670.9401	Informal/Formal Educational Services for Students interested in Library Science
Radiologic Technology Club	Shelia Swift 318.670.9646	Formal/Informal Educational Services for Students Interested in Radiologic Technology
Basketball Teams	Coach Francis & Matt Hines 318.670.9335	Collegiate Athletic programs
Nursing Club	Tiffany Varner 318.670.9692	Formal/Informal Educational Services for Students Interested in Nursing
Cheerleaders Squad		Student Extra-curricular Activities
Community Education for Life	Transition (C.E.L.T.)	Educational Services for Student with Disabilities

Criminal Justice Club	Frederick Jackson 318.670.9249	Formal/Informal Educational Services for Students Interested in Criminal Justice
Dental Hygienic Club	Lynne Eatman 318.670.9652	Formal/Informal Educational Services for Students Interested in Dental Hygiene
Early Childhood Education Club	Rosalyn Holt 318.670.9436	Formal/Informal Educational Services for Students Interested in Early Childhood Education
Electronic Technology Club	Timothy Banks 318.670.9592	Formal/Informal Educational Services for Students Interested in Electronics
Elite Club	Karen CoCo 318.670.9324	Student Support Services Engaging students in extra-curricular activities
Testing and Assessment	Marquis Hall 318.670.9450	Testing & Assessment Services
ADA/504 Compliance Services	J. Ellis-Johnson 318.670.9285	Services for students and employees with disabilities/ compliance
Title IX Compliance Services	Dr. Tuesday Mahoney 318.670-9201	Compliance Services for students/employees experiencing issues covered by Title IX
Advisement	Student Success Coaches 318.670.9282	Academic Advisement for first year students who are deemed to be at risk of achieving success
Financial Aid Advisors	A. Jackson, D. Tyson, J. Dennis, K. Williams 318.670.9221	Advisement Services for Students having issues with financial aid.
AraMark University Food Court	Donnie Banks 318.670.9204	Food Services, Nutrition
Campus Security Services	Marshal Nelson 318.670.9353	Campus Security Services, Police and Collegiate Community Relations

University Museum	Angelic Feaster 318.670.9631	Fine Arts and related interests
-------------------	---------------------------------	---------------------------------



## APPENDIX A

		<b>POLICY #</b>
		Page 1 of 1
		Last Revision: May 7, 2019
		Effective Date: October 10, 2018
		Review Date:
Section:		Subject: Hazing Prevention Policy

**I. POLICY STATEMENT AND RATIONALE**

SUSLA prohibits hazing in any form on its campuses. SUSLA will implement policies and procedures in compliance with Southern University Board of Supervisors (SUBOS) hazing policy and will take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

**II. POLICY SCOPE AND AUDIENCE**

As a Southern University Board of Supervisors (SUBOS) governed institution, Southern University at Shreveport LA (SUSLA) is fully committed to ensuring that its policies are in keeping with those adopted by SUBOS. SUSLA does not condone hazing, which is defined as any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate. This policy aims to maintain safety for all students who participate in the institutions' activities, programs, groups, teams, organizations and Greek-lettered associations.

**III. POLICY COMPLIANCE**

As an institution governed by SUBOS, SUSLA hereby adopts this Uniform Policy on Hazing Prevention, which shall apply to all of its campuses and shall be adhered to by all organizations, students, faculty, staff and other stakeholders of SUSLA.

**IV. POLICY DEFINITIONS**

The definitions of key terms and other mandatory provisions of the SUSLA hazing policy shall remain consistent with those in Acts 640 and 635 and 637 of 2018, codified at R.S. 17:1801.1, R.S. 14:40.8 and R.S. 14:502 respectively. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy.

- a. **Governed institution, education institution, or institution** is any institution or campus governed by the Southern University Board of Supervisors that is supported wholly or in part by public funds.
- b. **Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
  - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
  - iii. Consent is not a defense
  - iv. Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
    - 1. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
    - 2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
    - 3. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or chug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
    - 4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

- c. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or

similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

- d. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.
- e. **Appropriate authority** includes:
  - i. Any state or local law enforcement agency.
  - ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
  - iii. Emergency medical personnel.
- f. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- g. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

## V. POLICY IMPLEMENTATION PROCEDURES

After the adoption of this policy, SUSLA will immediately post on its website this policy, as written and revise or expand all related policies to be in compliance therewith before September 21, 2018. A hard copy of this policy will be disseminated to all fall 2018 students via email; thereafter a hard copy will be disseminated to all students at orientation.

- a. SUSLA hazing policy shall comply with applicable laws and regulations, and shall be amended to reflect any changes to such laws and regulations, including but not limited to the following:
  - i. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
  - ii. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and,
  - iii. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's postsecondary institutions, Southern University at Shreveport

requires BOR to adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

SUSLA realizes that failure to comply with any applicable laws and regulations, including those listed above, will constitute a failure to comply with SUBOS Policy.

b. In addition to the definitions and other provisions in compliance with laws and regulations, including those listed above, SUSLA will implement measures to prevent and address hazing, beginning in fall 2018, unless otherwise noted, some of which are as follows:

i. Prevention and Education Programs

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
3. In compliance with SUBOS Hazing Policy and related state directives, each organization, as defined in this policy and in R.S. 17:1801.1, shall provide annually in person, electronically, or both at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the Assistant Vice Chancellor of Student Success that lists the students receiving such education evidenced by an attestation of the student receiving the education.
4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

ii. Duty to Seek Assistance

In accordance with Act 637 of 2018, codified at R.S. 14:502, SUSLA hazing policy requires any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Further, SUSLA policy and educational information shall include the criminal penalties for failure to seek assistance in violation of R.S. 14:502.

**Commented [A1]:** What is the penalty and where will this info go?

iii. Enforcement of Laws, SUBOS Policy and Institutional Policy

SUSLA shall implement and enforce its Hazing Policy with full fidelity and consistency with the Hazing Laws as listed above, including the SUBOS Policy. SUSLA is fully cognizant that failure to enforce or inconsistencies in enforcement will constitute violation of the Hazing Laws and SUBOS policy.

**VI. POLICY RELATED INFORMATION**

SUSLA realizes that it must make a good faith effort to carry out both the letter and spirit of its Hazing Policy and to deploy best practices in doing so, some of which are outlined below:

a. **Ongoing Prevention and Awareness Campaigns**

Ongoing prevention and awareness campaigns may consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to hazing prevention. An example of such an initiative or program is joining institutions across the country in the observance of National Hazing Prevention Week.

b. **Data Collection and Analysis**

Institutions are encouraged to create task forces to gather, analyze and understand institutional data on hazing. Effective hazing prevention presupposes an understanding of the cause, identifying any trends that the data show and assessment of the risk factors as well as protective measures.

c. **Effective Intervention**

In collaboration with relevant organizations and student bodies, each institution is encouraged to develop intervention strategies and measures appropriate to the context specific to that institution and to the various organizations affiliated with it. The roles of bystander intervention and social norming are keys to hazing prevention and are recommended as part of campus intervention strategies. In support of state

Southern University at Shreveport • 2019-2021 Student Handbook

laws to combat hazing, bystander intervention training and social norming should be part of any education and training aimed at preparing faculty, staff and community members to understanding hazing issues and statistics on campus.

d. Response Plan

SUSLA has formulated a team with the necessary expertise, including coaches, resident advisors, Greek-lettered organization officials, alumni and coaches. Each year before the beginning of the academic year, the team will develop a response plan delineating the procedures for handling any hazing incident.

Commented [A2]: Has this team been formed?

**VII. POLICY HISTORY AND REVIEW CYCLE**

This is a new policy. The effective date of this policy is determined by the approval dates of the Chancellor of the University, Chair of the System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

**VIII. POLICY URL**

This policy is conspicuously posted throughout the campus and on the Southern University at Shreveport (SUSLA) website at [www.susla.edu](http://www.susla.edu).

**IX. POLICY APPROVAL**

The appropriate approval official for this policy is the Chancellor of Southern University at Shreveport.

---

Chancellor Rodney A. Ellis, Ed.D.

---

Effective Date of Policy