

The Pilot: Alabama State University's Student Handbook

Approved by the Alabama State University Board of Trustees on August 6th, 2019

(Provisional Version: Pending Finalization by the Publications Office)

FOREWORD

The Division of Student Affairs and Enrollment Management is pleased to provide you with this newly revised version of the student handbook entitled, **The Pilot**. **The Pilot** is the official handbook for all students--regardless if you are pursuing an undergraduate or graduate degree, are a traditional or non-traditional student, or virtual learner. It contains information, resources and the *Student Code of Conduct*, which will help you make wise educational, social and cultural choices; and, satisfactorily complete your courses of study in a timely manner.

This handbook has been developed by and vetted through the student body, faculty and staff members, Faculty Senate, the President's Administrative Council and Board of Trustees. We also acknowledge that some information was gleaned from pertinent guidelines and best practices across higher education, as well as those cited by professional organizations and local, regional and national agencies.

Please regard **The Pilot** as a "living document." It will be updated and/or amended to meet the changing needs of Alabama State University and its student body. Members of our campus community are invited to make recommendations for changes and improvements, to the Office of the Vice President of Student Affairs and Enrollment Management, located in the John Garrick Hardy Student Center, Suite C119. Individuals are also able to call (334) 229-4241, send an email (studentaffairs@alasu.edu) or visit the "Student" tab on ASU's main homepage (www.alasu.edu).

BRIEF HISTORY OF ASU

Alabama State University, located in Montgomery, Alabama, was originally founded in 1867 in Marion, Alabama as the Lincoln Normal School. Although in its early years Alabama State University, was a teacher-training institution, today it offers more than 50 courses of study through its nine academic units:

- University College
- College of Liberal Arts and Social Sciences (CLASS)
- The Percy J. Vaughn College of Business Administration (COBA)
- College of Education (COE)
- College of Health Sciences (COHS)
- College of Science, Technology, Engineering and Mathematics (CSTEM)
- College of Visual and Performing Arts (COVPA)
- Division of Aerospace Studies
- The Harold L. Murphy Graduate School

Our institution offers academic programs that range from the four-year bachelor's degree and two-year master's degree, to the education specialist degree. In the summer of 1993, we were authorized to offer doctoral degree programs by the Alabama Commission on Higher Education.

VISION OF ASU

Our vision at Alabama State University is to achieve global recognition through excellence in teaching, research and service. We will advance our current status as a premiere, comprehensive, Level VI regionally accredited institution, to a Doctoral/Research University (DRU) Carnegie Classification–designated institution. We shall become the destination university for students seeking a holistic educational experience. We will build upon quality scholarship and academic rigor to graduate a diverse corps of lifelong learners who are fully equipped to lead and succeed as citizens of the global workforce.

MISSION OF ASU

Our mission at Alabama State University is to be a comprehensive, diverse student-centered public HBCU committed to global excellence in teaching, research and service.

The University fulfills its mission by:

- Fostering critical thought
- Encouraging artistic creativity
- Developing professional competence
- Promoting responsible citizenship in its students
- Adding to the academic and experiential bodies of knowledge
- Enhancing the quality of life through research and discovery
- Cultivating global citizenship through thoughtful (meaningful, purposeful conscientious, intentional) and engaging public service

We offer baccalaureate through doctoral degrees in an expansive array of academic programs. We maintain a scholarly and creative faculty, state-of-the-art facilities and an atmosphere in which members of the university community live, work and learn in pleasant surroundings. We offer a bridge to success for those who commit to pursuing quintessential educational opportunities and lifelong endeavors.

FACTS ABOUT ASU

Date Established: 1867

Type of Institution: 4-year Public Institution

Accreditation: Alabama State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the bachelor, master, doctorate and specialist levels.

Degrees Offered: Nine academic units, with 62 degree-offerings (bachelor's, master's and doctoral degrees)

Percy J. Vaughn Jr. College of Business Administration

- Accounting and Finance
- Computer Information Systems
- Management
- Marketing

College of Education

- Elementary Education
- Early Childhood Education
- Secondary Education
- Collaborative Teacher (Special Education)
- Music Education
- Physical Education
- Recreational Therapy

College of Health Sciences

- Health Information Management
- Rehabilitation Services with a concentration in Addiction Studies

College of Liberal Arts and Social Sciences

- Communications (includes Print Journalism, Public Relations, Radio/Television, Recording Industry, Recording Technology)
- Criminal Justice (Corrections, Juvenile Justice, Law Enforcement)
- English
- Psychology
- Political Science and Government History
- Social Work

College of Science, Technology, Engineering and Mathematics

- Biology (Marine Biology, Pre-Health Professional)
- Computer Science
- Marine Biology
- Mathematics
- Chemistry
- Forensic Chemistry
- Forensic Biology
- Physics
- Biomedical Engineering

College of Visual and Performing Arts

- Music
- Theatre Arts
- Art
- Dance

University College

- Interdisciplinary Studies

Division of Aerospace Studies

- Air Force ROTC (Detachment 019)

Traditions: Commencement, University Fall Convocation, Founders' Day, Honors Day, Labor Day Classic, Martin Luther King, Jr. Convocation, Miss Alabama State University's Coronation, Operation Hornet Nation: New Student Orientation, Spring Sting and Turkey Day Classic (Homecoming)

Colors: Old Gold and Black

Mascot: Hornet (Official Name: "Stinger")

A HISTORICAL VIEW OF STUDENT LIFE AT A HBCU

“There is something special about the HBCU space that is inspirational and fulfilling. It is something that is to be embraced and encouraged. In some ways HBCUs are a national treasure.”

Dr. Julianne Malveaux, President Emerita of Bennett College
www.theundefeated.com; *“This is Why HBCUs Matter, Mr. President”*

“For more than 150 years, HBCUs have been providing diverse learning environments—from students to faculty to administration—ensuring that every student has a chance to succeed... That is why I often say that HBCUs offer a true value/values proposition: not only are they a great value to their students, but they also produce students with great values... For more than 100 years, HBCUs have been educating minorities, giving them economic opportunities and instilling great values...Not only have they consistently produced leaders in their communities and across the nation, but HBCUs today are consistently and affordably producing the leaders of the future.”

Dr. Michael Lomax, President and CEO of the United Negro College Fund/The College Fund
www.medium.com; *“6 Reasons HBCUs are More Important than Ever”*

THE DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Students are encouraged to view life both inside and outside the classroom setting as inseparable. The multitude of activities, programs, resources, facilities and offices within the Division of Student Affairs and Enrollment Management offers opportunities for students to bridge classroom learning with nontraditional academic experiences—or the curricular with the co-curricular. The division is organized into fifteen departments with responsibilities for specific aspects of student life and remains an integral part of the university’s structure. Simply put, the Division of Student Affairs and Enrollment Management helps students develop their holistic selves; or, their “minds, bodies and spirits.”

From the start to the end of a student’s journey at Alabama State University, our **mission**, as a division, is to provide you with:

A holistic curricular and co-curricular experience that is not only “student-centered,” but engaging, empowering and transformational.

In the same manner, our **vision**, is to serve as a *premier* and *preeminent* Division of Student Affairs and Enrollment Management, not only among HBCUs, but all institutions of higher education. We will utilize theory, research, national standards and best practices, to strengthen

some of our historical and traditional offerings, while also re-evaluating and re-structuring areas for tailored growth.

As a division, we continue to adhere to and support *ASU's Five Core Values* of: 1) Integrity, 2) Innovation, 3) Excellence, 4) Diversity and 5) Legacy. We actualize these values, by:

- **Offering** superb customer service to all of our students, as well as our institutional and external partners;
- **Investing** both personally and professionally, in over one-hundred thirty student and full-time staff members affiliated within the Division of Student Affairs and Enrollment Management;
- **Supporting** our faculty colleagues, by revising and offering policies, programs, resources and services that are complementary to the academic mission of ASU;
- **Encouraging** our students to embrace diversity and inclusion, as well as inter- and intragroup dialogue, so that they are prepared for an ever-increasing global world; and,
- **Building** an undeniable sense of ASU Hornet Pride, via living/learning, leadership and service-learning communities, opportunities and experiences.

As you continue to navigate our campus, academically, socially and culturally, we encourage you to become familiar with the following offices and resources on our campus:

Academic Advising

Paterson Hall, Room 228
334-229-4149

Academic Advisors are an important part of your educational experience at ASU...from day one to the end of your educational career. ASU Advisors are dedicated to students' educational, personal and professional development, as well as committed to providing high quality support services to our students. Our overall goal is to assist students in achieving academic success!

Academic Center for Educational Success (A.C.E.S.)

McGehee Hall, Room 108
334-229-8544

The purpose of the Academic Center for Educational Success (or A.C.E.S. for short), is to promote a university-wide culture of retention and educational excellence. A.C.E.S.' two-prong approach involves *Intervention* services for *Bridge* students or students who are not in good academic standing and *Prevention* services for students who desire additional academic enrichment to maintain good academic standing.

Academic Labs and First/Second Year Programs

McGehee Hall, Room 108

334-229-8450

Our labs strive to be dynamic, supportive and student-centered learning environments by offering quality tutoring services and resources, and fostering personal responsibility for students' individual learning. We aim to help students achieve their learning potential and succeed academically from matriculation to graduation, therefore, increasing the retention and graduation rates for the university.

Admissions and Recruitment

Hardy Center, Suite C201

334-229-4291

The Office of Admissions and Recruitment is the “initial point of contact” for all students who desire to attend ASU. From attending college fairs, to enrolling our newest Hornets, the Office of Admissions and Recruitment connects prospective students to all that ASU has to offer-- educationally, socially and culturally!

Career Services

Hardy Center, Suite C119

334-229-4156

Career Services provides opportunities for undergraduate and graduate career preparation, development and transitioning, through a holistic approach that aids in the personal and professional advancement of our current students and alumni.

Counseling Center

Hardy Center, Suite C157

334-229-4382

The Counseling Center provides comprehensive, preventive and clinical psychological counseling services and crisis intervention for our students. The center is a student-focused, nurturing and safe space that helps students develop healthy relationships and positive coping skills.

Disability Services

Hardy Center, Suite C159

334-229-5134

TDD (334) 229-8822 / (800)-548-2546)

The Office of Disability Services is committed to upholding the *Americans with Disabilities Laws and the Rehabilitation Act (ADA) of 1973*, which prohibits discrimination against individuals with disabilities and promotes the removal of barriers for all students with disabilities in their pursuit of academic success. This office is dedicated to ensuring that our students with disabilities have equal access to university programs, accommodations and activities.

University Accommodation and Inclusion Statement

Alabama State University values diversity and inclusion. We are committed to a climate of mutual respect and civility among members of our community. ASU recognizes that disability is an aspect of diversity. Our goal is to create learning environments that are accessible, equitable, inclusive and welcoming. If there are aspects of instruction or design of a course, activity or event related to your disability that result in barriers to your inclusion or to an accurate assessment or achievement, then please notify the Office of Disability Services as soon as possible.

Students who have a documented disability should present this information to formally request reasonable accommodations. If accommodations are needed, it is highly recommended to seek them at the beginning of each semester to assist with academic achievement; however, accommodations may be requested at any time. Students should contact and present documentation, in-person at the office located in the John G. Hardy Student Center. Students can also email: disabilityservices@alasu.edu, or call (334) 229-5127, (334) 229-5134 or TDD (334) 229-8822 / 800-548-2546), for further information about academic adjustments or accommodations.

Diversity and International Affairs

Hardy Center, Suite C164

334-229-4713

The Office of Diversity and International Affairs addresses the university's diversity and inclusive efforts; and, its work is multi-purposed. It is a global center committed to cultivating a diverse and inclusive campus environment which affirms, educates and advocates for everyone. Likewise, the office serves both domestic and international students, scholars and faculty with academic instruction, financial assistance, career development and cross-cultural relations, while supporting the university's retention efforts.

Health Center

Simpson Hall (Basement Level)

334-229-4436

The Health Center (also oftentimes referred to as Health Services) supports the university by providing timely and quality, cost-effective healthcare to students, while being committed to exceptional customer service. Quality healthcare is provided by competent nurses and medical providers, who all work in tandem to offer our students healthy lifestyle choices.

Housing and Residential Life

Hardy Center, Suite C141

334-229-4357

The Office of Housing and Residence Life provides residential students with a convenient, secure and stimulating living/learning environments that foster individual, educational and social growth. The housing system at ASU consists of 13 traditional residence halls and apartment-style bed spaces, offering undergraduate students a variety of on-campus living arrangements.

Judicial Affairs

Hardy Center, Suite C119

334-229-4241

The Office of Judicial Affairs administers the student disciplinary system at Alabama State University. Staff in this office investigate and adjudicate alleged incidents of student misconduct and academic dishonesty. The office also enforces the *Student Code of Conduct* (as outlined in *The Pilot*), Traffic Violations, Academic Integrity Policy and educates our campus about community standards and other ethical issues.

Records and Registration

Hardy Center, Suite C201

334-229-4243

The Office of Records and Registration is your source for academic records, and provides a number of services for faculty, students and alumni--including course registration, transcript requests, printing and distributing course books and catalogs, degree verification and facilitating the process to add/drop a course and more.

Student Life

Hardy Center, Suite A220
334-229-8306

The Office of Student Life seeks to enhance the student experience by providing educational programming that promotes and encourages leadership development, self-empowerment and opportunities for creating life-long, interpersonal relationships. The office desires for students to:

Lead: We provide the necessary resources for students to continually develop leadership skills through civic engagement and cultural programs that contribute to their academic growth and personal development;

Engage: We provide educational enrichment programs that fosters personal growth outside of the classroom; and,

Connect: We provide students the opportunity to explore and expand their personal interests and build relationships through student-initiated organizations that ultimately connects them with the Alabama State University community.

Student Media

Hardy Center, Suite A220
334-229-8306

The Office of Student Media is responsible for the publication of *The Hornet Tribune* (student newspaper) and the *HORNET* (student yearbook). To become eligible to participate with *The Hornet Tribune* or the *Hornet*, students must be enrolled as a full-time college freshman, sophomore, junior, senior or graduate student and must be serious and desire to make a significant difference on the campus of ASU. The Student Media Board makes a special effort to attract diverse applicants so that the voices of all students are heard.

Veterans and Military Affairs

Hardy Center, Suite C242
334-229-4898

The Office of Veteran and Military Affairs provides services for student-veterans, active duty service members and dependents enrolling at ASU. The office also approves benefits for all beneficiaries.

VISIT THE JOHN G. HARDY STUDENT SERVICES CENTER

The John G. Hardy Student Center offers conveniences and amenities for everyone, whether you need to visit the Bookstore, check your mail at the Campus Mail Center, hold a meeting, copy a paper at the Copy Exchange, enjoy a movie or just have some fun! From the Food Court, which includes Subway, Chick-Fil-A and Bene Pizza, to the Game Room and social lounges, the Hardy Student Center serves as the campus' "hub" of student activity. The Hardy Student Center also can accommodate socials/ formals, banquets and cultural events sponsored by various campus and community organizations.

DO YOU HAVE "HORNET PRIDE?" LEARN MORE ABOUT OUR TRADITIONS AND CUSTOMS

Hornet Pride is designed to improve campus life, encourage university spirit and stimulate within each student, a sense of belonging and all-things ASU! Getting involved in student life at Alabama State University is more than just participating in the formal and informal events and activities offered on campus. You are encouraged to participate in long-standing traditions and customs, such as standing, removing your hat and singing with pride, the Alma Mater, "Alabama State, O Mother Dear" or celebrating "Stinger," our university mascot. Below you will find an offering of what makes ASU unique among other HBCUs!

The Alma Mater (University Hymn)

We expect all ASU students to learn and know the Alma Mater or University Hymn. We sing our Alma Mater at a variety of university events, including (but not limited to), convocations, sporting events and Commencements.

*Alabama State, O Mother Dear
Again we come to thee
Our pains and sorrows we forget
When e'er thy face we see
O happy harbor, blessed place
O sweet and pleasant soil
In thee we hope, in thee we trust
For thee we pray and toil.*

*Thy Sons and Daughters love thy halls
Aglow with truth and light
And every heart beats true to thee
In whom there is no night*

*O Alma Mater, fair and dear
We proudly hail thy name
Which far and near is known and loved
And crowned with glowing fame.*

*Thy campus flowers and shady walks
Bring thoughts of Marion Green
Before thy trials in Beulah Vale
Which God from us did screen
But now we stand on College Heights
Content with God's decree
For all He does is right and good
And makes for liberty.*

-Written by James Edward McCall in 1903

Commencement

Every Hornets' academic journey comes to an end, and we recognize our students twice a year, in both May and December, at Commencement. This formal university exercise acknowledges all of our students graduating with their baccalaureate, master's and doctoral degrees, as well as features a Commencement Speaker and musical selections. Events leading up to Commencement, including a Day Party, Senior Brunch and rehearsal, are billed as "Senior Week."

University Fall Convocation

The University Fall Convocation is an institutional-wide event, which officially opens the academic year and provides an opportunity for the President of Alabama State University to give his or her "State of the University" Address. It is held during the first full month of the academic year and serves as an introduction for all students, faculty and staff to become acquainted with what is in store, academically and socially, for the year.

Founders Day

Founders Day is celebrated on the Friday nearest February 9th of each academic year. Established to honor the university's second president, Dr. William Burns Paterson, the day is set aside to pay homage to the revered Founders of the university.

Honors Day

Honors Day is an annual occasion, held during the spring semester and created to recognize academic and leadership excellence. Academic awards and honors are presented to deserving students for their achievements; and, parents and family members are encouraged to attend.

Labor Day Classic

One of the newest traditions on campus, is our Labor Day Classic. A number of events lead up to “game time,” including the SGA President’s Inauguration, an interfaith gathering, concert, pep rally, President’s Gala, receptions and golf tournaments.

Martin Luther King, Jr. Convocation

Each January, the university convenes to celebrate the life and legacy of the Reverend Dr. Martin Luther King, Jr. The convocation, which is generally led by the collegiate members of Alpha Phi Alpha Fraternity, Incorporated, hosts a speaker, tributes and musical selections that address a central theme.

Miss Alabama State University’s Coronation

Miss ASU, her Attendants and Court are elected by the student body each April; and, presented formally to the university community at a Coronation held during the fall semester.

Operation Hornet Nation: New Student Orientation

Operation Hornet Nation: New Student Orientation is designed to acquaint new students and their families with ASU and assist them in making a smooth transition to college life. New Student Orientation is mandatory, and allows attendees to:

- Engage with university leaders and faculty; and, learn about classroom expectations;
- Register and/or confirm course schedules;
- Learn about student services and “life outside the classroom;”
- Meet members of our Student Orientation Services (SOS) Team and other upperclassmen; and, to
- Become an official member of Hornet Nation

Operation Hornet Nation is assisted by a select group of recruited students, known as SOS Leaders. To learn more about the program and how you can get involved, please email: orientation@alasu.edu.

Spring Sting

Spring Sting was created in 2016, to provide a “spring” Homecoming-like experience for students. In addition to featuring a Greek-letter exhibition show, students can enjoy a talent show, celebrity appearances, forums and brunches.

Turkey Day Classic (Homecoming)

Homecoming is celebrated the week before Thanksgiving Day each year. This celebration is significant because alumni, students, faculty, staff and university friends gather together for a

Step Show, receptions, brunches, concerts and the parade and football game--which occurs on Thanksgiving Day!

WANT TO JOIN A STUDENT ORGANIZATION?

We take seriously our commitment to developing you holistically--mind, body and spirit. Recognizing that students learn in both classroom and outside of the-classroom environments, we seek to provide opportunities, to help you integrate both curricular and co-curricular experiences, by encouraging you to get involved in student organizations. Your learning and development can be facilitated by your involvement, and allow you to make, lifelong personal and professional connections.

At ASU, our Student Government Association (SGA) serves as the overall representative and student organization for ASU students. Participation in SGA is open to all students upon enrollment at the university. Besides SGA, honor societies, professional/major organizations, departmental organizations, fraternities and sororities and service clubs are among the types of student organizations recognized by the university. For a list of all university-recognized student organizations and information on how to join such groups, please contact the Office of Student Life or visit the university's main webpage and go to the tab marked, "Students."

In order to become a member of a student organization, the university requires that:

- Each student meets established academic standards and be free of disciplinary sanctions and financial obligations in order to qualify for and maintain active standing in a student organization;
- Students who wants to run for an SGA position, must meet the qualifications for the office as stated in the SGA Constitution; and,
- Students who apply for membership in a fraternity or sorority must be enrolled as a full-time student, been in residence at the university for at least one semester (i.e., fall, spring or summer) and completed 32 semester hours (recognized as sophomore status) of college work. Likewise, he or she must have earned a cumulative GPA of 2.50 (unless a national organization requires higher, academic requirements).

ANNUAL REGISTRATION FOR STUDENT ORGANIZATIONS

Each academic year, student organizations must register and seek approval to operate and function, via the Office of Student Life. Registration packets can be obtained from the office. Registration packets consists of information like:

- A roster of the group's current officers, members, faculty advisers and prospective members;
- A calendar of proposed educational, cultural and social activities;
- Any revised Constitutions or Bylaws and risk management information;
- A compilation of the cumulative GPA of the organization, which must be a minimum of 2.50. Whenever the group GPA of a given semester falls below 2.50, the Vice President of Student Affairs and Enrollment Management shall place the organization on probation for one semester. If at the end of the semester of probation, the organization has not regained the group average of 2.50, permission to function as an organization shall be withdrawn until such time as the group average of 2.50 has been regained; and,
- Proof of attendance at a university-sponsored "No-Hazing Clearance" Meeting

Once these criteria have been met, the Office of Student Life will provide a letter recognizing the organization. The organization will then have the right to host activities and events on campus, as well as reserve campus spaces through the Office of Operation and Events Management.

CHARTERING A NEW STUDENT ORGANIZATION

For the university to grant recognition to a new student organization, the organization must be consistent with the purposes of the university; and, conform to established, university rules, regulations, policies and procedures. The organization shall submit a request to the Office of Student Life and complete all applicable paperwork. The request must include the following:

- A letter of application stating the organization's purposes and objectives accompanied by letters of support from a faculty member;
- A copy of the organization's proposed Constitution and/or By-laws; or, governance structure; and,
- A list of proposed officers/leaders and members (the listing should contain the names of at least seven individuals and each student should have a cumulative, minimum GPA of 2.50--unless its national organization/body requires a higher GPA).

The Office of Student Life will: (1) determine whether the proposed organization meets established standards and (2) make the appropriate recommendation to the Vice President of Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management will approve and grant a charter to the new organization.

FACULTY AND STAFF INVOLVEMENT IN STUDENT ORGANIZATIONS

There are six guiding principles for faculty and staff primary/secondary advisors:

1. Ensure that the student organization's purposes are consistent with the aims of the university (and/or national organization);
2. Promote student learning and development by primarily helping students integrate classroom learning with co-curricular activities;
3. Inform the student organization of its rights, privileges and obligations;
4. Ensure that the student organization adheres to university rules and regulations (in cases where the organization is affiliated with a national group, the advisor must ensure that all applicable rules and regulations are followed);
5. Act as a chaperone for social events sponsored by the student organization;
6. Attend the student organization's meetings; and,
7. Attend advisor's meetings and trainings (as scheduled by the Office of Student Life)

Faculty and staff members desirous of sponsoring new organizations, or assuming sponsorship of established organizations, are advised to consult with the Office of Student Life. Students may recommend to the Vice President for Student Affairs and Enrollment Management, faculty or staff members they wish to be considered as advisors. Such persons, being considered for a *primary advisorship* of an organization must be a full-time faculty or staff member and have been in residence at the university for at least one year.

RESPONSIBILITIES OF AND PROHIBITED PRACTICES FOR STUDENT ORGANIZATIONS

Regardless of the period of time for which an organization has been chartered at ASU, the goals and objectives of the organization must remain consistent with the aims and purposes of the institution. All student organizations must adhere to and be accountable for the following:

1. Be open to *all* students meeting reasonable established organizational qualifications, and such qualifications shall not be based on race, age, religion, national origin, gender, sexual orientation or physical disability, except in cases where gender or physical condition are bona fide qualifications (under organizational or federal law);
2. Ensure that prospective students are not subjected to hazing, cruel horseplay, harassment, or punishment by imposition of excessively heavy or disagreeable tasks, beating, scolding, frightening activities, or annoyance by playing abusive or humiliating tricks (for greater detail on hazing, see the following section entitled, "Hazing is Prohibited at Alabama State University");
3. Hold meetings in campus facilities, unless the use of other facilities is approved in writing by the Director of Student Life or their designee (Greek-lettered organizations induction ceremonies that are held off campus, must be approved through the Office of Student Life, by completing the Request to have *Membership Intake Form*);
4. Be responsible for its members' behavior when:

- a) They are acting as members of the organization, rather than as individual students (the member is deemed to be acting as a member of the organization when his or her actions draw attention to the organization rather than to himself or herself; i.e., in the organization’s official uniform); and,
- b) An event is held (officially or unofficially) in the name of the organization (i.e., campus mixer)

HAZING IS PROHIBITED AT ALABAMA STATE UNIVERSITY

At Alabama State University, we subscribe to and acknowledge the State of Alabama’s (16-1-23) definition of hazing:

“Any willful action taken or situation created whether on or off any school, college, university or educational premises, which recklessly or intentionally endangers the mental or physical health of any student.”

Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

If you suspect that Hazing has occurred in a student organization; residence hall; sorority/fraternity; athletic group; honor society; or, special interest club, then you should report this information immediately to: 1) ASU Police Department at 334-229-4717 or the 2) Office of Judicial Affairs (334-229-4867).

You are also welcome to report Hazing, by completing an *On-Line Incident Form*, by using your smartphone or device, to scan the following QR Code. You can report anonymously.



Such activities and situations may include but are not limited to:

- Paddling in any form;
- Creation of excessive fatigue;
- Physical and psychological shocks;
- Quests, treasure hunts, scavenger hunts that require, expect or lead to the theft or destruction of property;
- Road trips or any other such activities carried on or off campus;
- Wearing, publicly or privately, apparel which is conspicuous and would not normally be worn by the new or prospective members or be considered in good taste by a reasonable person;

- Engaging in public stunts and buffoonery;
- Morally degrading or humiliating games activities;
- Any other activities which are not consistent with organizational laws, ritual, or policy or the regulations and policies of the educational institution; and/or
- Actions forced, required, or implied to be required, which violate federal, state or local law, are considered hazing

Hazing is Strictly Prohibited in Student Organizations

We are serious about hazing here at Alabama State University and we want to ensure that you understand why we want to emphasize this point. It is important to remember that all of our student organizations, including (but not limited to) sororities/fraternities; athletic groups; honor societies; and, special interest clubs are subject to this policy. Hazing shall include (but not be limited to): forcing, requiring or expecting new members, associate members, prospective members or initiated members to participate in any of the following actions or activities:

- Drinking alcohol or any other substance;
- Using any drug, narcotic, or controlled substance;
- Eating foods that a reasonable person would not eat;
- Branding, tattooing, piercing or other bodily alterations;
- Permitting less than 8 continuous, uninterrupted hours of sleep per night;
- Nudity at any time;
- Conducting activities which do not allow adequate time for study;
- Subjecting a person or group of people to verbal harassment;
- The use of demeaning names;
- Misleading new members, associate members or prospective members in an effort to convince them that they will not attain full membership status, or that they will be hurt during an initiation ceremony or any other activity that would cause extreme mental stress;
- Carrying any items (weighted bags, shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
- Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.);
- "Trashing" intentionally, any area for the purpose of annoying others or having others clean the "trashed" area;
- Disallowing new members, associate members or prospective members to talk for an extended period of time;
- Having new members, associate members or prospective members perform personal chores or errands;
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose;
- Exposure to the elements;
- Conducting "interrogations" or any other non-constructive questioning;
- House duties not shared by all members of the organization;

- New members, associate members or prospective members expected to do anything exclusively for the fun or entertainment of the members; and/or
- Forcing new members, associate members or prospective members to make monetary payments or incur extra expenses not included in general membership

GREEK LETTER ORGANIZATIONS

As with other organizations at ASU, fraternities and sororities are expected to achieve high standards of scholarship, student citizenship, leadership and service. Additionally, chapter members should be in good academic, financial, disciplinary and social standing with the University. Whenever the group GPA of a Greek organization falls below 2.50, the Office of the Vice President of Student Affairs and Enrollment Management will place the fraternity and/or sorority on probation for one semester; and, shall notify the national office of the organization. If at the end of the semester of probation, the organization has not regained the group average of 2.50, permission to function as an organization shall be withdrawn until such time as the group average of 2.50 has been regained.

In addition to university rules and regulations, fraternities and sororities are expected to meet the requirements described below:

1. Each chapter must submit a list of all prospective members to the Office of Student Life for student citizenship clearance (students free from disciplinary sanctions are considered in good citizenship standing with the university);
2. Each organization is required to submit a list of current/active members to the Office of Student Life by the third week of school during each semester;
3. Prospective members are required to attend a “No-Hazing Clearance” Meeting, each semester, before being cleared to join a fraternity/sorority; and,
4. Each current/active member is required to attend and complete the “No-Hazing Clearance” Meeting before the fraternity/sorority is granted approval for membership intake activities.

REQUIREMENTS FOR MEMBERSHIP INTAKE

After receiving approval by the Office of Student Life, each fraternity and sorority shall conduct its membership intake procedures in strict compliance with university and its national rules and regulations. Membership intake activities are prohibited, except at the time as designated by and under the regulations stipulated by the university. The following university guidelines govern membership intake activities:

- A. Each fraternity and sorority will be granted one membership intake program during the fall or spring semester, after completing the request to have a *Membership Intake Form* (please visit the Office of Student Life to obtain one);
- B. Each fraternity and sorority is required to submit to the Office of Student Life, the policies and regulations of the national organization that govern new member recruitment and initiation (no fraternity or sorority will be permitted to recruit and initiate new members without having such national regulations available);

- C. Each prospective member is required to attend and complete the “No-Hazing Clearance” Meeting before he or she is cleared for membership intake activities;
- D. Each new member must complete and sign all ASU forms related to membership intake (forms are available in the Office of Student Life);
- E. Each prospective member must have been enrolled in the university for one semester, have a minimum cumulative GPA of 2.50; and, earned at least 32 semester hours before he or she can be recruited and inducted into a fraternity or sorority;
- F. No student shall be recruited and inducted into a fraternity or sorority until he or she has met their financial obligations with and is free of any disciplinary sanction imposed by the university;
- G. Each fraternity and sorority is prohibited from engaging in membership intake activities during mid-semester examinations (all membership intake activities must be concluded no later than two weeks prior to the week of final examinations in any semester);
- H. Fraternity and sorority membership intake activities must be adequately supervised by the approved faculty/staff advisor (and/or off-campus advisor), on record, in the Office of Student Life (no membership intake activities shall take place in the absence of an adviser); and,
- I. Each fraternity and sorority is subject to additional guidelines that may be issued from time-to-time, by the Office of the Vice President of Student Affairs and Enrollment Management (as stipulated by national organization, state or federal law)

A SAMPLING OF STUDENT ORGANIZATIONS AT ASU

(This listing is updated at the commencement of each academic semester)

Student Government

- Executive, Legislative and Judicial Branches

Miss Alabama State University and Court

- Miss Alabama State University and Attendants
- Miss Senior
- Miss Junior
- Miss Sophomore
- Miss Freshman
- Residence Hall Queens

NPHC Greek Letter Organizations

- National Pan Hellenic Council
- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Delta Sigma Theta Sorority, Inc.
- Iota Phi Theta Fraternity, Inc.
- Kappa Alpha Psi Fraternity, Inc.

- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

University Greek-Letter Organizations

- Gamma Sigma Sigma National Service Sorority Inc.
- Tau Beta Sigma National Honorary Band Sorority
- Nu Alpha Nu Service Fraternity Incorporated

Residence Hall Organizations

- B. S. Estell Hall Council
- B.W. Benson Hall Council
- Bibb Graves Hall Council
- C. J. Dunn Tower Hall Council
- Facility I Council
- Facility II Council
- G. N. Card Hall Council
- J. W. Abercrombie Hall Council
- M. L. King Hall Council
- Peyton Finley Hall Council
- W. R. Simpson Hall Council
- Willetta McGinty Apartments Hall Council

Student Media

- Hornet Tribune
- Hornet Yearbook

Religious Organizations

- Wesley Foundation at Alabama State University
- Muslim Student Association

Departmental Organizations

- Alpha Kappa Psi Business Fraternity, Inc.
- American Marketing Association
- Association of Social Workers
- Arnold Air Society
- Student Art Association
- Bio Med Club
- Forensic Science Club

- Financial Management Association
- Graduate Student Association
- Dramatic Guild
- Elite Models
- Levi Watkins Learning Club
- National Association for Black Accountants
- Phi Beta Lambda Business Fraternity, Inc.
- Public Relations Student Society of America
- Sigma Alpha Iota International Music Fraternity
- Student Health Information Management Association
- Student Physical Therapy Organization
- National Association of Black Journalist
- Public Relations Student Society of America
- ASU HPER Club
- Rehabilitation Counseling Student Association
- National Association of Black Social Workers
- M.E.I.S.A.
- National Association of Black Accountants
- Association of Information Technology Professionals
- National Alliance on Mental Illness (Student Chapter)
- Student Occupational Therapy Association
- Public Relations Council of Alabama
- ASU Microbiology Student Chapter
- Society for Advancement of Management
- Student Health Information Management Association
- Student Occupational Therapy Association
- Student Physical Therapy Organization
- Whitney Young Social Work

Academic Honor Societies

- Alpha Chi
- Alpha Kappa Mu
- Alpha Psi Omega National Theater Honor Society
- Beta Kappa Chi Scientific Honor Society
- Delta Mu Delta National Honor Society in Business Administration
- Epsilon Tau Sigma National Society of Allied Health Honor Society
- Phi Sigma Alpha Political Honor Society
- Kappa Delta Phi International Honor Society
- Phi Alpha Honor Society
- Phi Eta Sigma National Freshman Honor Society

- W. E. B. Dubois Honor Council

Musical Groups

- Jazz Ensemble
- Symphonic Band
- University Band
- University Choir
- Mighty Marching Hornets Band

Dance Groups

- House Arrest 2 Dance
- Delta Phi Delta Dance Fraternity, Inc.

Special Interest Groups

- ASPIRE
- Future Alumni Movement Pre-Alumni Council
- First Year Leaders Empowerment Academy
- Commuter Student Association
- Golden Ambassadors
- Empowered Mentoring
- International Student Association
- National Association Advancement of Colored People
- SIFE
- Student Alabama Education Association
- Student Orientation Services
- Student Taking Action Today Implementing Change
- The Dramatics Guild
- Student Support Services (TRIO)
- College Democrats
- ASU Law Association

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association serves as the official representatives of the student body, here at ASU. The association was created to be, and still acts as the formal liaison between our administration, faculty and staff. SGA seeks to be the “student advocate” in all areas of campus life. Membership in SGA is open to all students upon enrollment at the University. Elections of new officers, including the Executive, Legislative (Senate) and Judicial-branch appointments are held every April. The Director of Student Life serves as the association’s Primary Advisor; and, SGA will recommend the Secondary Advisor, for approval, to the Vice President of Student Affairs and Enrollment Management.

MISS ALABAMA STATE UNIVERSITY AND ATTENDANTS

It is quite an honor to run for and be selected as the ultimate ambassador of Alabama State University, Miss ASU! The young lady selected for this role, represents the university in the highest regard--connecting her reign to academic excellence, having a positive, social impact and serving her campus and local communities. In order for a young lady to declare a candidacy for Miss ASU, she must be in good academic standing and have not been found guilty of any student conduct violations resulting in the penalties of probation, suspension or expulsion--as stipulated in the *Student Code of Conduct*. She must have one, academic year (two semesters) of continuous, full-time enrollment at ASU, immediately prior to the semester in which the office is sought. Other items to note:

- A contestant must be able to provide a valid birth certificate or a current driver’s license;
- A contestant must be classified as a senior (93 credit hours or above) by the end of the spring semester in which she campaigned and competed; and, a full-time student enrolled at Alabama State University with at least a 3.00 cumulative grade point average by the end of the spring semester (in which she campaigned) and must maintain at least a 3.00 cumulative grade point average throughout her reign;
- A contestant shall not be less than 17 years of age and must be a high school graduate or have successfully completed the GED testing program for high school equivalency;
- A contestant must be a female; and, not pregnant at the start of her candidacy, election or during her reign;
- A contestant must be of good character and must not have been involved at any time in any act of moral turpitude; convicted of any crime nor have any criminal charge(s) pending against her. She shall not have been involved in any activity that is or could be characterized as dishonest, immoral, indecent or in bad taste;
- A contestant must recognize that once she is elected Miss Alabama State University, she shall serve the students of Alabama State University for 12 months; and,
- A contestant must be able to afford the expenses for all attire associated with this position

Selection of Candidates: Each candidate for Miss ASU must attend the official interest meeting/workshops, sponsored by the Student Election Committee and the Office of Student Life. These workshops detail the responsibilities and expectations of Miss ASU and are mandatory for those interested in the position.

Election: Miss ASU is elected annually, and participates in a university-wide pageant and election by the student body. No young lady is eligible to be placed on the official ballot as a candidate for Miss ASU who does not participate in the pre-election activities for the office (i.e., the Miss ASU Pageant, debate/forum, interest meetings, etc.) as prescribed by the Student Election Committee.

The young lady who is first to finish in votes and her pageant scores, behind Miss ASU, will be deemed, “Miss First Attendant.” This is the same logic applied to the young lady who is considered the second-runner up. She will be called, “Miss Second Attendant.”

Term of Reign: When a female student accepts the position of Miss ASU, she will, for the one-year period of her reign, enjoy celebrity status that is tantamount to being on-call--at all times. Miss ASU, by virtue of the title, sacrifices much of her personal life and former commitments for the common good of the University and the crown. She is, at all times Miss ASU, a public figure.

Impeachment: Miss ASU may be removed from office by a recommendation from the Director of Student Life if her behavior, conduct or demeanor reflects unfavorably on the office or the student body or the university. Miss ASU has the right to appeal the decision to the Vice President of Student Affairs and Enrollment Management and President of Alabama State University.

Vacancy: Should the Office of Miss ASU become vacant for any reason, “Miss First Attendant,” shall be immediately installed into the office. Should the order of succession fail to produce a replacement (i.e., “Miss Second Attendant” is unable to serve), then a special election shall be held during the fall or spring semester to replace the vacant position for the remainder of the term.

Advisors: The Primary and Secondary Advisors shall be recommended by Miss ASU and appointed by the Vice President of Student Affairs and Enrollment Management.

THE GOLDEN AMBASSADORS

The Golden Ambassadors are a highly, select group of outstanding students who are the official hosts and hostesses of Alabama State University. Known for their “Gold Jackets,” the Golden Ambassadors provide an extra measure of hospitality-- so that visitors depart our university with a warm feeling and lasting, positive impression of ASU. Often “seen and not heard,” the Golden Ambassadors also cultivate members’ leadership and networking skills; and, strive to be of service to the campus and local communities.

Membership is open to all undergraduate students, who have achieved 32 credit hours and maintained a grade point average of 2.75. Interested students should possess good leadership skills and have been involved in civic and community service programs. The application process opens up each spring semester. Applicants must complete an application and participate in an interview process. To learn more about the Golden Ambassadors, please email: ga@alasu.edu.

ASU’S CHEER AND SPIRIT PROGRAM

The university’s Cheer and Spirit Program, which includes our Cheerleaders and Mascot, direct and lead the student body in cheers at all designated athletic events and pep rallies--in order to promote and encourage athletics and “Hornet Pride” at ASU. Members of the Cheer and Spirit Program are expected to serve as student representatives at various university-related and community events. The requirements to become a Cheerleader or Mascot are as follows:

- Be a full-time student;
- Have 2.50 grade point;
- Have prior cheerleading/mascot experience or possess a strong willingness to learn;
- Participate in tryouts; and,
- Be free of any disciplinary sanctions and/or financial obligations.

To learn more about our Cheer and Spirit Program, please send an email to: cheerleaders@alasu.edu.

STUDENT MEDIA

The Hornet Tribune (student newspaper) and the *HORNET* (student yearbook) shall be under the management and control of the Office of Student Media and Student Media Board. Though both publications are subsidized by the university, it is the intent that both be free of censorship.

To become eligible to participate with *The Hornet Tribune* or the *Hornet*, students must be enrolled as a full-time college freshman, sophomore, junior, senior or graduate student and must

be serious and desire to make a significant difference on the campus of ASU. The Student Media Board makes a special effort to attract diverse applicants so that the voices of all students are heard.

Each student publication has a faculty/staff advisor who shall be recommended to and appointed by the Vice President for Student Affairs and Enrollment Management. Except for those who are Ex-Officio, all members of the Student Media Board and the chairperson, are appointed for one-year.

The Student Media Board membership consists of:

- Three members of the faculty (two Faculty-at-Large and one faculty from the Department of Communications), one of whom shall serve as the chairperson;
- Six student members (Student Government Association President, Chief Editor of the Yearbook, Chief Editor of the Newspaper, Two student representatives from each medium, and the student business manager);
- Ex-Officio members (Vice President of Student Affairs and Enrollment Management, university Comptroller and Director of Student Media); and,
- One Professional Journalist (one member of the working press from a local commercial newspaper or television station).

The Student Media Board shall:

- Approve the written publications policy of each student publication, including items such as purpose, size, quantity, quality controls, time, place and manner of distribution during the first week of each academic semester;
- Prepare for consideration a proposed budget for each student publication;
- Recommend for consideration contractual relationships for printing, photography, advertising and other services;
- Set qualifications for and upon nomination by the advisor of the publication, appoint the editor of each publication who shall serve for a one-year term;
- Set qualifications for and appoint staff members for each publication, upon nomination of its editor, with concurrence of its advisor, and remove any of these staff members at its discretion; and,
- During the fall of the year, sponsor a seminar on reporting, editing and other journalistic techniques.

The Student Media Board may remove any member of the staff of a student publication when, in its judgment, the staff member fails to meet established expectations.

INTRAMURAL SPORTS

The Intramural Sports program offers a unique opportunity for all members of Alabama State University to participate together in recreational athletics, and build their physical, social, emotional, intellectual, environmental and spiritual dimensions of wellness. You do not have to be a student-athlete to play. These recreational activities are open to everyone and all skill levels are welcomed. Located primarily in Lockhart Gymnasium, there is no fee to participate in activities like: flag football, three-on-three basketball, volleyball, softball, swimming, soccer and many more. To learn more about intramural activities here at ASU, please email: ffranklin@alasu.edu. Please note that you will need your student or faculty/staff identification card to enter Lockhart Gymnasium or to participate in any intramural activities.

FITNESS CENTER

The health and wellness of our students is paramount and our Fitness Center serves all students, faculty and staff. Located in the ASU plaza right off of Carter Hill Road, visitors will find elliptical, treadmill and weight machines. The Fitness Center coordinator/student workers are always on duty to help you get the most from your workout. Similar to Intramural Sports, you will need your student or faculty/staff identification card to enter the Fitness Center. For more information about our center, please email: dcannida@alasu.edu.

INTERCOLLEGIATE SPORTS

Alabama State University maintains championship-winning athletic programs and is a member of the Southwestern Athletic Conference (SWAC). All of our athletic programs are affiliated with the National Collegiate Athletic Association (NCAA). ASU fosters the idea that intercollegiate sports are of considerable significance to a student's, holistic development and contributes overall to the student experience. On our campus, you will find the following athletic teams:

Women's Athletic Teams	Men's Athletic Teams
Basketball	Baseball
Bowling	Basketball
Cross Country	Cross Country
Golf	Football
Track and Field	Golf
Soccer	Track and Field

Softball	Tennis
Tennis	
Volleyball	

GUIDELINES FOR STUDENT SAFETY AND SECURITY

Listed below are certain procedures and regulations designed to ensure your safety and security while enrolled at ASU.

ILLNESS

Sick or injured students have the option of utilizing the Health Center for services. If the Center is closed, students who live in a residence hall should contact the Residence Hall Supervisor for immediate assistance. There are several designated staff members who make up the Student Affairs Crisis Assistance Team (SACAT) who are on 24/7 stand-by, to assist students. Students who live off campus and have a condition that requires emergency medical attention, should call 911.

Students who have opted into ASU’s student health insurance plan, within the specified enrollment period, will have supplemental health insurance coverage with the university. Students who did not opt in, can still visit the Health Center. However, they will be charged, at cost(s), for whatever services are received. Likewise, students who opted out of the university’s supplemental health insurance coverage can utilize their own health insurance (i.e., may be on parents’ insurance plans) at any local provider; but again, will be responsible for any medical fees assessed by a practitioner or hospital.

DEPARTMENT OF PUBLIC SAFETY

Alabama State University’s Department of Public Safety provides 24-hour patrol protection on campus. The physical location of the department is on 1452 1452 Carter Hill Road. Students should note that our officers are fully-vested with law enforcement powers and responsibilities identical to the local Montgomery Police and Sheriff Departments. Our officers have a range of public-safety responsibilities including drafting all crime reports, investigating traffic accidents, enforcing laws regulating underage drinking, controlled substances and weapons/weaponry and other incidents requiring police assistance. Within our Department of Public Safety, are these areas of enforcement:

Fire and Safety: This unit provides several service-oriented functions to the university community which consists of fire drills, fire safety inspections and crime prevention seminars.

Investigation and Crime Prevention: This unit is staffed by officers who specialize in crime prevention duties and conducting investigations. Some of the programs available through this unit include sexual assault prevention presentations and drug and alcohol abuse prevention seminars.

University Escort Service: It is recommended to students, to walk in groups and to carry their university IDs at all times. However, our Public Safety Department also offers an escort service from dusk until dawn, for those students who must walk alone on campus at night. This service is available only on campus. There is no off-campus escort service.

Access Gates: One feature of our continuous efforts to keep the Alabama State University Family safe and secure is through the use of gates to control traffic flow on campus. These gates are at various locations and provide restricted entrance into the campus between 7 p.m. and 5 a.m. All faculty, staff and students must enter the main entrance of the ASU campus (Tullibody Drive) during these hours and must show a valid campus ID card. Anyone who is not currently enrolled must get a visitor's pass from an officer posted at the main entrance or at 1452 Carter Hill Road. To get a visitor's pass, guests must present a state-issued photo ID.

Boot: A boot is an immobilizing device that is attached to the wheel of unregistered and/or unauthorized vehicles parked on the ASU campus. These devices are used Monday through Friday, 7:30 a.m. to 5:30 p.m., except on official holidays. To have the immobilizing device removed from your vehicle, you must pay \$75 at the Cashier's Window from 8:15 a.m. to 4:30 p.m. (located on the second floor of the John Garrick *Hardy Student Center*). A paid receipt must then be provided to the Office of Transportation and Parking, in order for the boot to be removed. Parking-related appeal disputes can be submitted to and addressed by the Office of Judicial Affairs.

Housing Security: Alabama State University maintains residence halls and apartments on campus that are supervised 24-hours a day, by residence hall supervisors. The Department of Public Safety and Housing and Residence Life Office, are jointly responsible for developing procedures and programs to promote the safety and security of our halls.

Drugs and Alcohol: Alabama State University does not allow the possession, sale or consumption of alcoholic beverages by underage students on its campus. The same policy applies to illegal drugs. Violation of this policy will lead to disciplinary and legal action up to and including dismissal and/or full expulsion from the university; and/or, arrest and imprisonment.

To combat this, Alabama State University provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol-and-drug-related issues to support and encourage healthy, productive lifestyles. For more information on these types of programs, please call the Counseling Center at (334) 229-4382. You may also contact the Health Center at (334) 229-4436.

Weapons: Alabama State University does not allow the possession or discharge/use or the display of any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns and paintball guns) on any property owned, controlled or leased by the university (unless authorized by the university or as a part of a university-sponsored event). This also includes: toy weapons which resemble a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or “poppers”); any martial arts weapons or devices which are used to threaten the safety and well-being of persons on any property owned, controlled or leased by the university (unless authorized by the university); any sharp or blunt object/item to injure, attempt to injure or harass another person (i.e., scissors; baseball bat; taser); or, brass knuckles; nunchucks; pocket knife; knife; razor; switchblade; dagger; sword; and/or, bow and arrow/crossbow.

STUDENT AND VISITOR IDENTIFICATION POLICY

Every student enrolled at Alabama State University receives an official Student Identification Card. It must be carried at all times and presented upon request by university officials. Further, it should be reported immediately if it is lost or found to the Department of Public Safety/Transportation and Parking. Please note that a replacement fee is charged (\$25.00), if a duplicate identification or meal card is issued. This transaction can be taken care of in the Student ID Office, located in the John G. Hardy Student Center on the 2nd Floor, B2-20. Other items to note, include:

1. An identification card is required for a student to check out books and materials from the Levi Watkins Learning Center; visit residence halls; obtain meals in campus dining facilities; obtain medical services in the Health Center; access to areas in the University Center (e.g., Game Room); and, access to other university functions (i.e., athletic events).
2. The hours of operation for residence hall lobbies, in the residence halls, are 12:00 noon until 12:00 midnight. Visitors/guests, or someone who is not a permanent or assigned resident of a specific residence hall, are required to present a valid ID/driver’s license (i.e., state identification card); sign in; and, be admitted into the building. All visitors/guests are required to exit the building at the end of visitation. Upon leaving the building, the permanent/assigned resident must escort his or her visitor/guest to the front desk, sign out and pick up the initial ID presented. There is no overnight visitation permitted at Alabama State University

MOTOR VEHICLE OPERATIONS

Students who operate motor vehicles on the campus, are required to register each vehicle with the Department of Public Safety and to obey all parking and traffic regulations. Vehicles that are not registered with ASU, will be ticketed, towed and/or immobilized at the owner's/operator's expense.

Here at ASU, there are five principal parking and traffic flow regulations:

- Between the hours of 7:30 a.m. and 5:30 p.m., students must park in areas designated for students;
- Restrictions pertaining to parking in reserved and handicapped areas will be strictly enforced;
- Parking on campus is prohibited after 1:00 a.m., except for registered vehicles of campus residents and patrons at university-approved events;
- Entrance to and exit from the university will be through designated areas from dusk to dawn; and,
- All visitors who drive to the university campus and expect to park for any purposes must report to the Department of Public Safety and be issued a visitor's permit (accordingly, students expecting visitors who drive vehicles must advise such individuals to report to the Department of Public Safety to receive a parking permit)

DINING OPTIONS AT ASU

Here at Alabama State University, there are a variety of traditional and "grab and go" dining options, via our food services partner, Aramark. Whether or not you eat in the Fred Shuttlesworth Dining Hall, or enjoy a meal at Subway, Bene or Chick-fil-A, we offer something to meet your dietary needs. Take a break and enjoy a variety of nutritious, high-quality meals with your friends!

Please note that students who reside on-campus, are required to participate in the university's meal plan program based on classification--via your payment of Room and Board. Off-campus students, who are not on a Commuter Meal Plan, and visitors, can purchase meals and remit applicable payments at any of our eateries or enjoy a meal in the Fred Shuttlesworth Dining Hall.

Fred Shuttlesworth Dining Hall

Named for ASU alumnus and Civil Rights pioneer, the Reverend Fred Shuttlesworth, our main dining facility features traditional, hot-line meals, a fresh salad bar, pizza, desserts and beverages for your enjoyment. Demonstrating a modern decor, sound system and flat screen televisions, you can eat to your heart's content. Please note that you will need your student identification card to enter or you will be asked to remit payment to eat. To learn what is on the menu for the day, please visit: alasu.campusdish.com.

Operating hours for the dining hall are:

Monday-Friday

7:00 am - 7:00 p.m. (Breakfast, Lunch and Dinner)

Saturday and Sunday

9:00 am - 1:00 p.m. (Brunch)

4:00 p.m. - 6:00 p.m. (Dinner)

Subway, Bene Pizza and Chick-Fil-A

Can't get enough of some of your favorite restaurants? Then, visit both national chains on our campus--serving some of your favorite chicken sandwiches, subs, salads and cookies! And, if you are in the mood for pizza and wings, pub style, then be sure to stop by Bene Pizza.

These eateries are open, in conjunction with the Hardy Student Center. Unless otherwise posted, these eateries are open as follows:

Monday-Friday:

8:00 am - 9:00 p.m.

Saturday and Sunday

12:00 noon- 6:00 p.m. (Chick-Fil-A is closed on Sundays)

I-Cafe (located inside the Levi Watkins Learning Center)

Need to take a quick "snack" break while studying in the library? You won't have to go far. When the library is open, take a moment to stop by our I-Cafe where you can purchase a cup of coffee or tea, as well as "grab and go" sandwiches, fruit and yogurt cups, baked goods and granola bars.

ASU'S BOOKSTORE

The university's bookstore, under the auspices of Follet, is located on the first floor of the John G. Hardy Center, Room B106. The bookstore sells all required textbooks and reference books, as well as a wide variety of school and art supplies, office supplies, greeting cards, souvenirs, ASU- and Greek-imprinted and themed clothing/paraphernalia, snacks, beverages and toiletries. Cash and all major credit cards (Visa, MasterCard, American Express and Discover) are acceptable forms of payment.

The bookstore's hours of operation are:

Monday-Thursday

8:00 am - 5:30 p.m.

Friday

8:00 am - 4:00 p.m.

Saturday

11:00 am - 3:00 p.m.

Sunday

Closed

When not open during regular business hours, you can visit the bookstore at:
www.alasushop.com.

STUDENT CODE OF CONDUCT

INTRODUCTION

As a student here at Alabama State University, you are expected to understand and comply with the institution's guidelines, policies and procedures--as outlined in the *Student Code of Conduct*. Information contained in the *Student Code of Conduct* applies to all aspects of your campus life, including the time that you spend, both in-and-outside of the classroom; on university property; or, at a student-organization related event that may occur off-campus.

You should be aware that we are a campus community that encourages decent, respectful and honorable behavior. We want you to embrace and embody the "Black and Gold" Standard of personal and professional excellence. Likewise, a sense of integrity should be at the core of your academic journey. We regard acts of unethical, immoral, dishonest, disruptive or destructive behavior as serious offenses. Thus, there are processes that must be undertaken when these offenses interrupt the "spirit of community" here on our campus.

As an Alabama State University student, you are expected to:

- 1) Use your time effectively in pursuit of your educational goals and aspirations; and, for maintaining high standards of academic achievement;
- 2) Conduct yourself with propriety--conforming to the highest standards of the university;
- 3) Respect the rights and opinions of others;
- 4) Preserve healthy, safe and clean, physical conditions in the dining hall, classrooms, residence halls and other university-owned properties;
- 5) Participate actively in defining the student life experience;
- 6) Comply with the university's policies, regulations and rules that apply to students and student conduct;
- 7) Uphold the reputation of the university;
- 8) Attend classes punctually and regularly, and devote yourself earnestly to your academic pursuits;
- 9) Take pride in the maintenance and preservation of university property;
- 10) Adopt positive patterns of behavior and values in order to develop a wider understanding of yourself and society; and,
- 11) Use your gifts and talents to make your years at Alabama State University a meaningful experience.

In the following sections, you will find information that addresses and discusses the institution's hearing procedures, policies and your rights and responsibilities as an enrolled student at Alabama State University. Please note that our hearing procedures, which are received in and adjudicated by the Office of Judicial Affairs, are not set up to enforce criminal or civil laws; or, to operate in place of civil authority (i.e., Public Safety, Montgomery Police Department). However, when a student's behavioral choice or outcome warrants the involvement of law enforcement, we will notify the proper authorities.

THE OFFICE OF JUDICIAL AFFAIRS

The Office of Student Judicial Affairs administers the student disciplinary system at Alabama State University. Staff in this office investigate and adjudicate alleged incidents of student misconduct and academic dishonesty. The office also enforces the *Student Code of Conduct*, Traffic Violations, Academic Integrity Policy and educates our campus about community standards and other ethical issues.

Any student or student organization found to have committed any violations of the following policies, including (but not limited to), misconduct, are subject to the disciplinary sanctions articulated within this document. Additional sanctions may be issued, based on the discretion of the Hearing Officer, Judicial Affairs Officer, Student Affairs Staff and/or their designee.

JUDICIAL AUTHORITY

The Judicial Affairs Officer, Assistant Vice President and Vice President of Student Affairs and Enrollment Management, are responsible to the President of Alabama State University, for the supervision, administration and operation of all university policies related to student discipline. The Office of Judicial Affairs, under the Division of Student Affairs and Enrollment Management, receives complaints on student conduct, directs such investigations as deemed appropriate and determines the disposition of cases within the university's jurisdiction. As discussed below, cases with merit may be resolved two ways: 1) administratively or 2) through a formal judicial hearing.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of our campus community. In the matter of developing responsible student conduct, primary reliance is placed on student development, guidance, counseling and admonition. In circumstances where these preferred means fail, the University will use the disciplinary authority inherent in its responsibility to protect our educational and institutional purpose, mission and vision. In the exercise of this authority, safeguards shall be observed to protect all of our students from unfair imposition of penalties.

UNIVERSITY HEARING OFFICER

The Judicial Affairs Officer will serve as the University Hearing Officer, when appointed by the Vice President of Student Affairs and Enrollment Management; or, when other adjudicatory tribunals are unable to convene. The University Hearing Officer has the authority to: 1) conduct hearings on charges of alleged offenses as related to student conduct; and, 2) adjudicate contested violations of university motor vehicle regulations.

For the purposes of investigation, he or she has entry to all university offices and access to pertinent records as permissible by law (including records maintained in Maxient). He or she also has the authority to summon witnesses; and, any member of the university community (including other students, faculty and staff) as a witness. Likewise, he or she may impose any sanction(s) deemed appropriate, in a given case, subject to the policies of the university and the Board of Trustees.

In reference to motor vehicle regulations, the Assistant Vice President of Student Affairs, Judicial Affairs Officer, Captain of Police or their designee, may render judgments, impose sanctions, waive and adjust citations. Any of these individuals have the power to condition, restrict or deny further use of parking facilities and/or operation of motor vehicles on the campus based upon the gravity or frequency of offenses. Their decisions in matters of motor vehicle regulations and operations are final with the university.

DISCIPLINARY PROCEDURES

A. Initiation of Charges

1. Disciplinary charges will be initiated by submitting written charges to the Office of Judicial Affairs and/or the Department of Public Safety. Any member of the university community may file charges against a student or student organization for violating any provision of the *Student Code of Conduct*; however, the burden of proof lies strictly on the complaining party or the accuser. In the adjudication of alleged violations by a student organization, the organization shall only be represented by its president or chief student officer and its chief faculty/staff adviser of record--as documented in the Office of Student Life.
2. The Judicial Affairs Officer also may initiate an investigation based on media reports or other reliable information.
3. A written charge must be signed by the complaining party and state sufficient facts, including specific names(s), date(s), location(s) and description(s) of the alleged act(s) of misconduct--to enable the Judicial Affairs Officer to decide whether further fact-finding is necessary.

B. Suspension Pending a Hearing/Appeal

1. The Vice President of Student Affairs and Enrollment Management (or his/her designee) may suspend a student for an interim period (also referred to as **summarily suspension**) prior to the resolution of a disciplinary proceeding if there is reliable information that supports an allegation of misconduct, and determines that the continued presence of the student on the university campus or at university sponsored events, poses a threat of harm or substantial disruption.
2. The decision to suspend a student or student organization for an interim period will be communicated in writing to the student or organization (via physical letter, email and/or text), and will become effective immediately as of the date of the written decision.
3. The interim action will remain in effect until a final decision has been made on the pending charges or until it is determined that the reasons for imposing the interim action no longer exist.
4. The Assistant Vice President of Student Affairs and Enrollment Management and/or Judicial Affairs Officer may impose other forms of interim action, such as immediate removal from university housing and/or a university ban.

C. Review and Decision by the Judicial Affairs Officer or Designee

1. The Judicial Affairs Officer will make an initial determination as to whether there is a sufficient basis to believe that a violation of the *Student Code of Conduct* may have occurred. The Judicial Affairs Officer will interview the complainant and other witnesses or request additional information from the complainant. The Judicial Affairs Officer may request other adjudicatory tribunals (i.e., the SGA Judicial Branch), established and/or recognized by the Office of Student Affairs and Enrollment Management, to adjudicate alleged offenses.
2. If the Judicial Affairs Officer determines that there is a sufficient basis to believe that a violation of the *Student Code of Conduct* may have occurred and chooses to pursue the violation under the *Student Code of Conduct*, then the Judicial Affairs Officer will timely notify the student of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents. Prior to concluding that a student has violated the *Student Code of Conduct*, the student will be provided with an opportunity to respond to information gathered in the investigation that is believed to support the conclusion that the student may have violated the *Student Code of Conduct*. Members of the university community will be expected to comply with any request or directive issued by the Judicial Affairs Officer in connection with a disciplinary proceeding.
3. A student who is charged will be provided an opportunity to meet with the Judicial Affairs Officer. Students may accept responsibility for conduct violations and waive their rights to procedures provided by this policy. If the student fails to attend the meeting, the Judicial Affairs Officer may proceed with the disciplinary process.
4. The student will be provided with the following:
 - a. An explanation of the charges that have been made;
 - b. A summary of the information gathered;
 - c. A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and,
 - d. An explanation of the applicable disciplinary procedures, including the student's right to request a hearing before a university student conduct board when suspension or expulsion is imposed.
5. If necessary, any further information gathered will be presented to the student and an additional opportunity to respond will be provided.
6. The Judicial Affairs Officer will determine whether it is more likely than not that a violation of the *Student Code of Conduct* has occurred and, if so, the appropriate disciplinary sanction(s) to apply. In determining the sanction, the Judicial Affairs Officer will consider any mitigating factors, including any prior violations of the *Student Code of Conduct*. The student may then decide to plead or may request a maximum of one academic day in which to plead. The pleas which are available to students and the subsequent outcomes are described below:

Responsible: A student who pleads responsible waives his or her right to a hearing and accepts the sanction(s) offered by the Judicial Affairs Officer. The responsible plea will be given in writing to the Judicial Affairs Officer and in the presence of a witness.

No Contest: The student may plead no contest and accept the sanctions.

Administrative Decision: Based on the case and admission of responsibility by a student, the Judicial Affairs Officer may render an Administrative Decision that takes into consideration student development, guidance, counseling and admonition.

Not Responsible: A student who pleads not responsible will have his or her case heard by the appropriate adjudicatory body.

No Charge: A student may not be charged if the allegation(s) are not substantial enough and supported with evidence to prove the claim.

7. The Judicial Affairs Officer will inform the student of the decision, in writing, within 3 class days of the student's last opportunity to respond. When feasible, this information will also be communicated in a face-to-face meeting.
8. The written decision will include a statement of the charges, determination, and the sanction to be imposed--if any. This decision is final, unless the student requests a hearing to review a decision to **suspend** or **fully expel**. If the sanction imposed includes either **suspension** or **full expulsion**, the student will be informed of his/her right to request a hearing before the University Student Conduct Board or other designated adjudicatory tribunal by filing a written request with the Judicial Affairs Officer no later than 3 class days following the date on his or her notice. The student may request a hearing related to the determination that a violation occurred, related to the sanctions imposed, or both.
9. In the event that the University Student Conduct Board or other designated tribunal cannot be convened, the Assistant Vice President of Student Affairs and Enrollment Management or designee shall serve as the hearing officer to preside over the proceedings.
10. The filing of a timely written request for a hearing will suspend imposition of the disciplinary sanction, except for summarily suspension, pending the outcome of the hearing. If the student elects not to request a hearing of the decision, then that decision is final which becomes effective immediately. In instances when the accused student receives a sanction less than **suspension** or **full expulsion**, he or she will be afforded the right to appeal as outlined below, in the section entitled: **Judicial Appeal Procedures**.
11. In presenting his or her defense at a pre-hearing meeting or hearing, the student may be advised by any member of the university community. While the accused student may choose his or her advisor, no person shall be obligated to serve in such capacity. When the accused student elects to be advised by professional legal counsel, he or she must inform the Judicial Affairs Officer in writing at least 48 hours before the scheduled hearing date. In such instances, the university may exercise the option to contact and arrange for the attendance of our university legal counsel at any or all judicial

proceedings. Attorney(s) will not be allowed to address the Hearing Officer or any of the adjudicatory tribunals during the proceedings. He or she may not examine or cross-examine any witnesses, raise questions or objections, or make opening and closing statements. Attorney(s) may serve in an advisory capacity only. The accused student is solely responsible for any and all fees incurred as a result of employing his or her attorney.

D. Review by the University Student Conduct Board

1. Purpose of the University Student Conduct Board

The University Student Conduct Board is the body that conducts hearings concerning **suspensions** or **full expulsions**. The board serves as an advisory to the Assistant Vice President of Student Affairs and Enrollment Management, or their designee, who will make the final decision. The purpose of the board is to formulate a recommendation to the Assistant Vice President of Student Affairs and Enrollment Management regarding the student's hearing. This recommendation may have two parts depending on the nature of the hearing. First, the University Student Conduct Board may make a recommendation as to whether a violation of the *Student Code of Conduct* was more likely than not to have been committed by the student. Second, the board may make a recommendation as to whether the imposed sanction(s) should remain as imposed or should be modified.

2. Composition of the Board

- a. The University Student Conduct Board will be composed of 7 members, including 2 students, 2 faculty members and 2 staff employees. The seventh member, designated as the Chair, will serve as the presiding officer. At least one member from each group is required to make a quorum. The chair will be either a faculty or staff member.
- b. The Office of Student Affairs and Enrollment Management establishes the rules to govern the selection processes for board members.

3. Pre-Hearing Procedures

- a. The University Student Conduct Board members will be notified in writing of their selection.
- b. Based on the availability of board members, the Chair will convene the board within a reasonable time following receipt of the student's written request for a hearing.
- c. A written notice of the hearing will be sent to the student no less than 2 class days prior to the date set for the hearing. The notice will be delivered via email, personally or by mail directed to the address furnished by the student on his/her hearing request. It is the student's responsibility to provide necessary contact information. The notice will include:
 1. A statement of the date, time, location and nature of the hearing;
 2. A written statement of the charges that specifies the allegations of misconduct in sufficient detail to enable the student to respond; and,
 3. Notice of the right to be assisted by an advisor.
- d. If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the Assistant Vice President of

Student Affairs and Enrollment Management in a timely manner. The Assistant Vice President of Student Affairs and Enrollment Management will determine whether to approve or deny the request to reschedule the hearing.

- e. Members of the university community will be expected to comply with any request or directive issued by the Office of Student Affairs and Enrollment Management in connection with a disciplinary proceeding.

4. **Conduct of the Hearing**

- a. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing will be closed.
- b. The Chair will preside at the hearing and will rule upon all procedural matters.
- c. The Chair will present the information that supports the charges and sanction imposed, consistent with general principles of administrative law and university policy. The university will have the burden of showing that a violation of the *Student Code of Conduct* was more likely than not to have been committed by the student. If the student accepts responsibility for the violation charged, then the University Student Conduct Board may focus the hearing on the appropriate sanction.
- d. Information regarding prior misconduct will not be used as proof of a current violation, but may be admitted for other purposes, such as to show that the student had prior experience(s) relevant to the charge or to show that the student had previously been informed that the conduct was not acceptable. Evidence of prior misconduct may be considered in determining an appropriate sanction.
- e. A student who fails to appear at the hearing will be deemed to have abandoned his/her request for a hearing, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance.
- f. A verbatim record in the form of an electronic recording shall be made of each hearing which could lead to **suspension** or **full expulsion** as a sanction.
- g. Except as otherwise permitted by the Chair, witnesses will be excluded physically from the hearing except during their own testimony. However, a victim, as defined by applicable law and provided rights to attend such hearings by law, will be permitted to attend the hearing.
- h. The order of presentation will be as follows:
 - 1. The Chair will call witnesses to provide statements and/or evidence.
 - 2. At the conclusion of each witness' statements, he or she may be questioned by the student.
 - 3. Following the questioning by the student, members of the board may ask further questions of each witness.
 - 4. Following the testimony of all witnesses called by the Judicial Affairs Officer, the student then presents his/her case.
 - 5. Each witness for the student is called to testify. The procedure remains the same as described above.
 - 6. Throughout the proceeding, the parties may introduce written documents or other evidence previously disclosed.

E. University Student Conduct Board Deliberations and Recommendations

1. Following the presentation of information, members of the University Student Conduct Board will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the hearing board and its legal advisor, if any, may be present during the deliberations.
2. Based solely upon the information presented during the hearing, the board will formulate a recommendation to the Assistant Vice President of Student Affairs and Enrollment Management, or their designee, as to whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student and what the appropriate sanction(s) should be. A majority vote is necessary to make any recommendation. In the event there is a tie, the chair will cast the deciding vote.
3. The University Student Conduct Board will not deliberate on the appropriate sanction unless and until it determines that a violation of the *Student Code of Conduct* occurred or the student has accepted responsibility for the violation. In determining the appropriate sanction(s), the University Student Conduct Board may consider any mitigating or aggravating circumstances.
4. The University Student Conduct Board will render its recommendation after the conclusion of the hearing and deliberations, and will communicate the recommendation to the Assistant Vice President for Student Affairs and Enrollment Management in writing. The written recommendation will include findings of fact and a statement of the reasons for the recommendation, and will be signed by the Chair.

Review and Decision(s) by the Assistant Vice President for Student Affairs and Enrollment Management

Following a review of the board's recommendation, the Assistant Vice President of Student Affairs and Enrollment Management (or his/her designee), will render a decision which either affirms, denies or modifies the recommendation of the board. If the Assistant Vice President of Student Affairs and Enrollment Management, or their designee, does not accept the recommendation of the board, the Assistant Vice President of Student Affairs and Enrollment Management, or their designee, will explain any variance from the recommendation in the final decision.

If the final decision does not support the student's position, the letter from the Assistant Vice President and Enrollment Management, or their designee, will also provide notice to the student of the right to seek an appeal pursuant to the processes outlined in the **Judicial Appeal Procedures**. The Assistant Vice President of Student Affairs and Enrollment Management, or their designee will issue a written decision, except when it becomes necessary to conduct further investigation or to remand the matter to the University Student Conduct Board, in which case the written decision will be transmitted following completion of the investigation or the subsequent recommendation of the University Student Conduct Board. Copies of the written decision will be promptly transmitted to all parties involved.

SANCTIONS

In order to protect its educational purposes and processes, the university has the authority to impose sanctions on any student found responsible for an offense or breach of regulation(s)/policies. All sanctions imposed on students who have been found responsible for violations of the *Student Code of Conduct* are based solely on individual circumstances. No case is exactly the same as another, and sanction(s) will most likely differ in similar instances. Below are sample sanction(s), but please note that this list is not exhaustive:

Reprimand: An official verbal or written statement to the student that he or she has violated a University regulation. It is a warning that further misconduct may result in a more severe sanction in the future.

Assessment/Fine: A forced monetary compensation appropriate to the violation, including motor vehicle violations.

Disciplinary Probation: The placing of a student on social and behavioral restrictions for a specified length of time or until a stated condition is met. Further violations of policies will result in consideration of more severe sanctions and/or his or her suspension or full expulsion from the University.

Recommended Next Sanction: Based on a student's disciplinary history and/or violations, this sanction notifies the Hearing Officer of the next action to be taken.

Loss of Privileges: A denial of specified privileges for a designated period of time.

Additional Stipulations: A student may receive this creative stipulation from the university as a write-in from the Hearing Officer in cases where additional explanations or designations are needed for clarity and specificity.

Mandatory Student Check-In Meetings: A student can be assigned mandatory check-in meetings with particular university staff members who the Hearing Officer deems beneficial to the student's growth and development at the university for a designated period of time.

Letter of Apology: A student will formulate an apology for the infraction which will be submitted to the university, reviewed and disseminated to the intended party.

No Contact Order: A No Contact Order can be given to a student who needs to discontinue all communication with individuals involved with a case (includes: via phone, texting, social media, group messaging, written or third party). This action is immediate in nature.

Community Service: A student must complete assigned mandatory hours of service at a non-profit/community based organization.

University Ban: A complete removal of a student from any university-affiliated property or event.

Restitution: Forced compensation to the university or, in the case of private property, to the owner who has suffered the loss. This sanction is applied in cases involving damages to or theft of university or private property.

Educational Sanctions: Mandatory participation in a specific educational program, support groups or the completion of a work or research assignment. The student is responsible for all related expenses.

Residence Hall Suspension: A separation of the student from their assigned residence halls (or specific residence halls as listed in his or her sanction letter) for a specified length of time, after which the student is eligible to return.

Residence Hall Expulsion: A permanent separation of the student from his or her assigned residence hall (or specific residence halls as listed in his or her sanction letter).

Suspension: A forced withdrawal from the university for a stated period of time, after which readmission may be allowable. Suspension may extend for the remainder of the current semester or more semesters; or, until a specified condition is met.

Interim Suspension: A temporary suspension (also referred to as **summarily suspension**) until a hearing can be conducted.

Full Expulsion: A permanent separation of the student from the University.

***NOTE:** In accordance with FERPA and HIPAA, a parent/guardian contact can be reached by various communicative means, if the behavior of a student poses harm to the student and/or campus community.

A student or student organization found to have violated the *Student Code of Conduct* may receive more than one sanction. Students found responsible for violations of the *Student Code of Conduct* may be prohibited from a specified affiliation or from representing the university as a member of an organization or a university-sponsored activity.

JUDICIAL APPEAL PROCEDURES

In each case involving imposition of a penalty or sanction(s), the accused student shall have the right to appeal the decision.

1. An appeal shall be in writing and shall be delivered to the Vice President for Student Affairs and Enrollment Management within 5 class days following the decision by the Judicial Affairs Officer or Assistant Vice President for Student Affairs and Enrollment Management, or their designee. A student who fails to file an appeal within the 5 class day period forfeits the right to any appeal.
2. An appeal to the Vice President for Student Affairs and Enrollment Management may be made only on the following grounds:

- a) Lack of due process (i.e., when a student can show an error in the hearing; or arbitrariness in finding against the weight of the evidence);
 - b) Lack of substantial evidence; and/or,
 - c) Evidence that was not considered or available that would subsequently change the nature of the case.
3. Upon receipt of an appeal, the Vice President for Student Affairs and Enrollment Management shall review the case and make one of the following determinations;
- a) Find no error and affirm the decision of the Hearing Officer or University Student Conduct Board, which adjudicated the case; or,
 - b) Find irregularities and additional pertinent evidence, or prejudicial errors sufficient enough to overturn the decision; or, remand the case to the appropriate body for further adjudication. In the event that the sanction is less than **suspension** or **full expulsion** from the University, the decision by the Vice President for Student Affairs and Enrollment Management is final.
4. Appeal to the University President (in the case(s) of **suspension** or **full expulsion**)
- c) A student who is dissatisfied with a **suspension** or **full expulsion** decision reached by the Vice President for Student Affairs and Enrollment Management may request an appeal by filing a written request with the University President no later than 3 class days following the date of delivery of the written decision. The President of Alabama State University, or designee, may uphold or modify the previous decision. Please note that the decision of the President of Alabama State University is final.

INSTITUTIONAL POLICIES THAT YOU SHOULD KNOW

ZERO TOLERANCE POLICIES

You may be asking yourself, “What does *Zero Tolerance* mean?” On our campus, *Zero Tolerance* means that we prohibit **all**:

- 1) Underage possession and consumption of alcoholic beverages;
- 2) Illegal drugs and/or drug paraphernalia;
- 3) Unauthorized possession and/or use of weapons or weaponry; and,
- 4) Fighting, assault and/or battery.

This policy is effective, as it relates to activities and events hosted on campus and university-sponsored events off-campus. If you are found responsible for violating the *Zero Tolerance* policy, you may receive the maximum sanction of **suspension** or **full expulsion** from Alabama State University. You may also be summarily (meaning temporarily) suspended from campus, including your residence hall--pending the scheduling of a university hearing and/or appeal.

ALCOHOL POLICY

The legal drinking age in Alabama is 21. University regulations prohibit any student who is not of age, from possessing or consuming alcoholic beverages on campus and/or at off-campus, university-sponsored activities. If you are underage, and found responsible for violating this policy, you will be subject to university disciplinary and/or criminal action.

You can also face disciplinary sanctions if you are found responsible for:

- 1) Driving under the influence of alcohol;
- 2) Being intoxicated or under the influence of alcohol;
- 3) Providing alcoholic beverages to a person who is intoxicated; and/or
- 4) Any activity or conduct involving the use of alcohol that is in violation of law.

It should be noted that at some events on campus (i.e., athletic games), alcoholic beverages will be sold. Students, who are of age, will be asked for standard identification (i.e., a driver's license) before the beverage can be sold. Purchases made in violation of this policy, including supplying alcoholic beverages to underage students, or the selling to/furnishing of minors, will be appropriately adjudicated by the Office of Judicial Affairs.

When and where appropriate, the Office of Judicial Affairs does possess the ability to consider a *Medical Amnesty* when it pertains to underage drinking. What does this mean? A student who is impaired, and underage, and seeks medical assistance for him-or herself, in an emergency situation, may be exempt from harsher sanction penalties. A student may in turn receive a variation of educational, rehabilitative and/or restorative justice-based sanctions through the disciplinary process.

Students who may be struggling with alcohol usage or addiction, are encouraged to seek out campus resources by contacting the Health Center (334-229-4436) or Counseling Center (334-229-4382).

ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA POLICY

As a university community, we take seriously our obligation to ensure the safety and well-being of our students. The presence, use or selling of illegal drugs and/or drug paraphernalia is not tolerated; and, when in possession of it, students' sanctions (i.e., **summarily suspension**, **suspension** or **full expulsion**) can be swift. Further, violation of this policy can lead to legal action, arrest and/or imprisonment.

You can face disciplinary sanctions if you are found responsible for:

- 1) The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drugs or synthetic cannabinoid;
- 2) The possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, "homemade" smoking devices, any other smoking device or smoking paraphernalia; and/or;

- 3) Any activity or conduct involving drugs or drug paraphernalia (i.e., use of university property like a residence hall room, Cashier's Office or campus mailbox; monies (real and counterfeit) from a drug sale; exchange of materials to grow and manufacture drugs) that are in direct violation of local, state and/or federal laws.

UNAUTHORIZED POSSESSION AND/OR USE OF WEAPONS OR WEAPONRY POLICY

It is the entire campus' responsibility to ensure that our community remains weapon-free. The Division of Student Affairs and Enrollment Management works closely with ASU's Public Safety Department to promptly identify and confiscate weapons and weaponry, when we have been made aware of their presence; or, when they are provided as evidence or being affiliated with a judicial case. A violation of this policy will lead to disciplinary and legal action up to and including **summarily suspension**, **suspension** or **full expulsion** from the university, arrest and/or imprisonment.

You may face sanctions at the highest level, if you are found:

- 1) Possessing, discharging/using or the displaying of any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns and paintball guns) on any property owned, controlled or leased by the university (unless authorized by the university or as a part of a university-sponsored event);
- 2) Possessing, discharging/using or the displaying of any toy weapon which resembles a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or "poppers"); any martial arts weapons or devices which are used to threaten the safety and well-being of persons on any property owned, controlled or leased by the university (unless authorized by the university or as a part of a university-sanctioned event);
- 3) Using any sharp or blunt object/item to injure, attempt to injure or harass another person (i.e., scissors; baseball bat; taser);
- 4) Violating local, state or federal law as it relates to a brass knuckles; nunchucks; pocket knife; knife; razor; switchblade; dagger; sword; and/or bow and arrow/crossbow.

FIGHTING, ASSAULT AND/OR BATTERY POLICY (including Bullying and Cyberbullying)

As shared earlier in this document, you are expected to display decent, respectful and honorable behavior during your tenure at Alabama State University. Students who find themselves at the center of a verbal and/or physical disagreement with his or her fellow peers, may face stiff sanctions--particularly when these types of incidents disrupt our living and learning environment. The Office of Judicial Affairs will adjudicate cases and instances where there has been:

Fighting, Assault and/or Battery

- 1) Any intentional, physical contact of an insulting or provoking nature; and/or

- 2) Any physical abuse, intentional injury or physical harm of another person (i.e., striking, kicking, shoving, throwing projectile objects or offensive touching).

With the increased use of social media in our society, including virtual personas, pages and websites/videos, texting and group messaging, we have seen an uptick in students who choose to use their virtual presence as a way to negatively engage with their peers. Please note that your digital footprint can be tracked and used as evidence. These types of cases can be adjudicated, when the following has occurred:

Bullying/Cyberbullying, Defamation and Intimidation

- 1) The act of creating an environment where persons are subject to or feel threatening behaviors from another person;
- 2) The act of communicating, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), to someone in any way that is likely to cause alarm;
- 3) The act of holding, sharing or threatening to share any personal information and media, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any and alternative means of communication;
- 4) The act of intentional behavior that is repetitive in nature and that causes alarm or discomfort to another person;
- 5) The act of developing fictitious information about a university member and disseminating that to a third party, which then makes the person susceptible to acts of hate, contempt, ridicule, loss of goodwill or loss of standing in our community; and/or
- 6) The act of holding, sharing or threatening to share any sexual content, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any and alternative means of communication.

OTHER BEHAVIORS THAT CAN BE SANCTIONED

While judicial cases may differ in scope, we are committed to a level of judicial consistency that is applied fairly and transparently. With this in mind, please note the following behaviors (which are not exhaustive) can also be fully adjudicated and sanctioned:

Classroom Disruption

- a. Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn; and/or,
- b. Any behavior that inhibits the academic function of the university academic space during designated course time and instruction.

Damage or Destruction of Property

- a. Any damage or destruction of University property or another person's property.

Deception

- a. Any misuse of any university records, forms or documents through forgery, fabrication, unauthorized alteration, reproduction or other means;

- b. Any giving of false information to the university or to any university official, administrator or administrative unit;
- c. Possession of any fake, altered or any other identification that belongs to another person; and/or,
- d. Any attempt to perpetrate a fraud against the university or a member of the university community.

Disorderly Conduct

- a. All lewd, obscene, indecent behavior or other forms of disorderly conduct;
- b. Any abuse or unauthorized use of sound amplification equipment; and/or
- c. Any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

Disorderly/Improper Assembly

- a. Any assembly for the purpose of inciting violence, destruction of property or disorderly diversion, which interferes with the operations of the university and/or administrative and/or academic functions; and/or,
- b. Any obstruction to the free movement of other persons about campus or the interference with the use of university facilities.

Failure to Comply

- a. Failure to respond to a lawful request by properly identified university or law enforcement officials in the performance of their duties;
- b. Failure to appear and cooperate as a witness in a disciplinary case when properly notified; and/or,
- c. Failing to comply with any disciplinary condition imposed on a person by any student adjudication body or administrator.

Fire Safety

- a. Any failure to evacuate or immediately respond to a fire alarm;
- b. Participation in creating or causing a false fire alarm;
- c. Participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- d. Failure to follow the instructions of staff and emergency personnel during fire alarms;
- e. The possession, use, manufacture, and/or sale of any incendiary device;
- f. Participation in setting or causing to set any unauthorized fire; and/or,
- g. The possession and/or use of any type of fireworks.

Gambling

- a. Engaging in any form of gambling or wagering (i.e., dice or card games) within or on university premises.

Harassment

- a. Any act that creates an unpleasant or hostile situation for another person especially by uninvited and unwelcome verbal or physical conduct; and/or,

- b. Intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his or her personal safety or that of their property.

Inappropriate Dress

- a. Dress and/or appearance that is derogatory, offensive and/or displaying lewd messages, either in words or pictures; sagging pants, midribs or halter tops, mesh, netted shirts, tube tops or cut off t-shirts and/or short shorts--in classrooms, the cafeteria, Student Center, offices and common areas of residence halls; and/or,
- b. The showing of undergarments outside of private living quarters in the residence halls.

Joint Responsibility

- a. Students who knowingly act or plan to act in concert to violate university regulations have individual and joint responsibility for their behavior; and/or,
- b. Any student who knowingly allows another student to violate university regulations without reporting to a university Official.

Misuse of University Disciplinary Process

- a. A student providing false testimony or information at a University Judicial Hearing;
- b. Interference with or disrupting the judicial process (i.e. University Judicial Investigations and/or Misconduct Investigations);
- c. Students failure to complete the imposed sanction(s); and/or,
- d. Students refusal to provide information during the University Judicial and/or Misconduct meeting. **NOTE: Witnesses reserve the right to decline presenting information if the shared knowledge will incriminate them.*

Motor Vehicles, Traffic Violations and Parking Violations

If you operate a motor vehicle on our campus, you are required to register your vehicle (i.e., cars, trucks, motorcycles) with the Department of Public Safety/Transportation and Parking; and, **pay** and **remit** all applicable fees to secure your parking decal. If you fail to follow this procedure and park in reserved spaces, you are at risk of being booted, immobilized or towed at your own expense. In addition, you are required to obey all parking and traffic regulations.

Our Parking and Traffic flow regulations are described below:

- a. Between the hours of 7:30 a.m. and 5:30 p.m., students must park in areas designated solely for students--unless specified by the Department of Public Safety.
- b. Restrictions pertaining to parking in reserved and handicapped/ADA areas will be strictly enforced.
- c. Parking on campus is prohibited after 1:00 a.m., except for registered vehicles of campus residents and patrons at university-approved events. However, motor vehicles may be parked for brief periods for loading and unloading passengers in designated areas.

- d. Entrance to and exit from the university will be through designated areas from dusk to dawn. Please note that you will be asked to show your student identification card or some form of identification (i.e., state driver's license), upon re-entry to campus.
- e. All visitors who drive to the university campus and expect to park for any prolonged purposes must report to the Department of Public Safety; and, be issued a Visitor's Permit. Accordingly, students expecting visitors who drive vehicles must advise such individuals to report to the Department of Public Safety to receive a parking permit.

Possession/Abuse of Animals

- a. Bringing any unauthorized animal on university property or into any building owned, leased or controlled by Alabama State University without approval of the Division of Student Affairs and Enrollment Management and/or the Office of Disability Services; and/or,
- b. Intentional abuse, inappropriate handling or causing death to an animal.

Sexual Assault/Misconduct (also see Gender-Based Misconduct/Title IX and Sexual Harassment Policies)

- a. Any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's sexual organs, or by any object;
- b. Sexual conduct will be deemed to be without the victim's consent when:
 - i. The victim has instructed the perpetrator not to engage in the conduct;
 - ii. The victim is forced to submit to the act;
 - iii. The victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
 - iv. The victim is unable to give consent or permission, or is unable to resist, because of intoxication with drugs or alcohol; and/or,
 - v. The victim is unable to give consent or permission, or is unable to resist, because of any mental or physical disability.

Sexual Harassment (also see Gender-Based Misconduct/Title IX and Sexual Harassment Policies)

- a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favor, or other verbal or physical conduct of a sexual nature when:
 - i. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing or admission to an organization; and/or
 - ii. Such conduct unreasonably interferes with an individual's work, living environment, academic performance or creates an intimidating or hostile work or academic environment.

Solicitation

- a. Conducting any unauthorized business sales or monetary drives, political/business campaigns on campus, classroom, administrative building or any other campus location without approval of the Division of Student Affairs and Enrollment Management;
- b. Placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property; and/or,
- c. Any violation of the University Advertising, Sales, and Solicitation Policy.

Student Identification Card Violations

- a. Altering, lending or selling a Student Identification Card;
- b. Using a Student Identification Card by anyone other than its original holder;
- c. Using a Student Identification Card in any unauthorized manner; and/or,
- d. Failure to produce a Student Identification Card when requested by a Public Safety Officer, staff, or faculty member of Alabama State University.

Theft/Burglary/Robbery

- a. Taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the university) without the owner's permission;
- b. Unlawful entry of a structure to commit a felony or theft; and/or,
- c. Taking or attempting to take something of value from another person by the use of force, threats or intimidation.

Unauthorized Entry

- a. Unauthorized entry into any university building, office, residence hall, off-campus residence hall, parking lot, motor vehicle or other university-related facilities;
- b. Remaining in any building after normal closing hours without authorization; and/or,
- c. Remaining overnight in public areas of the residence hall or surrounding areas without approval from Housing and Residential Life.

Unauthorized Use

- a. Unauthorized use of university equipment;
- b. Unauthorized use of bathrooms, exits or windows;
- c. Unauthorized use or duplication of keys; and/or,
- d. Unauthorized use or possession of any parking permit or hang tag.

Unauthorized Use of Computer Resources

- a. Unauthorized entry into a file to use, read, change the contents or for any other purpose(s);
- b. Unauthorized transfers of a file;
- c. Unauthorized use of another individual's identification and password;
- d. Use of computing facilities that interfere with the normal operation of the university computing system;
- e. Use of computing facilities that violate copyright laws; and/or,

- f. Use of tools for port-scanning, “sniffing,” “phishing” or to monitor or read transmissions from other users on the network.

Undisclosed Recording

- a. The acts of creating, attempting to create or disseminate audio or visual recordings of private or non-public communications and/or meetings within the university and its affiliated spaces without the knowledge or consent of the person participating or subjected to the recording. **NOTE:* This policy excludes public events or discussions or recording made for law enforcement and public safety purposes.

Violation of Confidentiality

- a. Violating the confidentiality of a student’s educational record; and/or,
- b. Working in a university office where students’ records are kept and managed; and, disclosing confidential personnel information.

Violation of Law

- a. Any act that violates a provision of the laws of the United States, the laws of Alabama, the ordinances of any county, city, municipality or other political subdivisions, or the laws of another nation or political subdivision thereof in which such act occurs, is deemed to be a violation of the *Student Code of Conduct* when that act:
 - i. Occurs on the campus of the university, including all property owned, leased, licensed or otherwise controlled by the university;
 - ii. Occurs on the premises of any domicile of a recognized Greek-letter organization;
 - iii. Occurs in the context of any event planned, presented, sanctioned or made available by the university, or its affiliates or any student organization;
 - iv. Occurs at any intercollegiate athletic event in which one of the university's teams is participating, home or away;
 - v. Involves more than one member of the university community; and/or
 - vi. Otherwise adversely affects the University.

ADDITIONAL CAMPUS POLICIES THAT YOU SHOULD BE FAMILIAR WITH

The policy statements described below are provided to assist you in better understanding our campus community. However, please keep in mind that Alabama State University complies with local, state and federal policies and laws, as they are voted on and approved. As a result, new institutional policies may be introduced and considered by the Board of Trustees; and, then added as *addendums* while *The Pilot* is in circulation. You will be made aware of these modifications your official Alabama State University email account, as well as postings on the Alabama State University website.

CAMPUS DRESS AND APPEARANCE POLICY

Alabama State University students are expected to conform to recognized university standards of conduct, behave with decency and dress appropriately while attending on-and off-campus functions in academic settings, social events, extracurricular activities and other public functions. The following community standards ensure that students at Alabama State University uphold a standard of social responsibility and manners, that align with the institution's historic presence as an academic, civic and cultural leader within the Historically Black College and University (HBCU) community.

As a university community staff, faculty and administrators reserve the right to deny students admission to various functions, facilities or events, if their manner of dress does not align with university standards.

Please note the following:

- No student will be allowed to enter any university building with their pants hanging below their waist--without a belt, shoes, shirt or wearing undergarments without appropriate coverings; spaghetti straps; or, with hats and/or durags/hair bonnets on their heads;
- No student will be allowed in any university building with pajamas/night garments on, except in the residence halls; and
- Students are to refrain from wearing clothing that uses lewd, derogatory, offensive language and/or imagery

*Please be mindful that some students do not ascribe to gender binary norms (traditional male/female) and thus may exude attires that they have preferred. This is recognized and accepted within the university community. This logic also applies to students who may wear clothing or garments that are worn on the head or face, because of religious preferences.

SMOKE AND TOBACCO-FREE POLICY

The health and well-being of all of our students matter here at Alabama State University. Alabama State University is a **smoke and tobacco-free** campus. Smoking and the use of tobacco products are prohibited in or around the entire campus, including all: 1) Residence Halls; 2) Classroom buildings; 3) Common Spaces (i.e., student center, library, dining hall); 4) Walkways; and 5) Parking areas that are owned, used, occupied or leased by Alabama State University. This includes the:

- Carrying, burning, or possessing of any type of lighted device including (but not limited to), pipe tobacco, electronic vapor devices, cigars, cigarettes, or any other smoking equipment (i.e., hookahs), whether filled with tobacco (or any other type of substance).
- Using (or intent to use) lit or unlit products such as electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf form of tobacco.

All members of our campus community should make a good faith effort, to see that all faculty, staff, students and their guests, do not smoke and/or use tobacco products while on our campus. Any student who violates this policy, shall be subject to the disciplinary sanctions set forth under the *Student Code of Conduct*, ranging up to and including **suspension**.

ANTI-HAZING POLICY

At Alabama State University, we subscribe to and acknowledge the State of Alabama's (16-1-23) definition of hazing:

“Any willful action taken or situation created whether on or off any school, college, university or educational premises, which recklessly or intentionally endangers the mental or physical health of any student.”

Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

If you suspect that Hazing has occurred in a student organization; residence hall; sorority/fraternity; athletic group; honor society; or, special interest club, then you should report this information immediately to: 1) ASU Police Department at 334-229-4717 or the 2) Office of Judicial Affairs (334-229-4867).

You are also welcome to report Hazing, by completing an *On-Line Incident Form*, by using your smartphone or device, to scan the following QR Code. You can report anonymously.



Such activities and situations may include but are not limited to:

- Paddling in any form;
- Creation of excessive fatigue;
- Physical and psychological shocks;
- Quests, treasure hunts, scavenger hunts that require, expect or lead to the theft or destruction of property;
- Road trips or any other such activities carried on or off campus;
- Wearing, publicly or privately, apparel which is conspicuous and would not normally be worn by the new or prospective members or be considered in good taste by a reasonable person;
- Engaging in public stunts and buffoonery;

- Morally degrading or humiliating games activities;
- Any other activities which are not consistent with organizational laws, ritual, or policy or the regulations and policies of the educational institution; and/or
- Actions forced, required, or implied to be required, which violate federal, state or local law, are considered hazing

Hazing is Strictly Prohibited in Student Organizations

We are serious about hazing here at Alabama State University and we want to ensure that you understand why we want to emphasize this point. It is important to remember that all of our student organizations, including (but not limited to) sororities/fraternities; athletic groups; honor societies; and, special interest clubs are subject to this policy. Hazing shall include (but not be limited to): forcing, requiring or expecting new members, associate members, prospective members or initiated members to participate in any of the following actions or activities:

- Drinking alcohol or any other substance;
- Using any drug, narcotic, or controlled substance;
- Eating foods that a reasonable person would not eat;
- Branding, tattooing, piercing or other bodily alterations;
- Permitting less than 8 continuous, uninterrupted hours of sleep per night;
- Nudity at any time;
- Conducting activities which do not allow adequate time for study;
- Subjecting a person or group of people to verbal harassment;
- The use of demeaning names;
- Misleading new members, associate members or prospective members in an effort to convince them that they will not attain full membership status, or that they will be hurt during an initiation ceremony or any other activity that would cause extreme mental stress;
- Carrying any items (weighted bags, shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
- Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.);
- "Trashing" intentionally, any area for the purpose of annoying others or having others clean the "trashed" area;
- Disallowing new members, associate members or prospective members to talk for an extended period of time;
- Having new members, associate members or prospective members perform personal chores or errands;
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose;
- Exposure to the elements;
- Conducting "interrogations" or any other non-constructive questioning;
- House duties not shared by all members of the organization;
- New members, associate members or prospective members expected to do anything exclusively for the fun or entertainment of the members; and/or

- Forcing new members, associate members or prospective members to make monetary payments or incur extra expenses not included in general membership

Student Organizations' Disciplinary Procedures

A recognized student organization, and/or its members (collectively or individually when acting as part of the organization), may be held responsible for violations of the *Student Code of Conduct*; and when appropriate, subjected to disciplinary action. When a student organization is accused of committing a violation of university policy (including but not limited, to any violation of published university policies and procedures), or local, state or federal laws, a complaint may be filed with the Office of Student Life. Upon receipt of such a complaint, the Director of Student Life (or his/her designee) and in partnership with the Office of Judicial Affairs, shall conduct an investigation and determine if a hearing will be held regarding the complaint. The following should be noted:

- When the accused organization is a fraternity or sorority, the Director of Student Life may choose to refer the case to the appropriate Governing Board (University Greek Council or the National Pan-Hellenic Council) for adjudication;
- If it is determined that the alleged violations are by individuals, but not collectively by the organization, the case will be referred to the Office of Judicial Affairs for adjudication;
- If an organization is accused of a severe policy or risk management violation (including but not limited to, hazing, fighting, other physical violence or an egregious violation involving alcohol or illegal drugs), the adjudication for the organization shall be handled through the Office of Judicial Affairs; or,
- If the allegation involves club sports, the administrative hearing will be done in consultation with the Office of Judicial Affairs and Coordinator of Intramurals and/or his/her designee.

Adjudication Procedures

If a formal hearing is warranted, the following procedures apply for disciplinary cases involving a student organization:

- a. Selection of Hearing Board: The Hearing Board will consist of five (5) members, three (3) to be selected from the Judicial Court of the Student Government Association, one (1) member being a current faculty/staff advisor of a recognized student organization and one (1) Student Affairs and Enrollment Management professional staff member selected in consultation with the Vice President of the Division of Student Affairs and Enrollment Management. A chairperson will be selected from within the committee. The Judicial Affairs Officer will serve as an advisor and ex-officio member to the Board, will answer procedural questions, but will not vote.
- b. Determination of a Quorum: Four of the five voting members of the Hearing Board must be present to constitute a quorum.

c. Notice of Hearing: The organization president or the highest-ranking officer of the student organization shall be notified in writing by the Director of Student Life (or his/her designee) of the date, time and place of the hearing--at least three business days before the hearing. The notice shall also include a statement of the allegations of policy violations and information regarding the student organization's rights in the hearing.

d. Absence of the Accused Organization: The accused student organization may choose not to attend the hearing and may instead submit a written presentation of its case. The hearing may proceed in the absence of the accused and by such absence, the accused organization forfeits its right to question witnesses.

e. Witnesses: The representative officer of the accused student organization, the complainant and/or the Director of Student Life (or his/her designee), may invite persons who have information relevant to the accusation to present testimony at the hearing; however, the chairperson of the Hearing Board may limit the number of witnesses to avoid repetition and cumulative testimony. The Board may also limit the testimony of character witnesses to the sanctioning phase of the hearing. The names of witnesses and written disclosure of the main points of their testimony must be provided to the Judicial Affairs Officer and the Director of Student Life, in a minimum of twenty-four hours before the hearing. Each party shall be responsible for insuring the presence of his/her witnesses at the hearing and shall be prohibited from submitting a written statement in lieu of personal testimony, unless otherwise permitted by the Hearing Board to do so as a result of extenuating circumstances (i.e., class, medical emergency). Witnesses invited by either party shall be present only while they are testifying.

f. Student Organization Assistance: The officer of the student organization may be accompanied and assisted at the hearing by an advisor of the student organization's choice, provided the advisor is an employee or student of the University. For Greek organizations, a chapter advisor and/or chapter representative may also accompany the officer. In the event a student organization faces pending criminal or civil charges based on the incident that has given rise to the university disciplinary proceedings, the organization's attorney may accompany the officer of the student organization, as long as the university's attorney has been summoned and has agreed to sit in on the hearing. The student organization must provide the name of the advisor to the Judicial Affairs Officer and Director of Student Life, at least twenty-four hours before the hearing. At no time, may the advisor or attorney participate directly in the hearing proceedings. He/she may only consult with the student representing the organization.

g. Disqualification Challenges: Any Hearing Board member may disqualify himself/herself if he or she has a conflict of interest with the case, with the accused student organization, complainant or when the Board member feels a personal bias makes it impossible to render a fair decision. The accused student organization or the complainant may challenge a Hearing Board member on the grounds of conflict of interest or personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members present. If a challenge is upheld, the chairperson may, at his/her discretion, either appoint another person to fill the vacancy or direct that the vacancy not be filled. In the latter case, a quorum shall thereafter consist of the remaining members of the Hearing Board.

- h. **Conduct of the Hearing:** The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Hearing Board with a complete understanding of the facts involved. Irrelevant, immaterial and unduly repetitious evidence may be excluded. The hearing and the deliberations of the Hearing Board shall be private. The Judicial Affairs Officer or Director of Student Life, shall make a record of the hearing that may be reviewed in that office by a designated representative of the accused student organization upon request. Decisions of the Hearing Board shall be made by majority vote.
- i. **Continuances:** The Hearing Board, by a majority vote, may continue the hearing to a later time.
- j. **Additional Rules:** Procedural rules, not inconsistent with these established procedures, may be created by the Hearing Board from time to time-- to fulfill its functions in an orderly manner.

Decisions

The decision of the Hearing Board shall be submitted as a recommendation to the Assistant Vice President for Student Affairs and Enrollment Management, who may do one of the following:

- a. Accept the recommendation and direct that the sanctions be implemented.
- b. Lessen or otherwise modify the sanctions imposed by the Hearing Board.
- c. Refer the case back to the Hearing Board for further consideration of sanctions.

Appeals Process

A student organization has the right to appeal its sanctions, by adhering to the following process:

- Appellate Review. The appellate review will be based on the information and materials in the case file; a summary of the evidence submitted; findings and recommendations; the student organization's written request for an appellate review; and, the record of the hearing.
- Decisions by the Hearing Board may be appealed to the Vice President for Student Affairs and Enrollment Management and his/her designee.
- In both cases, the student organization has five, business days from receipt of the original decision in which to submit an appeal in writing.
- The organization may appeal based on the following reasons:
 1. A substantial procedural error that unreasonably impaired the student organization or the hearing body.
 2. An unduly harsh sanction against the accused student organization.
 3. New information of a substantive nature not available at the original hearing.
 4. Information of substantial bias on the part of the disciplinary body hearing the case.

- An appeal may be resolved in one of the following ways:
 1. The original decision may be upheld.
 2. Modified sanctions, either greater or lesser, may be imposed.
 3. The case may be remanded back for a new hearing.
 4. All allegations may be dismissed.

- The appellate decision shall be final and will not be subject to any further appeal.

NONDISCRIMINATION AND HARASSMENT POLICY

Alabama State University is an equal opportunity institution which does not discriminate on the basis of age, race, religion, color, disability, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, marital status and/or veteran or military status in any programs, including admissions or employment. On May 6, 2016, the university’s Board of Trustees, voted on and approved language concerning our students and discrimination. As a campus community, we do not condone: *“Conduct (physical, verbal, graphic, written or electronic) that is 1) unwelcoming to all students; 2) discriminatory on the basis of age, race, religion, color, disability, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, marital status and/or veteran or military status; 3) directed at any individual; and, 4) so severe, pervasive and objectively offensive that a reasonable person, even with the same characteristics of the victim, would be adversely affected to a degree that interferes with his or her ability to participate in or realize the intended benefits of an institutional activity, opportunity or resource.”*

To file a complaint or for additional information about discrimination and harassment, please contact the Title IX Coordinator, located in C1.64 of the John Garrick Hardy Student Center (phone: (334) 229-4713). In matters regarding sex discrimination, the university does comply with Title IX of the Education Amendments of 1972. Information regarding the application of Title IX may be obtained from the Assistant Vice President of Human Resources (334) 229-4667); or, Director of Diversity and International Affairs (334) 229-4713).

In reference to students with dis(A)bilities, Alabama State University will provide reasonable accommodations for individuals qualifying under the *Americans with Disabilities Act (ADA)* and other state and federal laws and regulations. This service is dependent upon verifiable student needs. Students with documented, special needs, who intend to enroll, should contact the Office of Disability Services at (334) 229-5127.

PEACEFUL PROTESTS AND FREEDOM OF EXPRESSION AT ALABAMA STATE UNIVERSITY

As a public institution in the state of Alabama, Alabama State University acknowledges students’ *First Amendment Rights*, as they pertain to religion, expression, assembly, intellectual freedom and the right to petition.

Students are free to exercise and demonstrate these rights (i.e., communication through lawful means; peaceful assembly; speech-making; distributing literature; engaging with the media; hanging of materials and administering petitions), as long as, in accordance with state and federal law, the activity is “lawful and does not significantly and substantially disrupt the functioning of the institution or materially and substantially disrupt the rights of others to engage in or listen to the expressive activities.”

Students are encouraged to consult with the Office of Student Life, Division of Student Affairs and Enrollment Management, Public Safety and/or Institutional Advancement, to ensure that any university materials and spaces needed for such activities, are properly secured; and, the safety of students, faculty and staff, whether they are participants or bystanders, is paramount. Those found in violation of this policy, or prevent students, faculty or staff from exercising their *First Amendment Rights*, will proceed through the judicial process and be sanctioned accordingly (as outlined in the *Student Code of Conduct*).

****Source:** *House Bill 498, Education Policy, 2019.*

GENDER BASED MISCONDUCT POLICY (AND RELATED GUIDANCE)

TITLE IX AT ALABAMA STATE UNIVERSITY

Alabama State University is committed to promoting gender equity in employment and education. In cases dealing with sex discrimination, informal mediation is available through the Title IX Coordinator or the Assistant Vice President of Human Resources, depending on the circumstances of the alleged incidents. In the event an individual is not satisfied with the mediation or elects not to pursue the informal process to remedy an alleged discriminatory practice, the student or employee may file a formal grievance. The purpose of the grievance procedure is to facilitate resolution of a grievance in an orderly and consistent manner as established in the Title IX Grievance Manual of the Office for Civil Rights of the U.S. Department of Education and Alabama State University. Information regarding the application of Title IX may be obtained from the Assistant Vice President of Human Resources at (334) 229-4667 and the Director of Diversity and International Affairs at (334) 229-4713.

DEFINITIONS THAT YOU SHOULD KNOW

Before filing a Title IX grievance, we want to ensure that you are familiar with the following definitions:

Grievance: A complaint alleging any action, policy, procedure or practice which would be prohibited by Title IX.

Title IX: Title IX of the Education Amendments of 1972, the 1980 implementing regulations and any memoranda, directives, guidelines or subsequent legislation that may be issued or enacted by the U.S. Department of Education.

Complainant: A student or employee of Alabama State University who submits a grievance relevant to Title IX or an individual or group submitting a grievance on behalf of a student(s) or employee(s).

(Name of Institution/Agency): Any reference to Alabama State University means any school, department, subunit or program operated by the University.

Title IX Coordinator: The employee(s) designated to coordinate Alabama State University's efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulation.

Title IX Deputy: Any person designated by Alabama State University or by the Title IX Coordinator as a person with whom Title IX grievances may be filed. The Title IX grievance representative may be delegated other tasks by the Title IX Coordinator.

Respondent: A person alleged to be responsible, or who may be responsible, for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

Hearing Officer: The representative(s) of Alabama State University, or its governing body, who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.

Grievance Answer: The written statement of the respondent regarding the grievance allegations and possible corrective action.

Grievance Decision: The written statement of a hearing officer on his or her findings regarding the validity of the grievance allegation and the corrective action to be taken.

Day: A class day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and all holidays.

Corrective Action: The action which is taken by Alabama State University to eliminate or modify any policy, procedure or practice found to be in violation of Title IX and/or to provide redress to any grievant injured by the identified violation.

HOW TO FILE A TITLE IX GRIEVANCE

A grievance may be filed by an individual student, employee or a group that files a complaint on behalf of a student(s) with the Title IX Coordinator. A grievance alleging discrimination or harassment, must be done so in writing; and, submitted to the Title IX Coordinator or other designated Title IX Deputy.

All grievances shall be processed in accordance with the following procedures:

- 1.** A grievance may be filed in writing at any time after the occurrence of a possible Title IX violation. The written grievance shall contain (1) the nature of the alleged incident; (2) the individual (s) against whom the complaint is made (i.e., “Respondent”); (3) the names of any witnesses; (4) any and all available evidence or sources of evidence; and (5) how the alleged discrimination denies or limits access to, or benefits of, any program, activity, or employment opportunity of Alabama State University.
- 2.** The Title IX Coordinator shall notify all parties in writing within five (5) class days of receiving the grievance.
- 3.** The respondent must send in writing a grievance answer within five (5) class days back to the Title IX coordinator.
- 4.** If the Title IX coordinator fails to respond within five (5) class days or if the response is unfavorable, a grievance petition may be filed with the hearing officer within five (5) class days of the date on which the Title IX coordinator(s)’ response was received or should have been received.
- 5.** The Title IX coordinator shall notify the hearing officer of the complaint and shall set up a hearing. The coordinator shall set the date, time and place of the hearing and notify the respondent of the hearing at least five class days before the hearing.
- 6.** Each party may be represented by professional legal counsel. However, if any party elects to be advised or represented by legal counsel, the hearing officer must be notified in writing no later than 48 hours before the hearing. In such a case, the University may exercise the option to present its case through the use of legal counsel.
- 7.** At the conclusion of the hearing, the hearing officer shall compile his or her findings regarding the validity of the grievance allegation and the recommended corrective action in a document called the “grievance decision” on the appropriate hearing form. The hearing officer shall transmit written copies of the “grievance decision” to the grievant, Judicial Affairs Officer and Vice President for Student Affairs and Enrollment Management, and the Title IX Coordinator. The Title IX Coordinator shall send a copy to the President. A verbatim record in the form of a tape recording may be made during each hearing. All correspondence sent to the grievant must be by signature or certified mail or electronic university mail address.
- 8.** The hearing officer’s “grievance decision” shall contain a statement of the facts, findings of fact with respect to the matters at issue and recommended corrective actions.
- 9.** If notice of appeal of the hearing officer’s decision is received by the Title IX coordinator within five (5) class days of receipt of the decision, another hearing shall be scheduled the grievant request an appeal with the university President. In the hearing, the burden of proof is on the grievant.

10. The respondent shall have the right to testify in his or her own behalf, to present evidence and witnesses, to hear and question adverse witnesses, and to rebut administrative or hearing committee by his or her peers. The judgment of the hearing officer shall be based solely on the evidence presented in the hearing.

11. The Title IX coordinator shall do a follow-up and monitor each case brought to a hearing on the designated form.

***Source:** *U.S. Department of Education, Office for Civil Rights, Title IX Grievance Procedures: An Introductory Manual, 1987.*

SEXUAL ASSAULT AND RAPE POLICY

This policy is applicable to heterosexual and same-sex, sexual assault and rape. Sexual assault is defined as any unwanted touching of a sexual nature. This includes but is not limited to:

- Unwanted kissing, touching or fondling
- Penetration with a finger or a foreign object
- Rape (vaginal or anal intercourse, oral or genital contact)

These acts constitute sexual assault when they are attempted or committed through force, threat, or intimidation; when the perpetrator has been informed that his/her actions are unwanted: or, by taking advantage of the victim's incapacity or helplessness caused by alcohol or other drugs.

Rape is defined as "unlawful sexual intercourse by force or deception." A person is responsible of rape in the first degree when one intentionally engages in sexual intercourse with another person without consent.

Alabama State University categorization of rape is as follows:

- **Stranger Rape:** The sexual assault of an individual by someone the victim does not know.
- **Acquaintance Date Rape:** The sexual assault of an individual by someone the victim knows, usually an acquaintance or a date. Date rape is the most common type of rape occurring on college or university campuses, but the least frequently reported.
- **Group/Gang Rape:** The sexual assault of an individual by multiple perpetrators. Many gang rapes on college campuses occur in residence halls, fraternity houses or at off-campus parties and in vehicles.

THE STATE OF ALABAMA'S RAPE CRIMINAL LAWS

In the case of rape allegations and findings, you should be aware that besides sanctions that are rendered by Alabama State University, the state of Alabama also has criminal laws that are applicable, including:

Rape in the first degree

A person commits the crime of rape in the first degree if: He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or he or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

Rape in the first degree is a Class A felony.

Rape in the second degree: A person commits the crime of rape in the second degree if: Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

Rape in the second degree is a Class B felony.

Sodomy in the first degree: A person commits the crime of sodomy in the first degree if: He engages in deviant sexual intercourse with another person by forcible compulsion; or He engages in deviant sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or He, being 16 years old or older, engages in deviant sexual intercourse with a person who is less than 12 years old.

Sodomy in the first degree is a Class A felony.

Sodomy in the second degree: A person commits the crime of sodomy in the second degree if: He, being 16 years old or older, engages in deviant sexual intercourse with another person less than 16 and more than 12 years old. He engages in deviant sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

Sodomy in the second degree is a Class B felony.

UNIVERSITY POLICY ON SEXUAL HARASSMENT

Alabama State University is firmly committed to providing an environment that is free of discrimination. Sexual harassment is reviewed as a form of sex discrimination and most reprehensible offense, whether committed on or off campus. Alabama State University will vigorously investigate and impose sanctions when investigation confirms that sexual harassment has occurred. The university is especially sensitive to this matter where students are involved and will not hesitate to impose the maximum disciplinary sanction where warranted. Deliberate false accusations of sexual harassment will not be condoned and will result in disciplinary action being taken against anyone who knowingly makes a false report.

SEXUAL HARASSMENT DEFINED

Here at Alabama State University, we define sexual harassment as any unwelcome sexual advances, requests for sexual favor and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic decisions, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment or the assignment of better academic grades or favorable consideration for academic or social advancement. Sexual harassment may be of a heterosexual, same-sex or transphobia in nature and may consist of the following:

1. sexually suggestive language;
2. derogatory sexual comments;
3. unsolicited touching of the body;
4. outright solicitation of sexual intercourse;
5. subtle pressure for sexual favors or social encounters;
6. demands for sexual favors or social activity accompanied by threats or insinuations that failure to submit will adversely affect one's employment, wages, work conditions or academic advancement;
7. demands for sexual favors or social activity accompanied by implied or direct promises that submission will result in better job treatment or academic advancement; and,
8. patting or pinching.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

A student who believes he or she has experienced sexual harassment can report the allegation to the Director of Diversity and International Affairs/Title IX Coordinator, Judicial Affairs Officer, their designee under the Division of Student Affairs and Enrollment Management or the Department of Public Safety. A formal investigation of the matter will begin when a written complaint is filed. If charges of sexual harassment are formally filed against any officer of the University who serves at or above the level of an area Vice President or the Director of Intercollegiate Athletics, the Assistant Vice President for Human Resources shall within 10 days report that fact and the results of any preliminary investigation to both the President and the Chairman of the Board of Trustees.

INVESTIGATING INCIDENTS OF SEXUAL HARASSMENT

Prior to initiating an investigation, the Director of Diversity and International Affairs will notify the accused person(s) of the sexual harassment charge and of the impending investigation. The investigation will be non-adversarial. Therefore, attorneys for neither side will be permitted. The investigation committee will be composed of three disinterested members. Two members will be appointed by either of two, divisional vice presidents. The third member will be selected by the two members appointed by the vice presidents. If the two cannot agree on naming a third member, the Director of Diversity and International Affairs will name the third member. If the

sexual harassment charge involves a student, at least one member of the committee will be a student appointed by the Judicial Affairs Officer or their designee under the Division of Student Affairs and Enrollment Management.

The committee will interview and obtain relevant testimony from any and all persons who may have knowledge of the matter within 90 days of notification. Upon completion of the investigation, the committee will compile its findings, formulate recommendations and forward its report through the Director of Diversity and International Affairs to the Judicial Affairs Officer or their designee under the Division of Student Affairs and Enrollment Management.

Retaliation

Alabama State University strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of Title IX violations. Any person who violates this policy will be subject to discipline, up to and including termination, if they are an employee or dismissal if they are a student. Retaliation includes intimidation, threats, harassment and any other adverse action threatened or taken against any complainant or third party because of the complaint or participation in the investigation and/or reporting process.

Confidentiality

All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the student making the allegations is usually disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and maybe considered a violation of university policy

The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files. Alabama State University Police officials have a duty to report violations of this policy for federal statistical reporting purposes keeping all personally identifiable information private. Information regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Reporting to University Officials

The University strongly encourages individuals to report acts of gender based violence to the appropriate authorities and officials. Reporting an assault is the only way that action can be taken against the alleged attacker. Survivors are encouraged to do one or more of the following:

- Contact the Violence Against Women(Men) Program Director (VAWP), also known as “M.O.V.E” (Moving Out Violent Environments)
- Contact the Title IX Coordinator

- Contact University Police or local police authorities. Please note that the reporting to University Police or other law enforcement does not require an individual to file criminal charges.
- Contact campus administrative offices as indicated. Upon the person's request, these officials or designee will assist in notifying proper law enforcement officers.

A student who has experienced gender based misconduct may disclose information regarding the misconduct to any member of the Alabama State University community. If a student survivor reports to another student, faculty or staff member that a sexual assault has occurred, the survivor should strongly be urged to report the event to one of the departments listed as on campus resources. University Police, Counseling Services, Health Services, the Vice President of Student Affairs and Enrollment Management, the Title IX Coordinator and the Violence Against Women(Men) Program Director are just a number of areas in which an incident can be reported. However, students should be aware that not all employees are required to maintain confidentiality. Prior to the start of the conversation, the employee should inform the student of his/her confidentiality status.

If an incident of gender misconduct is reported, the victim or employee should:

- Ensure the safety of the student survivor.
- Encourage the student survivor to seek immediate medical treatment if injured.
- If the survivor was sexually assaulted and desires a confidential rape exam, they should be encouraged to contact S.T.A.R at 334-213-1227. The survivor should be encouraged not to shower/bathe, brush teeth, comb his or her hair, or change clothes in order to protect any evidence that can be gathered. The rape crisis center will collect clothing for evidence and provide a change of clothes for the survivor. If the student survivor has already changed clothes, the clothing worn during the assault should be placed in a brown paper bag and brought to the rape crisis center.
- If a dating or domestic violence offense occurs the Family Sunshine Center may be contacted.
- If a stalking offense occurs the victim will be referred to the Alabama State University Police Department and/or the One Place Family Justice Center.
- Inform the student survivor of resources available on campus such as "M.O.V.E", ASU's Violence Against Women(Men) Program (VAWP), the Title IX Coordinator, the Counseling Center, the Health Center and University Police.
- Advise the student survivor of his or her right to, or not to notify or seek assistance from off campus law enforcement, the Title IX Coordinator and University Police.
- Advise the student survivor of his or her right to receive or reject counseling assistance or medical treatment for the purpose of gathering evidence for subsequent prosecution.
- The ASU VAWP support staff will complete the VAWP List of Services Check Sheet that addresses sexual, dating, domestic or stalking violence services to ensure that the student survivor was made aware of an on and off campus resources.

Amnesty

At times, students are hesitant to report the occurrence of a gender-based assault to university officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with violations of the drug and alcohol policy. While these behaviors are not condoned by the university, the importance of dealing with them pales in comparison to the need to address instances of alleged gender-based misconduct. Accordingly, in these cases, the university will not pursue disciplinary action against a student who claims, in good faith, to be the victim of a gender-based misconduct in connection with the reporting of a gender-based incident, or against students named as witnesses to the incident.

Off-Campus Resources:

Agency	Location	Contact	Availability
*Standing Together Against Rape (S.T.A.R)	530 South Lawrence Street Montgomery, Al 36104	334-213-1227	24 Hours
*Family Sunshine Center Domestic Violence Crisis Line Local Crisis Line	858 South Court St, Montgomery, AL 36104	1- 800-650-6522 334-263-0218	24 Hours
*One Place Family Justice Center	530 South Lawrence Street Montgomery, Al 36104	334-262-7378	8:00am-5:00 pm
Montgomery Police Department	320 North Ripley Street Montgomery, Al 36104	334-241-2651 or 911	24 Hours

On-Campus Resources:

Department	Location	Contact	Availability
ASU University Police	1452 Carter Hill Road	334-229-4400 334-229-4717	24 Hours
*ASU Counseling Services	John Garrick Hardy Center, #C-155	334-229-4382 334-229-4894	8:00 am-5:00 pm
*ASU Health Center	Simpson Hall, Basement	334-229-4436 334-229-4438	8:00 am-5:00 pm
Title IX Coordinator	John Garrick Hardy Center, Office #C-164	334-229-4210	8:00 am-5:00 pm
Vice President for Student Affairs and Enrollment Management	John Garrick Hardy Center, Suite C119	334-229-4241 334-229-4233	8:00 am-5:00 pm
**“M.O.V.E” Violence Against Wo(Men) Program	John Garrick Hardy Center, # C-137	334-229-6767	24 Hours

Note: Faculty and Non instructional Staff are deemed to be responsible employees that may assist all students.

Title IX Deputy Listing

Name	Department	Phone Number
Jennifer Williams	Athletics	334-229-7636
Dr. Carly Johnson	Performing Arts/Band	334-229-4340
Jeremy Hodge	Student Affairs and Enrollment Management	334-229-4156
Kimberly Todd	Police Department	334-229-6727
Rakesha Hines	Housing and Residence Life	334-229-4357
Dr. Janel Bell Haynes	Faculty	334-229-4130
Brenda Kennedy	Counseling Center	334-22-4380
Dr. Ronda Westry	Student Affairs and Enrollment Management	334-229-5304
Reletta McGhee	Admissions	334-229-4806

Violence Against Women(Men) Program: “M.O.V.E”

Alabama State University has a Violence Against Women(men) Program, entitled M.OV.E. The mission of this program is to coordinate comprehensive on and off campus services and resources for the university that help to reduce offenses in the area of sexual, domestic, dating and stalking violence. The VAWP is committed to providing culturally specific prevention and education programs for the University along with culturally relevant training for campus Law Enforcement and Judicial Affairs. The effort is guided with input and direction from an active Coordinated Community Resource Team. The overall purpose of the program is to help create and foster a campus environment that has a “zero –tolerance” for sexual, domestic, dating and stalking offenses. More importantly, VAWP will provide needed support in a time of crisis to survivors of such offenses. More importantly, VAWP will provide needed support in a time of crisis to survivors of such offenses by providing information regarding their rights and access to on and off campus support resources.

Educational Programs

Alabama State University is committed to providing preventive, informative and supportive programs for all members of the university community. Campus-wide programs coordinated by the Violence Against Wo(men) Program, University Police and the Division of Student Affairs and Enrollment Management will be offered to students to increase safety awareness, improve communication skills between women and men, help prevent acquaintance and stranger rape, build self-esteem and provide information on steps to take in the event of a sexual assault. Dissemination of educational information will begin prior to arrival, upon arrival and during the academic year. Various educational formats will be used including but not limited to classroom sessions, required on-line modules, handouts, forums and programs. Bystander intervention alternatives are strategically included in the on-line modules and incorporated in on-going programs. Additionally, the sexual misconduct police are linked to the on-line training as well.

RESIDENCE LIFE STUDENTS’ RIGHTS AND RESPONSIBILITIES

The Housing and Residence Life Department is an integral part of the educational experience here at Alabama State University. Our Housing and Residence Life program strives to create and maintain an environment which is supportive of and responsive to you in the pursuit of your educational goals. Efforts are made to integrate academic and out-of-class learning--that help you to develop a balanced and realistic approach to life, after you leave the university. Our residence halls consist of any campus residence hall, apartment, designated off-campus location, and/or contracted private housing locations under the direct supervision and responsibility of the Department of Housing and Residence Life.

We also strive to provide convenient and secure living-learning communities, based on the understanding that each member of the community has both rights and responsibilities. It is your responsibility to respect the rights of all other community members--regardless of their background, interest, beliefs, values or attitudes. Your compliance with the following expectations will contribute to the creation and maintenance of a productive residence hall environment and experience.

STUDENTS' RIGHTS

1. Students are expected to respect the rights of others and to assert their own rights. Any time individuals feel their rights are being violated, they should consult with their Housing and Residence Life Staff member (i.e., Residence Hall Director, Resident Advisor). Any member of the university community who knows about a violation of the *Student Code of Conduct* may report the violation, whether or not the reporter was affected by the violation.
2. Students have the right to sleep, read, and study free from undue interference, unreasonable noise, and other distractions. Stereo equipment should be played with consideration for others, particularly students who are sleeping or studying. Socializing should not interfere with academic activities of others.
3. Students have the right to personal privacy within the limits of the residence hall and respect from others for their personal belongings.
4. Students have the right to a clean and safe living environment. Any activity that endangers others will not be tolerated in the residence halls. This includes, but not limited to, the possession and/or use of firearms or explosives, including fireworks, threats to do bodily harm and tampering with fire equipment (including pulling false alarms or the unwarranted discharging of fire extinguishers); or, starting fires in trash cans.
5. Students have the right to freedom from harassment, especially acts of ethnic or racial prejudice, hazing or discrimination for reasons of race, color, creed, religion, national origin, sex, sexual orientation, age, dis(A)bility, etc.
6. In exercising visitation privileges, the rights of roommates must not be violated. Guest(s) must not interfere with the roommate's use of the room.
7. Students have the right to receive assistance and support from the Housing and Residence Life staff.

STUDENTS' RESPONSIBILITIES

1. It is the student's responsibility to express their understanding of their individual rights to fellow residents in a calm and diplomatic manner.
2. It is the student's responsibility to treat fellow residents and Housing and Residence Life staff with respect, consideration and consistent cooperation.
3. Alcohol is prohibited on campus. It is expected that students will abide by the laws of the State of Alabama and make careful and independent decisions regarding their own use of alcohol. In all situations, students may not allow their behavior, under the influence of alcohol or not, to violate the rights of others. Alcohol is viewed as an aggravating rather than a mitigating circumstance in any policy violation situation. The illegal possession and/or use of alcohol and the possession and/or use of illegal drugs are prohibited and can lead to civil arrest.
4. It is the student's responsibility to make every effort to understand and comply with all university, Housing and Residence Life and Dining Hall policies and regulations.
5. It is the student's responsibility to be constructive contributors to a positive residence hall community. Involvement in one's Residence Hall Council supports the upholding of

building security; development of and attendance at programs; and, responsibility for a clean and undamaged hall.

6. It is the student's responsibility to afford every resident the personal dignity he or she deserves and report incidents of racial or other discrimination or harassment to hall staff.
7. It is the responsibility of the student to search for solutions to problems. Students should de-escalate residence hall problems through Housing and Residence Life (i.e., Resident Assistant, Residence Hall Director, Residence Hall Assistant Director, Residence Hall Night Coordinator, Assistant Director of Housing and Residence Life or Director of Housing and Residence Life).

HOUSING AND RESIDENCE LIFE'S RULES

ACCESS TO YOUR ROOM/APARTMENT

Residence Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control and enforcement of Housing and Residence Life regulations. In partnership with Public Safety, and at times, the Office of Judicial Affairs, staff may search a room and seize evidence when strong probable cause exists to cause Residence Life Staff to believe that university policies or state laws are being violated. Residents need not be present or give permission for search, and staff members are not required to identify what they are searching for.

ALCOHOL

1. Alcohol cannot be possessed or consumed in rooms, suites, or apartments.
2. Alcohol may not be possessed or consumed in a public area of the residences. All areas in Residence Halls are considered public areas. When the door of a private room is open, the room is considered a public area.
3. Individuals under the age of 21 may not consume alcohol.
4. Those of legal drinking age may not consume alcohol in University Housing and Residence Life facilities.
5. Individuals may not provide alcohol to anyone under the legal drinking age. Those who do, are subject to sanctions/penalties under university regulations and Alabama state law.
6. To avoid disagreements regarding violations of the alcohol policy, the display of empty alcoholic beverage containers, not limited to bottles, cans, and cases, are prohibited in public areas and student rooms--which includes containers used as decoration. This applies to all residents regardless of age.
7. Drinking games (whether or not alcohol is involved) or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
8. At no time should activities which encourage excessive drinking and/or lead to the endangerment of the individual served take place in the residence halls.
9. All parties and social events must exclude alcohol in apartment and/or suite-style living environments, and must be registered and approved by the Residence Hall Director no less than 48 hours prior to the event. All registration forms must state the type of the events, as well as the specific names of sponsors and monitors. Students living in apartment and/or suite-style living environments who fail to register social events may

lose their privilege to host any gatherings in the future, and may go through the Residence Life adjudication process. The Social Event Registration form can be found in the Housing and Residence Life Office in the John G. Hardy Student Center.

10. No tap alcohol beverages, including kegs, are permitted in the residence hall rooms or suites. A ban on keg deliveries is imposed in the residence halls and suites.
11. Those persons registering the social event are responsible for the behavior and actions of all persons attending the event.
12. The Residence Hall Director may limit the number of registered social gatherings in any hall or area; the Residential Hall Director reserves the right to refuse social gatherings in the facility.
13. In accordance with university policies, the Residence Life staff may intervene in, or terminate any parties or social events that are illegal, unregistered, or disruptive to the community.
14. Any student, regardless of age, found to be acutely intoxicated, will be evaluated by Emergency Services for possible hospital treatment. Any student, regardless of age, requiring hospital treatment, will be subsequently evaluated by the Alcohol and Other Drug Alcohol and *Other Drug Assistance Program for Students.

***Medical Amnesty:** Student/s who are impaired and underage, and are seeking medical assistance for themselves in an emergency situation, will be exempt from harsher sanction penalties for underage drinking or drug usage. Student/s will in turn, receive counseling assessment and educational services through the disciplinary process.

15. All Residents will be held responsible for the behavior of their guests, which includes Alabama State University students.

ANIMAL/PETS

No animals are permitted to enter or be kept in the residence hall. Any resident in violation of this regulation will need to immediately remove the animal. If the unauthorized animal cannot be removed, residence hall staff will contact Alabama State University Police to assist with removal of the animal. The resident will be charged any expenses incurred in addition to judicial charges.

*In the event of specialized circumstances where medical, disability or support services are needed, students will need to work with Disability Services, as well as Housing and Residence Life, for evaluation and approval.

ANTENNAS

Television and stereo antennas are not permitted to be installed outside of your room or apartment. This includes satellite dishes.

ANY DISRUPTIVE BEHAVIOR

It is expected that students will not disrupt the residential community- this includes behavior affiliated with electrical/high definition modification devices and guest/visitors. Violators will be

referred to Judicial Affairs Officer or their designee.

APPEALS

All appeals regarding housing contracts, housing billing, private room, damage or housing appeals, must be submitted in writing to the Office of Housing and Residence Life via email at: housing@alasu.edu . Appeals must be filed within five class days of notification from the Office of Housing and Residence Life.

APPLIANCES

Radios with self-contained antennas, DVD Players, electric razors, irons with auto shut-off feature, clocks, hair dryers, electric lamps, heating pads, electric blankets, humidifiers, and fans are permitted in rooms--provided their use does not disturb other residents or their state of repair is not a fire hazard. All appliances must be UL listed.

General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the resident's room/suite. This includes such items as: hot air popcorn poppers, hot plates, grills, electric skillets, toasters, quesadilla makers and toaster/convection ovens. Please note this list is not all inclusive. No cooking is permitted in a resident's room--with the exception of a microwave oven. Under no circumstances are sun lamps, dehumidifiers, space heaters, oil lamps and gas appliances allowed. Violators of this policy may have appliance confiscated and will be subject to disciplinary action.

BICYCLES

Bicycles may be stored in student rooms/suites provided they do not restrict free entry and exit, or may be placed in bike racks conveniently located near your residence hall (if applicable). Bicycles may not be stored in stairways, hallways or other common areas and are not to be chained to exterior light poles, trees, etc.

BOMB THREATS

All bomb threats will be considered real. Suspicious packages, boxes or other containers containing possible explosive devices should not be tampered with or held by students. In such cases, the area should be kept clear and Public Safety immediately contacted. Residents should evacuate the building immediately and return only when told to do so by official university personnel.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls or apartments. Candles, incense and any item with an open flame or exposed heat source will be confiscated.

Students are not allowed to have charcoal, gas or electric grills in residence halls. Students living in campus apartments are not permitted to use or retain charcoal grills without notification and approval of Housing and Residential Life Staff.

CAR REPAIR

Residents are not allowed to perform any type of car maintenance in residence hall, complex and apartments parking areas.

CHILDREN

Children (minors under the age of 19 who are not enrolled in a university-sponsored program) are not allowed to stay overnight or live in residence halls, complexes and apartments. Furthermore, because of the concern for liability and the Department of Human Services', guidelines for proper supervision, residential students are not permitted to use their assigned room/apartment as a location to babysit.

DECORATIONS

Decorations are limited to the interior of student rooms and suites, and in areas specified by the Residence Hall Council. UL-approved Christmas lights may be hung in windows as long as they are in compliance with Fire Safety Policy. An artificial tree may be displayed in one common area per hall and suite. Live trees and burning candles are not permitted in university housing due to the risk of fire. Christmas decorations must be removed prior to students leaving for Winter Break.

COHABITATION

In residence halls, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/suite on a semi-permanent basis usually associated with an intimate-partner relationship. Cohabitation and excessive visitation violates the rights of room/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. They are expected to reside permanently in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer by the Office of Residence Life and Housing Staff.

CONDUCT

Any resident who intentionally commits, attempts to commit, incite or aid others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a judicial hearing will be established. A decision regarding disciplinary action will be made after the resident's hearing; thereafter, the student will have an opportunity to appeal the decision. Below is a list of such acts which may warrant a meeting and/or hearing. This list is not exhaustive:

- Obstruction or disruption of disciplinary procedures, residence life procedures, university and/or Residence Life programs or any other authorized function or event.
- Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.
- Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies.
- Failure to maintain proper health/safety standards.
- Failure to respond to a verbal request or written summons from a residence life staff member or other University official.
- Housing of all pets other than approved service animals.
- Interference with the right of access to residence hall or apartment facilities or with any contractual right of any person in University housing.
- Misrepresentation or misuse of student identification in university housing or failure to show identification upon request by a residence life staff member or university official.
- Possession of empty alcoholic beverage containers, either on one's person or in a room/suite, or which can be identified as belonging to an individual will constitute a violation. Alcoholic beverage containers are not permitted as room decorations.
- Removal of and/or damage to window screens (if applicable). Residents in violation will be charged to replace missing or damaged screens.
- Tampering with and/or modifying electrical systems (i.e. smoke alarms, outlets).
- Unauthorized occupation, use of, or unauthorized entry into any residence hall or apartment facility, student room or apartment.
- Use of sports equipment inside of and in close proximity to residential facilities: i.e. racquetball, skateboards, pellet guns, archery or golf equipment. Furthermore, storage of pellet guns and archery equipment in residence halls, complexes, and apartments is not permitted.
- Violation of courtesy hours.
- Violation of quiet hours.
- Violations of the terms and conditions of the housing lease agreement, the *Student Code of Conduct* or other policies listed elsewhere in this handbook.
- Visiting in a room or apartment with a member or in close proximity to an area which is

predominantly identified with a visitor at times other than announced visitation.

- Possession or use of firearms, knives, explosives, ammunition, tasers, pepper spray/mace or any other object/substance that can be used as a weapon
- Possession, use, manufacture or sale of any prohibited or controlled drug or substance in University housing.
- Setting of a fire or the use and/or possession of any open filament or incensory device in University housing
- Tampering with or misuse of fire alarms, smoke detectors or fire extinguishers. Criminal charges also apply.
- The use and/or possession of any alcoholic beverage where liquid is present.
- Theft and/or possession of stolen goods, including illegal possession of or damage to University property or property of a person in university housing
- Verbal or physical abuse or threat of such abuse against any person in university housing or any authorized function or event, or any conduct that threatens or endangers the health, safety or welfare of any person.

CONFISCATION OF ITEMS

Illegal substances and items found to represent a health and safety violation, or in which other ways constitute a violation of university policies, will be immediately removed by Residence Life Staff. A confiscation report will be issued listing all items removed. Some confiscated items, valued at \$50 and above, may be claimed when you complete a proper check-out of the residence hall/suite. Items not claimed within 30 days after vacating are disposed of.

Items which will be confiscated by staff, and are not returnable to residents include (but not limited to):

1. Alcoholic beverage containers and caps
2. Incense, candles, potpourri and related paraphernalia
3. Other miscellaneous illegal items

Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The can or bottle will be retained by the staff as evidence of judicial action. Items which will be turned over to Public Safety include:

1. Drugs or other illegal substance and/or paraphernalia
2. Fireworks and weapons of all types
3. Traffic/safety regulation signs
4. Beer kegs and taps

CONTROLLED SUBSTANCES/DRUGS

The manufacture, sale, possession, use and intent to distribute controlled substance(s); or paraphernalia which has been declared illegal by municipal, state or federal law is prohibited in and/or around residence halls and apartments. Anyone found in violation of this policy will be subject to disciplinary action by the Office of Student Judicial Affairs and appropriate action under municipal, state and federal law (all cases involving drugs/drug paraphernalia are referred to the Office of Student Judicial Affairs).

CURFEW

There is no established curfew in the residence halls and apartments. Residents may enter/exit their assigned residence hall or apartment 24-hours a day.

DAMAGES AND DAMAGE CHARGES

Students are expected to take responsibility for any damage, even accidental damage, which they or their guests cause to university property--or the property of another resident or guest. This could include damages resulting from a cooking fire or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost(s) of repair or replacement for the university or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Student Judicial Affairs to determine responsibility. Potential fines for damage will be assessed and issued.

Our damage charges are as follows:

Cleaning	<ul style="list-style-type: none">● Based on assessment of RHD or RA (up to \$200)
Painting	<ul style="list-style-type: none">● re-plastering - \$150● nail removal - \$75● paint over - \$150
Lock	<ul style="list-style-type: none">● key replacement (i.e. broke or bent beyond use) \$75 each/ CJ Dunn Tower is \$200 per key● key/lock core replacement (key is lost or misplaced) \$75/ CJ Dunn Tower \$200 per key
Glass	<ul style="list-style-type: none">● *Varies based on Physical Plant quote regarding labor and service
Window	<ul style="list-style-type: none">● \$150

Bed reassembly	<ul style="list-style-type: none"> ● \$150
Curtain rod replacement	<ul style="list-style-type: none"> ● \$50
Blinds	<ul style="list-style-type: none"> ● \$150
Light fixture	<ul style="list-style-type: none"> ● \$150
Thermostat	<ul style="list-style-type: none"> ● \$150
Trash pick-up	<ul style="list-style-type: none"> ● \$75
Illegal room change	<ul style="list-style-type: none"> ● \$100
Room Lock Out	<ul style="list-style-type: none"> ● 1st Lockout- Courtesy ● 2nd Lockout- \$10 ● 3rd Lockout- \$25 ● 4th Lockout- Key Core Change (See above for lock charges)
Room Check Failure	<ul style="list-style-type: none"> ● \$50
Improper Checkout	<ul style="list-style-type: none"> ● \$100
Property Damage	<ul style="list-style-type: none"> ● \$100
Fire Exit Violation	<ul style="list-style-type: none"> ● \$100
Visitation Violation	<ul style="list-style-type: none"> ● 1st Violation- \$200 ● 2nd Violation-\$400 ● 3rd Violation- Visitation Suspension and Fine
Smoke Detector Violation	<ul style="list-style-type: none"> ● \$75
Smoking in Room/Building	<ul style="list-style-type: none"> ● \$100
Furniture Damage	<ul style="list-style-type: none"> ● Subject to replacement costs plus shipping

***Note: Charges are subject to change due to market cost variation and additional charges may be assessed based on labor, specialized materials and etc.**

DISCIPLINE PROCESS

When a student violates one of the policies designed to ensure the safety and comfort of others, the student will be held responsible for his/her actions through the student conduct process. This process is designed to be fair, uphold students' rights, and to be an educational process. The student conduct process begins with a student incident report.

Misconduct reports are used by hall staff to document, in writing, an incident that occurs in and around the residence halls/complexes. Usually these incidents are policy or regulation violations that have occurred. They are generally used by hall staff to communicate the facts of an incident to the Office of Housing and Residence Life, as well as Judicial Affairs, in order to ensure the appropriate action is taken. Misconduct reports can be used to take down facts about a theft or unusual happenings in the hall, complex and apartments--to keep the hall staff informed. If you are named on an incident report, you may be asked to speak with your Residence Hall Director or the Judicial Affairs Officer. If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action.

ENROLLMENT

Students residing in housing must be enrolled as a **full-time student** for the semester in which they live in the residence halls/complexes. For fall and spring semesters, this means a minimum of 12 hours. For summer semester, students need to be enrolled in a minimum of 6 hours.

FURNITURE

Furniture is provided for students to use in the residence halls. Furniture is not to be removed from the lobby area or moved from one room to another. Also, students should not remove glasses, plates or silverware from the dining hall for use in the residence hall.

GRIEVANCES

Students who have a grievance against a Housing and Residence Life staff member first, if appropriate, should discuss the matter with the staff member. If the differences cannot be resolved, the student may file an appeal in writing to the Assistant Director of Housing and Residence Life. If the grievance is not satisfactorily resolved with the Assistant Director of Housing and Residence Life, the student may file a written appeal to the Director of Housing and Residence Life, followed by the Assistant Vice President of Student Affairs and Enrollment Management, and then the Vice President of Student Affairs and Enrollment Management.

GUESTS

A guest is defined as a person(s) who is not assigned to the room or hall in which they are visiting. Gatherings of 9 or more students, who are in attendance, must register in advance with the Residence Hall/Apartment Director. You are responsible for the actions of your guests at all times. They are to respect the needs and rights of your room/apartment mates. Guests may not be left alone in the room/apartment. Guests must be escorted at all times when visiting the residence

halls/complexes.

Violation of this policy will result in the occupant(s) being fined \$200 and disciplinary action taken.

GAMBLING

Gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to, betting on poker, card games, dice, sports pools or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the residence halls or any residence hall room. Gambling can also be a crime/disorderly conduct offense and Alabama State University Police and Public Safety will be contacted.

HALL/FLOOR MEETINGS

Mandatory Hall Meetings are conducted on a monthly basis; with the first occurring on the evening before the first day of classes. These meetings are held to familiarize students with the expectations of on campus living. Meetings are held by your RA/RHD. Attendance is **mandatory**, and you will be held responsible for all information that is discussed during the meeting. Hall meetings provide excellent opportunities for you to share concerns and ideas with the RA/RHD and community members about residence life.

HAZING

Hazing is not permitted at Alabama State University on or off campus by any student organization. A complete description of hazing is included under the Anti-Hazing portion of the *Student Code of Conduct*.

HOUSING LICENSE AND AGREEMENT

Your license agreement is a very important document. Before you sign your agreement, you should read over the terms and conditions stated. Your license agreement is binding for the entire time you reside in a residence hall, complex or apartment.

INCENSE

Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense and incense paraphernalia is not allowed in the residence halls.

INTER-ROOM VISITATION POLICY

Same-gender and open visitation hours are 12:00 noon to 12:00 midnight daily, 7 days a week. All residents are responsible for the behavior of their guests. A student may not permit visitors in their room over the objection of their roommate(s). If unwanted guests become a source of complaint by other residents or university staff, due to behavior or duration and frequency, this

will constitute a de facto sub-letting of space to an unauthorized person. Violation of the guest policy may result in judicial action and/or termination of the resident's housing agreement and removal of the guest from university housing.

When you invite a guest to visit you, provide him/her with your telephone number and ask that he/she calls upon arrival. Do not prop open the entrance doors to the residence hall as this compromises residence hall security. Your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance. Don't allow strangers into your home. Persons making deliveries are not allowed in the facility unless met and accompanied by a resident.

Visitors/guests are not permitted to go beyond the lounge area while visiting the halls without permission from the staff on duty. Visitors/guests may be received in the lounge of the residence halls daily beginning at 12:00 noon. All visitors will leave the halls at the closing hour of 12:00 midnight. Housing overnight visitors or family members is not permitted. Violation of this policy will result in disciplinary action and/or termination of the Housing Contract. Visitors must leave all residential facilities at the end of visiting hours.

Children are not allowed to visit in the residence halls, unless they are accompanied by parents. No baby-sitting is allowed in the residence halls at any time. Children 10 years and younger, are not permitted to visit on the floors--but may remain in the lobby area when accompanied by an adult.

VISITING IN HALLS

When visiting, a guest should go to the office, present a validated ID card, driver's license and give the name of the resident (Alabama State University host), the guest wishes to visit, to the desk receptionist or the residence supervisor on duty--who will page the designated person. The guest may wait in the lounge until the person they wish to see arrives. Visitors who are not Alabama State University students must present a visitor's pass before visitation rights are approved. Overnight lodging is not permitted.

INSURANCE

The protection of personal property is the individual's responsibility. Students are encouraged to obtain personal renters insurance, possibly through their parents' homeowners and health insurance policies. An example of renter's insurance can be found here at www.nssi.com.

LATE CHECK IN

Upon written request, the Office of Housing and Residence Life will hold your room assignment for only a short period of time after the official check-in period has ended. Failure to notify our office will result in being counted as a NO SHOW at check-in and your assignment will be cancelled.

LOCKOUTS

The hall supervisor will not open any resident's room at any time for anyone except official university personnel and the occupant. If a student is locked out of his/her room, the staff may not be immediately available to assist with the door opening. If they are, then students must do the following:

1. Students must present a valid ASU-ID card at the time of request. (Note: When ID card is locked in a room, student is required to give their CWID number, then ID must be presented upon entering the room).
2. Student is required to complete an "open door request" form at the time that a request is made. A student's signature is required with the understanding that the first occurrence will be a courtesy:
 - a. \$10.00 will be charged and billed to the student's account for doors unlocked (Second Occurrence) (Note: At supervisor's availability).
 - b. \$25.00 will be charged and billed to the student's account for doors unlocked (Third Occurrence) (Note: At supervisor's availability).
3. A charge slip will be completed by the staff member on duty and signed by the student at the time a request is made (all charge slips will be submitted to the Housing and Residence Life Office immediately upon completion or the next working day).
4. When a student makes it known that he/she has lost his/her key, an initial fee of \$75.00 will be charged accordingly (with the exception of CJ Dunn Tower which is \$200 per key). No additional charges, to open the student's door, will be assessed while a new lock/key is being made. Doors can be opened at the supervisor's discretion and/or availability.

LOFTS

The construction of lofts is not permitted.

LOST KEYS

The cost of replacing a lost key, rekeying the lock core and issuing additional replacement keys for your roommate(s) is non-refundable. The required amount is billed through the Office of Housing & Residence Life; via your Residence Hall Director and payable at the Cashier window located in the J. Garrick Hardy Student Center. This charge is necessary to ensure the safety of all room/suite residents. Report your lost key immediately to your Residence Hall Director.

LOUNGE FURNITURE

Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Lounge furniture may not be removed or rearranged without prior permission from the residence hall director of that building.

MOTORCYCLES/MOPEDS

The storage of mopeds and motorcycles in close proximity of the residence hall/apartment is not allowed. Motorcycles should be parked in designated parking in the parking lots.

MUSICAL INSTRUMENTS

Although you may be a musician, your neighbors may not agree. Therefore, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Thomas E. Lyle Band Room.

NOISE

Students whose behavior disrupts the community, may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of the law, the Police and Public Safety Department will be notified. This includes, but is not limited to, use of profanity, public nudity, drunkenness and lewdness.

Just as a student has the right to reasonable protection against unwarranted physical intrusion, s/he also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc., within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others.

NO SHOWS

Your residence hall/apartment assignment will be held until the first day of class, at 12:00 noon. It is your responsibility to notify the Office of Housing and Residence Life in advance, if you are unable to check in by this time. Students who fail to notify the office will forfeit their assigned bed space.

OPEN FLAMES

Items which require the use of flammable liquids, or an open flame to operate, or which produce heat (i.e. bunsen burners, lighted candles, alcohol burners, incense), are not allowed in residents' rooms/apartments.

PACK AND STORE

Personal property left in a student room after a resident has checked out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed and disposed of at the resident's expense. The university shall not be responsible or liable for any losses or damages to any abandoned property.

PARKING

Parking is available for each residence hall, complex and apartment, in designated areas. Parking permits must be purchased from Campus Police, located in the John G. Hardy Student Center. If you are approved for a hall/apartment transfer, you are required to also transfer your current parking decal. Please contact the Office of Public Safety during regular business hours. It is not advisable to keep valuable possessions in your car.

POSTING

A. General

A specific bulletin board marked-STUDENT ACTIVITIES-is provided in each residence hall/complex for the posting of campus events and other types of information. Individuals or groups wishing to post information must obtain the permission and stamp of approval from the Office of Student Life. All information posted must be in compliance with the rules and regulations for posting as outlined by the Student Life Office.

Information that does not have the approval of Student Life, or that is improperly posted, will be removed by the Residence Hall staff immediately.

B. Resident Room/Apartment

Information signs or other decorations may not be displayed in windows-interior/exterior-of the residence hall/complex. Banners may be allowed with special permission. No types of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

POWER STRIPS

The use of UL-approved power strips with a built-in circuit breaker is required on appliances and other electronic devices used inside a room/apartment.

PROPERTY LOSS OR THEFT

The university is not responsible for loss or damage to residents or other person's money or valuables or personal property for any cause, damage to their property that may result from a violation of any university policy or housing guidelines, or arising from any other misuse of the premises. Residents are strongly encouraged to obtain renters insurance for personal property.

PUBLIC AREAS

Public areas in residence halls and apartments are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. Smoking is not permitted in public areas. Also the grounds outside residence halls may not be used for private social events.

UNAUTHORIZED AREAS FOR OUTDOOR ACTIVITIES

Bouncing of basketballs, Frisbee throwing, skateboarding, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to the halls and the respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited.

REAPPLICATION

Applications to return to the residence hall system for the following academic year and applications for summer school are available during the Housing Reapplication Week held in the spring. Information about reapplication will be posted in February of each academic year. It is your responsibility to follow the directions set forth by the Office of Housing and Residence Life to obtain residency for the next academic year.

RELEASE OF PRIVATE INFORMATION

Release of private information to students or other interested parties is not permitted without prior written consent by the originator and approval of the Director of Housing and Residence Life. Because of FERPA, copies of certain private information that will not be given at the originator's request are job applications, housing applications/contracts and financial records.

RESTRICTED AREAS

Certain areas in and around the residence halls/ apartments are off limits to students. These include, but not limited to, roofs, ledges, mechanical rooms, crawl spaces, etc.

ROOFTOP/LEDGES

As a safety precaution, students are not permitted on rooftops or window ledges. Items are not to be placed on the outside of the window ledges or hung outside the windows.

SECURITY

For your own protection, as well as protection of your personal property, do not leave your room/apartment unlocked when unattended and do not sleep with your room/apartment door open or unlocked.

Examples of security measures in residential facilities include the following:

1. Desk operations
2. Security Personnel walking around and in the residence halls
3. Door Peepholes

4. Safety Awareness Programs designed to acquaint residents with crime prevention strategies
5. Security Awareness Agreements are read and assigned by all residents at check-in.

Alabama State University's Office of Housing and Residence Life continually monitors the living environments to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all Housing and Residence Life policies as responsible community members. If something appears to be wrong, please notify your Residence Life staff and/or campus police.

SMOKING

Alabama State University is a Smoke Free Institution. Smoking is prohibited in all buildings on campus.

SOLICITATION

Unauthorized selling, collection of monies and or promotion on or within campus Housing without the permission of the Director of Housing and Residence Life, or their designee, is prohibited. Students may not promote companies or business firms which solicit participation of parties without prior approval. Students are not permitted to solicit any actions in exchange for money or trade of any items for any purpose (i.e. selling food, tickets, clothing, jewelry, hair, braiding/hairstyling, and etc.)

SURVEYS

All surveys conducted in Alabama State University housing must have the prior approval from the Director of Housing and Residence Life. Surveys will be limited to assessments to the quality of residence life, specific issues affecting campus life, university-sponsored surveys and official U.S. government business (i.e. Census).

THERMOSTAT

In residential facilities with central air conditioning and heating, thermostats are to be set in a range from 68 degrees to 82 degrees. This will help ensure cooling systems do not freeze up in warm weather and will help conserve energy during peak winter months.

UNCLAIMED ITEMS

Items that have been left in the room will be bagged and tagged. Housing and Residence Life will attempt to contact students, concerning their items. If items are not claimed, they will be disposed of. Housing and Residence Life is not responsible for items left in the residence halls rooms or spaces.

UPPERCLASSMEN HOUSING

Only freshmen with special needs, on a case-by-case basis, as approved by the Director of Housing and Residence Life and their designee, may live in upperclassmen facilities.

VACATING UNIVERSITY HOUSING

Students located in residence halls/apartment will be given 24 hours to vacate for the following reasons:

1. Voluntary cancellation of housing license agreement
2. Suspension from University housing (unless misconduct warrants immediate dismissal)
3. Loss of status as a student
4. Non-payment of registration fees, housing fees, etc.
5. Withdrawal from the university

HOUSING AND WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from Alabama State University by visiting the Office of Records and Registration. All students withdrawing from the university during fall, spring or summer semesters, must completely vacate their assigned room by removing all of their personal belongings and complete a proper check-out inventory with the residence hall staff and the Office of Housing and Residence Life.

Finally, students should remit their student identification card to the Student ID Office, and check-in with the Offices of Financial Aid and Student Accounts to ensure that all fiscal matters have been addressed before departing campus.

Failure to complete this process may result in continuous charges and/or fees to your account.

ACADEMIC INTEGRITY AND DISHONESTY

An important goal of Alabama State University is to prepare students as effective and productive professionals and citizens in society. Through an academic environment conducive to free and open discourse, inquiry and expression, this goal can be achieved. Academic dishonesty is a serious offense which is against the important principle of scholarship. Furthermore, academic dishonesty works against the development of students' intellectual abilities; it will not be tolerated by the university. Academic dishonesty includes but is not limited to the following:

- Academic dishonesty during examinations shall mean referring to information in any form which is not specifically condoned by the instructor in charge of the examination. This includes oral or written information from a fellow student includes oral, written, or digital information from a fellow student or electronic device. Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination or test before or after it has been administered.

- Plagiarism shall include the use of material from printed sources without identification of the sources or permitting another person to compose or rewrite a student's assignment.
- Academic dishonesty is a serious offense which is against the important principle of scholarship. Furthermore, academic dishonesty works against the development of students' intellectual abilities; it will not be tolerated by the University. Academic dishonesty includes but is not limited to the following:

1. Cheating

- a. submitting material that is not yours as part of your course performance;
- b. using information or devices that are not allowed by the faculty;
- c. obtaining and/or using unauthorized materials;
- d. fabricating information, research, and/or results;
- e. violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation
- f. collaborating with others on assignments without the faculty's consent;
- g. cooperating with and/or helping another student to cheat;
- h. demonstrating any other forms of dishonest behavior.

2. Plagiarism

- a. directly quoting the words of others without using quotation marks or indented format block quotations to identify them;
- b. using sources of information (published or unpublished) without identifying them;
- c. paraphrasing materials or ideas without identifying the source;
- d. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
- e. resubmission of material without prior approval.

3. Fabrication

- a. Intentional falsification or invention of any information or citation in an academic exercise.

Procedures in a Case of Dishonesty

The instructor shall discuss the evidence supporting an allegation of academic dishonesty with the student immediately. The instructor may impose any academic penalty up to and including assignment of a failing grade for the course. If a failing grade is assigned, the faculty member shall notify and give in writing the reason for the failing grade to the student, Chair of the Department and the Dean of the College, School or Division in which the course is offered, of this decision. The Dean shall report the offense to the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Management.

The student may appeal the instructor's decision to the Department Chair, Dean, Provost and Vice President for Academic Affairs and President of the University.

In a case of dishonesty which may warrant more serious action, the Dean, with the concurrence of the Vice President for Academic Affairs, may refer the matter to the Vice

President for Student Affairs and Enrollment Management for referral to the Judicial Affairs Officer for investigation and to determine if the charges have merit.

ACADEMIC RIGHTS AND RESPONSIBILITIES

As members of the Alabama State University community, students have certain rights and responsibilities in the academic area of the university. Faculty and students as members of the university community have shared responsibility for creating an academic atmosphere of mutual respect and consideration of individual dignity.

The university subscribes to the following basic principles of academic freedom for students.

1. On matters of opinion, students are free to disagree with other students and with instructors and to reserve judgment. Each instructor in the university is obligated to encourage free discussion, inquiry and expression and to differentiate between fact and opinion (whether his or her own or that of others). Each instructor is obligated to administer his or her classroom so that the students will express themselves without fear of embarrassment, intimidation or reprisal by the instructor or other students.
2. Students are to be evaluated in courses solely on the basis of their performance in meeting appropriate academic criteria and not on opinions or conduct in matters unrelated to academic standards. They are free to share in the evaluation of the teaching effectiveness of their instructors.

ACADEMIC SANCTIONS

When a student's academic performance does not meet the minimum standards of the course, the instructor of the course shall assign to him or her a failing grade for the course. Students who fail to meet certain academic standards as set forth in the Alabama State University *Undergraduate Catalog* may be placed on academic probation, suspended from the university for a defined period or permanently denied permission to continue as an Alabama State University student (students should consult the Alabama State University *Undergraduate Catalog* for specific standards).

ACADEMIC APPEALS PROCEDURE

If a student feels that the final grade assigned to him or her for work in any course is unfair for any reason, these procedures should be followed:

1. The student should consult with the instructor of the course.
2. If the student feels that his or her grievance still exists after conferring with the instructor, he or she may present the complaint in writing to the chair of the department in which the course is offered (or the dean of the college/school, if the instructor is the chair). Such appeal must be presented within 30 days (excluding Saturdays, Sundays and holidays) after the beginning of the next semester. A student who is not enrolled in the summer term must appeal within the first 30 days of the fall

semester if the disputed grade came in the preceding spring semester. A student who fails to file an appeal within the 30-day period forfeits the right to any appeal. In cases of appeal, the department chair (or dean of the college/school) shall consider the matter in consultation with the instructor and the student, and seek to resolve the complaint through mediation.

3. If the department chair or the dean fail to mediate the dispute, the dean shall appoint a committee consisting of the chair of the department, who shall chair the committee, two faculty members (other than the one involved in the dispute) of the department offering the course and two student participants chosen from the honor societies. If the instructor in dispute is the chair of the department, the two faculty members will come from outside of the department and the dean of the college or school will serve as the chair of the committee. If the instructor in dispute is the dean of the college/school, the Provost and Vice President for Academic Affairs will appoint a committee, and the faculty members will come from outside the college/school.

After consideration of evidence, presented by the student and instructor, the committee shall announce a decision which shall be binding unless a notice of appeal to the Vice President and Provost for Academic Affairs is given within five class days of the decision of the student being notified. This decision shall be made by mid-semester only on procedural grounds. The student has a right to appeal the decision of the Vice President and Provost for Academic Affairs to the university President by submitting a written notice with three class days following the decision of the vice president's. Depending upon the gravity and/or the frequency of such charges against the faculty or staff member, the Vice President and Provost for Academic Affairs may consult with Human Resources, and if necessary, handled under specific provisions found in the *Faculty Handbook* or *Non-Academic Staff Handbook*, whichever is applicable.

STUDENT EXPECTATIONS OF FACULTY AND STAFF MEMBERS

As a student, you have the right to expect faculty and staff members to be reasonably accessible for conferences, advisement and other related university services. Their responses to you should be courteous, respectful, caring and helpful. During your tenure at Alabama State University, if you feel mistreated by a faculty or staff member in his or her capacity as a university employee, then you should first, register a complaint with the head of the department in which the faculty or staff member works (i.e., a director, dean or vice president).

If you wish to pursue an academic-related matter beyond the departmental level, the normal administrative channel (i.e., director or chair of the department, dean) should be followed up to the office of the Vice President and Provost of Academic Affairs. Ultimately, the Vice President and Provost for Academic Affairs may conduct an inquiry into the matter, depending upon the gravity and/or the frequency of such charges against a faculty or staff member. Depending upon the gravity of the vice president's findings, the matter may be handled under specific provisions found in the *Faculty Handbook* or *Non-Academic Staff Handbook*, whichever is applicable.

UNIVERSITY POLICY ON ACCESS TO AND RELEASE OF STUDENT RECORDS

Alabama State University maintains, collects and compiles information on its students in order to enhance University operations. The University fully complies with the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 (FERPA). The Buckley Amendment requires that students be advised of their rights concerning their educational records. The law guarantees students three important rights: (1) the right to inspect their student records, (2) the right to challenge incorrect information in those records, and (3) the right to keep their records private.

Each student may exercise his or her right to inspect and review any and all official records, files and data directly related to him or her by initiating a request in writing with the custodian of the records desired. For a request to review or correct records, a student should report to the Office of Records and Registration, C2-15, John Garrick Hardy Student Center, or call the office at (334) 229-4243 during regular business hours.

Students who are or who have been in attendance at the university, may challenge in writing, by submitting their request to the University Registrar, the content of the records maintained. They must be provided an opportunity for the correction or deletion of any alleged inaccurate, misleading or otherwise inappropriate data contained in such records and to insert into such records a written explanation respecting the content thereof.

COMMITTEE ON PRIVACY OF STUDENT RECORDS

The Committee on the Privacy of Student Records shall review policies relating to records of students, monitor continuously the security of student record keeping, evaluate requests for research use of student record data and offer consultation on other issues that may occur.

PREGNANCY AND PARENTING

Federal law, as informed by and explained in Title IX, prevents institutions from discriminating against students who are pregnant or parenting. To learn more about your rights, then please visit: <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html>.

For the safety of the mother and child, prenatal medical services are not provided in the Health Center. The student who is expecting, is encouraged to consult with her prenatal provider, concerning regular check-ups and medications.

At this time, Alabama State University does not provide family living housing.

STUDENT TRAVEL POLICY

Any student or student organization representing Alabama State University while attending any conference, workshop, or other activity and while traveling to and from these events is considered to be on official university business and is therefore governed by the *Student Code of Conduct* and other Administrative Policies. Any violation of the Code may result in appropriate disciplinary action as allowed by the Code. In addition, all Alabama State University students on

official university travel must follow the procedures listed below: Completion of a *Liability Form*; have a 2.00 GPA or above; and, enrolled-full time in classes.

1. Participation

Students are expected to participate fully in the conference, workshop or other activity by attending all programs and events as outlined by the conference or event when feasible. If participating as a part of a group, the group will seek to attend as many sessions as possible in order to obtain the greatest amount of information and/or resources.

2. Proper Dress

Students must dress appropriately for the conference event based on the guidelines provided by the conference organizers and conference materials. Any questions about proper attire should be directed to the advisor or the conference organizers prior to leaving for the conference.

3. Alcohol and Drug Use

Students must comply with the university's Alcohol and Drug Policy while on university travel. Violators of these policies will proceed through the Judicial Affairs process, upon their return to the university.

ELECTRONIC COMMUNICATIONS POLICY

Alabama State University considers Electronic Communication an official method of communication. The University recognizes that it allows and promotes timely delivery of information to our students and assists us in achieving our strategic objective of linking students and faculty members and fellow students and staff. Students can expect important notices about deadlines, upcoming events, and other information to be sent electronically to their email and/or blackboard accounts. Students are expected to check their accounts daily for activity.

Computer accounts are available to all members of the Alabama State University student body, faculty, and staff, and are issued automatically to new students. Students holding computer accounts are required to follow all Alabama State University Policies and Procedures governing the use of Alabama State University computer resources. Computer use must be in accordance with all applicable laws, regulations, and policies.

Students are assigned a User ID and password for their personal use only and should not be known or used by any other person. Access to any university computer resources is a privilege granted by Alabama State University and account holders are solely responsible for the security of the assigned User ID(s) and password(s). In the event this security is compromised, the account holder must notify the Office of Technology Services (OTS). Account holders should understand that periodic audits of their activities on any Alabama State University computer resources may be made by the system administrator.

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Instagram, Snap Chat, Twitter, Facebook.com, etc. and other internet message boards, forums, web pages and blogs are public in nature. Where information and communications posted in these manners violate the *Student Conduct Code*, or provide information documenting a violation of the *Student Conduct Code*, such information or communications may be used in conduct proceedings. In particular, communications that violate the *Student Conduct Code*, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the internet, or by any other means.

INTELLECTUAL PROPERTY AT THE UNIVERSITY

As of 2009, Alabama State University supports the development of its research program through providing a proactive program for the application and commercial development of intellectual property through patents, copyrights, licenses, and related programs. Alabama State University seeks to create an environment which will (1) encourage the creation of intellectual property at Alabama State University, (2) manage intellectual property to promote its adoption by industry and (3) foster productive relationships between Alabama State University researchers and industry. Alabama State University also seeks to increase the royalty income and research support. This intellectual property policy is a result of Alabama State University's continuing effort to provide a strong organizational infrastructure to effectively protect and commercially develop the intellectual property produced from Alabama State University research.

COPYRIGHT POLICY

It is the policy of Alabama State University to encourage the creation of copyrightable works by its faculty, instructors and graduate assistants. Such works are an important contribution to the University's pedagogical, scholarships, and public service missions.

A. Ownership of Copyright

1. Except as provided below, faculty, instructors and graduate assistants of the University who are the authors of copyrightable works shall own the copyrights in those works, as negotiated with publishers.
2. "Copyrightable works" includes, without limitation, trade books, poems, music, textbooks, textbook-related software, digital course materials, multimedia, films and videotapes, in so far as they fall within the subject matter of copyright. To the extent that such works embody patentable inventions, rights to those inventions shall be determined by Alabama State University's Patent Policy.

B. Exceptions

1. If the university contributes extraordinary resources to the creation of copyrightable work, the respective rights of the author and the university to that work shall be negotiated at the time such resources are provided. "Extraordinary resources" means facilities, equipment, funding, release or re-assigned time or other assistance exceeding the resources normally provided to faculty or employees in a particular department. It shall be the responsibility of the dean or

- department chair at the time such “extraordinary resources” are provided, to notify the faculty member and negotiate the terms. Those terms may include assignment of copyright, license of rights, or division of royalties.
2. If a copyrightable work is funded, in whole or part, by a contract, grant or other sponsored agreement from an agency outside the university, copyright shall be assigned in accordance with the terms of the contract, grant or other sponsored agreement.
 3. If a copyrightable work is commissioned by the university, meaning that a faculty member, instructor or graduate assistant receives supplemental compensation from the university to prepare a specific copyrightable work or if the university assigns one or more faculty members, instructors or teaching assistants to prepare a specific copyrightable work, and pays for time of such work, the university shall have the royalty-free right to use, update, reproduce, distribute, display, and transmit the copyrightable work. Other rights of the faculty member, instructor or teaching assistant and the university, such as licensing rights, assignment of copyright, and division of royalties, shall be negotiated on a case-by-case basis, consistent with applicable university policy.
 4. Copyright in “institutional works” shall be owned by the university. An “institutional work” means either (a) a work prepared at the direction of the university for the use of the University conducting its own affairs (for example, university handbooks, press releases, videotapes, and software tools); or (b) a work that cannot reasonably be attributed to a single author or group of authors because it is the result of contributions or revisions by numerous faculty members, employees, or students of the university. Terms of compensations and use of materials should be clarified at the initiation of the work in accordance with B1.
 5. Prerecorded or digital courses shall not be sold, leased, rented or otherwise used by a current university employee in a manner that competes in a substantial way with the offerings of the university, unless that transaction has received the prior approval of the Office of Academic Affairs.
 6. Any copyrightable work of potential commercial value shall be disclosed at the earliest practicable time by the author to the author’s department chair or immediate administrative supervisor. For those works that are owned by the university has an interest, the author shall cooperate with officials of the university and of any organizations to whom the university assigns rights to such works in the registering of copyrights as well as in licensing the works.

C. Administration

1. Except as otherwise set forth, the administration of these policies shall be the responsibility of the Office for Academic Affairs.
2. The Copyright Committee shall be a standing committee composed of six members, equally apportioned between faculty (chosen by the Faculty Senate) and administration (appointed by the president and his/her designee).

The Committee shall:

- a. Serve as a forum for discussion of university copyright policy, and recommend changes as appropriate, and
- b. Mediate any disputes over copyright issues that may arise.

D. Right of Review

1. Any faculty member, instructor and / or graduate assistant who believe that the Copyright Committee's determination of rights in any copyrightable material is arbitrary, capricious, or inconsistent with applicable law and this policy shall have the right to have the decision reviewed by the President.
2. All appeals to the President must be made in writing and submitted to the President's Office within five business days of the receipt of the Copyright Committee's decision. In order to be considered, the appeal must contain a brief statement explaining why the Committee's decision is arbitrary, capricious or otherwise inconsistent with applicable law and/ or university policy. All supporting documentation must be submitted with the letter appeal. The President shall issue his decision in writing within 21 days of his receipt of the appeal. If no written decision has been issued within the appeal is denied.

PATENT POLICY

In view of the far-reaching research in the various divisions of the university, it is inevitable that new discoveries and inventions will be made. Alabama State University recognizes that the protection and control provided under the patent laws may have to be invoked to obtain the greatest public benefit and usefulness from the products of scientific research. It is recognized that employees of the university need assistance in determining the evaluating patentability and in processing patent applicants of inventions made by them. Many such inventions involve equities beyond those of the inventor himself or herself since the use of university facilities, the assignment of duties as a condition on employment, and use of research funds with contractual obligations regarding patent rights give rise to complicated questions concerning rights and equities of all concerned. Therefore, in order to appraise relative rights and equities of all parties concerned, to facilitate patent application, licensing, equitable, distribution of any royalties or other financial returns, to provide a uniform procedure in patent matters, and to serve the public benefit and interest, The Board of Trustees of Alabama State University (herein called "Board of Trustees"), on the recommendation of the University Council and the President of the University (herein called the President"), authorizes the establishment of a Patent Committee and the adoption of the patent policy as set forth herein.

1. The President is hereby authorized to appoint a university Patent Committee composed of members' representative of the entire university to administer the policies of the committee. This committee and the Patent Administrator shall serve at the pleasure of and their actions shall be subject to the approval and right of review of the President and Board of Trustees.
2. Subject to the approval of the President and the Board of Trustees, the Patent Committee shall have the power to adopt such rules and procedures as are deemed appropriate; to determine the interest of the university in all reported investigations; to cause all reported inventions to be investigated in order to evaluate the interest of

the University in said invention (with due consideration given to the achievement of the inventor and the financial returns to the inventor and the university); to authorize the Patent Administrator to execute a release when the Patent Committee decides that the university has no interest in the invention or decides that the university does not desire to pursue the patenting or development of the parent; to authorize applications for patent on reported inventions and to retain patent counsel; in association with the university Attorney, for matters pertaining to patent applications; and to make recommendations to the President of the university with regard to the prosecution and protection thereof and any litigation that may arise there from. The Patent Committee shall also have power to do all things appropriate for the investigation of patent rights and for the exploitation of patent rights by direct exercise, exclusive or non-exclusive licensing, and make recommendations to the President of the university with regard to partial or total assignment or sale thereof. All questions concerning the methods of which the patent shall be commercially exploited shall be decided by the Patent Committee.

3. All faculty members and university employees, both while employed by the university and thereafter, shall report to the Patent Committee any invention or discovery which they have conceived or developed or which has been conceived or developed under their direction during their university employment.
4. Any such invention or discovery (1) which is the result of research carried on by or under the direction of any employee of the university and/ or having the costs thereof paid from university funds or from funds under the control of or administered by the university or (2) which is made by an employee of the university and which relates to the inventor's field of work at the university, or (3) which has been developed in whole or in part of the utilization of university resources or facilities belonging to the university shall be assigned to the university or a university designated non-profit organization established for its benefit. In other situations, the Patent Committee may determine that the determination, the Patent Committee shall make the appropriate recommendation to the President who shall review the available data and either approve or disapprove the recommendation. If the university determines that the university has no interest in the patent or does not desire to pursue the patenting of the invention, the President shall direct that all necessary Releases be executed by the Patent Administrator.
5. The Patent Committee shall cause each invention or discovery to be investigated in order to determine the interest of the university and, if the Patent Committee determines that the university has an interest in the invention which it desires to pursue, it shall, upon approval of the President, undertake to obtain a patent on the invention. In determining whether or not the university has an interest in the invention, the Committee shall consider the benefits that might occur to both the university and the inventor. The Patent Administrator and the Patent Committee are responsible for prompt action for the purpose of protecting the property rights of the inventor and the university.
6. As further consideration for the assignment rights set forth herein, the university agrees to pay annually to the inventor, his heirs and assigns, fifty percent (50%) of the royalties, fees, or other financial returns received by the university from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a

- deduction for costs of patenting and protection of patent rights. Recoupment of any unusual expenses paid by the university or the inventor may be allowed by the Patent Committee on patents assigned to the university or to a university designated non-profit organization established for its benefit.
7. The above policy shall not preclude the properly designated university officials from approving and executing research proposals, contracts, grants and consulting agreements from or with the United States Government or its agencies, from or with corporations, or from or with individuals wherein the university's patent interest and the patent interest of the researcher, with his approval, are at variance with the above paragraphs; and the terms of said contracts, grants, and agreements shall prevail. Any of the above university officials may refer said proposals, grants, contracts, or agreements to the Patent Committee for recommendations prior to approval. To the extent the provisions of these proposals, contracts, grants and agreements permit, the university shall administer such patents so as to make them broadly available in the public interest. This may be accomplished through non-exclusive licensing on a royalty-free, or on a reasonable royalty basis. Exclusive licensing may be utilized for limited periods when further development is needed on investment or risk capital is not readily available, or there is no other incentive for the development of the invention.