



GRAMBLING STATE UNIVERSITY



**STUDENT  
HANDBOOK**  
**2024-2025**



...the place where everybody is somebody...

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## OFFICE OF THE PRESIDENT



Dear Students,

Welcome to Grambling State University, The Place "Where Everybody is Somebody." Whether you are new to our campus or returning, we are delighted to have you join our community.

I am pleased to introduce the 2024-25 edition of the Student Handbook. This guide contains essential information about our academic programs, support services, campus life, and policies to ensure a safe and rewarding experience for everyone.

At Grambling State University, your academic and personal success is paramount. Our comprehensive programs are designed to equip you with the skills necessary to excel in your chosen field. Moreover, our dedicated faculty and staff are here to support and enhance your educational journey, providing the resources and guidance necessary to achieve your goals.

We are committed to fostering an inclusive environment where every individual is valued and respected. To enhance your learning experience, we have implemented robust safety measures and offer diverse support services. Please take the time to familiarize yourself with our safety protocols and available resources.

As you begin this academic year, I encourage you to embrace the principles from Jim Collins' book "Good to Great." Collins emphasizes the importance of disciplined people, disciplined thought, and disciplined action. Strive for greatness in your studies, personal growth, and contributions to our community. Remember, greatness is largely a matter of conscious choice and discipline.

Once again, welcome to Grambling State University. May this year bring you much excitement, growth, and prosperity.

**With Tiger Pride,**

A handwritten signature in blue ink that reads "Martin Lemelle, Jr.".

**Martin Lemelle, Jr., D.B.A. President**

## **UNIVERSITY MISSION**

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

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

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

(Revised 10/06)

## **STUDENT AFFAIRS MISSION**

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

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

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

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

- Permit students (and eligible parents) to inspect and review their educational records within 45 days (about 1 and a half months) of the day the University receives a request for access.
- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests which identify the record(s) they wish to inspect. The University official will arrange access and notify the student of the time and place where the

records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

#### **DIRECTORY INFORMATION AS DEFINED BY THE PRIVACY ACT OF 1974:**

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

## **INTELLECTUAL PROPERTY/COPYRIGHT**

### **I. PURPOSE/PREAMBLE**

Grambling State University recognizes the need for and desirability of encouraging the broad utilization of the results of academic research by bringing innovative findings to practical application.

The primary purpose of this Intellectual Property Policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the home institutions and the creators.

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

## **II. OBJECTIVES**

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

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

## **III. DEFINITIONS/BACKGROUND**

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

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

practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. "Creator" shall include, but not be limited to, faculty, professional staff, administrative and support staff, and students. "Creator" shall also include the definition of "inventor" as used in the U.S. patent law and the definition of "author" as used in the U.S. Copyright Act.

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

#### **IV. RIGHTS TO OWNERSHIP/DISCLOSURES**

##### **A. Overview**

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

##### **B. Principles**

1. This policy shall apply to all persons employed by Grambling State University, to anyone using its facilities under the supervision of institution personnel, to undergraduates, and to graduate students.
2. Grambling State University may assert ownership in intellectual property of all types (including, but not limited to, any invention, discovery, trade secret, technology, scientific or technological development, and computer software) regardless of whether the property is subject to protection under patent, trademark, copyright, or other laws, except as stipulated in Sections 3, 4, 5, and 6 which will follow.
3. Grambling State University may assert its interest in intellectual property related to the creator's academic or professional field, regardless of the medium of expression. The University shall have ownership of all intellectual property created by persons under the

conditions stated below:

- (a) if intellectual property is created by an employee within the specific scope of employment; or
- (b) if intellectual property is created with the use of institution facilities usually and customarily provided; or
- (c) if intellectual property is commissioned by the institution pursuant to a signed contract; or
- (d) if intellectual property is created by a person who was hired specifically, or is required as part of his or her job responsibilities, to produce it; or
- (e) if intellectual property fits within one of the nine categories of works considered “works for hire” under copyright law<sup>1</sup>; or
- (f) if intellectual property results from research supported by federal funds or third-party sponsorship.

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

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

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

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

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



of benefits from commercialization of the work.

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

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

## **V. ORGANIZATION/MANAGEMENT/ADMINISTRATION**

### **A. Acknowledgment of Institutional Impact and Authority**

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

### **B. The Grambling State University Intellectual Property Committee**

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

### **C. Disclosure**

All intellectual property in which the institution has an ownership interest under the provisions of this policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported promptly in writing by the creator to the Provost/Vice President for Academic Affairs using the Grambling State University Intellectual Property and Shared Royalties Disclosure Form provided by the institution. The disclosure shall constitute a full and complete disclosure of the subject matter of the discovery

or development and identify all persons participating therein. The creator shall furnish such additional information and execute such documents as may be requested. Annually, the creator shall report to the institution proceeds and/or units distributed for all copyrightable works and intellectual property, regardless of the institution's ownership interests.

#### **D. Evaluation and Exploitation Decisions**

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

#### **E. Questions Related to Institution Ownership**

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

#### **F Abandonment of Intellectual Property**

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

#### **G. Commercialization by Creator**

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

#### **H Decision-Making Timeline**

Within 120 days (about 4 months) of receipt of a complete intellectual property disclosure form, the institution will inform the principal creator of its substantive decisions regarding protection, commercialization, and/or disposition of intellectual property that he or she has disclosed. The institution shall be bound by any confidentiality agreement made with any external parties.

#### **I. Disputes Policy**

Dispute resolution shall be implemented by the Intellectual Property Committee.

### **VI. PROCEEDS DISTRIBUTION**

If royalties are generated by intellectual property rights assigned or licensed to the institution, an

appropriate share of such royalties shall be paid to the creator. The institution may recover its costs before the following conditions apply. The creator's share shall be determined by the following:

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

# OFFICE OF STUDENT CONDUCT

403 Main Street  
Grambling State University  
Grambling, LA 71245  
(318) 274-7782  
[turnert@gram.edu](mailto:turnert@gram.edu)  
(318) 274-3169  
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## Student Conduct

All students who represent the university through affiliation with any Grambling State University organization, or any university sponsored activity, are encouraged to wear facial coverings, and to be in good standing as a Grambling State University® student. Depending upon the severity of offense(s), and/or decisions rendered by the hearing officer(s) or Student Affairs Conduct Committee, students, student groups, and/or student organizations found responsible for violating the Code of Student Conduct and are sanctioned to student conduct probation may lead to university representation restrictions. Representation includes the following: Student Government Association, athletics, band, clubs, fraternities, sororities, and organizations.

## I. PURPOSE/OBJECTIVE

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

It is each student's responsibility to adhere to the policies and standards of conduct prescribed by the University, the Board of Supervisors for the University of Louisiana System, as well as those established by local, state and federal laws. The University publishes rules, regulations and policies concerning acceptable student behavior in the Code of Student Conduct.

The Code of Student Conduct creates an expectation of behavior that the Institution deems acceptable. Its primary purpose is to ensure students will not be deprived of life, liberty or property without due process.

## II. STATEMENT OF POLICIES

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

Louisiana Revised Statutes—17:10; 17:3101 through 17:3109 (1969); 17:3024 (1969).

Acts—Act No. 68 (1894), Act No. 529 (1968). Concurrent Resolutions No. 293 (1970) Title 1, OF THE DISTINCTION OF PERSONS, Act 37, Age of Majority (1972). Student Due Process No. 464 (2022)

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

Admission to Grambling State University assumes that students will behave as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct contributing to the University's educational mission.

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

## **A. PREAMBLE**

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

## **B. ARTICLE ONE - DEFINITIONS**

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

1. **"Administrative Appeals Board"** refers to the appellate body authorized by the University to consider an appeal from a judicial

board determining that a student or organization has violated the Code of Student Conduct.

2. **“Behavioral Standards”** refers to the policies, rules, regulations, directives, resolutions, and standards approved and/or issued by the president of the University and the Board of Supervisors for the University of Louisiana System as well as local, state and federal laws.
3. **“Business Days”** refers to those days that faculty and staff are required to work, Monday through Friday.
4. **“Code of Student Conduct”** refers to conduct standards set forth in writing to give students general notice of prohibited conduct and notice of how the Code shall be enforced.
5. **“Judicial Board”** refers to any person or persons authorized by the Office of the President to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.
6. **“Student Conduct Specialist”** refers to a University official authorized on a case-by-case basis to impose sanctions upon student(s) or organization(s) found to have violated the Student Code. The Director may serve as a Student Conduct Specialist and the sole member, or one of the members, of a judicial board. Nothing shall prevent the same judicial officer from imposing sanctions in all cases.
7. **“May”** is used in the permissive sense.
8. **“Policy”** refers to the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Campus Living Handbook, and the GSU Catalog.
9. **“Sanction”** refers to the penalty or punishment for any violations of the rules and regulations set forth in the Code of Student Conduct Handbook.
10. **“Shall”** is used in the imperative sense.
11. **“Student”** refers to a person taking or auditing courses at the University either on a full or part-time basis or any person on the University premises or University-leased premises; registering as a student, camper, or special awards program attendee (i.e., **auxiliary camps, sports camps, etc.**).
12. **“University”** refers to Grambling State University or any division thereof including extension courses over which the Board of Supervisors for the University of Louisiana System has control and responsibility.

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

## C. ARTICLE TWO – STUDENTS' RIGHTS AND RESPONSIBILITIES

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

### Students' Rights

- **Speech and Expression.** Students shall be free to discuss questions of interest and to express opinions. Public expression of students reflects the views of those making the statement and not necessarily the University community. The University retains the right to provide for the safety of students, faculty, and staff, to protect property, and to ensure the continuity of the educational process in maintaining order. Authorization for any speech or demonstration will require identification of the individual and agreement to abide by university regulations. (See Freedom of Speech Policy).
- **Assembly and Demonstration.** Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place, and manner restrictions for the maintenance of order, safety and security and is applicable to local, state, and federal laws.
- **Publication and Distribution.** Students shall be free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions so long as such use does not cause a material and substantial disruption to the functions or activities of the University.

- **Expression through Media.** Students shall be free to express opinions through student media if they are governed by and adhere to the canons of professional journalism and applicable regulations of the U. S. Constitution and the Federal Communication Commission. Similar rights are afforded oral statements of views on student-run radio and television stations. (See <http://ethics.iit.edu/codes/coe/sigma.delta.chi.new.html>.) Media contact for the University is the Director of Media and Public Relations. Students are prohibited from speaking on behalf of or for Grambling State University with any media organization or publication, or from inviting the media to any University-owned or operated property, facility, or events without the expressed permission of the University Office of Media Relations.
- **Discrimination.** Students have the right to be free from all forms of discrimination based on race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- **Privacy.** Students have the right to be secure in their possessions against invasions of privacy and unreasonable search and seizure. However, the University reserves the right to enter occupied residence halls with a warrant or under other exceptional circumstances. Conditions for entry by university authorities/officials into occupied rooms in residence halls are divided into three categories: maintenance, emergency, and health and safety standards. (See "GSU-Campus Living and Housing Bulletin")
- **Confidentiality.** Students have the right to confidentiality of official records, transcripts, personnel records, and disciplinary records. Students also have the right to confidentiality of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in their work. (See **Family Educational Rights and Privacy Act -- www. FERPA.com**)
- **Redress of Grievances.** Any time a student's rights as outlined herein are contravened, the student shall have the right to petition for redress of such a grievance through procedures as promulgated within this cover.

#### A. Student Rights

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

1. To be informed of the Student Code of Conduct, its corresponding procedures, and all the rights enumerated herein;
2. To petition for redress of a grievance arising from an incident that violates University policy and/or the Student Code of Conduct. Any member of the University community may file a charge or complaint against a student when that person believes the student has violated any University policy;



3. To receive notice of any alleged violations of university policy and/or breaches of the Student Code of Conduct;
4. To have the benefit of an opportunity to be heard by an impartial Hearing Board or Hearing Officer in addressing an allegation/s of a violation of university policy;
5. To have an attorney or non-attorney advisor fully participate in all proceedings;
6. To examine evidence to be used against him or her at the administrative discipline conference or prior to a formal hearing;
7. To view the list of witnesses and/or statements that are provided by witnesses at the administrative discipline conference or prior to a formal hearing;
8. To receive written notice within 72 hours (about 3 days) of interim measures;
9. To have the right to waive your participation in an interim measure hearing;
10. To have a Confidential Advisor present at all proceedings;
11. To be informed of available accommodations both on and off campus (i.e., notified of available counseling, changing academic and living arrangements);
12. To have a campus no contact order;
13. To have a hearing board comprised of diverse representatives;
14. To have unrelated past behavior excluded from the hearing (i.e., irrelevant prior sexual history);
15. To participate with special accommodations (i.e., by phone, behind a screen, video, etc.);
16. To have no direct contact with the accused or reporting student during the hearing (i.e., questions from the accused student would be posed through the Board Chairperson and then relayed to the complainant or an appointed advisor may speak on the student's behalf);
17. To provide questions to the Board Chairperson prior to or during the hearing that they may incorporate those into questioning the accused or reporting student;
18. To be informed of the names of all witnesses who will be called to give testimony;
19. To request a recess during the hearing;
20. To be informed of the outcome of the disciplinary process, simultaneously with the reporting or responding party; and

21. To appeal the Hearing Board's decision.

### **Students' Responsibilities**

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

1. There shall be a Judicial Board consisting of eight (8) members. All members, including the chairperson, shall be appointed by the President.

The President may authorize the Director of the **Office of Student Conduct** to serve simultaneously as a chairperson. The Board shall be divided into two panels. A chairperson, one (1) faculty, one (1) staff representative, and (1) student representative shall compose each panel. The Director may appoint a special panel when necessary.

2. The Director of Student Conduct shall determine which judicial panel shall be authorized to hear each case.
3. The Director of Student Conduct shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
4. The Judicial Board has **RECOMMENDING** authority in terms of sanctions. Each board is responsible for determining if a student is responsible for violating the Code of Student Conduct. The board's recommendations are made to the Director of Student Conduct.
5. The Judicial Board is the primary judicial body of the University. It has original authority over all student cases involving alleged violation(s) of the Code of Student Conduct referred to it by appropriate University officials. It also has authority over all student cases from immediate interim suspension.
6. The presence of most panel members shall constitute a quorum; and with one present, the board may hear the case. The chairperson may accept substitute representatives for regular members when it is necessary for regular members to be absent. The chairperson shall vote in the case of a tie vote. Proxy voting shall not be permitted.
7. When any board member is involved in or associated with a case, that person must be excused from participation in the hearing procedures.
8. Decisions made by the Director of Student Conduct shall be final, pending the normal appeal process.
9. The technical rules of evidence applicable to civil and criminal cases shall not apply.

#### **E. ARTICLE FOUR - PROSCRIBED CONDUCT**

1. **Jurisdiction of the University.** Generally, University jurisdiction and discipline shall be limited to conduct which occurs on university premises or conduct which occurs at a University sponsored function or event whether on or off-campus. However, the University will take disciplinary action against a student for an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Director of Student Conduct, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the University; or the continued

presence of the student on campus is likely to endanger the health, safety, or welfare of the University community, or is intimidating or threatening to another individual within the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The action of the University with respect to any such off-campus conduct shall be taken independently of any off-campus authority. **The prospect of criminal charges does not preclude the possibility of the University judicial hearing.**

2. **Amnesty.** Student health and safety are primary concerns at the University. In certain cases, the Office of Student Conduct will grant amnesty. Students who take reasonable action to prevent, stop or report violations of the Student Code of Conduct may be protected by amnesty. Office of Student Conduct will grant amnesty to Students who proactively seek medical help for themselves or others where the help-seeking Student may have been involved in underage drinking or other improper use of alcohol or drugs (illegal, OTC, or prescribed) at the time of the incident; however, amnesty will not be granted for more severe alcohol or drugs policy violations and/or other policy violations that may have occurred during the incident (e.g. drug distribution, arson, theft, etc.). Amnesty does not prevent any actions that may be taken by any law enforcement agency, including Grambling State University Police.

## **STUDENT CONDUCT – RULES AND REGULATION**

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

**Abduction or Kidnapping.** The enticing, persuading or forcible seizing and carrying of any student, faculty, staff, or University official from one place to another without that person's consent.

**Arson.** The malicious, fraudulent or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting persons afire, open flames and/or igniting flammable materials.

**Assault.** The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. **Physical contact is not required.** This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, or coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, dormitories, and the University premises in general.

**Battery.** The intentional use of force or violence upon another, or the intentional administration of a poison or other noxious liquid or substance to another for the purpose of physical abuse, or violence involving physical contact. Any form of physical contact that is directed to another which

threatens or endangers the health or safety of any person, except when such response constitutes self-defense. This includes slapping, pushing, and contact using a weapon or other instrument. **Physical contact is required.**

**Contempt.** Willful disobedience to, or displaying open disrespect for a University judicial body such as: failure to obey a written notice from the **Office of Student Conduct** or University Police to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information before a hearing officer or board; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.

**Cyber Bullying.** Grambling State University defines bullying as “engaging in repeated actions which cause another person to experience intimidation, the unlawful use of physical force or harassment that is so severe, pervasive, and objectively offensive that it denies the victim equal access to the University's resources or opportunities.”

The purpose of this policy is to communicate to all supervisors, employees, and students, that Grambling State University will not tolerate bullying behavior. Should it be determined that there is a violation of this policy, the individual in question faces possible disciplinary action(s), which can range from a letter of reprimand up to and including suspension. Students found in violation of this policy will be disciplined under applicable procedures established under the Student Code of Conduct

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when appropriate disciplinary action is needed. Grambling State University considers the following types of behavior examples of bullying when they are part of a pattern of conduct that rises to the standard set forth above:

- Verbal Bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented;

- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: non-verbal threatening gestures such as, but not limited to, the following: approaching another person with fists clinched or with one or more other fighting gestures which could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably be interpreted as amorous or sexual in nature.
- Social Bullying (which may include cyberbullying): engaging in verbal bullying via mail, email, text message, phone, or voicemail; deliberately interfering with mail, email, text messages, phone, voicemail, or other communication; spreading malicious rumors or gossip about another person; manipulating the workload of another person in a manner designed to cause that person to fail to perform his or her legitimate functions; inflicting menial tasks on an employee not in keeping with the employee's normal responsibilities.
- Cyber Bullying is any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the individual's daily life via the use of electronic information and communication devised, to include but not be limited to:
  - e-mail messages,
  - instant messaging,
  - text messaging,
  - cellular telephone communications,
  - internet blogs,
  - social media sites,
  - internet chat rooms,
  - and internet postings.

**Dangerous, Threatening, Unsafe Behavior.** Any conduct or behavior which threatens or endangers the health or safety of any person in the University environment. This includes but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.

**Dangerous Weapons and Explosives.** The use, possession, or storage of dangerous weapons, explosives and chemicals are strictly prohibited, even if legally possessed in a manner that harms, threatens or causes fear to others. These include but are not limited to: firearms, shotguns, B.B. guns, paint guns, water guns, taser guns, sling shots, bows, air pistols/rifles, pistols, rifles, gasoline, ammunition, gunpowder, firecrackers, fireworks, bombs, and other incendiary devices except as required for classroom instruction and only with the express written authority of the President or Vice President for Student Affairs.

**Destruction or Damage to Property.** Willful negligent or malicious destruction and/or damage to university property or to the property of another. This includes acts of vandalism.

**Dishonesty, Forgery and Fraud.** Acts of Dishonesty, Forgery and Fraud include but are not limited to: furnishing false information to any University official and on any University document; alteration of materials, or misuse of University documents, records, instrument of identification, or any documents and records belonging to another; cheating, plagiarism, or other forms of academic dishonesty, tampering with the election of any University recognized student election; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and issuing worthless checks to the University. Unauthorized use of university logo, seal, etc., without written permission of the University General Council.

**Insubordination and/or Disrespect for Authority.** Not complying with reasonable and lawful requests or directives by members of the faculty or staff.

**Obstruction, Disruption or Disorderly Conduct.** The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, other University tasks and activities; interfering with the duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University, and the University community; interfering with an approved campus demonstration; and leading or inciting others to disrupt scheduled and/or ordinary activities within the University premises.

**Unauthorized Entry.** Entry without proper permission into residential halls, buildings, or structures within the University premises, or the aiding and assisting of such unauthorized entry.

**Aiding or inciting.** Aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by the University, assisting or persuading others to commit any act of misconduct in the University community or environment.

**Alcoholic Beverages.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on university property, or at any of its activities (**whether on or off-campus**) are prohibited, except as expressly permitted by university regulations and local, state and federal law. Alcoholic beverages may not be used by, possessed by or distributed to anyone under twenty-one (21) years of age. (**Refer to Alcohol and Illegal Controlled Substances Policy.**)

**Dangerous Drugs.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia are strictly prohibited; all local, state, and federal laws apply. **(Refer to Alcohol and Illegal Controlled Substances Policy.)**

**Dogs, Cats and Other Animals.** Bringing animals and pets onto the University premises is prohibited. Seeing-eye dogs, when accompanied by their owners, are permitted. Emotional Support and Service Assistance Animals (ESSA) are allowed under the guidelines of Policy #111 (Effective June 19, 2018) **(Refer to Emotional Support and Service Assistance Animals (ESSA) Policy).**

**Drunkenness.** Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.

**False Reporting of Emergencies.** These include but are not limited to activating a fire alarm or falsely reporting a bomb.

**Gambling.** Illegal gambling on university premises is strictly prohibited.

**Information Disclosure.** Failure to provide personal identification and/or furnishing false information to any University official, faculty/staff member, or office is prohibited. For example, failure to present a driver's license or identification card when requested by a university police officer.

**Indecent, Obscene, Immoral Behavior, or Profanity.** This includes conduct, which is disorderly, lewd, or indecent. Such acts include but are not limited to improper body exposures, or other acts directed toward any faculty, staff, student, or University official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is unlawful.

**Selling or soliciting.** Trading or exchanging any goods or services on university premises for monetary considerations without prior and appropriate authorization.

**Traffic or Parking Violations.** Failure to obey traffic and parking regulations is punishable by the University Police Department and/or the Office of Student Conduct. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on university property or at university sponsored or supervised functions, and parking in improper zones. Moreover, applicable local, state, and federal traffic laws are enforced.



**Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (**including residence halls**), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.

**Unauthorized Use of Property.** Unauthorized use of university premises; unauthorized possession, duplication, or use of keys to any University premises; and the unauthorized use of university property, such as telephones, vehicles, and office equipment.

**Violation of Housing Rules.** Any violation of Campus Living and Housing rules.

**Disorderly Assembly.** Participating in an on-campus or off-campus demonstration, riot, or an activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. It is forbidden for any group to gather in such a manner as to disturb public peace, to do violence to any person or property, to interfere with its faculty or staff in the performance of their duties. This includes surprise attacks by a group of students on university premises. Any student who violates the law or university policy is subject to **discipline** from the University. **CAVEAT: Students involved in group violations will be treated as if the act occurred individually.** Refer to Article two: Students' Rights and Responsibilities (**Speech and Expression and Assembly and Demonstration**).

**Student Dress Code.** The University still maintains the traditional notion that students (**male/female**) are prohibited from wearing hats, caps, sagging pants (**exposing undergarments**) and/or other headgear in classrooms, offices, assemblies, dining facilities, any building, or other places where hats are not expected to be worn. Students must adhere to any special dress standard set by groups presenting social programs such as lyceum events, or pageants. (**Refer to Dress Code Policy**).

**Theft.** Stealing in the University environment and/or the attempted or actual theft, or unauthorized possession of property. This includes knowingly possessing stolen property.

**Hazing.** Participation in any act which is degrading or injurious, or in which another is held against his/her will or another is held against his/her will, or which endangers the mental or physical health or safety of another, public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Such acts may include striking, beating, bruising, manning, or other abusive and humiliating treatment or threats of such treatment. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule. (**Refer to Hazing Policy**)  
<https://www.gram.edu/faculty/policies/docs/Hazing%20Prevention%20and%20Awareness%20Policy.pdf>

**Misuse of Computer Resources.** The unauthorized entry into a file to use, read, or alter the contents thereof, or transfer a file for any purpose. These include, but not limited to, use of another's identification and password without authorization, use of computing facilities to interfere with the work of another, to transmit obscene harassing or unlawful messages, to interfere with the normal operations of the University computer system, network, or services. (**Refer to Information Technology Center Policy and Procedures**)

**Tampering with Safety Equipment and Hindering Evacuation.** Tampering with safety and fire equipment (**e.g., fire alarms, smoke detectors exit signs, fire hoses, fire extinguishers, or emergency lighting equipment**) is prohibited. This also includes failing to leave a building or area, or otherwise hindering an evacuation or investigation of the emergency.

**Scholastic Dishonesty.** Scholastic Dishonesty shall include, but is not limited to, scholastic dishonesty: (a) **Acquiring Information:** Acquiring answers for any assigned work or examination from any unauthorized source; working with another person(s) on any assignment or examination when not specifically permitted by the instructor; observing the work of other students during any examination; (b) **Providing Information:** Providing answers of any assigned work or examination prior to the time the examination is given; (c) **Plagiarism:** Failing to credit sources used in work product in an attempt to pass off the work as one's own; attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources; (d) **Conspiracy:** Agreeing with one or more persons to commit any act of scholastic dishonesty; (e) **Fabrication of Information:** The falsification of the results obtained from the research or laboratory experiment; the written or oral presentation of results of research or laboratory experiments without the research or laboratory experiment having been performed; (f) **Violation of Departmental or College Policies:** Violation of any announced departmental or college policy relating to academic matters, including, but not limited to, abuse or misuse of computer access of information. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty; (g) **Academic Misconduct:** Any student suspected of academic misconduct on tests, examination papers, or any other assigned work for which he/she is responsible will be reported, by the faculty person in charge, to the Dean of the division of the student's major.

**Off-Campus Violations.** Students, whether residing on or off campus, must always behave as responsible students in the community they reside in, shop, and/or socialize in. In keeping with the traditional spirit of Grambling State University, students are expected to conduct themselves in a manner that is becoming a student at Grambling State University. Accordingly, students may be brought before a university judicial body for any off-campus conduct deemed volatile of this code and for any conduct and/or behavior that reflects negatively on the University's image or reputation. The specific action or behavior will be described in all charges levied against the student.

**Cell Phone Usage.** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes placing and/or receiving calls and/or text messages and conversing on cell phones. **(Official University emergency notification messages are excluded/refer to Electronic Devices Policy)**

**Tobacco.** Smoking and the use of tobacco products **(including cigarettes, cigars, pipes, water pipes (hookah), smokeless tobacco, vapes, e-cigarettes, and other tobacco products)** by students, faculty, staff and visitors are prohibited on all Grambling State University property.

**University Policy Violation.** Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website.

**Violation of any federal, state or local law.** On or Off-Campus actions or activities that violate federal, state, or local law, also violate the Code of Student Conduct.

## F. ARTICLE FIVE - JUDICIAL PROCEDURES

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Office of Student Conduct, responsible for administering the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. A **Student Conduct Specialist** may investigate to **determine if the charges have merit and/or if they can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Student Conduct Specialist. Such a decision shall be final and there shall be no subsequent proceedings. Additionally, all sanctions rendered shall be final and binding upon all involved.** If the charges cannot be disposed of by mutual consent, the **Student Conduct Specialist** may later serve in the same matter as the judicial body or a member thereof.
3. A University registration flag may be imposed on a student's record. The flag will be removed once all sanctions have been completed. When a student(s) is reported for violations of university rules and regulations that require appearance before a judicial board, hearings are scheduled. The student will be given at least three (3) business-day notice **(excluding Saturdays, Sundays and state holidays)** to appear for the hearing. In the notice to appear, the following information will be provided:

### **Virtual Hearings.**

Virtual Hearings will be conducted remotely by the Student Conduct Hearing Board.

- a. the University regulation(s) that was allegedly violated;
- b. the statement of the specific charges against the student;

- c. the date, time and place of the hearing;
- d. the names of witnesses against the student;
- e. the statement explaining that the student is entitled to present his/her own witnesses and to cross-examine the witnesses against him/her; (must provide 24hour notice for witness(s) prior to hearing
- f. a statement explaining that the student is entitled to a hearing that will be recorded by the University; and
- g. a statement indicating that if the student brings an attorney to the hearing, the attorney will be allowed to attend only as an advisor to his client.

**(See Student Due Process Policy No. 464)**

4. Charged student(s) who fail to appear before an informal and formal judicial board without just cause shall be found responsible for the charge(s) based only on input from the charging party, and disciplinary sanctions shall be imposed. If the judicial board finds that unavoidable circumstances prevented the appearance of the student(s) before the judicial board, the hearing shall be rescheduled within 24-hour notice.
5. Hearings shall be conducted by a judicial board according to the following guidelines:
  - a. Hearings normally shall be conducted in private. At the request of the accused student and subject to the discretion of the chairperson, a representative of the student press may be admitted but shall not have the privilege of participating in the hearing;
  - b. Admission of any person to the hearing shall be at the discretion of the judicial board and/or its judicial chairperson;
  - c. In hearings involving more than one accused student, the chairperson of the judicial board, at his or her discretion, may permit the hearings concerning each student to be conducted separately;
  - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial board. Any advisor(s) who fails to adhere to the Code of Student Conduct guidelines, the hearing will be terminated immediately, and the student(s) will be found responsible for all charges.
  - e. The complainant, the accused and the judicial board shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial board;
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial board at the discretion of the chairperson;
  - g. All procedural questions are subject to the final decision of the chairperson of the judicial board;

- h. After the hearing, the judicial board shall determine (by majority vote if the judicial board consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating; and
  - i. The judicial board's determination shall be made based on whether it is more likely that the accused student violated the Code of Student Conduct.
  - j. There shall be a single verbatim record, such as a tape recording, of all hearings (Informal/Formal) before the judicial board. The record shall be the property of the university.
  - k. The University may implement an emergency procedure to allow hearings to be set forth and held prior to the end of the respective semester or term in which the violation occurs.
- 6. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial board. The record shall be the property of the University.
  - 7. The University may implement an emergency procedure to allow hearings to be set forth and held prior to the end of the respective semester or term in which the violation occurs.

## **G. ARTICLE SIX – DISCIPLINARY SANCTIONS**

Sanctioning is intended to accomplish six aims:

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

## **III. DISCIPLINARY SANCTIONS**

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

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

**Expulsion- Permanent dismissal from the University.**

**Suspension - Dismissal from the University for a specified period of time.**

**Indefinite Suspension - Dismissal from the University for an unspecified time period. After one year, a student may request a review of his file for readmission consideration.**

**Interim Suspension - Temporary suspension with a hearing to follow.**

**Revoked Suspension - A suspension is revoked if a student agrees to remain at the University under certain conditions or as long as the student does not violate certain prescribed conditions.**

**Hold on Registration/Hold on Transcript - A sanction used until all monies, fines and such owed to the University have been paid.**

**Fine - A student may be assessed a reasonable monetary sanction for violating certain Code of Student Conduct rules.**

**Campus/Community Service- A student(s) may be required to provide services on the campus/off campus, without pay, for a specific period of time for violating the Code of Student Conduct rules.**

**Probation - A student(s) is subjected to a time period of restrictions or conditions, after which the University authorities will determine if his/her behavior has improved.**

**Restitution - A student(s) or organization(s) is held accountable for public or private damage that he/she has damaged or destroyed.**

**Counseling/Educational Assignment - A student(s) is given behavioral counseling, either on a regular basis or by appointment. An educational assignment may include but is not limited to, attendance and/or participation in alcohol/drug education programs, workshops, panel discussions, letters of apology, and reflective essays.**

**Restraining Order - An order by the President or the President's designee prohibiting a student from entering the University premises except public streets or roadways.**

**Verbal/Written Reprimand - A student is warned, verbally and/or in writing, that further misconduct may result in more severe disciplinary action.**

**Loss of Privilege - The withdrawal of a privilege, use of a service, or participation in an activity for a specific period of time consistent with the offense committed and the rehabilitation of the student.**

**Extracurricular Activity Suspension - The suspension of participation in official extracurricular activities. This includes but is not limited to**

prohibiting the student from joining a registered student organization and/or attending its meetings or functions and/or from participating in official athletic or non-athletic extracurricular activities.

**Mandatory Off-campus Housing** – A student is suspended from on-campus housing privileges for a specific period of time.

**Administrative Withdrawal** – A student is officially withdrawn from the University for Various Reasons. In such cases as the student posing a significant threat to self or others of the University community; failing to pay all financial obligations to the University by a designated date; failing to answer University summons or to address allegations of violations; failing to perform assigned University community service; failing to complete mandatory counseling; and/or failing to abide by the Code of Student Conduct. A student administratively withdrawn after the census date shall be assigned the grade of “W” in all courses. Students who withdraw on an involuntary basis are subject to the same refund policies as other students.

**University Ban** – A student is banned permanently or for a specific period of time from an individual building(s) or event.

#### **SPECIAL NOTE: Interim Suspension**

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

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

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

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

## NOTATION OF DISCIPLINARY ACTION ON ACADEMIC TRANSCRIPTS

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

- "Student is ineligible to enroll"

This will be noted when a student is permanently dismissed from the university for disciplinary reasons.

- "Student is eligible to return (semester) (year)"

This will be noted when a student is "suspended for disciplinary reasons" for a specified period of time. The transcript indicates which semester the student will be eligible to return. In the case where the student is not suspended academically but is suspended for disciplinary reasons, the transcript note indicates that the student **cannot** return until some future semester.

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

Notation of disciplinary action on academic transcripts may or may not affect eligibility to enroll at other higher education institutions.

## MANDATORY ALCOHOL/SUBSTANCE ABUSE PROGRAM

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

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

### H. ARTICLE SEVEN - APPEALS

1. A decision reached by the Judicial Hearing Board, or a sanction imposed by the Director of Student Conduct may be appealed by accused student within three (3) business days of the decision. Such appeals shall be in writing, addressed to the Chairperson, Administrative Appeals Board and submitted to the Office of the Vice President for Student Affairs. The board shall consist of a chairperson, one (1) faculty, one (1) staff representatives, and one (1) student representative appointed by the Vice President for Student Affairs.
2. Criteria for filing an appeal are limited to:
  - The student's rights were violated in the hearing process or if there were hearing procedural errors.



- There is new material evidence which could not have been discovered at the time of the hearing.
- The evidence did not support the decision.
- The sanctions imposed were not appropriate for the violation or were made in an arbitrary or capricious manner.

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

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

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

**Additionally, it will be the discretion of the President or his/her designee as to whether a student remains under suspension pending the outcome of the appeal. Factors that will be considered include the violation's nature, interference with the University's educational mission and the safety and welfare of other members of the University community.**

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

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

## I. ARTICLE EIGHT

### Records

- a. Records shall be created for all reported cases of student misconduct.
- b. Disciplinary records are considered academic records and are protected by the **Family Educational Rights and Privacy Act (FERPA)**. Records may be released to university officials on a need-to-know basis only.
- c. All disciplinary records are the property of Grambling State University and are maintained in the Office of Student Conduct. The University reserves the right to maintain these records for any time depending on the severity of the infraction. Major offenses involving criminal charges or suspensions and expulsions shall be maintained indefinitely.

- d. A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University. Neither the complainant nor the accused shall be allowed to make a separate recording. Under no circumstances will a copy of the recording be released except in the case wherein the records are subpoenaed by a court order.

## J. ARTICLE NINE

### Interpretation and Revision

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

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

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

## K. HAZING POLICY

### I. PURPOSE/OBJECTIVE

No chapter, team, club, colony, unit, student, alumnus/alumna, advisers, and/or other persons associated with a university recognized or sponsored organization shall conduct or condone any activity which can be described as hazing.

### II. STATEMENT OF POLICY

1. In compliance with Acts 635, 637, 640 (2018 Regular Session of the Louisiana Legislature), and Act 382 (2019 Regular Session of the Louisiana Legislature) and the 2019 Board of Regents Uniform Policy on Hazing and the University of Louisiana System Policy on Hazing the university reaffirms its policy that any form of hazing of any student enrolled at Grambling State University, is prohibited. Violation of this policy can result in disciplinary actions imposed by the organization and/or institution and criminal charges.

Each organization, as a condition of operating at an institution, shall adopt the Hazing Prevention Policy that the institution has adopted, which shall include possible institutional sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing.

#### A. *Definitions.*

2. **Hazing** is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical

health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to:

- I. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - II. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
3. Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
- a. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
  - b. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
  - c. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.
  - d. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
4. It is important to note, physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution is not considered "hazing."
5. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.
6. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment, and rushing.

7. **Appropriate authority**

- I. Gambling State University Police (274-2222 on campus) or any state or local law enforcement agency.
- II. If off campus, a 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- III. Emergency medical personnel.

8. **Reckless behavior** is an activity or behavior in which a reasonable person knew or should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

9. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

B. ***Prevention, Awareness, and Educational Programs.***

1. Each new student shall be provided with educational information on the dangers of and prohibition of hazing during the new student orientation process and during First Year Experience (FYE) courses. Information shall be provided as a handbook or as a section in the FYE Book. If the student receiving the information required is a minor, that information shall also be provided to his parent or legal guardian.
2. In addition, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process: in person at the first convocation; at the first Residence Hall Meetings; and electronically through the campus email system.
3. Each registered campus organization (as defined above in this Policy and in R.S. 17:1801.1) shall provide annually at least one hour of hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with that organization.
4. Education may be provided in person, electronically, or both. Each organization shall submit a report annually to the Office of Student Leadership & Engagement with which it is affiliated relative to the students and volunteers receiving such education evidenced by an attestation of the student receiving the education.
5. The Office of Student Leadership & Engagement will also sponsor a Hazing Prevention Program each fall and spring semester, which shall be required attendance for all students who are interested in participating in any university-sponsored organization.

6. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

**C. Reporting Requirement.**

It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of this policy to the Office of Student Leadership and Engagement. Any violation of this policy shall be investigated by the Office of Student Leadership and Engagement, with support from the Office of Student Affairs, and appropriate disciplinary action as needed will be taken.

1. Once the Office of Student Leadership & Engagement receives a report alleging the commission of an act or acts of hazing by one or more members of an organization that is organized and operating at Grambling State University, the institution shall report as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction in the place where the alleged act or acts of hazing occurred.
2. Information reported to law enforcement shall include all details received by the organization relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. The office will document in writing all actions taken with regards to the report, including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the institution's investigation processing and resolution of the incident.

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University and law enforcement immediately using the standard hazing reporting form. Information reported to law enforcement shall include all details received by the organization relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing.

3. The law requires the Board of Regents in consultation with the University of Louisiana System to create a standardized form that organizations shall use in reporting hazing incidents. The institution shall also use a standardized form to document such reports made to law enforcement as provided by RS 14:40.8 and how each hazing incident is handled and resolved at the institution level. There shall also be a policy relative to making available to the public certain information relative to hazing that is documented pursuant to this paragraph. The standardized form can be found here at <http://www.gram.edu/student-life/clubs/>
4. Failure to report information to law enforcement in accordance with Act 382 may subject the institution to a fine of up to \$10,000.

#### **D. Duty to Seek Assistance**

1. In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person.
2. The criminal penalties for failure to seek assistance in violation of R.S. 14:502, states that any person who violates the provisions of this Section shall be fined not more than one thousand dollars (\$1,000), imprisoned with or without hard labor for not more than one year, or both. If the serious bodily injury results in the death of the person, any person who violates the provisions of this Section shall be fined not more than two thousand dollars (\$2,000), imprisoned with or without hard labor for not more than five years, or both.

#### **E. Sanctions.**

1. Organizations and Affiliates
  - i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident, in writing, to the Office of Student Leadership and Engagement. The Office of Student Leadership and Engagement will determine whether additional campus sanctions and/or student conduct adjudication may be necessary.
  - ii. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined, in writing, to the Office of Student Leadership and Engagement. The Office of Student Leadership and Engagement will determine whether additional campus sanctions and/or student conduct adjudication may be necessary.
  - iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8. In addition, The Office of Student Leadership and Engagement will decide if additional campus sanctions and/or student conduct adjudication may be necessary.
2. Students
  - i. Any student who violates the provisions of Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy shall be expelled, suspended, or dismissed from the institution and not permitted to return for at least one semester, quarter, or comparable academic period and may be subject to criminal charges.

- ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- iii. Any student who fails to seek assistance as defined by the law and this policy shall be subject to penalties outlined in R.S. 14:40.8. Any person or organization shall be responsible for any signs, notices, or posters they sponsor or post on campus. By posting the sign, notice or poster on campus, the person or organization agrees to hold Grambling State University harmless for any assessed damages or liabilities incurred as a result of the sign, notice or poster.

#### L. **ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY**

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

Grambling State University endorses the Drug Free Schools and Communities Act Amendment of 1989 (**Public Law 101-226**) and abides by all state and local laws and ordinances relative to alcoholic beverages and illegal controlled substances. Alcoholic beverages may not be used by, possessed by or distributed to anyone under twenty-one (21) years of age.

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

#### M. **WEAPONS ON CAMPUS POLICY**

Grambling State University, as a member of the University of Louisiana System, is designated as a “firearm-free zone” pursuant to Louisiana law R.S. 14:96.6. Carrying a firearm or dangerous weapon by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline as stated in the University of Louisiana System, Board of Supervisors’ **“Weapons on Campus Policy”**.

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

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any



school sponsored or affiliated function, shall obtain written authority of the President or Vice President and register such weapon with campus police before bringing the firearm on school property, school transportation, or to any school sponsored or affiliated function.

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

Students found in violation of the "**Weapons on Campus Policy**" shall be subject to disciplinary action through the Office of Student Conduct.

## **N. STUDENT DUE PROCESS POLICY** **Policy and Procedures Memorandum**

The purpose of this policy is to establish student due process procedures for University of Louisiana System institutions according to Act 464 of the 2022 Regular Session of the Louisiana Legislature, codified at R.S. 17:3394 (Student Due Process and Protection Act).

Due process protection is afforded to all students and student organizations attending University of Louisiana System member institutions. This policy requires that universities governed by the University of Louisiana System set forth all of its policies, rules, and regulations governing students and student organizations' conduct in properly promulgated publications. All University of Louisiana System member institutions shall implement policies, procedures, and practices for due process in compliance with Act 464 and this Policy.

### **1. Disciplinary Proceedings**

Any student enrolled at an institution under the jurisdiction of University of Louisiana System and accused of a violation of the disciplinary or conduct rules that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion has the right to be represented, at the student's expense, by an attorney or non-attorney advocate who may fully participate during any disciplinary proceeding or other procedure adopted and used by the affected institution to address an alleged violation of the institution's non-academic rules or policies. This right applies to both the student who has been accused of the violation and to the student who is the alleged victim, if applicable. Prior to scheduling a disciplinary proceeding, the institution is required to inform the students in writing of their rights provided by this section.

Any student organization officially recognized by an institution under the jurisdiction of the management board has the right to be represented, at the organization's expense, by an attorney or a non-attorney advocate who may fully participate during any disciplinary proceeding or during any other procedure adopted and used by the institution to address an alleged violation of the institution's non-academic rules or policies. This right applies to both the student organization that has been accused of the alleged violation and the alleged victim, if applicable.

A student or student organization subject to a charge or disciplinary proceeding by the institution is entitled, upon receiving notice of the charge, to notice of any and all violations of the institution's non-academic rules or policies and the disciplinary proceedings or charges that will occur as a result. This notice shall include but need not be limited to each and every section of the institution's rules or policies that the student or student organization is alleged to have violated and any evidence the institution used and collected in making the charge.

When a violation is punishable by suspension of ten (10) or more days or expulsion, or when a violation by a student organization is punishable by suspension or removal of the organization from the institution, the disciplinary procedures contained in the code of student conduct shall include but need not be limited to the following:

1. Afford the accused student or organization the express presumption of innocence and set forth that he or the organization may not be deemed guilty of the violation until he/she or the organization formally acknowledges responsibility or conclusion of a hearing where the institution has established every element of the alleged violation.
2. Require the institution to maintain an administrative file of disciplinary proceedings. The file shall include all documents and evidence in the institution's possession or control relevant to the alleged violation and the institution's investigation including but not limited to exculpatory evidence, documents submitted by any participant, and the institution's choice of a video recording, audio recording, or transcript of any disciplinary hearing ultimately held in the matter. The file shall not include privileged document or internal memorandums that the institution does not intend to introduce as evidence at any hearing on the matter.
3. Provide both the accused student or organization and the alleged victim reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents in the file beginning at least seven (7) business days prior to any disciplinary hearing, or sooner if otherwise specified under federal law, except that individual portions of the administrative file shall be redacted if disclosure of the evidence is required by law.
4. Ensure that all disciplinary proceedings are carried out free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles. For purposes of this paragraph, an institution shall be considered to commingle such roles if any individual carries out more than one of the following roles with respect to any disciplinary proceeding:
  - a. Victim counselor and victim advocate
  - b. Investigator
  - c. Institutional prosecutor

- d. Adjudicator
- e. Appellate adjudicator

## **2. Appeals**

Any student or student organization that is found to be in violation of the institution's non-academic rules or policies shall be afforded an opportunity to appeal the institution's initial decision to an appellate entity that is an institutional administrator or body that did not make the initial decision. Such an appeal shall be filed within ten (10) days after receiving final notice of the institution's decision. The right to appeal the result of the institution's disciplinary proceeding also applies to the student who is the alleged victim, if applicable. The institution may designate the appellate entity as the final institutional authority on the matter; however, nothing in this Section shall preclude a court from granting a prevailing plaintiff equitable relief.

In the appeals process, the student or student organization has the right to be represented, at the student's or the organization's expense, by the student's or the organization's attorney or non-attorney advocate.

Issues that may be raised on appeal include new evidence, contradictory evidence, and evidence that the student or student organization was not afforded due process. The institutional body considering the appeal may consider police reports, transcripts, and the outcome of any civil or criminal proceeding directly related to the appeal. Upon

consideration of the evidence, the institutional body considering the appeal may grant the appeal, deny the appeal, order a new hearing, or reduce or modify the punishment. If the appeal results in the reversal of the decision or a lessening of the sanction, the institution shall reimburse the student for any tuition and fees paid for the period of suspension, including a deferred suspension, or expulsion which had not been previously refunded, if applicable.

UL System member institutions are not required to use formal rules of evidence in disciplinary proceedings. However, they shall make good faith efforts to include relevant evidence and exclude evidence which is neither relevant nor probative.

Institutions are obligated to provide equivalent rights to a student who is the alleged victim in the disciplinary proceeding, including equivalent opportunities to have others present during an institutional disciplinary proceeding, to an unrestricted choice of attorney or non-attorney advocate in any meeting or institutional disciplinary proceeding, if applicable.

## **3. Interim Measures**

UL System member institutions shall have the ability to take reasonable interim measures necessary to ensure the physical safety of members of its campus communities during a timely investigation and adjudication of a student disciplinary issue including but not limited to the ability to make adjustments in student housing arrangements, impose conditions of mutual no-contact between

the accused student and the alleged victim, temporarily suspend a student, or ban a student from campus. Such reasonable interim measures shall require the following:

- a. Within seventy-two (72) hours of the alleged violation being deemed an immediate threat, written notice of the interim measure that explains the institution's reasons for enacting the measures.

Within seven (7) business days of the written notice as outlined in the above paragraph, unless otherwise waived by the accused student, an interim measure hearing to determine whether there is substantial evidence that the student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk. At the hearing, both the accused student and the alleged victim shall have the right to be represented, at the student's expense, by an attorney or a non-attorney advocate who may fully participate during the hearing. An accused student's waiver of the right to an interim measure hearing shall not constitute an admission of guilt or a waiver of any

## **O. ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY**

Grambling State University has a "**Zero Tolerance**" policy for Aggressive Behavior. This policy addresses unacceptable behaviors which create fear, bodily harm to another, or property damage.

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

1. **Assault**
2. **Battery**
3. **Dangerous, Threatening Unsafe Behavior**
4. **Destruction/Damage to Property**

Any student found in-violation of an aggressive behavior act may result in immediate suspension up to expulsion from the University. The University has authority over all behavioral infractions, which occur in university facilities or on university property. University charges and criminal charges are independent of each other.

## **P. ELECTRONIC DEVICES POLICY**

The use of any unauthorized electronic device including, but not limited to, cell phones, pagers, iPod, MP3, etc., during official classroom instruction, University assembly periods, and official University testing administration sites are prohibited. Students entering a classroom or testing site must turn off and store their phones prior to entering the room. Cell phones are not allowed on desks or tabletops. Students must get permission from the instructor before class and operate the phone in silent mode if extenuating circumstances require a cell

phone to be on during class. The instructor may determine the consequences for violations of this policy or refer written complaints to the Office of Student Conduct.

**Q.**

### **CLASSROOM MISCONDUCT POLICY**

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

with the instructor's view that the problem has not been resolved, the situation may be referred to the Office of Student Conduct. A memorandum describing the student's behavior, a copy of the written summary and any other related material shall be forwarded to the Office of Student Conduct. **(A copy of all material shall be forwarded to the instructor's academic dean, student's academic dean and the Office of Student Conduct.)**

## **R. COMMENCEMENT CONDUCT**

Grambling State University's Commencement is a time to celebrate and enjoy the achievements of our graduates. It is also a time to acknowledge the help and support provided by family, friends, faculty, and staff. We wish for the ceremony to be a pleasant experience for everyone, all participants deserve a safe, orderly and dignified ceremonies. In an effort to make this event a positive experience for everyone, students and guests are asked to respect the dignity of the Commencement Ceremony and comply with the provisions cited here.

1. Appropriate business or business casual attire must be worn beneath the regalia. Shorts and tennis shoes are discouraged unless needed for mobility reasons
2. Graduates must follow the directions of Commencement volunteers and staff.
3. Students and guests should conduct themselves in an appropriate manner that demonstrates respect toward graduates, guests and the speakers on stage.
4. Mute/Silence cell phones and similar devices, the use of devices during the ceremony is prohibited.
5. There will be zero tolerance for disorderly behavior, or behavior that limits the egress or orderly flow of the ceremony.
6. Graduates who display signs of being under the influence of controlled substances or alcohol will be removed from the processional and will not participate in the ceremony.
7. Please remain from excessive celebrations, dancing or strolling, unwarranted behavior and distractions.
8. After crossing the stage, graduates must return to their chair and remain seated throughout the ceremony.

GSU's Code of Conduct applies at the Commencement Ceremony. Violations of Commencement protocol and guidelines may result in a disciplinary referral to the Office of Student Conduct and delay of degree until the matter is satisfactorily resolved.

## **S. DRESS CODE POLICY**

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

at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions.

The following standards shall apply and will be enforced:

Examples of inappropriate attire include but are not limited to:

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

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

Students must adhere to any special dress standard set by groups presenting social programs such as musical arts, convocations, commencement, etc. Admission to such events may be denied if manner of dress is inappropriate.

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

## **T. PARENTAL NOTIFICATION**

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

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

## **U. NON-DISCRIMINATION STATEMENT**

Grambling State University adheres to the equal opportunity provisions of federal civil rights laws and regulations applicable to this agency. Therefore, no one will be discriminated against based on race, color, or national origin (**Title VI of the Civil Rights Act of 1964**); sex (**Title IX of the Education Amendments of 1972**); or disability (**Section 504 of the Rehabilitation Act of 1973**) in attaining

educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact: **EEO Officer, Mr. Harry Lamar Anderson Jr. (Brown Hall-Room 127) at (318) 274-2660.**

The health, safety, and well-being of students, employees, campus visitors and authorized users are the University's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance.

If the University is open, employees, students and non-students may file a report in person during regular business hours (**7:30 a.m. to 5:00 p.m., Monday – Thursday, and 7:30 a.m. – 11:30 a.m., Friday**) to:

**Mr. Kennedy Jones  
Interim Title IX Coordinator  
Grambling State University  
Brown Hall, Room 127  
403 Main Street  
Grambling, LA 71245  
Phone: (318) 274-2660  
Email: [titleix@gram.edu](mailto:titleix@gram.edu) or [andersonh@gram.edu](mailto:andersonh@gram.edu)**

Assistance can be obtained 24 hours a day, seven days a week from:

- **University Police**
  - 1-911, emergency; on-campus
  - (318) 274-2222, off campus
  
- Local Hospital:  
**Northern Louisiana Medical Center**  
401 East Vaughn Avenue, Ruston, LA 71270  
(318) 254-2100

Also, the Grambling State University Counseling Center (318) 274-3277 and the Student Health Center (318) 274-2351 are both at Foster- Johnson Health Center.

**Questions Pertaining to this Code of Student Conduct should be directed to:**  
**Ms. Tundra Turner**  
**Director/Office of Student Conduct**  
**Grambling State University|403 Main Street| GSU Box 4309|Grambling, LA 71245**  
**Phone: 318-274-7782|**  
**[turnert@gram.edu](mailto:turnert@gram.edu)|[www.gram.edu](http://www.gram.edu)**



# **TITLE IX COORDINATOR/EEO OFFICE**

**Office for Civil Right and Title IX**

**Brown Hall RM-127**

**Email: [titleix@gram.edu](mailto:titleix@gram.edu)**

**318.274.2660**

## **NON-DISCRIMINATION STATEMENT**

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

Office for Civil Rights and Title IX Director, Mr. Harry Lamar Anderson Jr. (Charles P. Adams Hall Room 4) at (318) 274-2660.

The health, safety, and well-being of students, employees, campus visitors and authorized users are the University's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance.

If the University is open, employees, students and non-students may file a report in person during regular business hours (7:30 a.m. to 5:00 p.m., Monday – Thursday, and 7:30 a.m. – 11:30 a.m., Friday) to:

**Mr. Harry Lamar Anderson**  
**Director, Office for Civil Rights and Title IX**  
**Title IX Coordinator**

Grambling State University  
Charles P. Adams Hall Room 4  
403 Main Street  
Grambling, LA 71245

Phone: (318) 274-2660 Email: [titleix@gram.edu](mailto:titleix@gram.edu) or [jonesk@gram.edu](mailto:jonesk@gram.edu)

[Office for Civil Rights and Title IX Webpage](#)

Assistance can be obtained 24 hours a day, seven days a week from:

University Police

- on-campus – (318) 274-2222
- off-campus – 911 Emergency

Local Hospital:

- Northern Louisiana Medical Center

401 East Vaughn Avenue, Ruston, LA 71270  
(318) 254-2100

Additionally, the Grambling State University Student Counseling and Wellness Resource Center (318) 274-3277 and the Foster - Johnson Student Health Center. (318) 274-2351 are both located at Foster - Johnson Student Health Center.

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

Mrs. Inetha Wimberly

Director/Office of Student Conduct

Grambling State University|403 Main Street| GSU Box 4309|Grambling, LA 71245

Phone: 318-274-7782| [turnert@gram.edu](mailto:turnert@gram.edu)|[www.gram.edu](http://www.gram.edu) Grambling State University - Student Conduct

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

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

### ***Office for Civil Right and Title IX***

It is the policy of Grambling State University that all employees, students, visitors, and authorized users of the University's facilities be able to enjoy a campus environment free from all forms of harassment based upon their race, sexual orientation, age, gender, national origin, religion, color, disability, or veteran status.

Politeness and friendliness are virtues that University community members seek to demonstrate in their daily interactions. Rude and/or hostile behavior violates the University's tradition of respect for others and undermines rational discourse and interferes with the educational process.

Grambling State University is committed to offering all employees, students, visitors, and authorized users of university facilities a campus environment free from all forms of sexual misconduct and workplace harassment. No employee (staff, faculty, and administrator) or student (male or female) should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. All members of the University community should be treated with dignity and fairness without harassing conduct, which stifles productivity and hampers academic and professional motivation.

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

### **Online Trainings**

Grambling State University has partnered with Vector Solutions to use Campus Prevention Network courses previously offered through Campus Prevention Network. The mission remains the same to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and ethics in higher education institutions across the country. As part of our comprehensive prevention program students are required to complete online trainings. These online educational courses will empower students to make well-informed decisions about issues that affect their years at Grambling State University and beyond.

### **STATEMENT CONCERNING SEXUAL ASSAULT**

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

Victim's Rights Include:

- To initiate, in addition to criminal charges, disciplinary proceedings against the alleged student offender. CAVEAT: Both the accuser and the accused are entitled to the same opportunities to have

others present during a disciplinary proceeding and shall be informed of the outcome of any disciplinary proceeding alleging a sexual assault.

- To be informed by the proper University officials of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.

- To be notified by the proper University officials of existing counseling, mental health, or student services for victims of sexual assault both on-campus and in the community.

- To be notified by the proper University officials of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are available.

#### Evidence of Sexual Assault and Abuse

- Immediately after the assault, victims of sexual assault and abuse are urged to contact University law enforcement authorities if the assault occurred on-campus and local law enforcement authorities if the assault occurred off-campus.

- It is important for victims of sexual assault and abuse to seek medical assistance immediately after an alleged assault to preserve any evidence. CAVEAT: Brushing teeth and rinsing mouth, bathing, douching, and enemas are discouraged. Victims should report to the Foster-Johnson Health Care Center, located on Central Ave., if on campus or to the nearest hospital if off campus, whether the victim decides to lodge criminal charges, disciplinary proceedings, and/or both.

### **STATEMENT CONCERNING SEXUAL HARASSMENT**

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

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

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

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

### **STATEMENT OF POWER-BASED VIOLENCE & SEXUAL MISCONDUCT**

Power-Based Violence which is a broader term that covers gender/sex-based misconduct beyond the Title IX Regulations' "sexual harassment" definition. Power-based violence is defined as any form of interpersonal violence intended to control or intimidate another person through the assertion of power

over the person. It includes but is more expensive than sexual misconduct and Title IX misconduct. These behaviors will not be tolerated in the Grambling State University community of trust. GSU is committed to fostering a community that promotes prompt reporting of power-based violence and sexual misconduct. A timely and fair resolution of creating a safe learning, working, and living environment is the responsibility of all members of the University community.

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

**Office for Civil Rights and Title IX**

Charles P. Adams Hall RM-4

Email: [titleix@gram.edu](mailto:titleix@gram.edu)

318.274.2660

**[Power-Based Violence/Title IX/Sexual Misconduct Incident Report Form](#)**

**[SEXUAL MISCONDUCT POLICY](#)**

**[SEXUAL MISCONDUCT PROCEDURES](#)**

**[POWER-BASED VIOLENCE/SEXUAL MISCONDUCT POLICY](#)**

**[POWER-BASED VIOLENCE SEXUAL MISCONDUCT PROCEDURES](#)**

Grambling State University respects the sensitivity of information that may be included in incident report form. Filing an incident report only notifies the Title IX Coordinator, her office is located on campus in Charles P. Adams Hall RM-4. Please note that as mandated by Title IX as a federal law, the information included in the incident report is not confidential but will be kept as private as possible in all efforts to protect individuals and the GSU community.

Completing an incident report does not substitute filing a report with University Police or Local Police. To file a report with University Police, please call 318-274-2222 and ask to speak with a supervisor or go to the GSU Police Department, located on campus at the corner of R.W.E. Jones Drive and Blalock Street, 531 R.W.E. Jones Drive.

If you are unsure or would like to speak to someone about completing an incident report form, please call the Title IX Coordinator, Mr. Harry Lamar Anderson Jr., at 318-274-2660, Mrs. Michelle Hopwood at 318-274-6145 or Ms. LaToya Walker at 318-274-2784.

To report an emergency or if you are reporting an incident that poses an imminent risk of harm to a person(s) or property call university police at 318-274-2222 if you are off campus dial 911.

The Sexual Misconduct Policy covers complaints of alleged sexual misconduct that may involve a student or employee either as an alleged perpetrator (accused) or as the victim (complainant). Sexual misconduct, as defined by this Policy and Procedure for Sexual Misconduct Complaints (this "Policy"), comprises a broad range of behaviors that will not be tolerated in the University's community of trust.

For purposes of this Policy, sexual misconduct includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Stalking, Domestic Violence, Family Violence, Dating Violence and Retaliation.

Sexual misconduct violates University policy and Federal civil rights law and may also be subject to criminal prosecution. The University is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. Creating a safe environment is the responsibility of all members of the University community.

As a public institution, the University also must provide due process to students or employees accused of sexual misconduct. This Policy is designed to provide a fair process for both parties while ensuring

a complainant's protections under Title IX. Consistent with due process, the accused is presumed not responsible until proven otherwise under this Policy. The University's policy will comply with applicable federal and state laws and regulations, and must be amended to reflect any changes to federal and state laws and regulations including, but not limited to, the following:

- (A) Title IX of the 1972 Education Amendments which (i) prohibits discrimination based on sex in educational institutions and (ii) requires colleges and universities receiving federal funding to combat gender-based violence and harassment, and respond to survivors' needs to ensure that all students have equal access to education;
- (B) The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which requires policies and procedures for sexual assault and requires timely warning and external reporting of crimes; and
- (C) Section 304 of the Violence against Women Reauthorization Act of 2013 (VAWA (Violence Against Women Act)), which extends the Clery Act to include dating violence, domestic violence and stalking and Act 172 of the 2015 Louisiana Legislative Session and any other applicable state laws

The University is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this policy is intended to abridge the rights or freedoms guaranteed by the First Amendment.

If the University is open, employees, students and non-students may file a report in person during regular business hours (7:30 a.m. to 5:00 p.m., Monday – Thursday, and 7:30 a.m. – 11:30 a.m., Friday) with the Title IX Coordinator in Charles P. Adams Hall RM-4.

**Mr. Kennedy Jones, Interim- Director  
Office for Civil Rights and Title IX  
Title IX Coordinator**

Charles P. Adams Hall RM-4

[titleix@gram.edu](mailto:titleix@gram.edu)

403 Main Street

GSU Box 4233

Grambling, LA 71245

Phone: (318) 274-2660 or 2784

Email: [andersonh@gram.edu](mailto:andersonh@gram.edu)

**[Power-Based Violence/Title IX/Sexual Misconduct Incident Report Form](#)**

Assistance can be obtained 24 hours a day, seven days a week from:

University Police

- on-campus – (318) 274-2222
- off-campus – 911 Emergency

Local Hospital:

- Northern Louisiana Medical Center

401 East Vaughn Avenue, Ruston, LA 71270  
(318) 254-2100

Additionally, the Grambling State University Student Counseling and Wellness Resource Center (318) 274-3277 and the Foster - Johnson Student Health Center. (318) 274-2351 are both located at Foster - Johnson Student Health Center. Information regarding these support services will be provided immediately upon receiving a report of sexual misconduct but is not limited to individuals filing a formal complaint.

The assistance of a trained Confidential Advisor is available for employees, students, and non-students. The following university employees are designated as Confidential Advisors/Resources:

**1. Grambling State University Student Counseling and Wellness Resource Center**

Dr. Coleen Speed, Director  
Telephone Number: (318) 274-4763  
Location: Central Avenue – Grambling, LA 71245  
Foster-Johnson Health Center

**2. Grambling State University Foster-Johnson Health Center**

Patrice Outley, MSN, APRN, FNP-C  
Telephone Number: (318) 274-2351  
Location: Central Avenue – Grambling, LA 71245  
Foster-Johnson Health Center

**3. Off-Campus Community Resources/Local Hospitals:**

- a. Emergency and Local Police: 911
- b. *North Louisiana Medical Center*  
401 East Vaughn Ave., Ruston, LA 71270  
(318) 254-2100
- c. *Pine Hills Sexual Assault Center*  
117 South Trenton St.  
Ruston, LA 71270  
Mailing Address:  
100 W. Texas Ave., Second Floor  
Ruston, LA 71270  
(24-Hr Crisis Hotline)  
(318) 255-7273 or 1-800-869-1033
- d. *Domestic Abuse Resistance Team (DART)*  
108 W Alabama Ave, Ruston, LA 71270  
(318) 251-2255

**GENERAL COMPLAINT PROTOCOL**

Grambling State University is committed to a policy of fair treatment of all in relationships with fellow students, faculty, staff, administrators, and other constituents. Everyone is encouraged to seek an informal resolution of the matter directly with the individual(s) involved, when possible. For matters where a resolution is not feasible, an Online Complaint Form can be completed and filed with the Office for Civil Rights and Title IX located in Charles P. Adams Hall Room 4.

## FILING COMPLAINTS

Students, faculty, staff, administrators, and other constituents may access a Complaint Form from the Office for Civil Rights and Title IX. This form is also available online at [Online Complaint Form](#). Upon completion, the form is forwarded to the Office for Civil Rights and Title IX. The complaint is logged, assigned a number, and forwarded to the appropriate office based on the subject matter. The director/dean will investigate the complaint and submit the Complaint Resolution Form to the Vice President of the respective area. Action response dates by responsible parties are recorded as well as the name of specific responding staff member are noted on the form. Upon resolution, the Complaint Resolution Form is returned to the Office for Civil Rights and Title IX who forwards the decision to the complainant. The following are some examples of the several types of complaints that may be filed:

Example 1: If the complaint is against a student for violation of the Student Code of Conduct, the complaint is forwarded to the Office of Student Conduct.

Example 2: If the complaint alleges discrimination based on race, color, sex, religion, national origin, age, and/or disability, the complaint is forwarded to the Office for Civil Rights and Title IX.

Example 3: If the subject matter is residential halls, the complaint is forwarded to the Director of Residential Life.

Example 4: If the subject matter is an academic complaint, the complaint is forwarded to the Office of the Vice President for Academic Affairs.

Example 5: If the subject matter is student billing, the complaint is forwarded to the Office of Student Accounts.

Other pertinent information is published on the [website \(https://www.gram.edu/student-life/titleIX/\)](https://www.gram.edu/student-life/titleIX/).

# UNIVERSITY POLICE DEPARTMENT

531 R.E Jones Drive  
Grambling, LA 7125  
[GSUPolice@gram.edu](mailto:GSUPolice@gram.edu)

In its continuous effort to provide the best security and safety measures possible, the University Police Department provides a variety of law enforcement services and functions for the campus and surrounding areas.

An active police presence is established with 24-hour patrol protection for the main campus, parking lots, and residence halls. The University Police Department also provides regular patrol on streets throughout the University campus and all areas adjacent to the campus. All GSU police officers are highly trained law enforcement personnel and are commissioned by the Department of Public Safety, State of Louisiana. Louisiana Revised Statute 17:1805 vests University Police Officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff. Each officer must successfully complete the Louisiana Commission on Law Enforcement Police Officer Standards and Training course.

All officers receive specialized training in first aid, firearms, defensive tactics, legal update, criminal investigation, collection and preservation of evidence, and traffic investigation. GSU law enforcement officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform. In discharge of their duties on campus, police officers may exercise the power of arrest. University police officers have the authority to discharge their duties off campus if engaged in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the parish or city.

The overall safety and security of Grambling State University is a shared responsibility and requires the cooperation of all faculty, staff, students, and visitors. As such, the University Police Department is actively involved in several initiatives aimed at promoting a safe and secure campus to include the following:

## A. G Safe App:

**G Safe** connects you directly with campus safety forces, while also providing convenience and helping you to save time. The app contains several features including **Anonymous Tips, Emergency Resources, and an Emergency Button**. The *anonymous tips* feature allows you to easily submit tips to campus safety forces anonymously. Tips can include safety concerns, suspicious activity, drug use or any other non-emergencies. You can also attach photos/ videos when submitting a tip and start talking with those who receive it. The *emergency resources* feature gives you access to updated emergency resources, procedures, and additional documentation at your fingertips. When the *emergency button slider* is activated, campus safety is directly called. Location information is also sent to help cut down on response time. Your location is **NOT** passively tracked. Location services are only used when you signal for assistance. Additional features such as **Friend Watch, Safety Map** and **Safe Transport** give you extra safety & convenience. Friend Watch acts as a safety timer during potentially dangerous activities. Alerting your friends and/or family members if you are in trouble. **The app is 100% free and can be downloaded from your IOS App Store or Android Google Play.**



## **B. Campus Oriented Policing:**

University police officers participate in seminars and workshops available to all students, faculty, and staff on a regular basis. The Chief, or his designated representative, gives a crime awareness-safety security presentation at the beginning of each semester to all residence hall members and during student, parent, and new employee orientations. The topics discussed includes General Crime Prevention, Identify Your Property, Rape Awareness, and Sexual Assault. Information concerning safety and security is regularly provided to students, faculty, and staff using seminars and workshops; crime alert bulletins; crime prevention posters and brochures; KGRM, the University radio station; and the Gramblinite, the student weekly newspaper.

Proper lighting and building security are major factors in determining crime on campus. The University Facilities Director maintains the University buildings and grounds with a concern for safety and security. The Chief of Police, or his representative, inspects campus facilities regularly, authorizes repairs as quickly as possible affecting safety and security, and responds to reports of potential safety and security hazards, such as broken locks and windows. The University Police Department assists Facilities personnel by reporting potential safety and security hazards regularly. Students, faculty, and staff may also report any safety and security hazards.

## **C. Relations with Other Law Enforcement Agencies:**

The Police Department at the Grambling State University enjoys an excellent working relationship with all our area law enforcement partners including the Louisiana State Police, Department of Homeland Security, Grambling City Police Department, Grambling City Fire Department, Lincoln Parish Sheriff's Department, Lincoln Parish Marshal's Office, Ruston Police Department, Jonesboro Police Department, Arcadia Police Department, and Bienville Police Department. Personnel and resources are provided by these law enforcement agencies whenever an incident or planned special event occurs that exceeds the capabilities of Grambling State University.

## **D. Crime Statistics:**

The University Police Department submits a monthly Uniform Crime Report to the Louisiana Commission on Law Enforcement who in turn reports the statistics to the Federal Bureau of Investigation (FBI), Department of Justice, and Washington, D.C. Additionally, a monthly report is submitted to the University of Louisiana System Board of Supervisors. The Annual Crime and Fire Report (ACFR) is updated twice a year and placed on the University's website for public consumption. You may click [here](#) to view the ACFR. Students are encouraged to discuss any questions or concerns regarding the ACFR or other safety related issues with the Chief of Police or his designee.

# **OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP (SEAL)**

**FAVROT STUDENT UNION**

**318-274-3334**

[FAVORSC@GRAM.EDU](mailto:FAVORSC@GRAM.EDU)

## **INTRODUCTION**

Office of Student Engagement and Leadership (SEAL) is the coordinating unit for all organizations at GSU. There are varieties of organizations from which to choose that will suit the needs of most students. Through the years, students have learned about civic responsibility and activism through their involvement in student organizations. Therefore, students are strongly encouraged to use this resource to get involved and make a difference in the lives of others whether at the University, the local community or beyond. Additional information regarding student organizations may be obtained from the SEAL office or by reading the Student Handbook. The student organization office is in the Favrot Student Union, Office # 218. The office telephone number is (318) 274-3334. Organizations eligible to register at GSU include departmental, professional, honors, leadership organizations, special interest groups (political, religious, athletic, etc.) and social fraternities and sororities.

## **What is a Student Organization?**

A student organization is defined as a group of currently enrolled Grambling State University (GSU) students who unite to promote a common interest. Only currently enrolled undergraduate students may serve as officers or vote on organizational matters. GSU recognizes the vital contributions that student organizations make to the quality of life on the university campus; however, recognition as a GSU student organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by GSU.

If it is alleged that a registered student organization or its members have failed to comply with university policies and procedures, the state of Louisiana law/statutes, federal law or statutes, the university may investigate and render sanctions, as it deems necessary. Failure to comply with university policies and procedures may result in various penalties, including suspension or revocation of recognition. A student organization that has been suspended loses all privileges and benefits granted to student organizations.

## **Opportunities for Students Who Join Student Organizations**

Student organizations provide opportunities for leadership skills development and experience in assuming responsibilities. The goal of organizations is to support the intellectual, spiritual, and academic development of students. All student organizations must go through a process of recognition before they can officially function under the name of Grambling State University. An organization that is national in scope may establish a chapter on campus if the proper authority grants approval. Any group of students who wish to establish an organization may do so, provided they follow the University's regulations governing student organizations and support the general purposes of the University may

establish for those organizations.

## **CATEGORIES OF ORGANIZATIONS**

Grambling State University recognizes a variety of student clubs and organizations. SEAL maintains current information for each registered student organization, its purpose, advisors, and a complete roster of its active membership. Each semester, a list of current organizations is published.

### **University Established Organizations**

The departmental organizations are established by university departments and/or the University. Departmental organizations include Student Government Association and the Graduate Student Government Association, Student Union Board, Student Organization Council, Yearbook, Gramblinite, Freshman Class, Sophomore Class, Junior Class, Senior Class, Band, Orchesis Dance Company, Cheerleaders, and Honda Quiz Bowl Team.

For more information on the GSU Spirit Group policy please access the following link:

<https://www.gram.edu/faculty/policies/docs/66001%20-%20Spirit%20Groups.pdf>

### **NATIONAL PAN-HELLENIC COUNCIL**

The National Pan Hellenic Council (NPHC) is composed of nine national/international Greek sororities and fraternities. These organizations are: Alpha Phi Alpha, Alpha Kappa Alpha, Delta Sigma Theta, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho, and Zeta Phi Beta.

**ALL organizations, regardless of category or affiliation (graduate or undergraduate; departmental or other status). MUST register with the Office of Student Engagement and Leadership as directed each semester.**

### **OTHER CATEGORIES OF ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY**

The following are but a few examples of the types of organizations currently authorized on campus

#### **Honor Organizations**

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

#### **Political**

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

#### **Professional/Academic/Honorary**

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

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

#### **Service/Social/Special Interest**

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

#### **Health and Wellness**

**Health and wellness organizations serve to connect students with similar interests involving wellness. Many assists with bettering the student body through programming, advocacy, and opportunities for educating others around health issues.**

### **Media & Publications**

**Media organizations work to produce media and publications for their fellow students at GSU.**

### **Sports Clubs/Organizations**

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

### **REGISTRATON OF ORGANIZATIONS**

Student organizations must register in the fall and spring semester; at a time specified by SEAL. A new student organization is any student/campus group not registered within the two (2) years with SEAL. Any organization that has not been active within the previous two years must re-apply by submitting a new application.

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

The following information is required of all student organizations:

1. A statement containing the name and purpose(s) of the organization.
2. The group's purpose must be in alignment with federal, state, local laws and University mission, policy, and procedure.
3. The name, title, and signature of the officers of the organization, local addresses, phone numbers, email addresses and student identification numbers of all officers must be contained within the application documents.
4. A list of members detailing names, and student identification numbers must accompany the application forms.
  - A. All organization members must be admitted and enrolled as full-time students (12 hours).
  - b. Maintain roster of currently enrolled GSU undergraduate student members and officers
  - C Clubs/organizations must consist of at least ten (10) members including officers.
  - d. Clubs/organizations must have an advisor who is a full-time faculty or staff member at Gambling State University
  - e. Attend the Student Organization Registration-Orientation fall and spring semester program.
5. All members are to sign a statement of understanding regarding the University's hazing policy, and it is to be filed in the organization's file in SEAL.

#### **1. REGISTRATION PRIVILEGES**

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

- A. The use of university facilities for university approved organization meetings and approved activities. (Organizations may not reserve state property or facilities for outside groups or

- businesses).
- B. The opportunity of sponsoring or conducting on-campus fund-raising events.
  - C. The right to use an official mailing address and mailbox (space availability basis) at the University.
  - D. The opportunity to participate in and coordinate activities with other University organizations.
  - E. The opportunity to participate in Student Organization Day.
  - F. The opportunity to distribute literature at appropriate University locations.
  - G. The opportunity to seek funding from the Student Government Association.
  - H. The opportunity to use SEAL as a resource for program planning and organizational development.
  - I. The opportunity to be listed in the "SEAL Organizations Directory." The directory is sent to various offices throughout the campus, distributed to interested individuals and posted on the website.
  - J. All organizations must have a copy of the organization's Constitution and Bylaws, and other affiliated organization constitutions; and Constitution/Bylaws are to be submitted to SEAL.
  - K. A statement certifying affiliation with the regional/ (inter)national organization must be submitted to SEAL along with all documentation.
  - L. All organizations must have an agency account with the GSU finance office.

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

### **STUDENT ORGANIZATION CODE OF CONDUCT**

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

All registered student organizations:

1. Must comply with the eligibility requirements and financial regulations published in the Student Handbook;
2. Shall not discriminate based on age, color, creed, disability, national origin, race, religion, sex, or sexual orientation unless pursuant to an exception recognized by law (e.g., fraternity, sororities).
3. Are not exempt from discipline for such actions under this policy that constitute violations of federal, state, local laws, and University policies and regulations may be subject to additional action by an appropriate judicial body;
4. Can be subject to disciplinary action because of actions of individual members of the organization undertaken while representing the organization;
5. Shall be responsible for all activities and/or damages resulting from its events. The organization must exercise reasonable caution to ensure that its action and its agent's action on its behalf do not cause damage to the property of students, University employees, other organizations, or the University.

6. Shall be responsible for compliance with university policies, the Student Code of Conduct, including, but not limited to, the use of university facilities and grounds, electronic information technology and facility reservation;
7. Shall ensure that invitations to events taking place in a University facility are limited to students, faculty, and staff of the University unless an exception is specifically authorized in accordance with appropriate facility use policies;
8. May not knowingly organize, sponsor, cosponsor or in any way coordinate an event in university facilities with any student organization that has been prohibited from participating in that type of event or has had its registered status terminated;
9. Shall be responsible for compliance with University Alcohol Beverage Regulations, state statutes and city ordinances regarding possession, consumption and sale of alcohol beverages or other drugs, including controlled substances, at any event. An organization shall be responsible for verified instances of underage student organizations consuming or possessing an alcohol beverage or other violations of any of the above rules at any event; and
10. Shall abide by decisions of the University designated representative and/or the coordinator for student organizations regarding complaints arising out of this policy

## **GRADUATE STUDENT ORGANIZATIONS**

The Graduate Student Organizations (GSA) represents graduate students of GSU, to provide a means of responsible and effective graduate student participation in the planning and conduct of university affairs. The SA acknowledges the diversity of human experience and seeks to further knowledge within our disciplines by eliminating biases and prejudices. The GSA adopts the continuing policy that no individual shall be discriminated against based on race, age, disability, national and or ethnic origin, marital status, gender, or sexual orientation.

GSAs are required to have graduate students as officers but undergraduates as members. For more information on the GSA, please contact the Graduate Student Association.

## **CREATING A NEW ORGANIZATION**

Students interested in creating a new student organization or an organization previously authorized and has been dormant for more than two years will complete the New Student Organization Application form (NSOA). A new organization must not duplicate the guiding principles/purpose of an existing organization and must have at least 10 undergraduate or graduate (for graduate organizations) students interested in becoming members. All involved students must take the Anti hazing Course on CAVAS: click the link <https://grambling.instructure.com/courses/11165> click the picture on the announcement and "enroll" once they get to the course.

To begin, the process is as follows:

1. Groups applying to start a New Student Organization at GSU should inform the Office of Student Engagement and Leadership that they propose a new group and may then reserve a meeting space on campus.
2. If the organization is nationally affiliated:
  - a. Submit letter of authorization to colonize on campus
  - b. Complete New Student Organization application

- c. Submit letter of support from advisor (advisor must be full time faculty/staff) of the organization. (Required). ~~SEE~~
  3. At least 10 founding members (fulltime students) with minimum GPA of 2.0 involved to proceed with the following:
    - a. reserve space on campus to hold three meetings prior to the official chartering of the organization, the organization will not be receiving recognition until the following semester after application is approved if all requirements are met.
    - b. Business during these meetings should be limited to constitution drafting and forming the proposed organization's structure.

The NSOA will list the prospective president, treasurer, and other officers. A drafted constitution, using the sample constitution format provided by the SEAL must be utilized and the proposed advisor must sign the advisor agreement form. The application and other required documents will be reviewed by the SEAL office who will contact the organization to inform them of their status.

Graduate students are not eligible to hold leadership positions in Undergraduate GSU registered organizations. Faculty and staff may participate in club activities at the discretion of the executive board and advisor but may not be voting members, hold officer roles, or benefit directly from club funds. Alumni are not permitted to be members or participate in any SEAL recognized organizations.

An organization is registered when their completed registration forms are received by the office of SEAL.

## **REGISTRATION PROCESS**

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

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

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

## **DENIAL OF REGISTRATION**

SEAL will deny registration when:

1. The organization is not formed for an educational purpose, i.e., furtherance of academic, social, recreational, religious, political, or other special interests;
2. The group requesting registration has not complied with SEAL requirements, or the request for registration is incomplete, contains false material;
3. The group does not have a minimum ten students who are committed to joining the organization;
4. The request is to create an organization that is a subsidiary of a currently registered student organization;

5. The request involves an organization that is under a sanction imposed by SEAL or the University;
6. The request is to register as an organization under a new name when a former organizational name is under a sanction imposed by SEAL;
7. The request is to register an organization under suspension, termination, or equivalent sanction from its off-campus affiliate; and,
8. The organization has been previously registered and has delinquent debts.
9. Organizations operating for business purposes will be suspended upon discovery of their true intent.

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

### **TERMINATION OF REGISTRATION**

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

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

### **CHANGES IN ORGANIZATION**

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

### **SANCTIONS FOR FAILURE TO FOLLOW PROCEDURES**

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

### **MEMBERSHIP REQUIREMENTS**



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

1. Reasonable conditions and obligations of membership, except that:
2. No student shall be excluded from membership based on race, color, national origin, religious creed, age, political views, sexual orientation, or handicap, except where legal via state and federal laws as with Greek sororities and fraternities;



3. No student shall be excluded from membership based on sex, unless:
  - a. the organization is a fraternity or sorority
  - b. the primary purpose of the organization is to engage in sports, and/or the major purpose or activity involves bodily contact
  - c. No constitutions of registered student organizations and affiliated organizations shall contain provisions for discrimination as stipulated in the rules and regulations contained in this outline.
3. Active members and students being considered for membership must be in good standing with the University, maintain a 2.0 cumulative grade point average (for non-NPCH organizations) or above as mandated by the organization and must not be subject to university disciplinary action (i.e., judicial, SEAL, etc.).
4. All organizations are responsible for the conduct of its members and must adhere to the rules of SEAL and regulations of the University. If found guilty of misconduct, that is, in violation of the Student Code of Conduct Handbook the student and/or organization will be referred to the Office of Office of Student Conduct for appropriate review of the incident and appropriate disciplinary action.
5. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

## OFFICERS AND REPRESENTATIVES

- A)  Each registered student organization must have at least three officers or official representatives, one of whom must oversee the finances of the organization. The "Treasurer" should oversee the finances.
- B)  Officers/representatives must be currently enrolled as a full time (12 hours) student at GSU and be a member of the registered student organization. Graduate students cannot be elected as an officer in an undergraduate organization.

## ADVISORS

### Advisor Requirements

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

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

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

### Responsibilities of the Advisor

The responsibilities of advisors are to:

1. Be present at all the organization functions, meetings, events, etc., during the entire period of the activity;
2. Discuss goals and objectives;
3. Provide constructive criticism when deemed necessary; and positive praise on accomplishments.
4. Attend the organization's elections to ensure proper procedure is followed.
5. Attend SEAL orientation and monthly meetings held during the fall and spring semester;
6. Be familiar with the organization's constitution and bylaws to assist with their interpretation. Assistance should be provided in orienting new officers and promoting leadership development;
7. Know the organization's goals and how to efficiently achieve them while abiding by university policies and procedures. The advisor should be aware of the policies and procedures in the University organization handbook
8. Sign all requisitions. The advisor who is on record as the official advisor at the time the requisition is presented for processing must sign all requisitions
9. The advisor's role is to supervise the planning of all activities to ensure optimum success of any undertaking for the organization and its members
10. Be involved with the group's activities and assist the group in evaluating its progress toward reaching its desired goals. This ensures open communication with various officers and members can effectively guide the organization in fulfilling its purpose.
11. Ensure that all organizational events comply with federal, state, parish, and municipal laws. Ensure that events respect federal, state, parish, and municipal laws. He/she must implement sanctions for any violations within the organization. He/she must report any serious violation of university policies and procedure, Federal, State, Parish, and local laws to the SEAL

## **RESOURCES**

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

## **ORGANIZATIONS MINIMUM PERFORMANCE STANDARDS**

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

To meet the Minimum Performance Standards all organizations must:

1. Submit the Annual Officer Registration transition from between April 15 and May 15 of the spring semester for the following year;
2. Sponsor a table or booth during Club and Organization Day;
3. Attend scheduled orientation/registration program in fall and spring;

4. Attending monthly meetings. NPHC members' monthly meetings are separate from general student organization monthly meetings; SEAL will assess fines for failure to attend meetings.
5. Must complete two (2) self-determined community service projects each semester; and complete University service projects each semester as selected by the University and/or SEAL office.
6. Maintain a minimum of 10 students as members;
7. Deposit all organization funds in a university account;
8. Pay SEAL /GSU NPHC dues or fines owed from previous semester at the beginning of the next semester;
9. Have a designated representative to attend SEAL monthly meetings; the NPHC members must have three designated delegates to attend PHC Council meetings;
10. Attend the SGA Banquet if invited;
11. Must participate in the Miss GSU Coronation with a queen and escort representing the organization.
12. Submit minutes and attendance roll of the organization's meetings within two days of last organization meeting;
13. Attend Leadership Seminars as scheduled for student leaders;
14. Provide volunteer services to SEAL and the University upon request.

#### **Charter Renewal Requirements**

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

inactive status, ex., (financial, disciplinary, academic). Inactive members are prohibited from participating in all chapter activities. Involvement of inactive students will result in disciplinary action imposed against the organization.

15. Must provide all information requested by the SEAL or the Student Affairs office.
16. All members with less than a 2.0 GPA must be inactivated immediately.

## **ORGANIZATION ACTIVITIES**

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

### **general MEMBERSHIP INTAKE GUIDELINES**

#### **Intake Regulations**

1. No organization/club shall intake members prior to meeting the requirements of the college/university and its national organization.
2. No intake activity should be held without the presence of the advisor(s).
3. HAZING in any form, physical and mental abuse is prohibited and will not be tolerated.
4. The filing of a list of intended candidates with SEAL **following day after** any informational meetings.
5. All students interested in joining a student organization authorized at GSU, must take the Anti-Hazing certification course sponsored by the SEAL. GSU Anti-Hazing certification course is on CANVAS and is continuously available.

#### **General Membership Intake Procedures (MIP)**

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

1. All intakes occur two times a year, once in the fall, in the month of October, and one time in the spring, in the month of February (any changes must first be cleared with SEAL)
2. All chapters are responsible for educating undergraduates regarding all MIP policies, procedures, and appropriate activities.
3. When a chapter initiates the MIP, the following must be completed with SEAL:
  - A. Pick up a MIP packet from the SEAL.
  - B. Complete all required forms and submit them to SEAL.
  - C. Notify SEAL of any subsequent changes in and results of MIP candidate(s) status.
  - D. If the organization is nationally affiliated, the chapter must provide verification that approval from the Regional/National Headquarters has been granted to conduct membership intake.
  - E. Each chapter must submit a calendar of events for intake activities, Intent to Conduct Form, and the Hazing Compliance Form at the initial notification of SEAL of intent to conduct membership intake. The calendar of events should include a timetable of all intake activities with places, dates, and times. Activities to be included on the calendar, if

applicable are. All intake activities must end before the start of homecoming in fall semester and before spring fest activities in spring. Intake activities must pause during mid-terms:

1. Informational and interest meetings
2. Selection date(s)
3. Start/end date of the new member's official process/education (all activities in between)
4. Initiation date
5. Presentation of New Members
  - a) ~~☐☐☐~~If the presentation of new members includes a probate show, submit a copy of the University Facility Use Form, protocol and the Activity Clearance form required to proceed with this activity two weeks in advance.
  - b) ~~☐☐☐~~If the presentation of new members does not include a probate show, the method used should be included on the Activity Clearance Form and discussed before approval will be granted.

F. The Intent to Conduct Membership Intake Form must contain the original signature of the chapter president and the primary chapter advisor. All organizations that are not NPHC or GSU authorized Music/Band organizations will follow the guidance found in the form found in the following link:

<file:///clubs/docs/Form%20Hazing%20form%20simple%20mem%20intake.pdf>

G. Presentation of new members which have been cleared by the SEAL office must take place within the calendar set forth by the SEAL.

1. Presentation of new members will be scheduled at the discretion of the SEAL.
2. Vulgarity or profanity will not be tolerated.
3. No explicit or revealing attire.
4. No alcoholic/drugs will be permitted
5. In the event of aggressive behavior during a presentation, those identified will be referred to the Office of Office of Student Conduct to determine penalties for inappropriate behavior. The University Police Department will determine if the presentation continues.
6. Disruptions by other organizations will not be tolerated. This includes but is not limited to walking through the presenters' show, talking over the presentation organization (i.e., heckling, rude remarks, etc.)
7. The duration of the probate show should be no longer than three (3) hours. Following the show, members must vacate the area within 30 minutes. (This will help with crowd disbursement).
8. The presenting organization will be responsible for ensuring the site is left in its original state after use.
9. All organizations are responsible for visitors who are members of their organization.
10. Intake activities must take place on campus.

I. At the conclusion of the intake process (immediately after induction), an updated membership roster must be turned in to SEAL within two days of induction.

J. Each Greek letter organization may conduct one MIP, either spring or fall.

K. If proper paperwork is not submitted within the time designated by SEAL, intake activity will be denied or suspended without regard to the organization's progress in their process.

L. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

## **INTAKE VIOLATIONS**

Violations of the intake process may result in probation, immediate interim suspension until investigation is complete and expulsion if the investigation results in confirmation that hazing was involved in activities of the organization. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of SEAL Director, Vice President for Student Affairs, or other University governing body (i.e., Office of Student Conduct (OSC) or GSU Police Department). The investigation of hazing violations may be referred to the Office of Student Conduct or the GSU Police Department. Adjudication of cases may be referred to OSC, upon the discretion of SEAL, or the VP for student affairs or its surrogate.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the intake guidelines set forth in this handbook.
3. All students participating in membership intake must comply with and the GSU Student Code of Conduct and its requirements
4. All incidents of hazing must be reported first to SEAL immediately and before any organization outside the University is notified. This includes the national, regional or district office of the organization.
5. Disregard of guidelines for any activity related to intake conducted in defiance of previous warnings by advisors or other University personnel.
6. Failure to adhere to Presentation of New Membership Guidelines by any student/advisor will be subject to disciplinary sanction.

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

Proper planning is the key to any successful event, and the Department of Student Activities staff are available to assist student organizations as needed.

Events taking place within the Favrot Student Union (FSU) are supported by student union staff.

## **GUIDELINES GOVERNING SOCIAL NPHC- MUSIC ORGANIZATIONS**

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

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

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

NPHC Fraternities -NPHC Sororities

Alpha Phi Alpha Fraternity, Inc.-Alpha Kappa Alpha Sorority, Inc.

Iota Phi Theta Fraternity, Inc.-Delta Sigma Theta Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc.-Sigma Gamma Rho Sorority, Inc.

Omega Psi Phi Fraternity, Inc.-Zeta Phi Beta Sorority, Inc.

Phi Beta Sigma Fraternity, Inc.

Band/Music Organization/ Fraternities/ Sororities

Phi Mu Alpha Sinfonia, Inc.-Sigma Alpha Iota International Music Fraternity

Kappa Kappa Psi -Tau Beta Sigma Honorary Band Sorority

**NEW MEMBER RECRUITMENT**

Students currently registered at GSU for a minimum of 12 semester hours and 30 hours completed at GSU before the semester within which he/she is establishing eligibility may participate in membership intake. Hours earned in a dual high school GSU undergraduate program can be used for qualifying hours earned. Students must meet the following criteria:

1. A full-time GSU student
2. Thirty (30) academic of credit hours earned at GSU, non-remedial, and is officially classified as a sophomore or above at the end of the previous spring semester. Hours earned in
3. Has at least a 2.50 cumulative grade point average
4. Was enrolled full-time and completed the semester at GSU prior to intake
5. Is in good standing with the University (academically; and no disciplinary sanctions during the past two years.
6. Officially cleared by the Office of Student Engagement and Leadership
7. Chapters are forbidden to send students to registrar's office to request transcript for intake purposes. (Transcripts can only be requested through the Office of Student Clubs and Organization for membership intake purposes).
8. All chapters must conduct membership intake during the fall or spring semester during the time allotted for intake purposes. Intake calendar will be published.
9. Chapters are not permitted to participate in intake activities at other Universities
10. Grambling State University students are not allowed to be initiated or join other Greek letter organizations at another college or university.
11. Chapters from other universities cannot participate in intake activities at Grambling State University.

12. A list of final candidates selected to become members must be filed in the Office of Student Engagement and Leadership within 24 hours of selection.
13. ALL intake activities must be held on the GSU campus
14. Candidates must attend class during intake process
15. If a candidate drops a course during the intake process, it must be reported immediately to SEAL.

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

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

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

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

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

club meetings, activity results, and club needs, will an organization be able to maintain a good accountability record.

## **CHAPTER MEMBERSHIP REQUIREMENTS**

### **A. Chapter Officer Must be a full-time student**

1. Financially active with chapter, regional and national level
2. Not under academic/ disciplinary sanctions
3. Have and maintain a minimum 2.75 GPA
4. Students with less than 2.0 GPA shall be automatically dropped

### **B. General Membership Status**

1. Members in undergraduate chapters must be full time students with undergraduate level status
2. Students from other chapters will not be recognized at GSU and must be excluded from official affiliation/activity with the GSU organization.



## **Activities Prior to Intake**

1. The names of all prospective members must be submitted to the Office of Student Engagement and Leadership to provide judicial records and grade clearance before the interview. The SEAL office can only accept the transcript and GPA forms officially submitted directly from the Office of the Registrar to validate eligibility.
2. All Intake activity forms campus/organization intake forms must be completed and submitted to the Office of Student Engagement and Leadership for approval before the Intake Period starts.
3. During the initiation period, no organization shall conduct any part of its membership intake procedures without advisor's present.
4. At the request of the VP for Student Affairs, Dean of Students, the Student Health Center staff may, at random, examine candidates at any time, before, during and after the intake period to safeguard the health and wellness of students being initiated. Any evidence of physical or mental harm will be reported to the VP for Student Affairs, Dean of Students, Office of Student Judicial Affairs and the GSU Police Department.
5. The University will determine the intake calendar/schedule and organizations must comply with the University's schedule.
6. It is suggested that organizations conduct intake in the spring, as they will be better able to complete MIP without conflict with the University calendar. MIP conducted in the fall semester may have to adjust the calendar of activities. Activities conflicting with the University calendar will not be allowed to proceed or be completed in the spring semester. Those intake activities will have to be re-authorized in the following academic year. Keep in mind that some of the candidates may be ineligible by that new calendar.

## **Intake Period**

The intake period will include the following:

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

## **ANTI-HAZING POLICY-ALL STUDENT ORGANIZATIONS**

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of

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

#### A Definition of Hazing

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

1. Paddling in any form, slapping, pushing;
2. Forced inducement or the causing of another to consume any food, liquid or other substance;
3. Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;
4. Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e. derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;
5. Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy.
6. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

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

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

## **POLICY ON CONDUCT/DISCIPLINE OF STUDENT ORGANIZATIONS**

This policy is a means to strengthen the standards that are expected of recognized student organizations at GSU. The policy also is a means to provide for an expedient and effective process for handling those situations when the University's standards of conduct are not upheld. This policy's intent is to protect the rights of the student organizations while assuring organizations are held accountable to their members, the University and the community at large. **Any organization determined to be responsible for violating the GSU code of conduct will be sanctioned in accordance with the violation. Student organizations may appeal any disciplinary sanction imposed upon them. Additional information on student organization disciplinary and appeal procedure can be found with the GSU office of student conduct handbook appeal process.**

## **EXPECTATIONS FOR STUDENT ORGANIZATIONS AND STUDENTS DURING AN INVESTIGATION OF ALLEGED MISCONDUCT**

Student organizations and students that are under investigation for misconduct must support and cooperate with all aspects of the student judicial process to determine if violations have occurred. Refusal to participate fully and truthfully in an investigation to determine if alleged violations have been committed could lead to consequences not favorable to the non-compliant student/organization. All members or subject to cooperating fully and honestly with any University investigation that violates the student code of conduct and the Anti-hazing policy. A student/organization(s) refusal to cooperate in a hazing investigation could lead to adverse consequences for students and/or organizations. Full disclosure as well as physical exams (i.e., includes submission to body checks by university medical clinic staff if allegations lead to suspicion of physical abuse) is expected from all parties.

### **Disciplinary Procedures for Violations of the Student Organization Code of Conduct**

All student organizations are under the disciplinary jurisdiction of the Dean of Students Office. All student organizations and groups are subject to the rules and policies of GSU, including the GSU Office of Student Conduct handbook. The Dean of Students office shall conduct a thorough investigation independently via SEAL or in conjunction with the Office of Student Conduct or refer the case to the Office of Student Conduct for adjudication.

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

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

If complaint has merit:

- a) Investigate
- b) Collect statements
- c) Meet parties involved

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

witnesses and evidence as relevant.

D. Allow student representatives of the student organization to provide notarized witness statements and present witnesses and evidence in the student organization's defense.

## **PLOT REGULATIONS-GSU NATIONAL PAN-HELLENIC COUNCIL/LEGACY ORGANIZATIONS**

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

The University requires the following basic regulations:

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

Plot specifications:

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

- Organizations will be allowed two (2) uniform benches, a uniformly designed monument and letters of the same height and width for each plot. No additional adornment may be added to the plots
- Benches may be ordered from manufacturer with organization's choice of color with their letters embossed or engraved on the seat back facing front
- No structure on plot may exceed 6ft. in height
- Each plot is subject to monthly inspections by the Facilities department. Failure to pass inspection will result in probation status for the plot. Failure to pass subsequent inspection will result in termination and removal of the plot for a period of one academic year. This penalty is for failure to maintain the plot only, not a penalty against the organization for regular course of business purposes.
- Campus organizations qualifying for a plot cannot be on probation/suspension or other penalized status
- Organizations under disciplinary action shall have their plot removed provided the action is suspension or probation that exceeds a full semester

## FACILITIES RESERVATION

The FSU has meeting rooms, outdoor spaces, ballrooms, and lounge areas which can be reserved through the Reservations Office. Clearance forms for Student Organization events must be submitted two weeks prior to the event date.

Information for the Reservations Office, rules, and regulations, please contact: <https://www.gram.edu/student-life/entertainment/fsu/reservation.php>

Student organizations may not make reservations on behalf of any formal or informal groups, university department, organization, or company. Non-student groups are subject to fees for use of the FSU.

For the reservation to be considered a student organization event, the event must be fully planned and executed by the student organization. Student organizations may make reservations ONLY for themselves and may not reserve space for other departments and/or community. Student organizations and their officers may not make reservations on behalf of other formal or informal groups, clubs, or companies, nor for purposes not consistent with the reserving organization's purposes. Reservations may not be transferred to another organization.

An event co-sponsored by two or more organizations, one primary organization will hold the reservation, all other co-sponsoring organizations must be listed on the original reservation (no "hidden" co-sponsorship). The GSU Reservations Office is in the FSUB (Favrot Student Union Advisory Board).

Reservations for meeting rooms should be made with the Campus Wide Activities Coordinator in Office 206 of the Favrot Student Union. All forms must be submitted at least two weeks prior to the proposed event date. Publicity should not be released until final approval has been given. Although occurrences are rare, Grambling State University reserves the right to supersede any reservation of a facility as needed due to scheduling conflicts.

All student organizations requesting use must register with the Office of Clubs and Organizations. Facilities Reservation Forms must have the advisor's signature and an Advisor must be present for all events.

<u>Rooms</u>		<u>Approx. Capacity (Lecture Seating)</u>
Rapides	Room 234	40
Lincoln	Room 242	100
Ouachita	Room 243	45
Lafayette	Room 244	40
Black & Gold Room		250
T.H. Harris Auditorium		2100

**LARGE EVENT/CONFERENCE PLANNING**

Conferences and large events must be given prior approval from the University administration.

**GSU CONTRACT PROCEDURE**

Organizations that sponsor a performer (DJ, Band, Speaker, Entertainer) on campus must execute a formal contract agreement before the program can take place. The Student Affairs Division is charged with managing contract processes for such events for student organizations.

Contracts must include date, time location and performance length and should contain information about hotel accommodation, ground transportation, and hospitality (if agreed upon). The timing of payment should also be addressed; it is recommended that payment be made after goods are received or services are rendered and not in advance.

**GSU CATERING SERVICE**

Events at GSU that require food services must contact the University's official catering service:

[HTTPS://GRAM.SODEXOMYWAY.COM/](https://gram.sodexomyway.com/)

**ORGANIZATION/MEMBER WIRELESS DEVICE/WEBSITE MAINTENANCE RESPONSIBILITY**

When an internet Web site is created for a GSU student or student organization, or when individuals/organizations use wireless devices to transmit information, the organization and/or student

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

## **PUBLICITY AND PROMOTION**

Organizations can utilize a multitude of digital and print mediums to promote programs and services. All approved advertising must be displayed, distributed, or placed in approved locations on campus. Advertising placed in inappropriate /unapproved locations will be removed immediately. Advertising on campus is a privilege not a right. The VP for Finance or the designee has the complete discretion to permit or disallow any type of advertising. Approval may be withdrawn at any time.

Approval to advertise does not indicate an endorsement, approval, or support by the University of the advertised event, entity, or establishment. The university assumes no liability for advertised events, entities, or establishments.

Please consult the FSUB for access approval or all information for use of any digital signage controlled by the student union.

Flyers created by the organization to promote an activity must be submitted to the VP for Student Affairs for review and receive the stamp of approval prior to display on campus.

All marketing materials must be submitted for approval for display on campus

## **STUDENT/ORGANIZATIONAL LIABILITY**

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

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

## **SAFETY & RISK MANAGEMENT**

- A. Clubs must abide by all national, state, and local health and safety regulations pertaining to their specific activity and normal safety procedures.
- B. If equipment is part of the organization’s activity, regular inspections must be conducted according to applicable standards to ensure safe conditions and to identify safety hazards. Proper maintenance of equipment is mandatory.
- C. If an organization is traveling or participating in contests away from the University, the president



of the organization should check out the first aid/safety procedures provided by the host campus. Students must abide by the student travel guidelines.

- D Safety is necessary, and the organization depends on the officers and advisors of each club to ensure that every precaution has been taken.

## **UNIVERSITY LOGO/SEAL/TRADEMARKS/COPYRIGHTS**

The use of the name Grambling State University, or GSU, or the use of any GSU logo or seal, is prohibited unless prior approval is received from the Vice President for Student Affairs is obtained. The use of GSU trademarks, logos, and seal must conform to the Department of Communications Visual Identity Protocol. The University seal is restricted to official, formal, or commemorative use. Please contact the Department of Communication for directions.

### **Copyright Guidelines**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, may be utilized publicly. Neither the rental of or purchase of or lending of a film carries with it the right to exhibit such a movie publicly outside the home unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies regardless of whether admission is charged. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of “public performance” is central to copyright. The circumstances that constitute public performance are clearly defined in the law: “A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered.” Proper licenses are required for all public performances.

### **GSU Policy On Student Organization Events Open to The Public**

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

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

### **Campus Events Open to the Public**

1. All activities must be cleared by using the Facility Use and Activity Clearance forms. Forms must be completed and submitted to SEAL two weeks prior to the event.
2. The organization’s advisor must be present throughout the event.

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

### **Dances, Block Parties, Talent Shows, Etc. Open to the Public**

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

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

## THE ORGANIZATION'S FUNDRAISING/FUNDS/INCOME MANAGEMENT RESPONSIBILITY

### **Establishment of the Agency Account**

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

Advisors should have access to the University maintained financial records of their respective organizations. These records should be periodically reviewed with the Treasurer and potential problems should be identified as soon as possible.

### **Financial Procedures**

**All monies belonging to the organization must be deposited in and disbursed through a university bank account established for this organization in the office of the Comptroller/Finance Department; Long Jones Hall; 2<sup>nd</sup> floor.**

**The following statement must be inserted in each organization's constitution: "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization in the Office of the Comptroller at GSU. All funds must be deposited within 24 hours of receipt. The advisors to this organization must approve and sign for each expenditure before payment."**

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

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

### **Dues and/or Fees**

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

### **FUNDRAISING**

Fundraising events and activities are designed to increase the visibility of student organizations and to encourage individuals to make financial contributions.

A fundraiser is an attempt, by a registered student organization to raise money for its own purposes to support a program or event, or to benefit a charity. The fundraiser must be student led and represent the initiative of student members acting independently of off-campus entities.

Student organizations are encouraged to raise additional funds through fundraising.

The policies that govern student organization's handling of donations are established by the Division of Student Affairs, the Division of Advancement, and the Controllers' Office because the University has a fiduciary responsibility to tract and report all donations made to the University. To ensure that student organizations are complying With university policies and laws, it is important that these established be followed.

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

Student organizations must:

1. Clearly state that you do not represent the University, that your request is for a student group and would not qualify the donor for a GSU (educational) tax deduction.
2. Use your club/organizations stationery but do not University letterhead.
3. Not contact a large company or corporation such as "American Airlines", "IBM", "Ryder Corporation" etc., without receiving approval from the University Office of Development. Please schedule an appointment with the Director of Development or other office as directed.
4. First complete an Activity Clearance Form before conducting fund-raising events. If sales of edible items or other commodities that might conflict with campus auxiliary contracts are involved, Auxiliary Services as well as the Favrot Student Union must be notified of the sale.
5. Understand and respect that SEAL is not liable for actions by registered student/campus organizations and/or individuals about fund-raising activities. The consumer has the right to register a complaint in writing which will be investigated by SEAL.

### **Retail Operation as a Fundraiser**

For a retail operation to be considered part of a student organization fundraiser:

- A minimum of 20% per sale is to be donated back to the student organization
- The retail vendor has a maximum of two reservations per month as a fundraiser
  - The retail vendor fundraiser reservation is limited to one-day, every two weeks
  - No additional reservations will be approved for the semester.
- The student organization benefiting from the fundraising must be stationed at the table during the entire fundraiser; from start to finish.
  - The table must have at least one active member present, preferably a e-board member
  - The table must have a display and or handouts explaining what the student organization is, contact information, and what the fundraiser is in support of
- At the point of sale there must be a flyer posted that all can easily see, that has the:
  - Organization name/logo
  - How much is being donated from each sale
  - Contact information for the organization
  - What the funds raised will be used for

Failure to abide by these expectations may result in the reservation being considered a community

event and it will be charged the appropriate rate. The University has the right to refuse the presence of a retail vendor.

All student organization funds must be deposited and dispensed through the GSU student organization account.

**Fundraising Clearance form and Fundraising Worksheet can be found at the links below:**

<https://www.gram.edu/student-life/clubs/docs/Form%20-%20Activities-Fundraiser.pdf>

<https://www.gram.edu/student-life/clubs/docs/Fundraising%20worksheet-Form.pdf>

### **Sale of Organizational Services**

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

### **Co-sponsorships**

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

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

### **Raffle**

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

Rules for conducting raffles:

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

detailed expenses of conducting the raffle, detailed report of how the net proceeds from the raffle were spent.

10. These records must be kept for at least three years from the date of the raffle.

# Organization Management

## Minutes and Records

Accurate minutes and records are important to ensure continuity from year to year. Current members refer to meetings as a reminder of finished and unfinished business, what actions were taken, and what are needed to follow up. They also provide future members with insight into past decisions and events.

Minutes and records are most often the responsibility of the organization's secretary. The secretary should be reliable, timely and organized. They should be able to discern what needs to be recorded and what does not. The secretary is also oftentimes responsible for notifying the membership about upcoming meetings including any important items to be discussed.

Minutes should include:

- Type of meeting (executive, standing committee, etc.), date time and place;
- Time of call to order
- Approval and/or amendments to previous meeting minutes;
- List of those in attendance and those absent; record of reports from standing special committees;
- General matters
- Record of proposals, resolutions, motions, seconding, summary of the discussion, and a record of vote;
- List of action items
- Time adjournment.

## Goal Setting

An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized.

Set goals to:

- Define an organization and give direction
- Motivate members by clarifying and communicating what the organization is striving for.
- Help members/leaders become aware of problems in time to develop solutions
- Help the organization plan and be prepared
- Recognize accomplishments and realize successes.

## Goals?

Goals are statements describing exactly what an organization wishes to accomplish. Goals should be reviewed periodically and changed according to the needs of the group. When reviewing goals:

- Do goals fit with overall purpose of the group
- Are goals specific, measurable, attainable, and timely
- Are goals realistic given the groups standing and the groups resources
- Do members support what they help to create?

## Objectives?

After goals are defined, objectives necessary to reach goals will be:

- Clear, concise statements of the group's plans to accomplish
- These are short term, measurable, and attainable over a period
- Objectives are specific to fulfill goals

Goals are broad terms and are implemented by establishing objectives which are critical to a groups' success

## Evaluating

Opportunities to improve can be identified at meetings or retreats and can lead to developing an organization that meets the current needs and interests of the members. It is important to measure the organization's progress throughout the academic year through internal and external evaluation. Solicit feedback through surveys and online polls. These instruments can help to evaluate how the organization impacts the campus community.

## Meeting Management

Meetings are essential for proper communication between members of a student organization. Creating a meeting agenda, prioritizing tasks, and managing time are important steps to successfully manage meetings. Be sure to determine a time that accommodates all members of the organization, reserve a space to meet on campus and give proper notice of the next meeting to all members. Members and president should be prepared with a report and plan of action at each meeting, so that the organization can progress from meeting to meeting.

## Elections

When planning the annual calendar, give thought to the election timeline for the organization's leaders. Elections often occur during early April, to give sufficient time to transition the new leadership. Election procedures are in the organization's constitution with a listing of who is eligible to vote and participate. The organization advisor should be present during the proceedings, even if the election is being moderated by an outgoing board e-board member.

## Member Recruitment

Membership recruitment is important to ensure the long-term success of a student organization. Groups completing the new Student Organization Registration process must list at least 10 undergraduate students interested in becoming a part of the organization. New groups can host one interest session before being recognized by SEAL to recruit new members. At re-registration each year, every student organization must have at least 10 currently enrolled members listed on their organization roster.

Successful recruiting is dependent on relationship building and marketing. Promoting the group through social media platforms is a free effective way to reach other students on campus. Registered student organizations can participate in the Student Organization Fair held each fall semester.



Delegation Delegating as a student leader is integral to the success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps toward accomplishing the organization's goal. All members of the organization have their own unique talents and can contribute to the group in diverse ways. Leaders should try to identify their members' special abilities and talents and delegate tasks accordingly. By delegating the tasks of the organization, leaders can be more efficient with their time and focus their efforts on other important initiatives. Communication is key when delegating; avoid being a taskmaster and find ways to motivate team members to accomplish their goals.

### Officer Transition

Officer transition can be difficult but if effectively managed can have a seamless transition, year to year. Anticipate your change in leadership by having retreats and other activities to train members who can potentially assume leadership roles in the future. Once leadership is in place, use the summer months to train them for their new role. Member involvement is meant to be a fun learning experience that allows leaders to build connections with others. It is important that the e-board members have strong healthy relationships with one another.

### Public Health Policy

The University's top priorities are the health and safety of our students and all University community members. As a student Organization leader, it is important that the organization familiarize themselves with all information outlined in the University-wide guidelines for all meetings, programs, and events on campus apply to undergraduate student organizations.

Please refer to the GSU website for details and updates.

The health and safety of our students and all University community members, the University establishes specific protocols and requirements of students during public related health emergencies. Students may be required to provide proof of certain vaccinations, submit to regular testing related to health emergencies, maintain physical distance, observe curfews, and wear personal protection equipment, such as masks. Students may also be required to self-isolate or quarantine on or off campus as determined by Student Health Services or Housing and Residential Life. Students who do not follow the established protocols and requirements related to public health emergencies are subject to disciplinary action and may be removed from the campus community if necessary. Please check for updates on the GSU webpage for HEALTH EMERGENCY PROTOCOLS AT [https://www.gram.edu/returntocampus/ COVID19](https://www.gram.edu/returntocampus/COVID19)

### INTERNAL & EXTERNAL COMMUNICATION

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

### THE ORGANIZATION CONSTITUTION

All recognized student organizations must include the following in their constitution

- Organization name (can include abbreviation).
- Purpose and goals – General statement, type of activities, affiliation with other groups or national organizations.
- Membership eligibility standards and requirements – Outlines who is eligible for membership and any requirements that must be met before applying for membership
- Officer disciplinary procedures (notice) – Procedures for disciplining and/or removing an officer: including a notice to the officer of the issue.
- Officer Disciplinary procedures (perspective) Procedure for disciplining and/or removing an officer: a process by which the officer is given an opportunity to share his/her perspective.
- Member disciplinary procedures (notice) Procedures for disciplining and/or removing a member: a process by which the member is given an opportunity to share his/her perspective.
- Member disciplinary procedures (perspective) Procedures for disciplining and or removing a member: including a notice to the member of the issue.
- Officer selection processes (timing) – including the timing of the selection.
- Officer selection processes (process) voting membership or appointment process
- Officer duties – Specific officer duties listed for any elected, selected, or appointed leadership position.
- Grade Point Average (GPA) and Student status requirement - Active members and students being considered for membership must be in good standing with the University, maintain a 2.0 cumulative grade point average (for non-NPCH organizations) or above as mandated by the organization.
- Officers/representatives of undergraduate organizations must be enrolled as a full-time (12 hours) student at GSU and be a registered student organization member. Officers must maintain a 2.5 GPA. Graduate students cannot be elected as an officer in an undergraduate organization.
- Graduate student organization members must maintain a 3.0 GPA and enrolled in at least six (6) hours.
- Student organizations may not enact requirements less stringent than those required by the University. Candidates for membership in National PanHellenic Council organizations must have a 2.5 GPA to submit their application for membership consideration.

You may use the following language to explain your policy on GPA requirement.

*“The officers of this organization must meet the following requirements: (1) Have a minimum cumulative and semester grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.”*

## SAMPLE CONSTITUTION

Constitution of  
Name of Organization at  
 at Grambling State University

Updated \_\_\_date\_\_\_

## **Article I. Name**

This organization shall be named **Name of Organization** at Grambling State University.

## **Article II. Statement of Purpose**

### **Section 1. Guiding Principles**

The purpose of **Name of Organization** is to: This portion should briefly reflect the goals of the organization and what purpose/mission it serves a formal summary of the aims and values of the organization

### **Article 1 - Name**

Your name and/or acronym cannot duplicate that of an existing group, nor should it be confused for a university department or other GSU entity. We are looking for a name that clearly indicates your group's purpose and activities.

### **Article II – Purpose**

This serves as your public description and mission statement for students and others to learn about your group. Be brief and succinct about your org's main purpose, goals, and activities. Clearly distinguish yourself from other groups. Be short; 2- 4 sentences are best.

### **Article III - Activities and Scope**

Briefly describe the general activities of your group as approved by the University. Your activities should draw from your new org proposal and as approved. This section will help interested students understand your activities. The University will also refer to this section when questions about the scope, scale, or activities of your group arise.

Please note that organizations cannot change or expand their scope without prior University consultation and approval. Changes to your group's approved activities and scope must first be reviewed and approved by the University through the Office of Student Engagement & Leadership. Depending on the desired new scope, a re-application may be required.

### **Article 4 - Membership Requirements**

General membership requirements. Please see University Policies: Membership.

Membership in a University recognized voluntary student organization must be open and welcoming to all GSU students interested in supporting the student organization's mission. Recognized student organizations are expected to develop recruitment and membership practices that ensure open and easy access to their group's membership and activities with transparency.

A member is a student who is enrolled full time (12) hours, 2.0 Grade Point Average (GPA) or the organizations' minimum GPA can be higher; pay dues, if required, is involved, attends meetings, and

routinely participates in your org's planning and activities. Students who simply sign-up on a mailing list are not considered members.

**Remember** that University policy governing student groups requires that only currently enrolled undergraduate students be members of an undergraduate student organization. Faculty, staff, graduate students (exception graduate student organizations); post-doctoral scholars (postdocs) and other non-student community members may participate in activities but cannot serve as leaders, members or engage in decision-making on behalf of the group; nor can they represent the group or the university.

In seeking members, your group may ask for brief bio information such as name, email, phone, and class/work schedule so you can keep track of them.

You may not ask students to fill out an application, submit GPAs (Grade Point Average) or references or to interview. All such practices are against university policy. The Office of Student Engagement & Leadership will request GPAs from the office of the registrar to confirm that minimum qualifications are met.

A group may have additional requirements for leaders if they are clear, objective, and fair (see the officer section, below).

### **Requirements for maintaining membership.**

Organizations may have a concise list of requirements for members to remain in good standing. All such requirements must be based on the member's activities and contributions to the group and must be applied consistently to all members. Maintenance requirements are useful for groups that want to ensure active and committed members. Possibilities include Meeting attendance.

**Dues or other financial commitments.** Student groups may charge dues for members. If so, groups must document any requirements in their constitution and make the information and payment process available to all members. Organizations must also have a well-documented refund procedure that is included in the constitution and on any group website.

Work responsibilities, such as attendance at events, commitment to org's mission, hours of community service, etc.

All practices should be clearly documented in your constitution and approved by the University through the Office of Student Engagement & Leadership before implementation.

### Article 5 – Leadership Structure/Officers

**The Positions.** Describe the structure, titles, and responsibilities of your leadership roles, please see University policies: Leader/Officer Selection.

**Authorized Representatives.** The University requires that all orgs have three different authorized representatives that represent the organization to the University and others. While you have latitude in

what you name these three positions they should include: 1) a president or chair, 2) a co-president, co-chair, or vice-president and 3) a financial officer. And all three must be different people. These three positions must also be chosen democratically, either by election or consensus of members.

**Others.** Many groups chose to have other leadership positions including a leadership corps, board, event chair or secondary financial officer. In all cases your constitution should include the names of each position, the position's responsibilities, and the total number of positions. For example, if you have a leadership corps, your constitution will include the number of students who serve. Also, your leader and officer corps should be small enough that there are opportunities for active membership and involvement in your organization for interested students.

How other leaders/officers are chosen. The three authorized representatives must be elected by the group membership. While the University prefers that all leaders/officers are elected, other positions may be selected if they follow University guidelines. Selection may occur via an application and interview (resumes and transcripts still prohibited). An application process is possible if your org uses a selection committee comprised of at least 5 members of the group and representing a variety of class years. Only short-term, ad hoc positions can be appointed by the org's president.

**Elections/Selection.** Describe how, by whom and when officers are elected.

Include all criteria for officer election and length of term. You may choose to indicate a desire for previous experience with your group or a specific activity, but it is suggested that this is done as a "recommendation" rather than a "requirement" since sometimes "requirements" are hard to fulfill.

The three authorized representatives must be elected from your group membership to ensure a fair, equitable and democratic process; although these positions may have specific criteria provided, they are documented in your constitution.

Groups that have a co-presidential structure may permit two people to run as a slate (maximum of 2). If an individual does not wish to run with a partner, the individual may run on their own. Elections of other positions as slates are not permitted.

Other positions should be filled using a democratic and fair process and can include elections, assignment by consensus or an application. An application process is possible if done by a team of members that broadly represents your organization's membership, including multiple class years. If such a selection process is followed, the "selection team" must include at least five members of your organization. Any application should be brief and should not ask for GPAs, which is against university policy.

Only short-term, ad hoc positions can be appointed by the org's President. For example, a webmaster, an event chair for a new or small event.

At no time should an individual student (e.g., outgoing president) make a unilateral selection of his/her successor.

**Officer Removal.** A removal procedure should include fair due process and respect for the individual under consideration.

Removal should be based on objective criteria included in your constitution and provide an opportunity for the individual in question to have due process by presenting a written statement or speaking to your organization before a decision is made.

The process should be fair, respectful, and considerate of all those involved.

#### Article 6 – Decision-Making Process

Describe how group decisions (e.g., budget, programs, and policies) are made, and who is involved. Although there are many models you can follow, decision making should be based on democratic ideals. Other points to consider:

If you are affiliated with a national organization, please describe how your chapter works with the national org, ensuring that your GSU group makes locally autonomous decisions. The current constitution of the national organization must be submitted to the Office of Student Engagement & Leadership.

The organization must work closely with an advisor, advisory board, or department. Please review advisor agreement form. Some student organizations can select their advisor.

#### Article 7 - Dissolution of Organization

A group's remaining funds or equipment in the event it dissolves or becomes the property of inactive will be transferred to the Office of Student Engagement & Leadership. Since you are operating in the name of GSU, money and property must remain within the University.

#### Article 8 - Procedure to Amend Constitution

Describe the process for proposing and adopting changes to this constitution. The adoption process should be by a vote. Diverse groups have different thresholds: majority, super-majority (two-thirds), consensus. Once drafted and approved by your members, final approval from the Office of Student Engagement & Leadership is required.

#### **Student Organization Travel**

All domestic travel by SEAL recognized student organizations must be registered with the Office of Student Organizations, before departure. Domestic travel is defined as any conference, performance, competition, service project, retreat or other social or professional activity that takes place outside of Lincoln Parish and is supported by a university department or through other club funds.

All travel must relate to the purpose and guiding principles of the organization and must comply with the policies of the GSU as stated in the Student Organization Handbook. Travel should be scheduled so that it does not create an unnecessary interference with a student's academic responsibilities.

Student-organization travel does not constitute an “excused absence” from class; traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

### **Noise and Amplified Sound**

Events with amplified sound pre-approved by the Department of Student Activities are limited to 90db continuous and 95db peak levels, and indoor events are limited to 80db continuous and 85db peak. University staff may reduce levels further under certain circumstances (for example, classes in an area, other events nearby).

Music or video at breezeway tables, patio display booths, or at lower lounge areas shall be kept to “background noise” levels. If there are competing sounds, from various sources/groups the Student Activities department will determine which source or group will turn off sound.

The sound level for large concerts and events is limited to 98db up to 103db peak, 60 feet from stage.

Content presented at events must be appropriate for an audience consisting of every part of the university community. Accordingly, the student activities department or administration may restrict certain selection as inappropriate for performing to a general audience of passerby or casual visitors. Student organizations are encouraged to reserve certain recommended space for controversial materials.

The University will follow this policy wording of the guidelines used by the Federal Communications Commission, which state in part: “Indecency” is defined as language or material that, in context, describes

### **Solicitation Policy**

Solicitation on the University campus is permitted only with the appropriate approval of the University. These policies have been established by the Division of Advancement.

### **Campaign Policy**

Officially registered student organizations may table on behalf of one more candidate. The activity must be overseen by GSU students, and groups must remain within their assigned spaces. Solicitation at unauthorized locations around campus- including in residence halls, classroom buildings, and other public areas – is prohibited. The decision to support one or more candidates lies entirely with the student organization. Student groups are not obligated to provide equal access to all candidates if they do not wish to do so.

Any group that wishes to bring candidates, other elected officials or candidate’s “surrogate” must contact the GSU administration for policy and procedures that apply.

Voter registration for GSU students may only be conducted by registered organizations. The student group will be responsible for covering any security-related costs incurred for the safety of students and visitors. Reservation fees for speaking events will be determined by the intended audience (student-nonstudents), media presence, and other factors.

Get out the vote initiatives by student organizations must follow specific guidelines related to the distribution and collection of voter registration forms. Groups. Groups must review and accept Lincoln Parish Registrar of Voters' office policies before beginning voter registration efforts.

## **Alcoholic Beverage Policy**

The University prohibits the consumption of and provision for serving any alcoholic beverages by registered student organizations on/off campus.

## **Title IX**

GSU has a zero-tolerance policy for gender and/or sexual misconduct. Student organizations are expected to follow the same policies as individual students. These policies can be accessed the required Anti-hazing course in CANVAS or directly at the following link on GSU website: <https://www.gram.edu/student-life/titleIX/>



# **CAMPUS LIVING & HOUSING**

**Grambling Hall, Room 216**

**318-274-2504**

**[gsuhousing@gram.edu](mailto:gsuhousing@gram.edu)**

Campus Living and Housing strives to promote academic success by creating positive living and learning environments for students. Campus Living and Housing is committed to creating a community where student participation and good citizenship are encouraged. The student staff program, administered by Campus Living and Housing, enables students living in residence halls to develop leadership skills.

A part of the residential hall experience is learning to live and interact with other people from different racial, ethnic, and economic backgrounds. We regard multiculturalism as integral to the very spirit of the residential environment and challenge our residents to be open to learning about others while sharing themselves. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in Campus Living activities.

## **Application Procedures**

Students planning to live on-campus must complete an online On-Campus Residence Hall Application with a **NON-REFUNDABLE \$200.00 APPLICATION FEE**. **Students must be officially admitted to the university to use this process.** ALL students must pay the total \$200.00 fee regardless of financial aid award (loans, scholarships, rehabilitation aid, etc.).

## **Residence Requirement**

The University of Louisiana Systems adopted a resolution on November 14, 1969, affecting the housing policy at Grambling State University and all the colleges and universities under its jurisdiction. In compliance with the State Board Resolution, Grambling State University adopted an on-campus residence requirement. The resolution further defined the on-campus residence requirements to include a framework within which the colleges and universities may grant exemptions to the general regulation according to the respective university's unique academic qualities.

## **On-Campus Housing Rules**

All unmarried, full time undergraduate students, whether emancipated or not, with less than 60 earned credit hours are required to live in on-campus residence halls unless an exemption request is filed with and approved by a member of the Campus Living and housing team to reside off-campus with the following:

1. In any case where a full-time undergraduate student will otherwise suffer significant hardship or because of sufficient financial, medical, or other documented reasons;
2. In the case of older students as, for example, (a) returning military veteran; (b) previously married person with proper documentation and persons with a documented biological child living with them; or

3. In the case of a student who suffers from a serious medical condition (documentation required) or requires special accommodations/specifications that the university is not able to meet; or
4. Undergraduate students living with parent, sibling and/or legal guardians (documentation required).
5. Pregnant undergraduate Students who live in residence halls or undergraduate apartments can remain in their academic year room assignment during their pregnancy only.

## **Family Housing**

Grambling State University does not offer family housing.

## **Order of Exemptions When Space Is Not Available**

The priority order in granting permission to live off-campus shall be seniors, juniors, sophomores, and freshmen, respectively. In addition, the following rules of priority shall be applied:

1. Students with 60 credit hours or more.
2. Students who resided in off-campus housing for the longest period since attending the institution; and
3. The order of date of the application filed.

Exemptions to the requirement for on-campus residence hall living, when the residence halls are filled, will be made according to the following priority:

1. Undergraduate students who wish to live with a close relative, defined as grandparent, aunt, or uncle (documentation needed)
2. Students with 60 credit hours or more.
3. The date application was received.

## **Right to Appeal**

Any student who has applied for and has been denied an exemption to the on-campus residence requirements shall have the right to appeal such decision to the Director of campus Living and Housing in accordance with the provisions and administrative procedures for appeals authorized and established pursuant to the authority of ACT 59 of 1969 (L.R.S. 17:3101).

## **Terms Under Which Rooms Are Assigned**

The following are terms under which rooms in residence halls are assigned.

1. A student's contract for room assignment is on an academic year basis (Fall to Spring semesters). Any student not withdrawing from school but moving off-campus by choice and without official university approval, will pay residence hall costs, meals and mailbox fees for the remainder of the semester after the fourteenth (14th) class day for Fall and Spring Semesters and seventh (7th) class day for the Summer Session.
2. Students living in residence halls must purchase appropriate meal plans for eating in the University Dining facility and will be charged a mailbox and laundry fee.
3. Students with a roommate preference are encouraged to complete the housing process at the same time via their individual "my housing" portal in banner. All assignments are made

based on available space and timely submission of all documents. All students must be officially admitted, and application fees must be paid for the process.

4. Certain regulations have been established for maintaining good living and safety conditions in the residence halls. Students agree to follow public regulations in accepting their room assignments. (University Handbook, Code of Student Conduct and Campus Living Bulletins)
5. Permission to exchange, transfer, or vacate rooms must have prior approval of the Office of Campus Living and Housing.
6. Upon accepting an assignment, a student understands that authorized University representatives will have access to the room when with official university business.
7. Room assignments and/or keys non-transferable.
8. The student assignment contract stipulates on-campus occupancy only, while the academic program is operative as stated in the catalog.
9. Students wishing to cancel their room assignment must do so in writing thirty (30) days before the beginning of the semester for which housing is required. Unless such cancellation is made, pro-rated room rent charges shall be applied.
10. Upon check-out from a residential facility, a student is responsible for removal of all personal belongings. **The university assumes NO liability for abandoned items. The purchase of Personal Property Insurance is recommended. Also note that a student's property may be covered under the parent's Homeowners Insurance Policy.**
11. Students who have not completed registration by the opening of the residence halls, may be required to pay all or a portion of room and board costs.
12. Assignment requests are honored based on available space and are not guaranteed.

## ROOM CANCELCATION

Room Cancellation can be completed online via the "My Housing" portal in banner.

## HOUSING POLICIES AND PROCEDURES

### FIRE

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

1. Check for smoke seepage around the door cracks.
2. Feel the door surface. If it is hot, do not open it. If the door seems cool, cautiously open.
3. Check to see if it is safe. If safe, close all doors and windows behind you and proceed rapidly to a clear exit.
4. Secure the cracks around the door using sheets, pieces of clothing or whatever is handy. This can block deadly heat and smoke.
5. Open the windows slightly. This will let in fresh air and let out bad air.
6. Hang a sheet out the window to signal rescuers. If you are trying to escape through a smoke-filled room or corridor, proceed as follows:
  - a. Wear hard-soled shoes.
  - b. Place a wet towel or other wet cloth over your head and face. Breathing through the wet towel will help to cool the air and filter out much of the smoke.

- c. Take short breaths, breathing through your nose. Avoid gulping large amounts of smoke.
- d. Cover your body with something that can easily be discarded if it catches fire.
- 7. Heat and smoke rises; and dangerous fire gases settle to the floor, thus, you should move quickly in a crouching position to the nearest clear exit.

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

### **SMOKE DETECTORS**

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

### **SPRINKLER SYSTEM**

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

### **INTOXICATED PERSON**

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

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

### **DO NOT:**

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

### **DO:**

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

### **MENTAL**

Call the Counseling Center Monday-Friday between the hours of 7:30 a.m. - 5:00 p.m. Monday-Thursday and 7:30 am-11:30 am on Fridays. for anyone that you feel may be experiencing emotional problems at (274-3338). During all other times, call University Police on 274-2219 or 2222.

## **DEATH**

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

- Call University Police at 274-2219 or 2222
- Call the appropriate Campus Living and Housing Team Member
- Do not attempt to contact/notify the resident's family nor the media

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

## **SEVERE WEATHER AND TORNADOES**

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

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

## **BOMB THREATS**

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

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

Notify the appropriate supervisor.

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

## **MEDICAL EMERGENCIES**

If a medical emergency occurs from 7:30 a.m. to 5:00 p.m., Monday – Thursday and 7:30 am – 11:30 am on Friday, the Campus Living staff member will call University Police. If a medical emergency occurs at any other time, the Campus Living Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. Try to verify a medical history. Get the student's home phone number, address, and date of birth. Call University Police (office) 274-2222.

## **SECURITY**

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

1. For the security of the residents in your hall, report any key loss to a departmental staff member immediately. Periodic key checks are conducted.
2. Visitors of the opposite sex must enter through the hall's front entrance and must be always escorted.

3. Report doors left open, doors not securing properly and unescorted visitors inside the building to a staff member or University Police.
4. If you are locked out of your room, you must have proper identification for staff to verify your room occupancy. If your identification is in your locked room, the staff member may enter the room and retrieve the identification for verification purposes. Work cooperatively with our University Police to ensure the safety of your home away from home.

## ROOM KEYS

1. Room keys are property of the University and may not be duplicated. I am a resident who has lost his/her key (s), they are to report immediately to Robinson Hall for assistance. A charge will be assessed to the student account for the replacement key(s). For lockouts, staff members will utilize a gaining entry form and must verify the student's identification.
2. The Lock-Out Procedure will go as follows: First time WARNING, second time \$25.00, third time and thereafter \$50.00. Should a resident become locked out after midnight, over the weekend or after 5:00 p.m. on a Friday, they will be assessed a charge of \$50.00.
3. **Keys are non-transferable. They are for the exclusive use of the resident,** not visitors or anyone other than the person who received the key (see charge for transfer of keys). Anyone in possession of and/or duplicates Grambling State University keys without authorization will be subject to separation from the University and could face criminal charges.

## VISITATION

You may have guests in your room. Opposite Gender Visitation hours will be posted within your residence hall, upon approval of the office of Campus Living/Housing. Students **MUST SIGN IN THEIR GUESTS AT THE RA OFFICE EVERY TIME THEY COME IN.** Visitation for on campus students is from 12pm to 12am. Due to COVID Nonstudents are NOT allowed to visit. You assume responsibility for your guest(s). Guests must obey University and State and Campus Living rules and regulations. A guest(s) may be requested to leave by a Department staff member. Students may have overnight guests of the same sex, provided there is a vacancy in the room and/or roommate agrees to condition. No guest can spend more than two nights in the residence halls per semester. All guests must be registered with a staff member. Overnight guests must be no less than twelve years of age. If a guest stays beyond two nights in the residence halls, the student will be assessed an additional semester room rent charge. Overnight guests of the opposite sex are prohibited.

### Visitation Guidelines for Guests (pending departmental approval)

The following visitation guidelines should be followed:

1. Guests must always be signed up at the RA Office.
  2. Guests must be escorted by a resident of that hall. Guests must be currently enrolled Grambling State University students.
2. Residents and their guests are expected to be completely clothed. Guests must use the appropriate restroom facilities. Men are restricted from entering female community baths and females

are restricted from male community baths. Opposite Sex visitors in suite-style halls may not shower in the suite bathrooms.

3. Each resident may entertain only one guest at a time.
4. For security reasons, guests must enter the residence hall via the main entrance.

5. Sexual intercourse is not allowed in the residence halls.
6. Overall student conduct in a particular residence hall will determine participation in visitation.
7. Rooms are subject to periodic checks by University Personnel and Resident Assistants.
8. Students must communicate with their roommate to determine an appropriate time to participate in visitation within the overall visitation policy.
10. Violation of the visitation guidelines or policy will result in disciplinary action.
11. Specific days and hours for Visitation will be posted in your Residence Hall.
12. Safety concerns and/or violation of the policy should be reported immediately to the Department of Campus Living and University Police.

**VISITATION IS UP TO THE DISCRETION OF THE OFFICE OF CAMPUS LIVING AND STUDENTS WILL BE NOTIFIED WHEN VISITATION OFFICIALLY BEGINS.**

**LOUNGES**

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

**TELEPHONES**

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

**CABLE TELEVISION AND WIRELESS INTERNET**

All residence halls are equipped with basic cable and internet services. Work orders for cable or internet repair are processed through Apogee support at 844.283.6498 or text ResNet to 84700.

**VENDING MACHINES**

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

**LAUNDRY**

Laundry will be all inclusive. Students just download the app for services using your smart phone. or visit the Business Service Office for an up-to-date card for laundry.

**Decoration and Alteration of Rooms**

Permanent alteration of residence hall rooms is not allowed. Nails or screws should not be placed in the walls, ceilings, windows, or doors. For hanging posters, only art gum should be used. Tape and other types of adhesive substances are not permitted. Tacks or push pins should be used on bulletin boards only. Altering a room may result in damage charges. Do not disassemble any bed that is in your

room that is not occupied or put beds together. These beds are present for placement of future or roommates. Charges will apply for occupying both sides of the room.

**ELECTRICAL APPLIANCES AND EQUIPMENT**

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

### **CLEANLINESS OF ROOMS**

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

### **ABANDONED POSSESSIONS**

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

### **LIABILITY**

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

### **ROOM / PREVENTIVE MAINTENANCE CHECKS**

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

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

### **THEFT AND VANDALISM**

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

### **SALES AND SOLICITATION**

Sales and solicitation are PROHIBITED in the halls unless written permission has been granted by the Director of Campus Living and Housing. Students are requested to report any unauthorized salespeople



or solicitors to department staff. Residents are prohibited from subleasing their room to other residents or non-students.

## **CAMPUS LIVING PUBLICATIONS**

The Campus Living Handbook “**The Tiger Bulletin**” contains policies, rules, regulations, and fines for the Office of Campus Living and Housing. Residence hall students are obligated to read the residence hall information in the Grambling State University Student Handbook which may be obtained from the Division of Student Affairs in Grambling Hall or online at <https://www.gram.edu/student-life/residential-life/bulletin.php>

Questions regarding information found in this bulletin should be directed to an Area Coordinator or other Campus Living staff member. Students are responsible for all regulations or policy changes put into effect after this bulletin is printed. All the latest changes will be posted, and information given to all residents in the residence halls.

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

## **ROOM ASSIGNMENTS**

### **Board of Trustees Policy**

In compliance with the Louisiana Board of Trustees resolution, it is the policy of the University that all unmarried, full-time, undergraduate students with 60 hours (about 2 and a half days) or less, regardless of age or whether emancipated, will be required to live in a residence hall if space is available. Students found violating this policy will be required to move into the residence hall system and pay full room rent for the semester in which the violation occurred. Forms for consideration of the Exemption from the On-Campus Residency Requirements may be obtained from the Department of Campus Living and Housing. Forms must be returned to the department at least two weeks prior to the first day of registration of the semester to ensure full consideration before approval. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester. Residence hall accommodations are operated on a room and board plan: all undergraduate students living in the residence hall system must pay for the two services.

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

### **Academic Suspension**

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

### **Opening and Closing of Halls**

The dates for the opening and closing of all residence halls are posted in the University Calendar. All buildings close at 10:00 p.m. on the last day of finals each semester for students not participating in commencement exercises and at 10:00 pm on commencement day for fall and spring semesters for all students participating in the exercise. Residence Halls close on the last day of finals for summer sessions I & II. All residents must check out at this time. Residents who vacate a hall after its posted closing time will be assessed a late check-out fee. Students are not permitted to remain during interim periods between semesters/sessions unless approved.

### **Summer Assignments**

A limited number of residence halls are open for summer sessions. Students may sign-up for summer sessions during the Pre-Housing period and sign-up by logging into their "My Housing" account in banner.

### **Pre-Housing/Room Reservation**

At an announced time, each spring, all current residents must complete a room reservation to choose a room for the Summer and/or Fall semesters or to cancel their reservation. Spaces are assigned first come. Failure to pre-house will result in re-applying for housing and paying all required fees associated with that process. All processes are online.

### **Private Rooms**

Private rooms are only available when space permits.

### **CHECK-IN PROCEDURES**

1. The student must present a valid I.D. (Student or State I.D.)
2. Download G-safe app
3. The student must complete electronic check-in with a Campus Living Staff Member
4. The student will be informed of where to review the "TIGER BULLETIN".
5. The student will receive a key when all steps and procedures have been completed. (Parent/Guardian is NOT ALLOW to complete the check in process)

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

### **ROOM CHANGES**

All room changes must be initiated in the Campus Living and Housing Office in Grambling Hall. Room changes are based on available space and must be authorized with valid reason. Each student who will be moving must be present to request permission to change. You must first go to the Campus Living and Housing Office to secure written permission before any change or transfer of belongings takes

place. Moving without permission results in a \$100 fine and room usage fees for the period of continued occupancy. Use the following procedure in making a room change:

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

### **RESPONSIBILITY FOR DAMAGES**

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

### **CHECK-OUTS**

When you change rooms or move from the residence halls, you must be checked out by a Campus Living staff member. Notify Campus Living staff in advance, if you are not checking out during regular scheduled check-out times. If you are checking out at the end of the semester, you must do so before the building closes or you will be fined. Should a resident check out after 11:59pm, their check out will be processed the next day. Residents who vacate a hall after its posted closing time and date without authorization will be assessed a fee. All residence hall students must check out before the close of each semester. All student rooms are vacated between summer and fall semester.

#### **Check-out procedures:**

1. Remove all personal items from the room; sweep, mop, and clean your side of the room.
2. Go to the office in your assigned residence hall. Sign the necessary paperwork and return your room key(s).
3. The staff member will compare your Inventory Form or UCR Form to the room's current condition. Charges will be assessed for all damages and a charge sheet generated for student signature.

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

The Department of Campus Living reserves the right to inspect your room upon departure. Additional charges may be added to your account due to this inspection.

### **RELOCATION AND CONSOLIDATIONS**

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

The Office of Campus Living and housing adheres to the policy that any student contracting at the double occupancy rate must retain a roommate to avoid additional fees. Room Consolidations are completed following the completion of registration each academic semester.

## **ROOM RENT**

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

## **RESIDENCE HALL ROOM CONTRACT/RESIDENCE HALL LEASE**

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

## **HALL STANDARDS**

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

## **DISCIPLINARY ACTION**

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

1. Campus Living and Housing Staff
2. Student Conduct
3. University Police

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

## **IDENTIFICATION**

A valid form of identification (GSU ID) must be produced upon request by any University official: Campus Living Student or Professional Team Member; University Administrators or University Police.

## **ALCOHOL**

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

### **GAMBLING**

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

### **BIKES**

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

### **DRESS**

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

### **TAMPERING WITH FIRE EQUIPMENT, FALSE ALARMS**

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

### **HAZING, HARASSMENT, AND VIOLENCE**

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

### **LOITERING**

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

### **NOISE**

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

### **ZERO TOLERANCE FOR DANGEROUS/ILLEGAL DRUGS**

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

### **ZERO TOLERANCE FOR FIREARMS: DANGEROUS WEAPONS AND EXPLOSIVES**

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

### **ZERO TOLERANCE FOR VIOLENT BEHAVIOR/ FIGHTING: DANGEROUS, THREATENING, UNSAFE BEHAVIOR**

Any conduct or behavior which threatens or endangers the health or safety of any person or persons in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. **Violators must vacate the residence halls immediately without any part of the room fee refunded.**

### **PERSONAL PROPERTY AND THEFT**

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

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

# RECREATION/INTRAMURAL SPORTS

**Intramural Sports Complex**

**318-274-2507**

[lillyt@gram.edu](mailto:lillyt@gram.edu)

The mission of the Department of Recreation/Intramural Sports is to organize, administer, and promote a broad diversified program of activities and services for students, faculty and staff of Grambling State University. In support of this mission, the department subscribes to the following program goals and objectives.

## Goals

- To provide participation in a variety of recreational sports which satisfy the diverse needs of students, faculty, and staff, as well as, where appropriate, guests, alumni and public participants.
- To coordinate the use of campus sport facilities in cooperation with other user units, such as athletics, physical education, and student union.
- To provide extracurricular educational opportunities through participation in recreational sports and the provision of relevant leadership positions.
- To contribute positively to institutional relations through significant and high quality recreational sports programming.
- To cooperate with academic units, focusing on the development of a recreational sports curricula and accompanying laboratory experiences.

## Objectives

- To provide unlimited numbers of students, faculty and staff with varied, voluntary, constructive and satisfying leisure time outlets from which to choose.
- To provide opportunities for physical, social and mental development through a varied program of structured and unstructured recreational activities.
- To provide an opportunity to develop total wellness through participation in various recreational activities.
- To provide opportunity for individuals to develop the feeling of cooperation, camaraderie and loyalty to a group.
- To provide an opportunity for individuals to develop positive sportsmanship and integrity with regard to rules, officials and opponents.

- To provide opportunity for every individual, regardless of skill level or physical capability, to enjoy the experience of voluntary participation.
- To enhance leadership capabilities, and to guide participants in shaping their social and ethical values.
- To provide an opportunity for the development of sport skills that will serve participants in the future.
- To provide opportunities for the development of positive attitudes toward recreational activity throughout life.

## **PROGRAMS**

### **INFORMAL RECREATION**

A variety of recreational opportunities are available for participants through self-directed involvement and utilization of campus recreational facilities. The following activities are available on a drop-in "free-play" basis.

#### **ACTIVITIES INCLUDE**

- Weightlifting
- Basketball
- Volleyball
- Table Tennis
- Tennis
- Jogging/Walking
- Stack Cups
- Stickball
- Swimming
- Dodgeball

### **INTRAMURAL SPORTS**

The Intramural Sports Program offers a wide range of activities to meet the recreational needs of the entire University community. By offering co-recreational. Individual, dual, and team sports activities, the Intramural Program provides positive recreational experience and broadened participation.

Intramural activities range from the conventional to the unique in an effort to encourage group spirit and an atmosphere "Where fun is #1."

#### **INTRAMURAL ACTIVITIES INCLUDE**

- Flag Football
- Volleyball
- Basketball
- Softball
- Tennis Table
- Tennis
- Dodgeball



## **CLUB SPORTS**

The Recreation/Intramural Club Sport Program continues to expand and provide students, faculty and staff with recreational activities, instructional opportunities and competitive events. Several clubs are involved in regional as well as national competition and have helped to make GSU Club Program one of the finest in the area. While some clubs participate on a more competitive level, the basic purpose of the program is to provide opportunities for interested persons to take part in unique sports or those not offered through varsity athletics. In an effort to expand the existing program, persons interested in forming new clubs are encouraged to contact the Recreation/Intramural Sports Office.

### **ACTIVITIES INCLUDE**

- Powerlifting
- Karate
- Bowling
- Volleyball
- Tennis
- Soccer
- Swimming
- Dodgeball

### **SPECIAL EVENTS**

In addition to the diversified programs offered through the intramural sports program, a variety of special events, one-day tournaments, and activities are also available for students, faculty and staff enjoyment.

### **ACTIVITIES INCLUDE**

- Schick 3-on-3 Basketball Tournament
- Spot-Shot Contest
- Hot Shot Contest
- Slam Dunk
- 3-Point Shoot-Out
- Track Meet
- Fitness Week

### **INSTRUCTIONAL CLASSES**

A variety of physical fitness programs are offered on a non-competitive, self-paced basis for every type of fitness enthusiast.

### **ACTIVITIES INCLUDE**

- Aerobics
- Tennis
- Karate
- Swimming

## **GENERAL RULES**

- This facility is open to Grambling State University students, faculty and staff at hours designated.
- A valid GSU ID is necessary for access to the facility.
- The use of tobacco is prohibited anywhere in the building.
- Everyone must exit through the front door.
- No fighting or profanity allowed.
- Appropriate clothing and footwear must be worn in the building.
- Eating is confined to the lobby.
- A LARGE CLEAN TOWEL IS REQUIRED.
- No exchanging of towels.
- No loitering.

### **INSURANCE AND LIABILITY**

Although all students are protected by insurance, participation in the intramural program is on a voluntary basis.

### **ACTIVITY ENTRY PROCEDURES**

Entry forms and activity schedules may be picked up in the Recreation/Intramural Sports Complex. Rosters must be completed and returned to the Intramural Office before the entry deadline. Late entries will be placed on a waiting list and included if possible.

- All students, undergraduate and/or graduate are automatically eligible to take advantage of all intramural privileges, and shall retain that status until they fail to comply with the eligibility rules.
- **TEAM ROSTERS** Must include first and last names, G#, and name, address, and telephone numbers of team managers.
- **SCHEDULES** - Schedules will be made available to all team managers approximately two days after an activity deadline. Schedules may be picked up during regular working hours at the Intramural Office. The Intramural Department WILL NOT be responsible for sending out schedules or notifying captains of schedule changes unless changes come into effect within twenty-four hours of the particular contest. After the first game, any change to be made must be made before the team plays the second game.

### **SCHEDULE OF ON-GOING EVENTS**

Daily: 12 Noon – 9 pm

#### **Senior Citizens and Retirees**

Monday, Wednesday and Friday

8:00 am – 10:30 am

#### **Kinesiology, Sport and Leisure Studies Classes**

8:00 am – 12 Noon (Daily)

#### **Senior Citizen Dance Group**

Tuesday: 2 pm – 3 pm

Saturday: 12 pm – 4 pm  
Sunday: Closed (TBA)

### **Intramural Sports**

Activities include:

- Flag Football Softball
- Volleyball Tennis
- Basketball Soccer
- Dodgeball
- 

### **Informal Recreation**

Activities include:

- Weightlifting Jogging/Walking
- Handball Stack Cups
- Basketball Softball
- Volleyball, Swimming,
- Table Tennis
- Tennis, Soccer
- Badminton

### **Club Sports**

Activities include:

- Powerlifting, Volleyball,
- Karate, Tennis
- Bowling Soccer,
- Swimming

### **Special Events**

Activities include:

1. 5-on-5 Basketball Tournament Fitness Week
2. Slam Dunk Hot Shot Contest
3. 3-Point Shoot-Out
4. Track Meet

### **Fitness and Wellness**

Activities include:

- Aerobics
- Tennis
- Karate
- Swimming

# **PARKING**

**531 R.W.E. JONES DRIVE**

**318-274-3363**

**[AMOSJ@GRAM.EDU](mailto:AMOSJ@GRAM.EDU)**

## **GENERAL INFORMATION**

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

## **ENFORCEMENT HOURS**

- Parking regulations are enforced from 7:30 am to 5:00 pm Monday through Thursday and 7:30 am 11:30 am Friday in all parking areas. In addition, handicap parking, parking in a no parking zone and blocking dumpster regulations are enforced 24 hours a day 7 days a week in all parking areas.
- In addition to the University's traffic and parking regulations, city ordinances and state laws relating to motor vehicles are also enforced on campus.

- Unauthorized vehicles parking in reserved spaces and/or designated areas will be ticketed, towed and/or both.

## **FACULTY/STAFF/STUDENT/PARKING**

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

## **VEHICLE REGISTRATION**

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

## **PERMIT FEES**

### **Faculty/Staff**

Fall - \$30

Spring - \$22

Summer I & II - \$11

### **Resident/Commuter Student**

Fall - \$14

Spring - \$11

Summer Sessions I & II - \$7

## **PERMIT PURCHASE LOCATION**

Long-Jones Hall

Cashiers' Window

100 Founders Street

Grambling, LA 71245

(318) 274-2671

## **RULES AND REGULATIONS**

### **PERMIT DISPLAY**

- The permit must be displayed on the front rear view mirror.
- Once a registration permit is issued for a vehicle, it is the responsibility of the person registering the vehicle to place it on the front rear view mirror immediately on issuance.



Parked in visitor zone .....	\$50
Failure to yield/pedestrian in crosswalk .....	\$50
Improper display of permit .....	\$15
Obstructing driveway .....	\$50
Running stop sign .....	\$125
Violation of directional parking .....	\$125
Littering .....	\$125
President/Vice President Zone .....	\$50
Loud music.....	\$125
Failure to obey instruction of Univ. Officer.....	\$50
Reckless operation of a vehicle .....	\$75
Making a U-Turn .....	\$50
Operating vehicle on sidewalk .....	\$50
Driving wrong on one-way street .....	\$50
Passing on double-yellow line or no passing.....	\$75
Driving around/through a Barricade.....	\$50
Blocking Traffic .....	\$50

Parking in a Fire Zone and Subject to

    Immediate Tow\$50

    Loading Zone\$50

Speeding Ticket(s) – Please contact the Department of Traffic and Parking for a fine at (318) 274–2222.

## **BURSARS'S OFFICE**

**LONG JONES HALL, 1<sup>ST</sup> FLOOR**

### **REGISTRATION**

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

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

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

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



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

## **RECEIPTS**

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

## **DELINQUENT ACCOUNT**

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

## **PAYMENT OF FEES**

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

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

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

### **Late Registration Fee**

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

### **International Student Service Fee**

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

### **International Student Insurance Fee**

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

### I. Additional Common Fees

- A. Students who register during the late registration period will be assessed a \$150 late fee.
- B. International Students are assessed a \$65 student service fee.
- C. Distance Learning students are assessed a **\$80** distance learning fee **per course**.
- D. Students who utilize GSU's Deferment Plan will be assessed a \$85 promissory note fee and interest assessed at the rate of 6% of the amount deferred.
- E. Students/Parents who pay via credit card will be assessed a 2%-3% credit card processing fee.

### II. Refund Policy

- A. Students who **officially** withdraw on or before the 14th class day for Fall / Spring Terms or the 7th class day for the summer terms may be refunded 100% of Tuition, related fees, and Mailbox Fees. **Room Fees** may be refunded on a pro-rata basis.
- B. All student refunds are paid via Direct Deposit, or a check will be mailed to the current address on file with the university. All Parent Plus Loan Refund checks will be mailed to the address provided on the FAFSA loan documents.

### COLLECTION POLICY

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

### RETURNED PAYMENTS (CHECKS/CREDIT CARD CHARGEBACKS)

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

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

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

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

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

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

**GSU Promissory Note.** Available when students and parents have been denied all other financing options. A maximum of 25% of the current term charges assessed for Tuition & Fees, Room and Board may be financed at a processing fee of \$85 plus 6% interest per annum.

**NELNET Business Solutions** monthly plan allows you to plan early with various payment options. Access via GSU website at [www.gram.edu](http://www.gram.edu). Select Offices/Controller's Office/Office of Student Accounts/Nelnet Payment Brochure, during the Fall and Spring semesters.

### **BOOK VOUCHERS**

Students with an available credit balance are provided electronic access to a portion of that balance by their Tiger1 Card's G-flex account. An electronic request to transfer funds must be completed before access is granted. Books may be purchased online or in the campus bookstore.

Visit [www.gram.edu/tiger1](http://www.gram.edu/tiger1) for more details.

### **Credit Balance Refunds**

#### **REFUND POLICY**

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

#### **Payments**

All credit balance refunds, stipends, and student paychecks are made via direct deposit, or a paper check mailed to the student's current address on file with the university. All Parent Plus Loan Refund checks will be mailed to the address provided on the FAFSA loan documents.

#### **Financial Notices**

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

#### **RETURN OF TITLE IV FUNDS POLICY**

Title IV funds (federal aid programs except Federal Work-Study) are awarded to a student under the assumption that the student will attend school for which the assistance is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds originally awarded. Therefore, the university will return certain Title IV funds on behalf of students who withdraw, drop out

or are dismissed before completing 60% of the semester for which Title IV funds have been disbursed. The policy also applies to students who cease to attend classes without withdrawing and earn all "F" grades. The funds will be returned within forty-five (45) days after determining the withdrawal date and/or the last day of class attendance.

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

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

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

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

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

**OVERPAYMENT (REPAYMENT) OF FEDERAL AID**

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

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

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

## **STUDENT COUNSELING AND WELLNESS RESOURCE CENTER**

Central Avenue  
Grambling, LA 71245  
318-274-3277  
[speedc@gra.edu](mailto:speedc@gra.edu)

### **Mission**

The Grambling State University Student Counseling and Wellness Resource Center's (SCWRC) mission is to empower and promote the intellectual, emotional, social, and cultural development of students. Our services help students to maintain their mental stability, help students build healthy relationships, and enable the students to have a successful academic experience. SCWRC accomplishes these tasks by providing premium, time-effective, and culturally sensitive therapy, educational resources, consultation, outreach, making the proper referrals when needed, training, and providing a systemic approach to wellness.

### **Confidentiality**

Interactions with Counseling Services are confidential. The staff adheres to professional confidentiality standards. Any information acquired during the counseling process is not shared unless the student signs a release of information. SCWRC is mandated to report or disclose student files if they pose a clear danger to self or others or is reporting child or elder abuse or by court order.

### **Crisis Intervention**

Counselors are available as a resource to all GSU staff and faculty members to provide help to students who may be in crisis. Students are encouraged to meet with a counselor to discuss their situation.

Counselors will listen and refer students if on-going personal counseling or therapy is needed. Students' faculty, staff and friends are also encouraged to refer or walk them in crisis to the counseling center.

For assistance with this process, call the Student Counseling and Resource Center at 318-274-3277 or email [speedc@gram.edu](mailto:speedc@gram.edu).

GSU UNIVERSITY OFFICE ACCESSIBILITY ACCOMMODATION SERVICES |  
GSU BOX 4306 |  
GRAMBLING, LOUISIANA 71245  
P 318-274-3277 | F 318-274-3114

## **Disability Services:**

### **Mission**

The purpose of the Accessibility Accommodation Services (AAS) is to improve the education experience of students with accessibility needs and to enhance the understanding and support at Grambling State University through equitable access, accommodations, and the provision of programs and services.

The Office of Disability Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive of all members of the Grambling State University. AAS views disability as an aspect of diversity that is essential to society and Grambling State University. If students encounter academic, physical, technological, or other barriers on campus, the AAS works collaboratively to find creative solutions and implement reasonable accommodations.

The core responsibility of the Office is to ensure that the University maintains its compliance with the federal regulations that protect the rights of individuals with accessibility needs in the educational environment. The Office determines and coordinates reasonable accommodations for students with disabilities throughout their educational career at Grambling State University.

### **Our Goals:**

- Ensure that all students with accessible accommodation needs can freely and actively participate in all facets of university life.
- Provide and coordinate support services to maximize students' educational potential and develop their independence as much as possible.
- Strive to increase the level of awareness among all members of the university community so that students with accessibility accommodation needs can perform at a level limited only by their abilities, not their disabilities.

- Identify and engage strategies that effectively offset accessibility accommodation needs and enhance academic success.

## **Requirements for Accommodations/Medical Disability**

Grambling State University is committed to ensuring that qualified students with documented disabilities receive reasonable and appropriate accommodations. Academic accommodations and support services are provided to ensure equal access to educational opportunities for GSU students with disabilities. The mandate to provide reasonable academic accommodations does not extend to adjustments that would “fundamentally alter” the nature of the course, course components or course requirements. There are no IEPs or 504 plans in college. The Individuals with Disabilities Education Act (IDEA), the law that provides students with IEPs, no longer applies to them once they graduate from high school. GSU students can still receive accommodation for their classes. Grambling State University is required to provide accommodations under Section 504.

To fully evaluate a student’s request for academic accommodation or auxiliary aids and to determine eligibility for services, documentation of the student’s disability is required. Eligibility for accommodations under Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, Amendment Act (ADAA) are based on the existence of a physical or mental impairment that limits a major life activity affecting one’s ability to fully participate in academic and/or campus life. The documentation must include evidence of both a disorder and indicate relevant functional limitations to a major life activity such as reading, writing, walking, seeing, and caring for oneself, performing manual tasks, eating, speaking, breathing, hearing, learning, concentrating, thinking, and communicating. Accommodation is provided in response to the functional limitations of a disability as they clearly intersect with academic demands and are designed to provide equal access. Psychometric documentation is needed to determine appropriate reasonable accommodation.

### **The diagnostic report must include:**

1. Clear disability diagnosis, including a clinical history that establishes the age of the student at the initial date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. Referrals are made to outside agencies for Procedures used to diagnose the disability.
3. Description of any medical and/or behavioral symptoms associated with the disability,
4. Discussion of meds, dosage, frequency, and any adverse side effects attributable to their use.
5. Clear statement specifying functional limitations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations,
6. Recommendation for accommodations, including a rationale for recommended accommodation.

Our office hours are Monday through Friday from **8 AM to 5 PM** or by appointment. Our offices are in the Student Counseling Resource Center (SCWRC) in the Foster Johnson building ([University Map](#) | [Google Maps](#)).

For assistance with this process, call the Student Counseling and Resource Center at 318-274-3277 or email [speedc@gram.edu](mailto:speedc@gram.edu)

GSU UNIVERSITY OFFICE ACCESSIBILITY ACCOMMODATION SERVICES |  
GSU BOX 4306 |  
GRAMBLING, LOUISIANA 71245  
P 318-274-3277 | F 318-274-3114

**Link for Services:**

<https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=76972049-1726-4f43-885b-c41c1e0c459c>

**ADA Compliance Information:**

<https://www2.ed.gov/about/offices/list/ocr/transition.html>

Policy # 111

**EMOTIONAL SUPPORT & SERVICE ASSISTANCE ANIMALS (ESSA)**

Effective Date: Revised Date: June 19, 2018

Responsible Office: University Counseling Center

Division: Student Affairs

**I. PURPOSE/OBJECTIVE**

To establish clear processes and procedures for institutional offices to utilize when reviewing, approving, denying, and governing emotional support and service animals.

**II. STATEMENT OF POLICY**

The University will permit the use of a service animal by an individual with a disability who satisfies the requirements of the Americans with Disabilities Act. The University will permit the use of an emotional support assistance animal as reasonable accommodation by an individual with a disability who satisfies the requirements of the Fair Housing Amendments Act and Section 504 of the Rehabilitation Act.

The use of a service animal is allowed in all areas of the University where members of the public, participants in services, programs or activities, or invitees are normally allowed to go, unless it would fundamentally alter the nature of the goods, services, programs, or activities provided by the University or is prohibited by health laws (i.e., food preparation areas, swimming pools, sterile laboratories, etc.).

The use of an emotional support assistance animal is only allowed in the approved person's specifically designated areas only, and are not allowed in any other university-controlled buildings, or athletic facilities, or outside upon other University property, unless areas are specifically designated by the University Counseling Center as an area where animals may be walked, except at times when the emotional support animal is entering or exiting University property.

**A. Registration and Inquiries**

1. Accommodation Request and Registration: All requests shall be made by filling out the Grambling State University Service and Emotional



Support Assistance Animal Accommodation Request Form. This form is in the University Counseling Center.

2. **Service Animals:** The University does not require students and employees to register a service animal with the institution so long as the person confines his or her service animal to areas of the University open to the public and does not take the animal into areas with limited or restricted access (such as residence halls, employee-only areas, or classrooms). Students and employees may choose to register for the service animal that only accesses public areas via the University's voluntary registration program. If a service animal is to have access to the residence halls for purposes other than its student owner visiting a resident, it must be registered with the University Counseling Center.
3. **Emotional Support Animals:** The University requires students wishing to keep an emotional support assistance animal in their residence hall to register and request a reasonable accommodation via the Office of Campus Living, and upon recommendation of the University Counseling Center. The University requires employees wishing to keep an emotional support assistance animal in their on-campus workspace and/or academic teaching location(s) to register and request a reasonable accommodation via the Office of Human Resources, and upon recommendation of the University Counseling Center.

*B. Staff Inquiries:*

**Service Animals.** In circumstances where it is not readily apparent what service the animal is providing, University staff may ask the student or employee all the following:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

*C. Emotional Support Animals:*

In evaluating a request for an emotional support assistance animal, designated University Counseling Center staff shall consider all the following criteria:

1. Does the person seeking to use and/or live with the animal have a disability (i.e., a physical or mental impairment that limits one or more major life activities)?
2. Does the person making the request have a disability-related need for an assistance animal? In other words, does the animal provide emotional support that alleviates one or more of the identified symptoms or effects of a person's disability?
3. Does the person seeking to use and/or live with the animal have a disability (i.e., a physical or mental impairment that limits one or more major life activities)?
4. Does the person making the request have a disability-related need for an assistance animal? In other words, does the animal provide

emotional support that alleviates one or more of the identified symptoms or effects of a person's disability?

5. Is the person currently registered with the University Counseling Center with an established disability (i.e., a physical or mental impairment that limits one or more major life activities); and receiving other university accommodations?
6. If the person does not meet all three of the above requirements, the request for reasonable accommodation with an emotional support animal will be denied. If the person meets all requirements and provides sufficient documentation where required, the University will provide reasonable accommodation.

D. Documentation:

1. Service Animals. If the person takes (or desires to take) a service animal into areas of the University with limited or restricted access (such as residence halls, employee-only areas, or classrooms), University staff may request medical documentation of an existing disability, one or more identified symptoms of which are alleviated by the service animal. However, the University will not require medical documentation pertaining to the person's disability, a special identification card, or training documentation for the service animal, or ask that the animal demonstrate its ability to perform the work or task so long as access with the service animal is confined to areas of the University open to the public.
2. Emotional Support Animals: The University may ask individuals with disabilities that are not readily apparent or already known to submit reliable documentation of a disability and their disability-related need for an assistance animal. Persons requesting reasonable accommodation for an emotional support animal will be required to provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of a disability.

E. Responsibilities and Procedures:

1. Deadlines. Students and employees requesting to have a service or emotional support assistance animal on university property must notify the Office of Campus Living by submitting the forms to the University Counseling Center at least thirty (30) days prior to the semester that prospective housing is needed. All documentation needs to be submitted as a packet with medical documentation, veterinarian documentation, and the animal's clean bill of health.
2. Annual Renewal: Approval to have a service or emotional support assistance animal on university property must be updated at least thirty (30) days before each new academic year (fall to summer).

3. **University-Provided Housing Roommate Notification and Approval:** The student should notify and seek approval from roommates and proposed roommates via email or other form of written communication and attach said approval or indicate the lack thereof alongside the request for the service or emotional support assistance animal, including annual renewals. Lack of roommate approval may impact housing assignments but will not change the University's obligation to allow reasonable animal-related disability accommodations.
4. **Notice of Removal or Replacement of Animal:** The student must notify Campus Living; and employees must notify Human Resources in writing if the animal is no longer to be kept on university property. To replace an animal with another animal, students and employees must file a new accommodation request with the University Counseling Center.
5. **Access:** Animals must stay in the designated and assigned area unless they are accompanied by the student and may not be allowed to roam freely through common areas. While service animals may always accompany the designated person and in most locations on university property, emotional support assistance animals are permitted only in the approved person's campus workspace and/or academic teaching location(s), residence hall, outside areas specifically designated by the University for walks, and the pathways for entry and exit to university property. Specific Access to University academic buildings must be cleared with the Office of the Provost, upon recommendation from the University Counseling Center.
6. **Care and Supervision:** The approved student or employee will be responsible for the care and supervision of his or her animal. The University is not responsible for the care or supervision of a service or emotional support animal. If the approved student or employee is not in the physical presence of his or her animal, the animal must be in a closed crate no larger than necessary given the animal's size and manufacturer's specifications. Any liability for the animal's actions is the responsibility of the approved student or employee, including damage involving personal or private property of the University or others.
7. **Control:** An animal must be under the control of its handler. Except when in a closed crate, the animal must have a harness, leash, or other tether in use at all times, unless it is a service animal and either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the animal must be otherwise under the handler's control (i.e., voice control, signals, or other effective means).
8. **Unsupervised Time:** An animal may not be left alone in the approved person's campus workspace and/or academic teaching location(s), residence hall or (if applicable) classroom location.

9. Training: Before coming to university property, all service and emotional support animals must be housetrained. Housetrained means the animal can consistently control its waste elimination. Crate-training means the animal can be confined to a closed crate without barking, whining, or whimpering.
10. Service Animals: The service animal must be trained to perform a specific job or task in connection with its ability to assist the disabled person and such training is the responsibility of the approved person. Persons with disabilities may train the service animal themselves and are not required to use a professional service animal training program.
11. Emotional Support Animals: The emotional support assistance animal does not have to be trained in connection with its ability to assist the disabled person, but its presence must be necessary to alleviate one or more identified symptoms or effects of a person's disability.
12. Health and Cleanliness: All animals must be in good health and the University has the authority to exclude an animal temporarily or permanently from university property if the animal is in ill health or habitually unclean. The approved person must provide an annual clean bill of health from a licensed veterinarian to the University Counseling Center. If concern is brought to the University Counseling Center regarding the animal's health, the student must provide a current clean bill of health from a veterinary professional.
13. Vaccination, Leash Laws, and Other Animal Health Laws: Regarding this policy, any approved student or employee with disabilities must comply with all applicable laws and regulations, including vaccination, licensure, animal health, and leash laws. The approved person must ensure that the animal has been immunized against diseases and treated for pests, such as fleas and ticks, common to that type of animal. Animals must have current vaccination against rabies, wear a valid rabies vaccination tag, and be properly licensed. The approved person will provide the University Counseling Center with appropriate documentation confirming vaccinations, licenses, and pest treatments.
14. Waste Disposal: Animals may be walked for purposes of waste elimination only in areas designated and approved for such use by the Office of Facilities Management. Approved persons are responsible for ensuring the immediate clean up and proper disposal of all animal waste. Animal waste is not to be disposed of indoors.
15. Health and Safety: The animal must not pose a threat to the health or safety of students, faculty, visitors, or any other persons on university property.
16. Disruptive Behavior Policy: The University has the authority to exclude an animal temporarily or permanently from university property if the animal's behavior is unruly or disruptive. The decision to exclude an animal from the University will be made by

the University Counseling Center if the animal is deemed a direct threat to the health and safety of others after hearing information from all parties involved, except where the situation is an emergency, and the removal is temporary until such information can be considered.

17. Equipment: The equipment necessary for the safe keeping of the animal must not pose a threat to the safety of others and may not block evacuation routes or egress in case of an emergency.
18. Quiet Use and Enjoyment: Animals must not make excessive noise or display behavior that will disrupt other community members' quiet use and enjoyment of university property.
19. Examples of Disruptive Behavior: The approved person must ensure that the animal does not:
  - A. Attack, harass, jump on/at or disrupt others or their personal belongings;
  - B. Display any repeated behavior or make noise that is disruptive to others;
  - C. Block evacuation routes or egress in case of an emergency; and
  - D. Leave the approved designated areas except when accompanied by the approved person.
20. Grooming and Upkeep: Grooming and upkeep of the animal cannot take place within the residence halls or anywhere on university property.
21. Damage to Property: The University shall not charge students or employees with service or emotional support animals a surcharge. However, the University may charge for damages caused by the service animal.
22. Emergencies: The University is not responsible for an animal during a fire alarm, fire drill, natural disaster, or other emergency.

F. Exclusions:

The University may exclude an animal from university property if:

1. The specific animal is out of control and the approved person does not take effective action to control it (i.e., barks repeatedly in a lecture hall, residence hall, theater, library, or other quiet place to disturb the quiet enjoyment of a residence hall by student residents);
2. The specific animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the University's services;
3. The specific animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures (i.e., the specific animal is not housebroken or trained so that, absent illness or accident, the animal consistently controls its waste elimination); or

4. The specific animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by other reasonable accommodation.

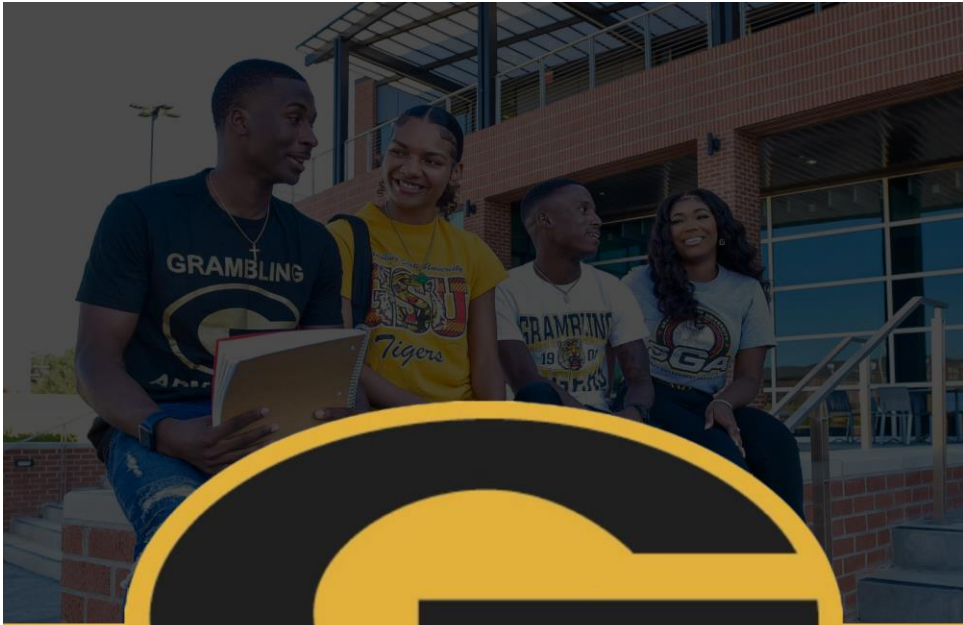
To determine if there is cause for exclusion, the University will assess the specific animal's actual conduct, considering the facts and circumstances of each case. If the University excludes an animal, it shall give the student with the disability the opportunity to participate in the service, program, or activity without having the animal on university property and the opportunity to participate with another animal.

G. Appeals and Grievances:

Any student dissatisfied by a decision concerning a service or emotional support animal may appeal through the Office of the Vice President for Student Affairs (VPSA). The VPSA can be reached by phone at 318-274-6120 or email at [studentaffairs@gram.edu](mailto:studentaffairs@gram.edu). Employees dissatisfied by a decision concerning a service or emotional support animal may appeal through the Office of Human Resources.

## **STATEMENT OF ACCREDITATION**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Grambling State University.



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