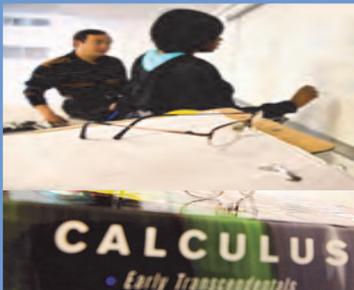


SOUTHERN UNIVERSITY  
NEW ORLEANS

50  
YEARS  
1959 - 2009



STUDENT

HANDBOOK

*Campus Life: Living, Learning, Leading*

2009-2011 

## Introduction

This Student Handbook has been compiled to provide general information and guidelines on university policies, procedures and regulations affecting student life at Southern University at New Orleans (SUNO). This information applies to all full-time, part-time, cross-enrolled and on-line students enrolled at SUNO. This handbook is updated with current information, however, for specific information regarding a department, students are encouraged to contact the department for more detailed and current information. We are committed to helping each student reach his or her fullest potential. In addition, we take pride in the academic achievement of each student. We encourage students to take full advantage of University events outside of the classroom. They promote scholarship, leadership, civic and social responsibility, inquiry, self respect, respect for others and cultural diversity.

Each student is urged to read this handbook carefully to ensure that he or she understands the contents of the handbook. It is the student's responsibility to obtain, read and understand the rules, regulations, policies and procedures contained herein. Students must adhere to the contents of this handbook and ignorance of the contents is not an excuse. Students are expected to conduct themselves in a respectable and responsible manner on and off campus. The University reserves the right to modify or discontinue without notice, any of the policies, procedures and regulations contained in this handbook. The handbook is not comprehensive in its entirety. This handbook does not represent in any form or shape, a contract between any person and the University.

*The SUNO Solution, a new and unique feature of this handbook is located in the center blue pages. Solutions to frequently identified student concerns are arranged alphabetically. "Wednesdays in Professional Attire" is another new addition. The SUNO Family is strongly urged to dress accordingly.*

**On the Cover:** (Top to Bottom) SUNO's 50th year logo, Happy students at a pep rally at the "Return to the Castle", bottom left, student in a Calculus Class. Photos by: Gus Bennet. Bottom right, a senior biology student engaged in a summer research project. Photo by: Wesley Daniel.

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OFFICE OF THE CHANCELLOR

## SOUTHERN UNIVERSITY AT NEW ORLEANS

6801 Press Drive  
New Orleans, LA 70126-0002  
(504) 286-5311  
FAX (504) 284-5500  
[www.suno.edu](http://www.suno.edu)



### A Message From the Chancellor

Dear Student of Southern University at New Orleans,

I am extremely pleased to welcome you to Southern University at New Orleans. You have arrived at the University at a very special time—a time when the University is “on the rise” toward positive growth and change. Thus, we invite you to join our effort to make Southern University at New Orleans, the best that it can be. If we work together, we can accomplish this goal.

Inherent in our motto, “Southern University at New Orleans: Where your preparation for tomorrow begins today,” is the University’s mission. Specifically, our mission is “to create and maintain an environment conducive to learning and growth, to promote upward mobility of all people by preparing them to enter into new as well as traditional careers, and to equip them to function optimally in the mainstream of the American society.” Thus, we are seriously committed to providing you with quality academic programs and student services that will ensure that we accomplish our goals, which will ultimately lead to your success.

I would like to remind you that you play a very important role on this road to success. Please spend your time wisely, take advantage of all of the available programs and services, and become actively involved in campus life. In doing so, your achievements will be well worth the effort.

Again, welcome to Southern University at New Orleans, and best wishes for a successful learning experience.

Sincerely,

Victor Ukpolo, Ph.D.  
Chancellor

*“An Equal Educational Opportunity Institution”*



**SOUTHERN UNIVERSITY at NEW ORLEANS**  
Division for Student Affairs & Enrollment Services  
6801 Press Drive, 2-A  
New Orleans, Louisiana 70126  
Direct: (504) 286-5015



## A Message from the Vice Chancellor for Student Affairs and Enrollment Services

Dear Student,

A warm SUNO welcome to you from the Division of Student Affairs and Enrollment Services! First and foremost, we would like you to know that you and your interests are our number one priority at Southern University at New Orleans. Second, at this institution of higher learning, affectionately known as SUNO, we want you to be comfortable in knowing that we will be responsible and accountable for what is considered realistic and necessary for you to enjoy, realize and achieve the SUNO Experience. What is the SUNO Experience? It is learning through individual and collective expression, participation in meaningful and trans-formative academic dialog, achieving academic success, engaging in social and cultural expose' and last, graduating with a SUNO degree.

The SUNO Student Handbook is your personal reference and guide to the SUNO Experience. It is developed to place pertinent and useful information concerning you and your interaction with the University in your possession. It is a tool to be used in understanding university policy and procedure and your rights as a student of this institution. In addition, the Handbook articulates the expectations of the university for you as a student. The Handbook is to be considered a reference guide to help you navigate your journey toward academic, social and cultural success.

The Division of Student Affairs and Enrollment Services offer a wide array and a vast variety of quality support services for you. These fundamental services are available outside of the classroom and are tailored to meet most personal and individual student advisement needs. The Handbook provides a listing of available services for you that insures that your SUNO matriculation is smooth and your social and cultural needs are met. I am committed, as interim Vice-Chancellor, to the continued development of holistic programs and university services that are expected to enhance your academic experience, personal growth, and sense of well being. My commitment also includes advancing your opportunities to participate in the areas of: Social Responsibility, Community Service, Civic Engagement, a host of Academic Honor Societies, and other organizations that are listed in your Handbook. My staff and I are available daily to respond to and meet with you cordially, socially and professionally. This of course can be done individually as well as collectively depending on the issue(s) or concern(s). Please feel free to contact me or any of the personnel associated with the Division of Student Affairs and Enrollment Services for your personal and confidential advisement session. Remember, we are here to serve you!

We hope that your experiences at Southern University at New Orleans will be enriching, rewarding and gratifying. In addition, we hope that we will have sufficiently met your general expectations of intellectual curiosity and cultural and social stimulation, as well as providing for the achievement of the ultimate goal that is academic excellence. We wish you the very best on your quest toward your degree and professional career after graduation. Finally, it is expected of you to embrace, to serve, and to represent your alma mater with dignity, honor and respect. Always remember, "SUNO FOREVER"!!!

*Donna Grant, Ph.D*  
Vice Chancellor for Student Affairs and Enrollment Services (Interim)



SOUTHERN UNIVERSITY at NEW ORLEANS  
Student Government Association  
6801 Press Drive, 21-A  
New Orleans, Louisiana 70126  
Direct: (504) 286-5353



*A Message from the  
President, Student Government Association*

Hello My Fellow Knights,

Welcome to the Castle!

It is my distinct honor and pleasure to welcome you to Southern University at New Orleans. I am Aneisha Holmes, President(2009-2010) of the Student Government Association. On behalf of the Officers and the members of the Association, we bring you greetings.

Choosing to earn a degree at SUNO is without a doubt, one that is both intellectually and academically challenging as well as rewarding. Please know that at SUNO you can expect a caring and nurturing faculty who teach in classroom environments that allow for individualized attention. SUNO is considered by many to be family, and it includes administrator, faculty, staff, alumni, friends of the university and you. The family's mission is to assist and provide the necessary support for you to achieve success and earn that all important degree.

It is important for you to know that becoming a Knight is an achievement unto itself and the designation is considered an earned lifetime badge. A Knight's armor includes the school colors, blue and gold. Wearing the colors gives a SUNO Knight a sense of pride and dignity for our alma mater that we would like you to experience.

For you to better understand more about the SUNO family, we encourage you to read and become familiar with the Student Handbook. It is our desire that the handbook serves as a guide to what you can expect as a student and what you can expect from the university.

In closing, my fellow Knight, we expect great and aspiring things from you and we thank you again for your decision to attend SUNO. Please do not hesitate to take every opportunity, when and where possible, to encourage others to join you here. Our expectations are high and the Association is looking forward to your participation. Your ideas and suggestions will help make SUNO a better place. We wish you and all the Knights the very best on your quest for success.

A handwritten signature in black ink that reads "Aneisha Holmes". The signature is fluid and cursive.

*Aneisha M. Holmes, President*

Student Government Association  
Southern University at New Orleans

[www.suno.edu](http://www.suno.edu) - An Equal Educational Opportunity University

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Ruston, LA 71273

Mary Ellen Roy (Secretary)

Member-At-Large  
365 Canal Place, #2000  
New Orleans, LA 70130

---

Scott O. Brame

4602 Wellington  
Alexandria, LA 71303

Charlotte Bollinger

P.O. Box 250  
Lockport, LA 70374

Robert J. Bruno

71208 Hickham Field Lane  
Covington, LA 70433

Richard E. D'Aquin

620 Cambridge Drive  
Lafayette, LA 70503

Maurice C. Durbin

417 Centerville Street  
Denham Springs, LA 70124

Donna Guinn Klein

1311 Valmont Street  
New Orleans, LA 70115

Ingrid T. Labat

5920 Milne Boulevard,  
New Orleans, LA 70124

W. Clinton "Bubba" Rasberry, Jr.

800 Spring Street, Suite #201  
Shreveport, LA 71101

Victor T. Stelly

P.O. Box 12725  
Lake Charles, LA 70612

Harold M. Stokes

4228 Houma Boulevard,  
Suite 600-A  
Metairie, LA 70006

Roland M. Toups

P. O. Box 2750  
Baton Rouge, LA 70821

Joseph C. Wiley

P. O. Box 87410  
Baton Rouge, LA 70879

Student Member:

March A. Guichard

Delgado Community College,  
City Park  
615 Park Avenue, Building 11  
Room 105  
New Orleans, LA 70119



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Southern University  
Baton Rouge, LA  
70813

**Telephone**  
(225) 771-4600

**Fax** (225) 771-5770



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Mr. Myron K. Lawson



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Atty. Walter C. Dumas,  
At-Large



Ms. Raushanah Hunter,  
Student

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SOUTHERN UNIVERSITY SYSTEM**

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System Vice President for Academic  
and Student Affairs ..... Kassie Freeman, Ph.D.

System Vice President for Finance  
and Business ..... Tolor E. White, M.B.A.(Interim)

Affairs and Comptroller..... Tolor E. White, M.B.A.

Director, Facilities Planning .....Endas W. Vincent, M.A.

Director, International Programs ..... Walter Wiles, Ph.D.

Executive Director, System Foundation/  
Director, External Affairs ..... Ernie Hughes, Ph.D.

Assistant Vice President for  
Institutional Advancement ..... Andrea Jefferson, Ed. D.

Executive Director, Alumni Affairs ..... Cedric Upshaw, J.D.

Director, Information and  
Technology ..... Huey Lawson

Resource Management..... Jesse Smith, M.S.

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Assistant and Counsel to the President ..... Frances Smith, J.D.

Director, Public Affairs ..... Robyn Merrick, M.P.A.

Assistant to the President for Media Relations .....Katara Williams, M.P.A.

Assistant to the President for Communications ..... Henry J. Tillman, B.A.

**SOUTHERN UNIVERSITY AT NEW ORLEANS  
ADMINISTRATION AND STAFF**

**OFFICE OF THE CHANCELLOR**

**CHANCELLOR**..... Victor Ukpolo, Ph.D.  
Executive Associate to the Chancellor .....Harold Clark, M.S.  
Director, Internal Audit ..... Reneé Johnson, C.P.A.  
Director, Information  
Technology Center ..... Edmond Cummings, M.A.  
Director, Title III Programs .....Brenda L. Jackson, Ph.D.  
Director, Athletics..... Elston King , B.A. (Interim)  
Administrative Assistant..... Sherron Bennett (Detailed)

**DIVISION FOR ACADEMIC AFFAIRS**

Vice Chancellor ..... David Adegbeye, Ph.D. (Interim)  
Associate Vice Chancellor..... Wesley Bishop, J.D.  
Dean, Arts & Sciences ..... Henry Efeso-Mokosso, Ph.D.  
Dean, Business & Public Administration ..... Igwe Udeh, Ph.D.  
Dean, Education..... Mary Minter, Ph.D.  
Dean, Graduate Studies..... Sara Hollis, Ph.D.  
Dean, School of Social Work ..... Beverly Favre, D.S.W.  
Director, E-Learning/  
Blackboard Administrator ..... Sheila Wood, M.A.  
Director, Library ..... Shatiqua Mosby-Wilson, M.L.S./J.D.  
Director, Registrar ..... Gilda Davis, M.A. (Interim)  
Director, Research and  
Strategic Initiatives ..... William Belisle, Ph.D.

# **SOUTHERN UNIVERSITY AT NEW ORLEANS ADMINISTRATION AND STAFF**

## **DIVISION FOR STUDENT AFFAIRS AND ENROLLMENT SERVICES**

Vice Chancellor ..... Donna M. Grant, Ph.D. (Interim)  
Director, Admissions, Recruitment,  
Retention and Early Start..... Leatrice Larimore, M.Ed. (Interim)  
Director, First Year Experience Program.....Linda Mosley, M.A.  
Director, Career Counseling and  
Placement & Veterans Affairs Liaison..... Joseph Marion, MSW  
Director, Services for  
Students with Disabilities ..... Yolanda Mims, MSW  
Director, Residential Life ..... Adrell Pinkney, Ph.D. (Interim)  
Director, Student Development Center ..... Josephine Okoronkwo, M. Ed.  
Director, Intramural Sports..... James Rowley, B.S.  
Director, Student Activity  
and Organizations ..... Shawanda Howard, M.A. (Interim)  
University Nurse..... Sheryl Crosby, MSN.  
University Physician..... Walter Barial, M.D.  
University Psychologist..... Lynette Causey, Ph.D.  
Administrative Assistant..... Alicia Adams

## **DIVISION FOR ADMINISTRATION AND FINANCE**

Vice Chancellor ..... Woodie White, MBA (Interim)  
Comptroller..... Shawn Gulley, MBA (Interim)  
Assistant to the Vice Chancellor ..... Hazel Pitts, B.S.  
Assistant Vice Chancellor for  
Administration & Physical Plant..... Robert Cannon, B.A.  
Director, Purchasing ..... Marilyn Manuel, B.A.  
Director, Human Resources..... Randy Dukes, J.D.  
Budget Officer ..... Ben Robinson, B.S.  
Director, Information Technology Center..... Edmond Cummings, M.S.  
Director, Central Stores/Property Manager..... John Sullivan, B.S.  
Director, Student Financial Aid ..... Kathy Woods, M.S. (Interim)

## **DIVISION FOR COMMUNITY OUTREACH/ UNIVERSITY ADVANCEMENT**

Vice Chancellor ..... Gloria Moultrie, MBA  
Chief of SUNO Police ..... Chief Ira Thomas  
Coordinator, Community Outreach ..... Mary Ann Francois, M.A.  
Director, Public Relations ..... Eddie Francis, B.A. (Interim)  
Director, Satellite Telecommunications ..... Michael Meehan, B.A.  
Director, Safety and Transportation ..... Vacant  
Coordinator, General Services..... Michelle Briscoe-Long, M. A.  
Administrative Assistant ..... Denise Scipio

## **Honor Code**

The faculty, staff and students of Southern University at New Orleans will carry out their responsibilities with honor, integrity, and trust. These tenets comprise the moral ideals that should permeate the collegial experience and guide our graduates after matriculation.

The goal of the Honor Code is to arm the students, faculty, and staff with moral, spiritual, and intellectual values for use throughout the university community and throughout their lifespan. As such, in our daily deliberations, we are expected and encouraged to report all violations we are aware of. In an effort to maintain an environment conducive to academic freedom and critical thinking, it is our responsibility to report all cases of academic dishonesty to the appropriate campus authorities. This is the Honor Code of Southern University at New Orleans. Our students must adhere to its tenets; it is vital for their educational success.

### **STUDENT RIGHT TO KNOW INFORMATION**

Education is fundamental to the development of individual citizens and critical for the progress of the nation as a whole. Therefore, there is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of this institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment regarding the educational benefits available at any given institution of higher education.

The Student Right To Know Act requires schools to disclose completion or graduation rates to degree seeking, full time, first time undergraduate students. The following link will take you to the appropriate reports:

[www.suno.edu](http://www.suno.edu)

### **Emergency Services**

<b>Emergency Response</b>	<b>and</b>	<b>Training</b>
Fire		CPR/First Aid
Medical Services		Defensive Driving
Behavioral Emergencies		Community Emergency Response Team
Vehicle Lockouts		

**EMERGENCY NUMBER:** (504) 286-5290

**PART I: GENERAL INFORMATION**



## ***Brief History of the University***

### ***The Beginning***

Southern University at New Orleans (SUNO) was founded as a branch unit of Southern University and Agricultural & Mechanical College (Southern University) in Baton Rouge by Act 28 of the Extraordinary Session of the Louisiana Legislature on September 4, 1956. On September 21, 1959, SUNO opened its doors on a 17-acre site located in historic Pontchartrain Park, a subdivision of primarily African-American single-family residences in eastern New Orleans. Established as an open community of learners, classes began with 158 students, one building, and a motivated faculty of fifteen. The university offered ten courses in four academic disciplines: Humanities, Science, Social Science, and Commerce.

### **Expansion and Change**

Over the years, several events have affected the direction of SUNO. One occurred on November 8, 1960. It was then that the Louisiana Legislature adopted Amendment 26. This Act prescribed that Southern University at New Orleans should remain an extension of Southern University, thereby precluding any impending autonomy for SUNO. In 1975, by virtue of Article 8, Section 7 of the Louisiana Constitution of 1974, management was transferred from the Louisiana Board of Education to the newly-created Board of Supervisors of Southern University. The new constitution also designated SUNO as a campus of the Southern University System creating parity with the other Southern campuses. To this date, the Southern University System is the only HBCU university system in the world.

### **Hurricane Katrina**

On the heels of the 2005 tragedies of the Hurricanes Katrina and Rita, all eleven of SUNO's buildings were inundated with water. Nearly half of our 4,500 students returned home to continue their education at SUNO, on the North Campus at 6801 Press Drive in buildings supplied by the Federal Emergency Management Agency.

Although the University lost academic programs, it gained programs that fit into the New Orleans rebuilding process. SUNO's e-learning component gained considerable strength as displaced students sought to obtain their degrees. The University added such relevant academic programs as Public Administration, Child Development & Family Studies and alternative certifications in Early Childhood Education. Business owners and future entrepreneurs in New Orleans have been able to take advantage of SUNO's Business Entrepreneurship program as well as the Small Business Center. Southern University at New Orleans actively recruits qualified students without regard to race, country of origin, religion, gender, age or disability.

## *Accreditation*

Southern University at New Orleans is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award Associate, Bachelor, and Masters degrees. Initially, SUNO was accredited by the Commission on Colleges of the Southern Association of Colleges and School (SACS) in 1970. This was reaffirmed in 2000. The School of Social Work is accredited by the Council of Social Work Education. The School of Social Work Accreditation was reaffirmed in February 2004 by the Commission on Accreditation Program Review of the Council on Social Work Education. The College of Education is approved by the Louisiana Department of Education and is accredited by the National Council for Accreditation of Teacher Education (NCATE).

## TRADITIONS

Homecoming ..... October  
Honors and Awards Day ..... April  
Commencement ..... May



## Athletics

The Southern University at New Orleans (SUNO) Athletics Department is a member of the powerful Gulf Coast Athletic Conference (GCAC). The Conference comprises ten schools in the Gulf Coast region– eight private universities and two public universities. Southern University at New Orleans is one of the two public universities in the region.

The Conference was established in 1981 and Southern University at New Orleans became a chartered member in May, 1986. Since that time, the Knights men’s basketball team has won the Conference and Conference tournament six times, which is more times than any school in the GCAC. The former Men’s basketball coach (Coach Earl Hill) was named “Coach of the Year” three times: 1994-1995, 2001-2002, and 2002-2003.

The Lady Knights women’s basketball team has also excelled. In 1999-2000, the team was GCAC regular season Conference champions and the former coach (Dr. Artis Davenport) was named “Coach of the Year”.

The Men’s and Women’s track teams have produced at least six All Americans over the years. A Cross Country runner was named All-American, and the track coach (Coach Stephanie Minto) was named Regional Coach of the Year in 2003-2004 and 2004-2005.

In Fall 2009, Women’s Volley Ball was added in the intercollegiate Sports Program.

In recent years, Southern University at New Orleans has been the only school in the Gulf Coast Athletic Conference to have four student athletes graduate Summa Cum Laude (Bishen Gallo, Rustin Haley, Dion Aye, Ifeanyi Onor). One was a member of the track team and the other was a member of the Men’s basketball team. Both student athletes graduated with an overall grade point average of 4.0.



# Quick Facts

## SOUTHERN UNIVERSITY at NEW ORLEANS

**Nickname:** SUNO  
**Founded:** 1956  
**Opened:** 1959  
**Enrollment:** 3,105  
**Tuition & Fees:** \$1,503  
**Out-of-State Fees:** \$1,869 per semester

**Degrees Offered:** Associate's  
Bachelor's and  
Master's

**Academic Calendar:** Semester

**Properties:** Park Campus (in historic Pontchartrain Park) and the Lake Campus (adjacent to Lake Pontchartrain)

**Colors:** Columbia Blue & Sunset Gold

**Organizations:** 24

**Nickname:** Knights

### Intercollegiate

**Sports:** Basketball, Track & Field and Cross Country  
Volley Ball

### Athletic Affiliations:

National Association of Intercollegiate Athletics (NAIA) and the Gulf Coast Athletic Conference (GCAC)

### INSTITUTIONAL INFORMATION

**Type:** Public, 4-year  
**Affiliation:** Southern University System  
**Admission:** Open (until Fall 2010)  
**Chancellor:** Victor Ukpolo, Ph.D.

### ADMISSIONS

6400 Press Drive  
New Orleans, Louisiana 70126  
Direct (504) 286-5314  
FAX (504) 284-5481

[www.suno.edu](http://www.suno.edu)

### ADMISSIONS

**Application Fee:** \$20.00

### International

**Students:** \$25.00

### Application

**Deadline:** July 1<sup>st</sup>

**Financial Aid:** (504) 286-5263

### ACCREDITATIONS

Southern Association of Colleges and Schools  
National Council for the Accreditation of Teacher Education  
Council for Social Work Education

# Quick Facts

## ACADEMIC PROGRAMS

### College of Arts & Sciences

Biology  
Criminal Justice  
English  
General Studies

### Health Information Management

History  
Mathematics  
Psychology  
Sociology

### Substance Abuse Counseling

Includes Associate of Arts

### School of Social Work

Social Welfare

### College of Business & Public Administration

Business Entrepreneurship  
Management Information Systems  
Public Administration

### College of Education

Child Development and Family Studies  
Early Childhood Education  
Elementary Education

### College of Graduate Studies

Criminal Justice  
Management Information Systems  
Museum Studies  
Social Work

## CAMPUS GROWTH



### STUDENT AND FACULTY HOUSING

SUNO will be experiencing unprecedented growth with the construction of the Student and Faculty Housing Complex (Phase I completion, fall 2009) and a state-of-art Information Technology Center, in addition to other projects to appear on the Lake Campus. Log on to [suno.edu](http://suno.edu) to see the renderings of these facilities.

## MISSION

~~The mission of Southern University at New Orleans is to create and maintain an environment conducive to learning and growth, to promote upward mobility of all people by preparing them to enter into new as well as traditional careers, and to equip them to function optimally in the mainstream of American society.~~

## VISION

Building on a legacy of educational excellence, equal access and opportunity for students from all walks of life, Southern University at New Orleans envisions itself as a state university that values excellence in teaching, research, and public service. Our vision is to build upon this legacy through the pursuit of academic excellence, to link all aspects of university activities with community needs and economic development, and to help students become productive citizens.

## CORE VALUES

- Excellence
- Responsibility
- Integrity
- Accountability
- Diversity
- Nurturing
- Service

# *ALMA MATER*

## *Dear Southern*

*O Southern, Dear Southern, Thy praises we shall sing*

*Until all the heavens and echoes loudly ring.*

*The winds of the sky as they pass us by*

*Will adoration bring.*

*O Southern, Dear Southern, we owe our all to Thee*

*In downfall or victory, we'll always loyal be.*

*Thy Sons and Daughters as they work,*

*Will be inspired by Thee.*

*O Southern, Dear Southern, Thy name will ever be*

*As mighty as the river that flows on to the sea.*

*As pure and true as the Gold and Blue,*

*That stand out bold for Thee.*

*Words and Music by R. E. Brown Jr.*

*Arranged by T. W. Langston*

# MOTTO

**Where Preparation for Tomorrow  
Begins Today**

**University Seal**



**MASCOT (University Spirit Symbol)**



**COLORS:** Columbia Blue & Sunset Gold

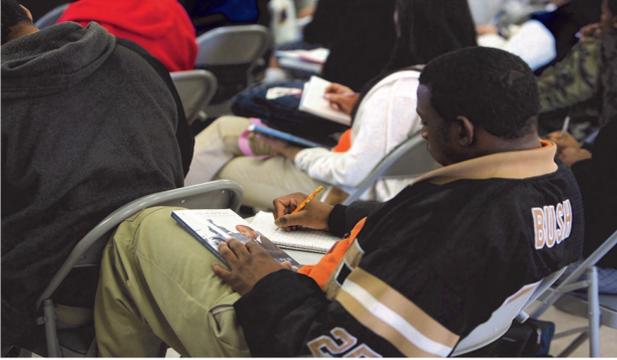
## E-mail Addresses/Blackboard Accounts

SUNO's e-mail addresses and blackboard accounts are automatically generated for all registered students. To create a username and password for Southern University at New Orleans (SUNO) E-mail and Blackboard accounts, students are to use the first letter of their first name, the first three letters of their last name, and their birthday month and date. Example: John Doe would be: jdoe0109. As shown in the example, a zero must be used if the birthday month and/or date is a single number. The student's initial password is the last four numbers of his or her social security number. All students are encouraged to read the student manual, update their personal information/e-mail address and change their password, which is located under "Tools" or "Personal Info". For additional details, students may visit the Southern University at New Orleans web site at :

[www.suno.edu](http://www.suno.edu).

Students are strongly urged to check their SUNO e-mail accounts daily for updates, scholarship information, library passwords, university closures and event announcements, etc.





## PART II: UNIVERSITY DIVISIONS

## **DIVISION FOR ACADEMIC AFFAIRS**

Location: Administration Building/Park Campus/Room 204  
Hours: 8:00 am - 5:00pm  
Telephone: (504) 286-5381

### **ACADEMIC YEAR**

The University operates on a two-semester plan- Fall and Spring of approximately eighteen weeks each. A Summer session of approximately nine weeks affords semester credits due to the increased amount of contact time per class per course.

### **STUDENT CLASSIFICATION**

Freshman	Less than 30 semester hours credit
Sophomore	30-59 semester hours credit
Junior	60-89 semester hours credit
Senior	90 or more

### ***COURSE PROGRESS/NUMBERING AND SEQUENCING OF COURSES***

Courses taken to satisfy General Education Requirements (GER) should be taken as early as possible (freshman and sophomore years). However, since these courses generally are not sequenced courses, they can be taken throughout matriculation, providing opportunity for students to take less demanding courses along with their major and minor courses.

- 001-099 Non-degree Credit Courses- Offered by the University to permit students to make up deficiencies in previous training or to improve their facility in certain basic skills and not for degree credit.
- 100-199 For undergraduate students, primarily freshman level; ordinarily open to all students; often the basic and/or introductory courses in academic programs.
- 200-299 For undergraduate students, sophomore level or above.
- 300-399 For advanced undergraduate students, junior- and senior-level.
- 400-499 For advanced undergraduate students who have completed a minimum of 60 semester hours.
- 500-799 For students in graduate programs and for graduate credit only except where permission is granted to undergraduates who are making timely progress toward a degree.

# GRADES AND GRADING

## System of Grading

The University uses a letter system of grading: A = excellent; B = above average; C = average; D = barely passing; F = failure; FX = failure due to excessive absenteeism; AU = audit; I = incomplete; W = withdrew; P = pass and, NC = no credit. Credit for any course in which a student has received a grade of F may be obtained only by repeating the course.

## Grade Point Average (GPA)

The grades of A, B, C, D, and F are included in the computation of the semester grade point average. Grades of AU, P, I, W, and NC are excluded. The semester grade point average is the total number of quality points (numerical values assigned to each letter grade as the final grade in a course) earned, divided by the total number of semester credit hours carried by the student. The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of hours, **excluding I's, W's, P's, NC's and repeated courses. For determining eligibility for holding offices in the Student Government Association or graduating with honors, a student's cumulative average is computed by dividing the total quality points earned by the total semester hours attempted, exclusive of courses with grades of AU, P, W, and NC.**

## Pass-Fail

A few courses are graded pass-fail for all students. The grade of P will be given for work of passing quality and the grade of F will be given for work below passing quality. Courses passed with the grade of P may be offered for degree credit, but the grade will not be considered in computing the grade-point average. An F in a pass-fail course will be treated as any other F, both with regard to credit earned and to grade-point average calculation.

## Transcripts

Each semester and/or summer term grade report is the basis for the student's transcript. Final grades of each semester/term are officially recorded and filed in the Registrar's Office. Students may obtain certified copies of their academic records from the Records Office upon written request. Transcripts requested for academic advisement are available without cost. Official transcripts are issued for the purpose of transferring credits to other colleges, universities, certifying agencies, etc. The first official copy is furnished without cost. A written request, along with a receipt for the payment of the \$2 fee must be submitted for each additional transcript. Official transcripts cannot be released until all indebtedness to the University is paid in full.

## **REGISTRATION**

All continuing, transfer, and re-entry students are expected to present themselves for registration in accordance with the plans of registration established for the current year and listed in the University Calendar at the beginning of the University *Catalog*.

Students are referred to the chairs of departments and other faculty members for assistance in preparing their schedules. Each student, however, must assume the responsibility of studying his or her curriculum carefully and should register each semester according to its requirements. Continuing and upper-class transfer students are expected to participate in Pre-Advisement/Registration for the succeeding semester. Upper-class transfer students must have a completed application for admission on file in order to participate in Pre-Advisement/Registration.

No student will be registered until he or she has paid fees as assessed by the Comptroller's Office. No student will be permitted to remain in any class unless his or her name is shown on the instructor's roster or unless the instructor has received evidence of proper registration from the Registrar's Office. Registration after the final date provided in the University calendar requires special permission from the Vice Chancellor for Academic Affairs. A student, with the appropriate approval, may add courses for credit, make section changes, or drop courses within the period provided in the University calendar.

### **Changes in Registration/Student Schedule Adjustment**

Students may add or drop courses or change from one section of a course to another with the proper approval as indicated in the semester calendar. All such changes must be filed in the Registrar's Office according to the dates as indicated in the academic calendar. A student will be held responsible for all courses appearing on the schedule unless changes have been made in accordance with the regulations. A student may not add courses for credit after the deadline stated in the academic calendar. Forms to facilitate changes in registration and/or adjustments in the student's schedule are available in the Registrar's Office.

Courses dropped by the 14th day (7th day for Summer) of instruction will not be included in the student's registration. If a course is dropped after the 14th day (7th day for Summer) of instruction, a W (withdrawn) is recorded. If a student drops all courses, the student must withdraw/resign from the University, following the designated procedures.

Students may not drop a course by simply staying out of a class. Students are expected to obtain the signature of the instructor, advisor, department head and the registrar. Students are strongly urged to check schedule invoices and mid-term grade reports carefully and submit requests to the Office of the Registrar to clear from the record courses or grades that appear in error.

No student will be permitted a change in course of study or academic major after registering for that particular semester or summer session. When a student makes any change in status, classification, curriculum, division, etc., a Change of Program Form, obtainable from departmental offices, must be completed. The change will become effective the next semester or summer session in which the student is in attendance. A student is not officially dropped from a course until proper forms have been filed with the Registrar's Office.

## **Cross Enrollment**

An inter-institutional program exists between SUNO and the following institutions: University of New Orleans, Southern University at Baton Rouge, Southeastern Louisiana University, Delgado Community College, Nunez Community College, and River Parishes Community College. This program enables a student registered full-time at SUNO to enroll in courses at at these colleges/universities provided the courses are not being offered at SUNO that semester. In addition, the Vice Chancellor for Academic Affairs must give written approval for cross enrollment. Students currently enrolled may not exceed eighteen semester hours during the regular semester and nine hours during the Summer Session. **Summer only and transients may not cross-enroll.**

## CLASS ATTENDANCE REGULATIONS

Class attendance is regarded as an obligation as well as a privilege. All students are expected to attend, regularly and punctually, all classes in which they are enrolled. Failure to do so may seriously jeopardize a student's academic standing. Implicit in these regulations is the notion that students must assume a major responsibility for informing instructors of exceptions.

Each instructor will check the roll at each meeting and shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate Dean, College or University officials.

A student who is not present when attendance is checked in a class is considered absent. Tardiness is treated as an absence unless an excuse is obtained from the instructor at the end of the period. The initiative in obtaining an excuse rests with the student.

Faculty members are required to state in writing and explain to their students, at the beginning of each term, their expectations in regard to both attendance and make-up work.

Each instructor shall report to the Center for Student Retention and Success all cases of absences from class which, in the opinion of the instructor, jeopardize the student's chances of satisfactorily completing the course.

A student required to be absent from class because of illness or other unavoidable cause should promptly report the reasons to the instructor and, when required, present excuses. If the student has prior knowledge that he or she will miss certain classes, justification should be submitted to these instructors in advance of the absences. **Instructors should make clear that excuses explain absences, but do not remove them.**

Extended absences due to illness or other circumstances beyond the student's control should be reported to the Vice Chancellor for Student Affairs and Enrollment Services. Instructors will be notified of the circumstances surrounding the absence.

Excuses for participation in University-sponsored activities will be initiated by the sponsoring unit and approved by the College Dean and the Office of Academic Affairs.

Absences from a class which the student plans to drop carry the same penalty as any other absence. A student does not withdraw from a class by failing to attend.

Students are responsible for all class work missed, regardless of the reasons for the absence. Immediately upon the student's return to class, a conference should be arranged with the instructor to determine what action, on the student's part, is necessary to compensate for time lost and the material missed due to the absence.

When a student receives a total of four unexcused absences in a given class, the student may be given the grade of FX at the instructor's discretion.

Since it is the student's responsibility to be aware of his or her attendance at all times, failure to receive a notice of unexcused absences does not alter his or her status.

Any student penalized for being absent an excessive number of times may appeal to the Vice Chancellor for Student Affairs and Enrollment Services.

## **WITHDRAWAL/RESIGNATION FROM THE UNIVERSITY**

When a student leaves the University at any time during a semester or a summer session without completing a withdrawal card and without clearing University accounts, the student will receive an F grade in all courses. Further, the right to a statement of honorable dismissal will be forfeited, thereby jeopardizing re-entrance to the University or transfer to another accredited institution.

### **Refund of Fees**

Refunds are issued to students who have officially withdrawn from the University. The withdrawal date is determined by the Office of the Registrar only. Two different refund methods are used: (1) Southern University at New Orleans Institutional Refund Policy and (2) Federal Government Refund Policy.

*Tuition and some fees are credited to the student's account as follows:*

<b>If Student Withdraws:</b>	<b>SUNO Refund (Non-Title IV Funds)</b>
Before classes begin	90%
First day of class through the seventh day of class	75%
Eight day of class through the twelfth day of class	50%
After the twelfth day of class	0%

For those students who registered at the University with the assistance of Federal Financial Aid, regulations established by the government will be used to calculate refunds.

# LIBRARY

Location: Lake Campus/Building 27 — (504) 286-5225

Hours: 7:45 am — 8:00 pm (M-TH)

7:45 am — 5:00 pm (F)

9:00 am — 5:00 pm (Saturday)

*\* Sunday, Holiday and Summer hours are posted in the Library*

## Library Services

The Leonard S. Washington Memorial Library is temporarily located at 6801 Press Drive, Building 27 on SUNO's North Campus. It houses an abbreviated collection administered for curricular, reference, research and recreational interests of students, faculty, staff and the community. The general book collection is limited and organized according to the Library of Congress Classification System. An open-stack arrangement makes the collection readily accessible to library patrons. We welcome the opportunity to help you. Please stop by or call 286-5225 when you need assistance.

A valid SUNO ID, LALINC, or State ID plus paid fee receipt is **required** to check-out library materials. A current SUNO identification card (ID) issued by the University **must** be presented each time a book is checked out. Identification cards are updated during registration each semester. Books may be borrowed from the general collection for a three-week period, unless the book is in demand or has been placed on hold. Books may be renewed if there are no holds or recalls placed on the item. All books are to be returned to the Circulation Desk.

## Online Catalog

The iLink Catalog is a part of a statewide computer network linking Louisiana public state-supported university libraries. This statewide network is called the Louisiana Library Network (LOUIS). From both the iLink terminals and the Internet in the library, a researcher is able to search our library catalog, the catalogs of at least 27 Louisiana state universities and colleges, some periodical indexes, government documents and also the catalogs of some out-of-state libraries. There is a large database of online full-text periodicals and over 9,000 electronic books (E-Books) are online.

## General Collection

**Borrowing Policy:** Books are loaned from the open stacks for a three-week (21-day) period. All faculty, staff, currently-enrolled SUNO students, active alumni, and others with special borrower's cards are eligible to withdraw (check-out) books from the collection. In general, only ten (10) books for undergraduate students and fifteen (15) for graduate students (from any one subject area) may be withdrawn at a given time. However, with special permission, more than ten or fifteen books may be withdrawn at a given time.

**Renewal** – Books are renewed after the initial withdrawal as long as there are no requests for them.

## **Returning Books**

All 21-day books are to be returned to the main circulation desk, when the library is open.

## **Overdue Books**

A book is considered overdue the first day after the date indicated on the date due slip. The date due slip in the back of each book is the official notice of the date a book must be returned. Notices are periodically mailed for overdue books. These notices are sent as a courtesy. Therefore, failure to issue or receive a notice does not constitute a basis for altering the fine.

## **Lost Books**

As soon as a borrower recognizes that a withdrawn book is lost, it should be reported to the Circulation Librarian. The borrower is required to pay the full cost of a lost book. If the book is located within 60 days, the cost of the book will be refunded if requested in writing, but not the overdue fine assessed. (The fine stops accumulating as soon as the book is reported lost, but not until then). Receipts for payments are issued and should be kept by the borrower, as the library will not be held liable for refunds without receipts.

## **Fine (s)**

The fine on an overdue 21-day book is a \$.25 per day for each book. Materials charged to a borrower are his or her responsibility until returned to the Library. If a borrower owes a fine or has a lost library book, the borrower's library privileges are suspended until the account is settled.

An overdue account at the end of a semester may interrupt your registration for the following semester and/or ability to participate in graduation. For the individual who graduates without settling an account, requests for transcripts will not be honored.

## **Library Instruction**

We are available to provide , individual, group or course instruction on the use of the library catalog, databases, and research strategies. Please see a librarian to make a reservation.

## **Reference Collection**

Reference books are not to be taken from the building. These materials are not intended to be read from cover to cover as one reads a novel, but are to be consulted for various items of information. The Department serves as a ready reference information center. Sources housed in the area are designed to simplify facts, statistics, biographical and background information relevant to in-depth study. The Reference Department is recommended as the initial point to begin a search for brief and/or extensive information on a subject.

A librarian is on duty to assist patrons with the location and interpretation of materials in the reference collection. When the desk is unattended, questions should be directed to the librarian at the main circulation desk.

## **Reserve Collection**

The Reserve Collection consists of those books and non-book materials placed on reserve by faculty members for use by students completing class assignments and recommended supplementary study. Reserve status limits the circulation of books or articles within the Library and prescribes time limits so that all students will have an opportunity to use them. Reserve items may be requested at the circulation desk. RESERVE MATERIALS ARE NOT TO BE TAKEN FROM THE LIBRARY.

## **Reserve Status**

A reserve book may be used for as long as needed if there is no great demand for it. If there is a demand, the book will be recalled at the end of an hour.

## **Fines**

*The fine for an over-due reserve book is \$1.00 for each hour that the book is in the borrower's possession.*

## **Government Documents**

The Library is a partial depository for federal, state and local government documents. These materials consist of posters, maps, books, leaflets and computer disks. The documents in our collection are shelved according to the Superintendent of Documents Classification System, which groups all publications of a particular agency under the same base number. There is a similar system for Louisiana documents. City of New Orleans documents are not classified by a depository arrangement. The Library's holdings of university documents are not as comprehensive, and they are not assigned class numbers. The Documents Librarian will instruct individuals in the use of these indexes and other document reference indexes upon request.

## **Interlibrary Loan**

Interlibrary loan is the service in which our library borrows items that you can not find in the catalog or databases from other libraries. In some cases there is a cost associated with borrowing the item. We will make every attempt to absorb the cost when possible. If the requested item falls within the parameters of our collection development policy we will purchase this item for inclusion in the library collection.

## **Exit Control**

Because the collection is arranged on open shelves, it is necessary to examine each book leaving the Library as though it has been previously checked out. Therefore, as you leave the library, please present the book (s) to the person stationed at the exit; otherwise, an alarm will sound.

## **Closing**

Because of the details associated with closing the Library at the end of the day, all patrons are to leave the building five minutes before closing. If a patron wishes to withdraw a book before closing time he or she should go to the main circulation desk at least fifteen (15) minutes before the Library is scheduled to close.

## **Copy Machines**

Copies are \$.10 per copy. A pre-paid copy card must be purchased for use of the machine. The dispenser holding these cards is adjacent to the wall by the copy machine.

## **Library Decorum and User Responsibility**

Quiet is preferred in the library at all times. We do not promote filtering of internet content. However, in the instance where the content you are looking at is deemed inappropriate you will be asked to exit that website. Anyone failing to cooperate in maintaining good library decorum will be asked to leave.

## **BOOKSTORE**

In order to assist students in obtaining text books and educational materials needed in their courses, Southern University at New Orleans submits book orders to two separate bookstores. Students can now purchase their textbooks:

On ground at: Chimes Textbook Exchange,  
514 City Park Ave,  
(504) 482-2276,  
Email: [chimesorleans@gmail.com](mailto:chimesorleans@gmail.com)

Online at: The SUNO Virtual Bookstore:  
<http://direct.mbsbooks.com/suno.htm>

## Book Location Directory

LIBRARY OF CONGRESS CALL LETTERS	LOCATION	SUBJECT
A	RIGHT WING	GENERAL WORKS
B	RIGHT WING	PHILOSOPHY, PSYCHOLOGY, AND RELIGION
C	RIGHT WING	AUXILIARY SCIENCES OF HISTORY/ COLLECTIVE BIOGRAPHY
D	RIGHT WING	WORLD HISTORY
E, E7,E744,E745,F	RIGHT WING	AMERICAN HISTORY
G	RIGHT WING	GEOGRAPHY, ANTHROPOLOGY, FOLKLORE, AND RECREATION
H-HV	RIGHT WING	ECONOMICS, BUSINESS, SOCIOLOGY, SOCIAL WELFARE
HX	RIGHT WING	ISMS
J	RIGHT WING	POLITICAL SCIENCE
K	RIGHT WING	LAW
L & LA	RIGHT WING	EDUCATION
LB-LT	RIGHT WING	EDUCATION
M	RIGHT WING	MUSIC

## Book Location Directory

LIBRARY OF CONGRESS CALL LETTERS	LOCATION	SUBJECT
N	RIGHT WING	FINE ARTS
P-PR3999	RIGHT WING	LANGUAGE & LITERATURE
PR4000-PZ	RING WING	LITERATURE & FICITON
Q and QA	RIGHT WING	GENERAL SCIENCE & MATHEMATICS
QB-QR	RIGHT WING	PHYSICS, CHEMICAL & BIOLOGICAL SCIENCES
R	RIGHT WING	MEDICINE
S	RIGHT WING	AGRICULTURE
T	RIGHT WING	TECHNOLOGY
U	RIGHT WING	MILITARY SCIENCE
V	RIGHT WING	NAVAL SCIENCE
Z	RIGHT WING	BIBLIOGRAPHY & LIBRARY SCIENCE
J (juvenile)	LEFT WING	A-Z
REF A (REFERENCE)	LEFT WING (REFERENCE)	A-Z
RESERVE	RIGHT WING (Behind Circulation Desk)	A-Z
AFRICAN AMERICAN COLLECTION	RIGHT WING (Behind Circulation Desk)	A-Z

## **DIVISION FOR STUDENT AFFAIRS and ENROLLMENT SERVICES**

Location: Lake Campus, Building 2-C

Hours: 8:00 A.M.- 5:00 P.M. (M-F)

Telephone: (504) 286-5015

The Division of Student Affairs and Enrollment Services (DSAES) is an integral part of the university which promotes the overall growth and development of each student outside and inside of the classroom. The division has several departments/units that provide support services to each student in a sensitive and dignified environment from the moment of matriculation to the grandiose stage of graduation. The major purpose of each component is to render services in a manner that acknowledges and meets the individualized needs of each student. Through these services, Southern University at New Orleans (SUNO) reaffirms its interest in the student, and facilitates expert and personal attention to the student population.

The DSAES consists of departments that address almost every area that may be of interest or concern for students including civic engagement, career exploration, diversity and disability, health, co-curricular activities, leadership, leisure, relationship issues and veterans' affairs. Each department is staffed with caring SUNO professional family members who provide student services from their designated departments. The following list represents current departments/units that comprise the DSAES:

- Admissions, Recruitment and Retention**
- Career Counseling and Placement/Veterans' Affairs**
- Early Start**
- First Year Experience**
- Intramural Sports Program**
- Lyceum Program**
- Residential Life**
- Services for Students with Disabilities**
- Student Activities and Organizations**
- Student Development Center**
- Student Health Services**
- University Center**

### **Vending Machines and Video Games**

Location: Lake Campus/Building 16-C

Hours: 8:00 A.M. – 5:00 P.M. (M-F)

Telephone: (504) 286-5015

Vending machines and video games are available to students. In addition to the machines located in the University Center in Building 16-C (Lake Campus), vending machines are also located on the first floor of "The Castle" Multi-Purpose and Administration buildings (Park Campus). Students may relax and enjoy their favorite music on the juke box located in Knight's Café, Building #5 on the Lake Campus.

## **CAREER COUNSELING and PLACEMENT/ VETERANS AFFAIRS**

Location: Lake Campus/Building 22-B  
Hours: 8:00 A.M. – 5:00 P.M. (M-F)  
Telephone: (504) 286-5389

The Career Counseling and Placement Center is crucial to students as you prepare to enter world of work. The staff stands ready to assist students with resume' writing, tips for interviews, graduate and professional school, personal statement reviews. Listed below are some of the services:

- Information on career decision making
- Counseling and interest assessments
- Information on part-time jobs and internships
- Activities, programs, workshops and special trips
- Graduate and or professional school admission process
- Workshops: i.e., resume' writing, dress for success, interview skills, etc...
- Annual Programs: Career Day, Graduate and Professional Day
- Teacher Fair, and the Mardi Gras Invitational Job Fair
- Activities: Fall and Spring student interviews for internships and career placements
- Sponsored site visits to organizations, employers and graduate and professional schools

### **VETERANS AFFAIRS**

The Veterans Affairs Office is an important academic support component which provides basic instructional services for all eligible veterans and their dependents matriculating at SUNO. The University has the authority to certify veterans to receive educational benefits to qualified veterans and their dependants under the provision of 38 .S.C.3675. The Veterans Affairs Office provides information and assistance regarding educational and training programs for veterans. Veterans and their dependents should obtain a Certificate of Eligibility from their local Veterans Administration Office or their Military Unit. The Certificate of Eligibility form should be presented to the University's Veterans Affairs Office.

Veterans are required by the Veterans Administration Office to carry a minimum of twelve (12) hours for the entire semester to receive full subsistence (6 hours constitute full-time status for the summer sessions) and must conform to the same grading system at the University as non-veteran students.

Those veterans who are eligible for benefits under the legislation must comply with and meet the standards as set forth by the University regarding attendance, conduct, withdrawal, and suspension. In addition, veterans and veterans' dependents must also take courses that count toward their chosen objective and are not allowed to receive educational benefits for repeated courses.

The Veterans Affairs Office will notify the Veterans Administration Office within thirty (30) days of all unsatisfactory progress and attendance cases.

All students receiving veterans' educational benefits must register with the Veterans Affairs Office each semester in order to continue receiving benefits. For more information, contact the SUNO's Veterans Affairs Office at (504) 286-5389.



# INTRAMURAL SPORTS PROGRAM

Location: Park Campus/Health & Physical Education  
Building Room 203  
Hours: 8:00 A.M. – 5:00 P.M. (M-F)  
Telephone: (504) 286-5198

Located on SUNO's Park Campus, the Intramural Sports Program (ISP) offers students the opportunity to participate in a variety of intramural sports activities in an unstructured and leisurely manner. Involvement in intramural sports enables students to make constructive use of leisure time, enrich collegiate co-curricular experience, develop team and individual growth skills. The Intramural Sports Program includes:

<b>Men</b>	<b>Women</b>	<b>Co-Rec</b>
Basketball	Volleyball	Volleyball
Volleyball	Basketball	Aerobics
	Softball	

Teams participate in regularly scheduled games with the University of New Orleans (UNO) and Open League Tournaments. Teams also enter in The Louisiana Collegiate Intramural-Recreational Sports Association (LCIRSA) and the State Championship Tournaments each year.

A combined total of eight national and state championships have been won by the Men's Flag Football, Basketball and the Women's Volleyball Teams in past years.

Students interested in participating should contact the Intramural Sports Program office (504) 286-5198 to register for the sports program (s) of their choice. Funding for the Intramural Sports Program is generated from student assessed fees which are included in each student's tuition at the time of enrollment.

The program is governed by the rules and regulations of the Louisiana Collegiate Intramural - Recreational Sports Association (LCIRSA), of which SUNO is a fully accredited member.

## RESIDENTIAL LIFE

Location: Park Campus/Administration Building, Room 311

Hours: 8:00 A.M. – 5:00 P.M. (Monday - Friday)

Telephone: (504) 286-5395

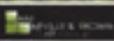
The Office of Residential Life will celebrate the Grand Opening of Southern University at New Orleans Residential Life in January of 2010. The newly developed residential community provides apartment style living for students and faculty. The beautifully designed units are fully furnished and offer amenities such as: a computer lab, an activity center, on-site postal service, shuttle service, telephones and are priced to include the cost of utilities. Financial aid is available for eligible students.

The Office of Residential Life is proud to aid in ‘*Completing the Cycle of Student Development*’. We think you will agree that our Residential Life community is a ‘*Knight’s Place to Live*’. The Residential Life Handbook is available in the Residential Life office.

### A Knight’s Place to Live!



FACULTY AND STUDENT HOUSING  
SOUTHERN UNIVERSITY NEW ORLEANS

VergesRome 

## SERVICES FOR STUDENTS WITH DISABILITIES

Location: Lake Campus/Building 19-B

Hours: 8:00 A.M. – 5:00 P.M. (M-F)

Telephone: (504) 286-5335

The Services for Students with Disabilities (SSD) addresses the needs of students with documented disability by providing special accommodations and appropriate services to ensure campus accessibility. The primary purpose of the program is to promote self-advocacy in students with disabilities and to provide auxiliary aids in an effort to ensure full participation in all University activities and programs. The SSD staff serves as mentors and advocates for students and are available to faculty and staff for consultation. The following is what you need to know to take advantage of the Services for Students with Disabilities:

A disability is a physical or mental impairment that can limit major life activities of an individual.

- Self-Identification is the first step in requesting accommodations. A student may self-identify by submitting medical documentation to substantiate his or her claim of a disability to the Office of Services for Students with Disabilities (Bldg. 19-B Lake Campus).
- Documentation is information obtained from a qualified professional that must be specific in academic accommodations related to the disability.
- All disability documentation is confidential and released only with the consent of the student.
- Accommodations relate to changing the learning environment of the academic requirements so that the student may learn in spite of fundamental weakness (es).
- Accommodations for temporary impairments due to accident, illness, or injury with medical documentation are also provided.
- All students with disabilities must adhere to academic and conduct policies set forth by the University.
- A complete **Policy and Procedures Manual** is located in the Office of Services for Students with Disabilities.
- Services for Students with Disabilities encourages students to contact Louisiana Rehabilitation Services (LRS) for assistance with tuition, auxiliary aids and/or testing/counseling.
- The service plays a major role in making sure the university is knowledgeable about and in compliance with legal requirements under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990.

# SERVICES FOR STUDENTS WITH DISABILITIES

Services provided by Services for Students with Disabilities include:

- Academic Support Services
- Accessibility to classrooms and University functions
- Extended test-taking time
- Extended time for in/out of classroom assignments
- Consideration for absences
- Examination accommodations
- Interpreters
- Tutorial Services

The office of SSD has specialized computer equipment with assistive technology software, such as:

- Open Book Ruby
- Jaws for windows
- Wynn Reader
- Zoom Text



## STUDENT ACTIVITIES AND ORGANIZATIONS

Location: Lake Campus Building, 22-A

Hours: 8:00 AM – 5:00 PM Monday - Friday

Telephone: (504) 286- 5388

The Office of Student Activities and Organizations complements the academic programs and enhances the overall educational experiences of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, leadership and governance programs. A variety of student activities have been developed to allow students to participate in the campus life of the University. These activities are planned and implemented through collaborative efforts of students, faculty, and staff.

More than thirty (30) student organizations and activities are registered through the Student Activities and Organizations Office. These groups afford students the opportunity to develop organizational, social and communication skills. Included in these organizations are the Student Government Association (SGA), class organizations, student publications, honor societies, academic and professional groups, political clubs, service groups, fraternities, sororities, and cultural arts and religious groups. A monthly newspaper is published by students with guidance from the University.

In order for programs, clubs and organizations to have official University recognition, they must register with the Office of Student Activities and Organizations in accordance with the established guidelines for registration of student organizations. Records of all registered organizations are maintained in this office.

Student organizations are required to submit calendars of events at the beginning of each semester to the Office of Student Activities and Organizations for approval. All posters, announcements, etc., must be also be approved by this office prior to their being posted on campus.

The following programs, student clubs and organizations fall under the supervision of the Office of Student Activities and Organizations:

### **Student Government Association**

The Student Government Association (SGA) is the largest and most prominent student organization on campus. All part-time and full-time students are automatically members of this organization. The Director of Student Activities and Organizations serves as the principal advisor to the SGA and supervises the SGA Elections.

The SGA has as its function, the representation of SUNO students in matters pertaining to student welfare, activities, participation in University affairs, planning, and administration. The Organization initiates and integrates student activities and serves as liaison between the administration and the student body.

A student loan program is also administered by the SGA. This program grants financial assistance to students of Southern University at New Orleans in meeting emergencies. Funding for the loan program is generated from student assessed fees included in each student's tuition at the time of enrollment. Thus, all students enrolled at the University are eligible to participate in the loan program. The loans are processed and serviced by the SGA following specific guidelines that are developed by the organization. All SGA loans must be approved by the Director of Student Financial Aid and the Vice Chancellor for Student Affairs and Enrollment Services.

The minimum academic requirements for SGA officers set by the constitution and/or by policy of the Southern University Board of Supervisors are as follows:

**President of SGA** – At the time of election, must have a minimum cumulative grade point average of 2.5 as verified by the Office of Records, and must be at least of Sophomore classification (30 hours or more) and must have completed a minimum of two (2) semesters at Southern University at New Orleans the semester prior to the semester in which the election is held. He or she must also have at least one year of prior service to the University, i.e., SGA or any other student organization and be able to serve his or her full term (one year) to qualify for this position.

**Vice Presidents of SGA** – At the time of election, must have at least a 2.5 cumulative grade point average as verified by the Office of Records, must be at least of Sophomore classification (30 hours or more) **and** must have completed a minimum of two semesters at Southern University at Orleans prior to the semester in which the election is held. He or she must also have at least one year of prior service to the University, i.e., SGA or any other student organization and be able to serve his/her full term (one year) to qualify for this position.

**Class Presidents** – With the exception of entering freshmen, must have at least a 2.5 cumulative grade point average as verified by the Office of Records **and** classification must be commensurate with the position when their term begins. Example: If a person wishes to run for Junior Class President, he or she may be a sophomore at the time of the election, but must be a junior when his or her term begins. He or she must also be able to serve his or her full term (one year) to qualify for this position.

**Student Senators** (two for each College and the Graduate School) — At the time of election, must have at least a 2.0 cumulative grade point average (undergraduates) or a 3.0 cumulative grade point average (graduate students) as verified by the Office of Records **and** classification must be commensurate with the position when their term begins. Example: If a person wishes to run for Junior Class Senator, he or she may be a sophomore at the time of the election, but must be a junior when his or her term begins. He or she must also be able to serve his or her full term (one year) to qualify for this position.

**Miss SUNO** - At the time of election, must have at least 2.5 cumulative grade point average as verified by the office of Records, must be at least of junior classification (60-89 hours), and must have completed a minimum of two (2) semesters at Southern University at New Orleans prior to the semester in which the election is held. Applicant must be a single (never married) female with no child (ren). She must have at least one year of prior service to the University, i.e., SGA or any other student organization and be able to serve her full term (one year) to qualify for this position.



**Royal Court** - At the time of the election, must have at least a 2.0 cumulative grade point average as verified by the Office of Records **and** classification must be commensurate with the position when her term begins. **Example: If she wishes to run as a senior attendant, she may be a member of the junior class at the time of election, but will be a senior at the start of her reign.** Applicant must be a single (never married) female with no child (ren). She must have at least one year of prior service to the University, i.e., SGA or other student organizations and be able to complete her term (one year) to qualify for this position. She also must have completed at least two semesters at SUNO.

**Social Greek Organizations**

Alpha Kappa Alpha Sorority  
Alpha Phi Alpha Fraternity  
Alpha Phi Omega Service Fraternity  
Delta Sigma Theta Sorority  
Kappa Alpha Psi Fraternity  
Omega Psi Phi Fraternity  
Phi Beta Sigma Fraternity  
Sigma Gamma Rho Sorority  
Zeta Phi Beta Sorority  
Pan Hellenic Council

**Departmental Student Organizations**

Beta Kappa Chi National Honor Society  
Beta Beta Beta Honor Society  
BSW - School of Social Work  
SUNO Campus Ministry  
Cheerleaders – Golden Knights  
Cold Poets Society  
Dance Team – Royal Jewels  
Disabled Students Services  
Education Club  
First Fifty Knights (Volunteer Leaders)  
French Club  
Honda Campus All-Star Challenge Team (HCASC)  
MSW- School of Social Work  
Political Science Club  
Phi Beta Lambda  
Phi Delta Kappa  
Psychology Club  
Spanish Club  
Students for the Prevention and Education of Substance Abuse (SPESA)  
VETS Club  
Volunteer Community Service Club

# **Policies and Procedures for Student Organizations**

## **General**

All full-time students automatically become members of the Student Government Association (SGA) upon registration and payment of the SGA fee.

All student organizations are open and accessible to all students except where specific policies of exclusion are set as an appropriate part for the functions of the organization.

## **Access to Membership**

Membership in any student organization shall include only those with written requirements set forth in that organization's constitution and bylaws. In addition, requirements must conform to University policies and procedures.

## **Intake**

The term "intake" shall be defined as "the requirement that a student becomes thoroughly familiar with the stated goals, purposes, history and general information about the organization before being accepted into full membership of the organization."

Organizations listed below require the "intake" process to gain membership:

Alpha Kappa Alpha Sorority  
Alpha Phi Alpha Fraternity  
Alpha Phi Omega Service Fraternity  
Delta Sigma Theta Sorority  
Kappa Alpha Psi Fraternity  
Omega Psi Phi Fraternity  
Phi Beta Sigma Fraternity  
Sigma Gamma Rho Sorority  
Zeta Phi Beta Sorority

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

Dance Team  
Cheerleaders  
Band  
Choir  
Other Musical Groups  
Athletic Teams

Any organization wishing to hold “tests” must receive written permission from both the department involved and the Office of Student Activities and Organizations.

At no time shall intake testing or tryouts be conducted in a manner which causes injury or mental or physical bodily harm to students; nor shall either be conducted in a manner which has the potential for causing injury or bodily harm. *Refer to Hazing Policy.*

Membership in honor societies and departmental clubs shall not include any form of intake. However, induction ceremonies are appropriate for honor societies.

### **Departmental Clubs**

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

### **Other Student Organizations**

All other student organizations are open to any student. With the exception of the SGA President and Vice Presidents who are required to have a 2.5 cumulative grade point average, other SGA officers and appointed SGA staff and *Observer* staff, and students in organizations who receive any stipends or emolument for service are required to have a minimum 2.0 cumulative grade point average. These required averages must be maintained for the duration of the appointment. Otherwise, unless stipulated, no minimum cumulative average is required for other organizations.

### **Social Greek Fraternities and Sororities**

The University requires students to have a 2.5 cumulative grade point average and 30 hours earned for membership in Greek fraternities and sororities. At least 12 hours must have been earned at SUNO.

While the University sets a 2.5 minimum cumulative grade point average, it encourages organizations to set a higher minimum standard of their own. Some organizations have set a minimum cumulative average as high as 2.8 during various semesters. However, all organizations are presently requiring the University’s 2.5 minimum GPA.

Social Greek organizations also require that the membership maintains an overall grade point average of 2.5 or better in order for the organization to remain active. If more than one-third of an organization’s membership becomes inactive, the organization is placed on inactive status.

## **Service Greek Fraternities and Sororities**

A student with a cumulative grade point average of 2.0 and of any classification may affiliate with service Greek organizations. Emphasis within these organizations is based primarily on service rather than academic scholarship.

## **Student Organization Registration**

Each student organization is required to secure an application form from the Office of Student Activities and Organizations, Lake Campus Suite 22A, and return it within three weeks after the first day of classes during the Fall Semester. Only registered student organizations are permitted to hold meetings and activities on the campus.

## **Advisor**

The advisors for established student organizations are usually full-time members of the University's faculty or professional staff. Depending on the size and/or diversity of certain organizations, some groups may wish to have more than one advisor. It is permissible to have more than one member of the faculty or professional staff working with organizations. However, only one person serves as the official advisor.

The advisor is selected by the student organization with approval from the Director of Student Activities and Organizations. In selecting advisors, students should make certain that prospective advisors have a sincere interest in the goals and objectives of their respective organization.

Advisors must approve and sign all requests for on-campus and off-campus activities to be held by the organizations.

## **Scheduling Activities**

The advisor and the Director of Student Activities and Organizations must approve all activities sponsored by student organizations and Organizations before activities are held.

Activities must be scheduled in accordance with University policies and procedures and must be scheduled at times and in a manner that will not disrupt the "normal" operation of the University or other activities of the University.

## **Conduct at Activities**

The sponsoring organization is responsible for the conduct of those attending its activities. Therefore, the organization can be suspended for misconduct.

If security is needed for an activity, the organization must pay for security from its own funds. Thus, the cost of security should be taken into account when the budget for the activity is developed.

### ***Line of Authority***

The president and advisor of each organization serve as the official representatives of that organization. These two individuals have the responsibility for ensuring that all university regulations are followed. In addition, members of an organization should channel their concerns through the president and advisor of the organization.

### **Challenge of Student Organization**

Organizations represent both students and the University. The success of the organization depends largely upon how sincere students are in their commitment to work with fellow students and advisors and, ultimately, with the University administration in planning, promoting and holding well-organized activities.

As organizations screen prospective members, every effort should be made to make them keenly aware of the purposes for which the organizations were founded. This is the challenge to organizations and the University has every reason to believe and expect that each organization will do an excellent job in educating prospective members.

### **Student Organizations' Code of Conduct**

Student organizations are subject to the provisions of the Student Code of Conduct as outlined in this handbook. If a student organization is reported to have violated University policies and procedures, or University rules and regulations, the Executive Judicial Panel or the Judicial Hearing Committee may hear the case and impose appropriate sanctions.

In cases involving Greek letter organizations or other organizations affiliated with a national body, the national organization will be notified of the disciplinary sanction imposed on its local affiliate.

Student organizations in violation of the University's policies shall be subject to the maximum sanction of termination or loss of recognition by the University. Lesser sanctions include, but are not limited to, restriction or suspension of the use of the facilities and services of the University, suspension of the privilege to sponsor fund-raising events, the loss of all funds allocated by the University, and restitution of damages.

### **Hazing**

Hazing in any form is a violation of both the National Pan Hellenic Council (NPHC) and Southern University at New Orleans' Hazing Policy. See "University Policies" in this Handbook. The NPHC and its affiliate organizations have their stand against having any form of hazing in the membership development and intake process.

## Use of University Facilities

The use of University facilities for co-curricular activities is a privilege and not a right. Facilities are assigned on a first-come, first-served basis with feasibility as a determining factor. A fee may be incurred when using facilities in the evenings or on weekends.

Organizations must agree to assume financial responsibility for any damage, abuse or loss of property which occurs while a facility is being used by them. Funds owed the University as a result of any such incidents **must be paid within three days** after the activity is held. All activities of the organizations will be automatically suspended until all financial requirements have been satisfied.

## Honor Societies

Most honor societies are chapters of national organizations. The national organizations generally set a minimum requirement of a “B” (3.0) average in the MAJOR FIELD for membership.

## Selling of Merchandise

Student organizations that wish permission to sell merchandise on the campus must request permission in writing from the Director of Student Activities and Organizations. Individual students are not permitted to sell merchandise on an individual basis. See Policies and Procedures Guide that is available in the Office of Student Activities and Organizations for detailed information.

## Notices and Announcements

All posting of signs, notices or advertising on campus and on SUNO’s Website must be approved prior to posting. Approval can be obtained through the Office of Student Activities and Organizations. Refer to Posting Policy in the section on University Policies for more details. Major student activities are posted in the following key positions and publications throughout the campus:

*The Observer* (Student Newspaper)  
Career Counseling and Placement Office  
Television Monitors  
Student Newsletter  
Campus Stationary Bulletin Boards  
Campus E-mail

## **STUDENT DEVELOPMENT CENTER**

Location: Lake Campus/Buildings 19-A & 3-A

Hours: 8:00 A.M. – 5:00 P.M. (M-F)

Telephone: (504) 286-5360 fax: (504) 286-5375

“Shaping lives, Developing minds, and Creating wellness” is the motto of the Student Development Center. The mission of SDC is to provide intentionally designed multifaceted services in a safe and conducive environment that facilitates growth, wellness, and development of the entire individual. These intentionally packaged, culturally competent, and sensitive services are delivered in a “hi-touch” environment through the following five components:

- Alcohol and Drug Education (ADE)
- Counseling and Psychological Services (CAPS)
- Community Service Learning (CSL)
- International Student Services (ISS)
- Consultation/Outreach/Special Programming (COSS)

### **Alcohol and Drug Education (ADE)**

ADE recognizes that alcohol and drug abuse are impediments to achieving academic success. The component provides these services:

- Alcohol Education Workshop
- Party Planning Tips
- Peer Education Group
- Alcohol and You
- Drugs and You

### **Community Service Learning (CSL)**

The SUNO Community Service Learning (CSL) program is a university mandated component designed to have each student expand his or her volunteer spirit by completing at least (60) hours of direct volunteer work in a non-profit setting prior to graduation.

## **Important information about Community Service Learning hours:**

- Complete a simple application to begin the accumulation of sixty (60) service learning hours.
- Site approval must be obtained from the CSL staff.
- The CSL staff is available to assist students with site placement. Some site placements within an organization that are in partnership with the University are available.
- CSL hours are waived if the student:
  - is twenty-five (25) years or older and earned a high school equivalency certificate
  - is an international student
  - has a disability certificate verifying that the disability would jeopardize the welfare of the student or the host organization.

## **Counseling and Psychological Services (CAPS)**

The personal life of a student may require the ability to manage many responsibilities and, at times, may seem overwhelming to the student. The SDC offers the confidential counseling services of a full-time licensed professional counselor and a part-time licensed clinical psychologist. The director also serves as a counselor. The benefits of counseling to students include:

- Increasing self-awareness
- Understanding personal goals clearly
- Setting priorities
- Managing time effectively
- Improving study skills
- Identifying self-motivators
- Decreasing test-anxiety
- Overcoming procrastination
- Understanding and conquering self-defeating behavior
- Managing personal relationship issues
- Building social skills
- Managing anger
- Handling stressors successfully
- Reducing depression
- Dealing with sexuality issues
- Dealing with sexual assault issues
- Minimizing roommate issues

## **International Student Services (ISS)**

International Student Services is a regulatory compliance component that focuses on the University's international community from approximately fifteen countries. The community includes foreign nationals schooled in their home country or in the United States; USA citizens who have lived, studied or traveled abroad; and all F-1 degree-seeking students and their dependents. ISS, through its various programs, creates forums and increases awareness for global oneness and cultural sensitivity. The ISS issues Student and Exchange Visitor Information System (SEVIS) approved Form I-20, and ensures that F1 students maintain compliance with the rules and regulations of Immigration and Customs Enforcement (ICE) of The US Homeland Security.

### **Services offered include :**

- Culturally competent counseling
- Adjustment counseling
- Advocacy
- Diversity/Cultural Programs
- Immigration Advisement

## **Consultation/Outreach/Special Programming (COSS)**

This aspect of the SDC consists of special programming and services that “bridge the gap” between the student’s academic and non-academic life. COSS oversees the planning and implementations of special events such as:

- International Culture Fest (March/April)
- National Domestic Violence Awareness Month (October)
- Volunteer Fair (September)
- Hispanic Heritage Fair (September/October)
- SUNO Annual Family Wellness Fair (April)

### **Services offered include:**

- Stress-Free Zone-Indoor serenity room with fifteen-minute relaxation massage chairs for self-help stress management (*Bldg. 19-A Lake Campus*)
- “De-stress” for finals (scrantrons, pencils, bluebooks)
- Workshop Series
- Classroom Presentations
- Consultation and presentations to student organizations, departments, faculty and staff
- Counselors on Call

## STUDENT HEALTH SERVICES

Location: Lake Campus, Building 3  
Hours: 8:00 AM – 8:00 PM Monday – Friday  
Telephone: (504) 286-5374

Student Health Services office focuses on preventive health care through education and is available to all enrolled students. One (1) full-time registered nurse, and one (1) part-time physician provide these services. Each student pays a nominal non-refundable fee for basic health services which are included in tuition fees.

Student Health Services provides health counseling, health information, and medical care for minor medical problems. Through Student Health Services, students with major medical problems are referred to local hospitals and/or specialists. Students requiring X-rays, laboratory tests, and dental care are referred to local physicians/agencies.

Student Health Services is not a total care facility and cannot care for students who may become seriously or critically ill. In the event that a student is seriously injured or becomes seriously ill while on campus, emergency or paramedic service will be called, if needed, to transport the injured or ill student to an outside agency. **Students are financially responsible for their own transportation to and from outside health care agencies.**

**Student Insurance:** In addition to the on-campus health service program, the University offers a Student Accident and Health Insurance Plan for all enrolled students. The cost of the plan is included in tuition upon enrollment. Students are covered at home, at school, and while traveling 24 hours a day for the fall, spring and summer terms. **While health insurance is made available, students are financially responsible for all medical expenses that they incur, which are not covered by the Student Insurance Plan.** Brochures describing the coverage and benefits can be obtained from Student Health Services and the Division for Student Affairs and Enrollment Services.

### Services offered include:

- Basic and emergency care
- HIV Testing (Real-time results)
- Free Pregnancy Testing
- Mobile Health Unit (Tuesday and Wednesday)
- Referrals
- Tetanus shots/TB/H1N1 screenings

## UNIVERSITY CENTER

Location: Lake Campus/Building 16  
Hours: 8:00 AM – 10:00 PM Monday - Friday  
Telephone: (504)286-5015

The University Center, a service facility, is the heart of student campus life, providing opportunities for cultural, social, and recreational activities. The University Center operates as a complement to the educational objectives of the University and provides a place for socialization and recreational activities between classes. In the aftermath of Hurricane Katrina, the University Center is located in a temporary facility at the Lake Campus. A lounging area and a limited number of vending machines and video games are available to students in this temporary facility.

### *Lyceum Program*

Lyceum is a component within the Division for Student Affairs and Enrollment Services. The purpose of the Lyceum Program is to provide students with quality programs that complement the academic mission of the University and enhance the overall educational experience of students by exposing them to various cultures and experiences, ideas and issues, art and musical forms, and styles of life. The University community is enriched through development of, exposure to, and participation in social, cultural, and intellectual activities. Funds for the Lyceum Program are generated from a student assessed fee which is included in each student's tuition at the time of enrollment.



## ENROLLMENT SERVICES

Location: Park Campus/Administration Building 210

Hours: 8:00 A.M. – 5:00 P.M. (M-F)

Telephone: (504) 286-5235

Enrollment Services provides the highest standards of excellence in recruiting, enrolling and retaining students. From recruiting on high school and community college campuses around the country and across the globe to admissions and beyond, the Enrollment Services staff seeks to assist qualified students with every aspect of the process of becoming and remaining a student at Southern University at New Orleans. More importantly, Enrollment Service units strive to accomplish the retention of SUNO students by equipping students with information and tools that are vital to their success at SUNO.

Enrollment Services collaborates with other departments such as Financial Aid and the Registrar's Office of the University to create a student-centered, service-based, friendly enrollment experience that is designed to make the process flow as smoothly as possible.

Enrollment Services is divided into two units: **Enrollment Support Services** and **Academic Support Services**.

### **Enrollment Support Services**

This unit establishes, directs, and oversees all recruitment and enrollment activities and includes:

- The Office of Recruitment  
Administration Bldg., Room 308, 286-5314
- The Office of Admissions  
Administration Bldg., Rom 308, 286-5314

**The Office of Recruitment:** Recruitment counselors travel to various college fairs and junior colleges around the country in search of qualified candidates for Southern University at New Orleans. These individuals are the face of SUNO and seek to convey the many aspects of SUNO that make the University the number one choice for applicants.

**The Office of Admissions:** The Office of Admissions personnel assist candidates for admission with the University's application process. The application requirements are: high school/college transcript, immunization records, ACT/SAT results, and Application fee. All applications and applicant files are handled with strict confidentiality.

**The Academic Support Services:** This unit is responsible for planning, coordinating and supervising Freshman Assembly and College Survival Skills classes that equip first-time freshmen and transfer students with the skills they need to survive college.

The classes provide students with informational tools that increase the potential for success and reduce the risk of aborting their college intentions. Class topics include *Study Skills, Effective Writing and Time Management*, among others. Motivational speakers from on and off campus are frequent guests in Freshman Assembly and College Survival Skills classes.

**The Academic Support Services Unit includes:**

- The Center for Student Retention and Success :  
Administration Bldg., Room 308, 286-5314
- The Early Start Program: Administration Bldg.,  
Room 311, 286-5085
- The First Year Experience  
Administration Bldg., Room 218, 286-5113

**The Center for Student Retention and Success:** The primary goal of this office is to develop and implement retention strategies and activities geared toward academic success for students identified as “at-risk” by faculty, staff, and administrators. Programs are in effect to provide counseling and assistance for students who may be in need of assistance with any of the following:

- Academic Amnesty
- Excessive Absences
- Midterm Intervention
- Probation
- Suspension
- Withdrawal from the University

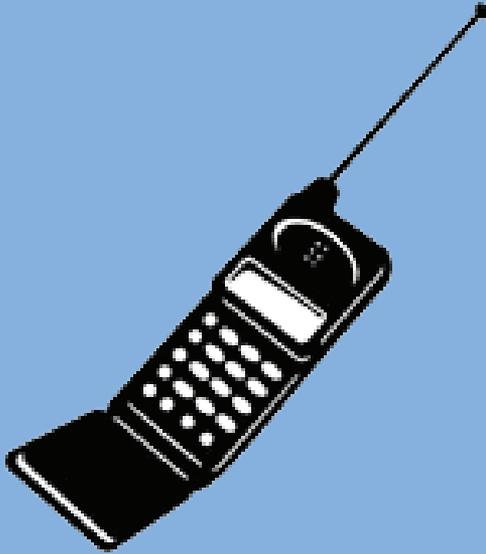
The staff provides students with informational tools that increase their potential for success and reduce the risk of aborting their college intentions. Empowerment Seminars on topics that improve academic performance are offered throughout the semester.

**The Early Start Program:** Formerly known as Dual enrollment, The Early Start Program affords eligible high school students the ability to accumulate college credits while still in the 11th and 12th grades. Students must have an ACT score of 18 or higher to participate in the program.

**The First Year Experience:** This department provides college survival skills to first year students through many of its various programs. One of such programs is: The First Year Experience Seminar, a one-hour credit course that brings incoming freshmen into closer contact with professors who introduce them to the excitement of learning in an engaging setting. Students are able to adjust to the campus life and environment under the mentorship of key individuals whose sole objective is their success at SUNO.

**SUNO BLUE PAGES**

**NEED INFORMATION?**



**MAKE THAT SUNO  
SOLUTION CALL**

## SUNO SOLUTION

PROBLEM	SOLUTION	PHONE	PLACE
Academic Matters	Academic Affairs	286-5325	ADM. 202/204
Accounts– Students Loans/Financial Aid/ TOPS	Administration & Finance	286-5117	Adm., 301
Admissions	Admissions	286-5314	ADM., 308
Alcohol & Drug Counselor/Counseling/ Community Service Learning/International Students/Community Service Learning	Student Development Center	286-5360	Lake Campus, 19-A
Blackboard Account	E-Learning	286-5367	ADM., 205/207
Books and Supplies	Online		
Borrowing Books and Publications	Library	286-5225	Lake Campus, 27
Cashier	Comptroller's Office	286-5321	GYM, 1st Floor
Career Planning/Job Placement/ Veterans Affairs	Career Counseling and Placement	286-5389	Lake Campus, 22 -B

## SUNO SOLUTION

PROBLEM	SOLUTION	PHONE	PLACE
Computing & Network Services	Information Technology Center	286-5258	Lake Campus, 15-A
<b>Emergency/</b> Campus Safety/ Traffic Violations/ Vehicle Registration/	Campus Police	286-5290	Maintenance Bldg.
Health Concerns	Health Services	286-5374	Trailer, 3
Housing	Residential Life	286-5015	Lake Campus, 2-C
Identification Cards	Satellite Tele- communications	286-5092	Lake Campus, 41-A
Intramural Sports	Athletics	286-5197	GYM, 2nd Flr.
Orientation/ Freshman Concerns	First Year Experience	286-5113	ADM. 218
Operator	General Services	286-5000	Lake Campus, 16-A
Placement Testing	Assessment Center	286-5244	ADM. 215

## SUNO SOLUTION

PROBLEM	SOLUTION	PHONE	PLACE
Public Relations	Public Relations	286-5341	ADM. 312
Re-admission	Registration	286-5175	ADM. 212
Registration	Registration	286-5176	ADM. 213
Scholarships/ Public Relations	Community Out reach/University Advancement	286-5341	ADM. 312
Sexual Assault	SUNO Police	286-5290	Maintenance Building Park Campus
SGA	SGA	286-5358	Lake Campus, 21-A
Students with Disabilities	Services for Students with Disabilities	286-5335	Lake Campus, 19-B
Withdrawal from the University	Center for Student Retention and Success	286-5072	ADM. 311
Work Study/ Financial Aid/ Loans/Pell & TOPS	Financial Aid	286-5263	Lake Campus, 23

Class topics include Study Skills, Effective Writing and Time Management, among others. Motivational speakers from on and off campus are frequent guests in Freshman Assembly and College Survival Skills classes. The course requires students to participate in a range of campus activities and is limited to no more than 20-25 students to ensure that students are able to participate as well as to receive intended nurturing.

Note: All incoming freshmen students and transfer students with less than 30 credit hours are required to participate in a first year seminar.

### **Course Goals**

- Enhanced critical thinking and problem-solving skills
- Broadened worldview and experiences
- Increased campus involvement

Upon successful completion of this course, students will be able to:

- Describe and explain academic expectations related to their proposed course of study
- Communicate the history, culture, and historic contributions of individuals from the University's past
- Demonstrate appreciation of convocations, lectures, and recitals through thoughtful consideration of the experiences
- Examine financial decision making choices
- Demonstrate use of social etiquette in appropriate settings
- Conduct library research and computer literacy
- Communicate orally and through writing
- Analyze readings from two selected books

## **DIVISION FOR ADMINISTRATION AND FINANCE**

Location: Park Campus/Administration Building./Room 301  
Telephone: (504) 286-5117  
Hours: 8:00 AM – 5:00 PM

### **STUDENT FINANCIAL AID**

Location: Lake Campus, Building 23  
Hours: 8:00 AM – 5:00 PM MTF  
8:00 AM – 7:00 PM WTH  
Telephone: (504) 286-5363

Southern University at New Orleans (SUNO) is committed to the philosophy that no student should be denied college education solely because of limited funds. The primary purpose of the Financial Aid Program is to provide financial assistance to students who, without such assistance, would find it impossible to receive a college education.

The mission of the Office of Student Financial Aid is to assist students in applying for and securing the financial resources available to pursue their educational goals. The goal of this office is to provide the best financial aid package, consisting of assistance from federal, state, and institutional programs, tailored to meet each student's need. Counseling and assistance are also provided to students in the areas of Default Prevention and Student Loan Debt Management.

Students interested in applying for federal and state financial aid should complete the Free Application for Federal Student Aid (FAFSA) as early as possible, after January 1st of each year. Financial assistance is available to students who complete the necessary application and are determined eligible. The Student Financial Aid staff evaluates each student's need and makes awards based upon the information obtained from the Student Aid Report (SAR) or Institutional Student Information Report (ISIR) and in accordance with Federal, State, and University policies and guidelines.

### ***PRIORITY FILING DATE - APRIL 15th*** ***(Completion of the FAFSA is required each year)***

Priority consideration will be given to those applications received on or before April 15th (provided the student meets all eligibility requirements, and if selected for verification, has submitted the required documentation to the Student Financial Aid Office). Applications received after this priority deadline will be processed in the order received and may not be processed in time for Fall registration.

Applications are available at local high schools or SUNO's Financial Aid Office. Students may also use FAFSA on the web to complete the FAFSA and submit it directly to the FAFSA processing system. The web address is [www.fafsa.gov](http://www.fafsa.gov). The priority deadline for most State aid is May 1st. **The Federal School Code for SUNO is 002026. APPLY EARLY!**

## SOURCES OF FINANCIAL ASSISTANCE

Southern University at New Orleans participates in the following Federal and State financial assistance programs. Additional information is available in the Office of Student Financial Aid, the University *Catalog* and online at [www.suno.edu](http://www.suno.edu).

- *Federal Pell Grants*
- *Supplemental Educational Opportunity Grant (FSEOG)*
- *Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)*
- *Tuition Opportunity Program for Students (TOPS)*
- *Federal College, Community Service, and University Work-Study programs*
- *Federal Subsidized Stafford Loan Programs*
- *Federal Unsubsidized Stafford Loan*

### **Borrower's Rights and Responsibilities**

Students who receive loans assume certain responsibilities which include, but are not limited to the following:

#### **Responsibilities:**

**Master Promissory Note:** When a student signs a promissory note, he or she is agreeing to repay the loan according to the terms of the note. The note states that except in cases of loan discharge (cancellation), the student must repay the loan, even if he or she does not complete his or her education (unless the student could not for a valid reason, such as closing of the school). Also, the student must repay the loan even if he or she cannot find employment after the program is completed, is not satisfied with the job, or feels that he/she did not receive the education that he or she paid for.

**Student Loan Repayment:** A student should consider what his or her repayment obligations mean before taking out a loan. If the loan is not paid on time or according to the terms of the promissory note, the student might go into default, which has serious consequences and will affect the student's credit rating. The student must make payments on his or her loan even if he or she does not receive a bill or repayment notice.

Billing statements (or coupon books) are sent as a convenience, but the student is obligated to make payments even in the absence of any reminders. The student must also make monthly payments in the full amount of the established repayment plan. Partial payments do not fulfill the student's obligation.

**Deferment or Forbearance:** If a student applies for a forbearance or deferment, he or she must continue to make payments until he or she is notified that the request has been granted. If the student does not continue to make payments, he or she might end up in default. The student should always maintain a copy of any request form submitted and should document all contacts with the organization that holds his or her loan.

**Entrance Loan Counseling:** Federal and University guidelines require that all **first-time borrowers** complete entrance loan counseling prior to receiving student loan proceeds. Loan funds will be disbursed 30 days after the first day of class for all first-time borrowers.

**Exit Loan Counseling:** Federal regulations require that exit loan counseling be completed by student loan borrowers who cease to enroll at least half-time, withdraw (officially or unofficially), or graduate. Counseling should occur prior to the before mentioned action, where applicable.

### **Rights:**

A student has the right to receive the following information about his or her loan from the school, lender, and/or guarantor before the school makes the first loan disbursement:

- the full amount of the loan and the interest rate;
- the start date for repayment;
- a complete list of any charges that the student must pay (loan fees) and information on how these charges are collected;
- information about the yearly and total amount a student can borrow;
- information about the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences and;
- an explanation of available options for consolidating loans and a statement that the student can prepay loan(s) without penalty at any time.

Before leaving school, the student will receive the following information about his or her loan (as part of exit counseling) from the school, lender, and/or guarantor:

- a current description of the student's loans, including average anticipated monthly payments;
- the amount of the student's total debt (principal and estimated interest), interest rate and the total interest charges on the loan;
- if the student has Federal Student Loans, the name of the lender or agency that holds the loans, where to send payments, and where to write or call if the student has questions;
- if the student has Federal Direct Loans, the address and telephone number of the Direct Loan Servicing Center;
- an explanation of the fees that the student might be charged during the repayment period, such as late charges and collection or litigation costs if the student is delinquent or in default;
- a reminder of available options for loan consolidation and a reminder that the student can prepay the loan without penalty at any time;
- a description of applicable deferment, forbearance, and discharge (cancellation) provisions
- repayment options and advice about debt management that will help the student in making his or her payments; and
- notification that the student must provide his or her expected permanent address and the name and address of his or her expected employer. The student must also provide any corrections to school's records concerning his or her name, Social Security Number, references, and driver's license number (if applicable);
- The student has the right to a grace period before the repayment period begins. (Parents do not receive a grace period for a PLUS loan). A student's grace period begins when he or she leaves school or drops below half time status. The grace period will be six (6) or more months depending on the type of loan the student has.
- The student's school, lending institution, and/or guarantor, as appropriate, must give the student a loan repayment schedule that states when his or her first loan repayment is due, the number and frequency of payments, and the amounts of each payment;
- If the student or his or her parents borrow under a FFEL Program, he or she (or his/her parents, for a PLUS loan) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender or agency must provide this notification and must provide the identity of the new lender or agency holding the loan, the address to which the borrower must make payments, and the telephone numbers of both the old and new lender and agency.

## STEPS FOR APPLYING FOR FINANCIAL ASSISTANCE

- A. Students must apply for admission to Southern University at New Orleans. Financial aid is contingent upon being accepted for admission as a regular student seeking a degree or certificate. Federal and state financial assistance will be considered when an applicant has completed all admission requirements and SUNO has received a valid Institutional Student Information Report (ISIR) which indicates the results of the Free Application for Federal Student Aid (FAFSA) within the established deadlines. SUNO's financial assistance priority deadline is April 15th of each year.
- B. Students interested in applying for Federal and state financial aid should complete the FAFSA as early as possible, after January 1st of each year. Financial assistance is available to students who complete the necessary application and are determined eligible. The Student Financial Aid staff will evaluate each student's need and make awards based on the information obtained from the Student Aid Report (SAR) or ISIR and in accordance with federal, state and University policies and guidelines. Applications are available at local high schools and in SUNO's Student Financial Aid Office. Students may also complete the FAFSA on the Web and submit it directly to the FAFSA processing system. **The Web address is [www.fafsa.gov](http://www.fafsa.gov). The Federal Student Code for SUNO is 002026.**
- C. If interested in a Federal Stafford Loan, the student must first complete the FAFSA and then the Student Loan Data Form and submit this form to the SUNO Financial Aid Office or online at [www.suno.edu/financialaid](http://www.suno.edu/financialaid).
- D. The student should promptly provide all additional requested documentation to the SUNO Student Financial Aid Office. **Failure to provide the requested information will prevent further processing of his or her application.**
- E. Once the ISIR or SAR, the Data Form (all students must complete the data forms, which can be obtained from the Office of Student Financial Aid and can be downloaded from the web site) and all requested documentation have been received, eligibility will be determined and an official award package will be generated and available online through the Student Web Services at [www.suno.edu](http://www.suno.edu).
- F. Student Loans will not be disbursed until award packages have been accepted by the student.

**Deadlines: Priority consideration for financial aid will be given to students who complete the FAFSA and submit all required information to the SUNO Office of Student Financial Aid by April 15<sup>th</sup> for the upcoming academic year. For more information, contact the Office of Student Financial Aid at (504) 286-5263.**

## AWARD CONTINGENCIES

Financial Aid Awards are made contingent upon fulfillment of the following terms and conditions. When applying for, accepting the award offer and/or by obtaining the financial aid funds, the student accepts responsibility for complying with the following terms and conditions:

### Eligibility Requirements

To receive student financial aid, the student must adhere to the following:

- have completed admissions requirements for the University;
- have financial need, except for non-need based aid;
- have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U. S. Department of Education, meet other standards that the student establishes that are approved by the U. S. Department of Education, or complete a high school education in a home school setting that is treated as a home school or private school under state law; (Contact your financial aid administrator for more information).
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.;
- be a U. S. citizen or eligible non-citizen.
- have a valid Social Security Number; (If a student does not have a Social Security Number, he or she can find out more about applying for one through the Internet at [www.ssa.gov](http://www.ssa.gov)).
- not be in default on a Federal Student Loan;
- not owe a repayment of any Title IV aid;
- meet SUNO's satisfactory academic progress standards; and
- register with the Selective Service, if required. Males 18 through 25 years of age who have not yet registered with the Selective Service, can give the Selective Service permission to register them by checking a box on the FAFSA. Students can also register through the Internet at [www.ssa.gov](http://www.ssa.gov)

### Additional Assistance

Should assistance be made available to a student from other sources, such as scholarships, stipends, tuition waivers and/or outside agencies, those awards, when combined with all other aid received, must not exceed the student's financial need and/or cost of attendance, depending on the type of aid received. The following calculation is used to determine the student's financial need:

## **Cost of Attendance-Expected Family Contribution=Financial Need**

### **Others**

- The University reserves the right to review, adjust, or cancel an award due to changes in enrollment status, financial status, eligibility, and other reasons.
- Default or owing a repayment of Title IV aid and failure to comply with University regulations will also constitute a reason for changing the awards.
- An over-award will be deducted from the student's award; otherwise, the student must repay the amount over-awarded.

### **BASIS FOR DENIAL OF FINANCIAL AID**

Financial Aid may be denied for the following reasons:

1. defaulting on loans;
2. owing a repayment on any Title IV aid;
3. falsifying information which affects the determination of eligibility for aid;
4. failing to provide necessary verification/documentation; and
5. failing to meet the minimum standards for satisfactory academic progress.

Any student who has been disqualified from participating in student financial aid programs because of academic reasons may re-apply for consideration of such aid as soon as that student meets the prescribed standards for eligibility or has successfully appealed his or her determination.

### **VERIFICATION POLICY**

Verification is the process used to check the accuracy of the information that a student submits when applying for Federal Student Aid. Verification procedures are governed by the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR part 688 "Verification of Student Aid Application Information" regulations published in the Federal Register on March 14, 1986 and August 15, 1986. Each school is required by the U. S. Department of Education to verify all applicants selected by the Central Processing System (CPS), up to a limit of (30) percent of its total Financial Aid applicants for any type of Title IV student aid. The Pell Grant, Subsidized Stafford Loan, Supplemental Educational Opportunity Grant, and College Work-Study are covered by verification.

The data items to be verified may include:

1. Adjusted Gross Income (AGI) for the base year;
2. U. S. Income Tax paid for the base year;
3. Household size;
4. Number of family members attending post-secondary educational institutions as at least half-time students;
5. Citizenship status; and
6. Certain untaxed income and benefits for the base year; including but not limited to:
  - A. Social Security benefits;
  - B. Veterans Administration benefits;
  - C. Child Support;
  - D. Untaxed payments to IRA and/or Keogh plans;
  - E. Foreign income exclusion;
  - F. Earned income credit;
  - G. Unemployment Benefits; and
  - H. Aid to Families with Dependent Children (AFDC ) and Temporary Assistance for Needy Families (TANF)

**The verification procedure is as follows:**

The verifier reviews documents such as, but not limited to, the U. S. Income Tax returns, (1040, 1040A, 1040EZ), the SAR or ISIR, the non-tax filer form and untaxed income and benefits statements, if applicable, to check the accuracy of information reported.

**Students are asked to respond promptly to requests for information. Failure to do so will result in their files being placed on HOLD until they respond.** The student will not receive the scheduled federal financial aid awards nor will his or her student loan be verified by this office until he or she has provided the requested information.

**Summer Assistance**

During the summer term, a student may receive financial assistance (Pell Grants and Federal Stafford Loans) only if the student has remaining eligibility for that academic period. The SAR on file for the previous fall and/or spring is valid for the summer. Additionally, if interested in a student loan, a separate Loan Data Form is required to apply for summer loans. Applications may be obtained from the Student Financial Aid Office. Loan proceeds for the summer are disbursed in two equal disbursements.

Students may also be awarded funds through the Federal/University Work-study and SEOG programs, provided funds remain available. Summer only students are not eligible for financial assistance.

### **Student's Rights and Responsibilities**

Students applying for financial aid at SUNO have certain rights and responsibilities of which they should be aware of throughout the application and awarding process.

#### **Rights**

**The student has the right to know:**

1. the financial aid programs available at SUNO;
2. the financial aid application procedure, including applicable deadlines;
3. how his or her financial aid eligibility was determined and how his or her need was met;
4. the University's refund and repayment policies; and
5. the University's standard for maintaining satisfactory academic progress and the consequences if such progress is not made.

All students have the right to make an appointment with their Financial Aid Counselor in the Financial Aid Office during normal working hours in order to review their files. Appointments may be scheduled by calling (504) 286-5263.

#### **Responsibilities**

The student has the following responsibilities as a recipient of financial aid at SUNO:

1. to complete and submit all required financial aid application materials accurately, by the established deadlines;
2. to promptly respond to inquiries and documentation requests from the Financial Aid Office;
3. to provide the Student Financial Aid Office with accurate information. (*Deliberate misrepresentation of information is a violation of the law and could result in repayment of all aid received and indictment under the U.S. Criminal Code.*);
4. to notify the Student Financial Aid Office if there has been a change in the family's circumstances, or if additional assistance is received from outside sources;
5. to comply with agreements made in accepting aid from federal, state, and institutional programs;

6. to maintain satisfactory academic progress for financial aid;
7. to apply for financial aid every year by the published deadlines; and
8. to repay funds for which the student has been determined ineligible to receive.

### **Southern University at New Orleans Federal “Return of Title IV Funds” Policy**

All students who resign from the University must submit written notice of resignation to the Registrar’s Office.

If a student who is disbursed Title IV financial assistance withdraws or stops attending class on or before completing 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied. No adjustment will be made to tuition, fees, or Title IV aid for a student who withdraws **after** the 60% point of the semester.

Southern University at New Orleans implemented the Federal Return of Title IV Funds policy beginning with the Fall 2000 semester per the Higher Education Act of 1998. This policy applies to any student who receives Title IV aid, i.e., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct and Stafford Loans (Subsidized and Unsubsidized) and who officially withdraws, drops out, is expelled, takes an unapproved leave of absence (unofficial withdrawal), or fails to return from an approved leave of absence (unofficial withdrawal). Refer to the “Withdrawal Resignation” section of the SUNO *Catalog* for procedures for officially withdrawing from school.

The amount of Title IV funds to be returned to the applicable federal programs will be determined, using the student’s withdrawal date, by calculating the percentage of the enrollment period for which the student did not complete. Scheduled breaks of five or more consecutive days are excluded.

SUNO will return the lesser of the total of unearned aid or an amount equal to institutional charges multiplied by the percentage of unearned aid. The student will be responsible for repaying any remaining portion that was disbursed to him or her.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of “F” in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is **not** considered to be a formal resignation from the university. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of Title IV aid, tuition and fees. Please refer to the “Class Attendance Regulations” section of this Handbook and the SUNO *Catalog* for requirements on class attendance.

If the student's portion of unearned Title IV funds is a student loan, no action by the school is necessary. Regular loan terms and conditions apply. If the student's portion of unearned Title IV funds is a federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period.

In the event of resignation, the SUNO institutional refund policy will be applied. After performing the Return to Title IV calculation, the student may be liable for any Title IV funds disbursed to his or her account in excess of the amount allowed by federal regulations. The school will determine which portion of any assistance the student owes. If no payment is made, holds will be placed on the student's account and the student may lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made.

Unearned funds are allocated to the Title IV programs from which the student received assistance in the following order:

1. Unsubsidized Federal Stafford and Direct Loans
2. Subsidized Federal Stafford and Direct Loans
3. Federal Perkins Loans Program
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG) Program
6. Other Title IV Programs (LEAP)
7. Other Federal, State, Private, and Institutional Aid Programs
8. Teach Grant
9. Louisiana Go Grant

**Note:** Refer to the "Refund of Fees" section of this Handbook and the SUNO *Catalog* for more information.

## **Student Fees**

Students are assessed various fees at registration-the details of which are outlined in the *University Catalog*. These fees support co-curricular activities, events, interests, and other student/University needs. They are as follows:

### Academic Enhancement

#### Academic Excellence

Athletic

Breakage

Building Use

Class Dues

Energy Surcharge

#### Facility/Maintenance

Foundation

Health

Intramural Sports

Lyceum,

Observer

Operational

Social Activities

Special Student

Student Loan

Student Senate

Student Technology

Tutorial

## **DIVISION FOR COMMUNITY OUTREACH/ UNIVERSITY ADVANCEMENT**

Location: Administration Building., Room 312

Hours: 8:00 am - 5:00pm

Telephone: (504) 286-5341

### **ACADEMIC SCHOLARSHIPS**

Southern University at New Orleans offers a limited number of scholarships to qualified full-time students. Recipients are awarded scholarships based on the prescribed criteria for each award and the availability of funds. Scholarships are provided through the University's budget, endowments, the Southern University at New Orleans Foundation, private organizations, companies and individuals. Interested students who meet the established criteria should apply each year. Applications are available in the Office of Community Outreach/ University Outreach and /or online at [www.suno.edu](http://www.suno.edu).

The Scholarship Committee receives and reviews all applications. Recommendations are made to the Chancellor for final approval. Some of the various scholarships that are available to students are listed below.

### **University Fellow Scholarship Programs**

#### **Academic Scholarship**

- Endowment
- Foundation
- Dollars for Scholars

#### **Other Scholarships**

- Alpha Kappa Alpha Sorority, Inc. (Alpha Beta Omega Chapter)
- Charles and James Burns
- Charles and Mary Bashful
- Delta Sigma Theta Sorority, Inc. (New Orleans Alumnae Chapter)
- C. V. Hollis
- Kappa Alpha Psi Fraternity, Inc.
- New Orleans Black Chorale
- STUDS Club, Inc.
- The Greater New Orleans Foundation
- Zeta Phi Beta Sorority, Inc

\*The above list is not totally inclusive. \*Recipients and/or specific criteria are sometimes determined by the granting organization.

## Departmental Awards

Departmental Scholarships and Stipends are awarded through the various academic departments on campus. Eligibility requirements and the selection of recipients are determined at the department level and are based upon the established criteria for each award.

## Identification Cards

All students are required to have valid identification cards for the semester in which they are registered. ID cards are issued to students when they complete their registration and are **not transferable**. These cards are the property of the University and must be relinquished to the Office of the Vice Chancellor for Student Affairs and Enrollment Services when students withdraw from the University. Damaged or altered cards are invalid. Valid ID cards are required for admission to specific activities/events. If misused, the card may be rendered invalid for the remainder of the semester or summer session with regard to specific University-sponsored activities. To replace lost or stolen ID cards, students may report to Building 41-A at the Lake Campus and present the following items: a copy of the current paid fee receipt **and** a driver's license, receipt for a driver's license, or an old ID card. The cost of replacement is \$5.00.

## **SUNO Police**

Location: Maintenance Building, Park Campus

Hours: 24 Hours

Telephone: (504) 286-5290

The SUNO Police Department provides protection and calls for services to the University community. It enforces regulated parking on campus. It responds to medical emergencies, illegal, suspicious and criminal activities and is the lead department in emergency operations. Response Personnel are trained incident managers. It provides brochures, literature, and pamphlets on alcohol and drug abuse, crime prevention and safety tips. Regular seminars are sponsored on community issues, crime prevention, and personal safety. The goal of every member of the SUNO Police is to provide for a safe, secure, enjoyable and fulfilling University experience. **The SUNO Police and Safety Departments collaborate to protect individuals and physical property, respond to daily emergencies and concerns, and develop and conduct training and prevention programs.**

## ***Vehicle Registration***

Students, faculty, staff, administrators and visitors to the campus must register their vehicle in order to park on University property. Anyone who fails to park legally shall be subject to penalties as printed on the parking citations received, in accordance with the Parking and Traffic Regulations Guide provided by the Office of University Police.

Motor vehicles can be registered at the Maintenance Building from **10 a.m. to 3:00 p.m., Tuesday through Thursday**. Vehicle registration for each semester will end one week after the official University registration period.

All motor vehicles operated by persons affiliated with the University must be registered within 48 hours after the vehicle is brought on campus. The University requires all faculty, staff, day and evening students to register any vehicle that they operate, regardless of ownership.

The person in whose name the vehicle is registered with University Police Headquarters will be held liable for all citations issued to the vehicle. An applicant must present, at the time of registration, his or her own driver's license and vehicle registration slip.

Drivers of new cars will be allowed to register without license tag registrations but will be required to present license tag registration within twenty days. Failure to comply constitutes a violation of traffic regulations.

Parking permits are not transferable and must be removed promptly upon change of ownership or registrant's severance from the University. Restriction to assigned parking zones will begin immediately upon registration of vehicle and will continue until the permit expires.

### **Special Permits**

Special permits are issued to faculty, staff and students who are physically disabled and are authorized to have special parking privileges. An applicant must present a doctor's statement and a notarized statement to University Police in order to secure a special permit. Persons with special permits must park only in areas assigned by University Police Headquarters.

### **Vehicle Registration Fees**

Faculty, staff and students are assessed a vehicle registration fee upon registration of their vehicles. **All vehicles must be registered.**

### **Parking and Traffic Regulations**

Rules and regulations for operating a vehicle on campus is published in the Traffic-Parking Regulations Guide. The Traffic-Parking Regulations Guide can be obtained from the Police Headquarters in the Maintenance Building.

## **Visitors Parking**

Visitors are welcome to the campus at all times and may park in areas designated for visitors. Visitors must observe all University rules and regulations governing parking and driving on campus. Visitors receiving parking citations should comply with instructions on the back of the ticket.

## **Bicycles and Motorcycles**

Students or University employees who use motorcycles are required to register their vehicles with University Police and are expected to follow the traffic and parking regulations as outlined for motor vehicles. Bicycles should be parked in bicycle racks and not in buildings.

## **Vehicle Lockouts and Jumpstarts**

The department offers jump starts to individuals needing assistance with weak or dead batteries. Persons needing jump starts can contact SUNO Police at 504-286-5290. Drivers of vehicles needing jump starts should raise the hood of their vehicle to help identify their vehicle. In order to have the vehicle jump started, a Liability Release Form must be completed and signed by the driver of the vehicle being jump-started and by the officer providing assistance.

**To report a fire, smoke, odor of something burning, obtain an outside line and dial 9-1-1, then contact Campus Police at 504-286-5290.** In the event of a FIRE, leave the immediate area. Close the door behind you. Activate the building's Fire Alarm. Alert others to the emergency while evacuating. **DO NOT STAY IN THE BUILDING.** Let the 9-1-1 operator know all the information as to location, what is on fire and any other information that can be helpful to the responders. To request a non-emergency incident, please call 504-286-5290.

### **Office of Safety and Transportation**

Location: Park Campus, Maintenance Building

Hours: 8:00 a.m.-5:00 p.m.

Phone: 286-5293

The Office of Safety and Transportation strives to provide a safe college environment and coordinates transportation services as well as writes incident reports. Safety and Transportation provide training in many areas including these: CPR, First Aid, Defensive Driving, Emergency procedures for extreme weather conditions, such as hurricane season preparedness and other safety related areas. Every SUNO community member, student, faculty, administrator, staff is strongly urged to sign up for the SUNO ALERT SYSTEM. For additional information on how to sign up, go to [www.suno.edu](http://www.suno.edu)

## NOTES

## PART III: UNIVERSITY POLICIES AND PROCEDURES



## UNIVERSITY POLICIES & PROCEDURES

### Alcohol and Drug Prevention Policy

#### Alcoholic Beverage Policy

Southern University at New Orleans acknowledges and adheres to the state of Louisiana alcohol consumption law. The law clearly states that “individuals under the age of 21 shall not be served alcoholic beverages nor will individuals under the age of 21 be permitted to consume alcoholic beverages.”

It is Southern University at New Orleans’ policy that all students are prohibited from the use and sale of alcoholic beverages within the confines of the University and at University sponsored activities. In compliance with University policy, the following stipulations apply:

- The possession of alcoholic beverages is prohibited on University property and at University sponsored activities.
- The possession, sale, and distribution of any alcohol paraphernalia are prohibited within the confines of the University and on any property belonging to Southern University at New Orleans.
- The possession of empty alcoholic beverage containers is prohibited on University property.
- Students who are in violation of this policy are subject to disciplinary actions, such as expulsion from the University. (See Code Offenses in this Handbook)

The consumption of alcohol poses serious health and safety concerns. Alcohol abuse causes impaired judgment, incoherence, and health-related problems. Individuals who need or desire treatment for alcohol abuse may seek services from the Student Development Center located in Building 3 or 19A, Lake Campus. Students may also seek services from University Health Services located in Building 3 at the Lake Campus.

#### Drug Policy

Recognizing that drug use poses health and safety hazards to employees, students, and the community at large, Southern University at New Orleans considers the abuse of drugs to be a very serious matter – one that cannot be tolerated in the workplace or classroom. Therefore, it is the policy of the University to maintain a drug-free workplace and an environment conducive to the learning process.

In compliance with University policy, the following stipulations apply:

- The manufacture, distribution, dispensation, possession, or use of any illegal drug or abuse of any controlled substance in the workplace and classroom or other related areas associated with the learning process, including residential units or other University – sponsored housing is unlawful.
- Such actions are prohibited on all University property and at any other locations where employees or students are conducting University business.
- The possession of any drug paraphernalia is prohibited on University property and on property sponsored by the University i.e., Residential Life community.
- Students who are in violation of this policy are subject to disciplinary actions, such as expulsion from the University. (See Code Offenses in this Handbook)

The use of drugs or controlled substances can cause serious health risk and may lead to death. Students who need or desire treatment of drug abuse may receive free counseling services and a referral from the Student Development Center located in Building 19-A, Lake Campus. Students may also seek services from University Health Services located in Building 3, Lake Campus.

### **Class Attendance Regulations**

As indicated on Page 30 of this handbook, a student who is not present when attendance is checked in a class is considered absent. Tardiness (1 minute late for class and beyond) Absent (failure to show up at all or arriving in class fifteen minute after the Instructor), unless an excuse is obtained from the instructor at the end of the period. The initiative in obtaining an excuse rests with the student. Instructors who do not show up for class at a minimum, 15 minutes after the designated start timeframe should be aware that students may leave (depart) without penalty.

### **Cell Phone Use**

Cell phone use is strictly prohibited inside of an Instructor's class during class time. Cell Phone is required to be in the OFF position during the entire class timeframe. Students are not allowed to go in and out of the classroom to receive telephone calls. No text messaging is allowed. If a student is expecting an emergency telephone call, it is the student's responsibility to discuss this matter in advance with the Instructor, and the Instructor may allow the student to place his or her cell phone on VIBRATE ONLY, in order to receive the emergency call. There will be zero tolerance for using cell phones or texting during class timeframes.

### **Using Electronic Device (Cell Phone) to Tape An Instructor's Lecture.**

Students are required to discuss and obtain permission from the Instructor in advance, prior to using any electronic device to record an Instructor's Lecture.

## **Texting and Threatening Other Students with Electronic Devices (Cell Phones)**

Students are encouraged not to text or threaten another student using cell phones. Such activity could be a “threat”, which could result in suspension of one or both students involved for one semester or more.

## **Parking on Grass Areas ON CAMPUS**

Students should not park their vehicles on grass areas on campus. Vehicles may be ticketed, towed, or both.

## **Registering for Classes Online and Self Advisement**

It is the intent of SUNO to assure that each student is linked with and assigned an Advisor from the department that represents the area in which the student is receiving a degree. It is also the University’s intent that each student takes only the required courses in order to receive his or her degree. Therefore, performing self-advisement is discouraged.

## **Family Educational Rights and Privacy Act (FERPA)**

Southern University at New Orleans complies with the Family Educational Rights and Privacy Act of 1974 (P.I. 92-380, Section 513, amending the General Education Provisions Act, Section 438). The Act affords students certain rights with respect to their education records. These rights are as follows:

1. The right to inspect and review education records within 45 days of the day the University receives a request for access. The student should submit to the University Registrar a written request that identifies the record (s) he or she wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, he or she will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of education records that are believed to be inaccurate or misleading. The request to amend records that the student believes are inaccurate or misleading should be submitted to the University Registrar in writing.

If the University decides not to amend the record(s) as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when he or she is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in education records, 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 interests. A school official is a person employed by the University/Southern University System in an administrative, supervisory, academic, 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 Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which the student may seek or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by this 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  
300 Independence Avenue, SW  
Washington, DC 20202-4605***

The University is permitted to publish or provide “directory information” on students as defined by the Family educational rights and Privacy Act. This includes the following categories of information:

- name, address, telephone listing, and date and place of birth; major field of study;
- participation in officially recognized activities and sports;
- height and weight of members of athletic teams;
- dates of attendance;
- degree and awards received; and the most recent or previous education agency or institution attended

The University will make public, information about each student limited to the above categories in ways such as described above. Of course, information from all of these categories is not made public in every listing. The campus directory, for example, will publish only names, addresses and telephone numbers.

Students who do not wish to have any or all such “directory information” made public without prior consent must notify the University’s Office of the Registrar in a signed and dated statement specifying items that are not to be published.

The notice must be received by the Office of the Registrar by the end of the registration period of the semester, summer session of first enrollment, or after an absence and by the end of each fall registration period thereafter.

## **Residential Life (Housing ) Community Policy**

Southern University at New Orleans (SUNO) residential life community policy plays a role in maintaining a living and learning environment conducive to academic and personal growth.

Every student residing in the residential life community is subject to federal, state and local laws and is expected to adhere to the rules and regulations outlined in the student code of conduct section in this handbook, in addition to the Residential Life handbook.

**It is the policy of Southern University at New Orleans (SUNO) that each new first time freshman who lives outside of a twenty-five (25 miles) radius of SUNO is REQUIRED to reside in the residential life community during his or her first year of matriculation.**

For a detailed policy of the Residential Life Handbook, please pick up a copy of the handbook from the Office of Residential Life at the Park Campus, Administration Building, Room 311.

## Fundraising Policy

The University does not permit unauthorized fundraising activities on the part of the individual student or student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Director of Student Activities and Organizations. Students are not permitted to sell merchandise on an individual basis.

## Hazing Policy

Hazing, in any form, is unacceptable at Southern University at New Orleans. Hazing is defined as “an act (on or off campus) that causes or is likely to cause serious physical or mental harm or which tends to or actually injures, frightens, demeans, degrades, or disgraces any person.” Any activity or behavior meeting this definition shall be considered a forced activity, notwithstanding the willingness of the individual involved to participate in such activity. Examples of hazing include, but are not limited to:

- paddling, beating, or branding;
- forced consumption of food, liquor or other beverages, or drugs;
- forced deprivation of sleep or rest;
- forced exclusion from social contact; and/or
- forced conduct which could result in embarrassment to any person.

Procedures for the enforcement of this policy are contained in the Student Code of Conduct section of this Handbook. Any student/student organization found to have violated this policy shall be subject to the maximum sanction of expulsion or any sanction not less than disciplinary probation.



## **Policy Regarding Students with Disabilities**

Southern University at New Orleans complies with Section 504 of the Rehabilitation Act of 1973 which states that “no otherwise qualified handicapped individuals in the United States shall, solely by reason of his or her handicap, be excluded from participation, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.” The University also complies with the American with Disabilities Act (ADA) which became law on June 26, 1990.

Pursuant to the American with Disabilities Act and other related federal and state laws, Southern University at New Orleans provides equal opportunity for all qualified persons without regard to disability. The University shall not discriminate on the basis of disability in any academic program or activity associated with the university and will integrate students with disabilities into the University community to the fullest extent possible. Qualified applicants with disabilities will not be denied admission or subjected to discrimination in admission or recruitment to the University on the basis of their disability. In its recruitment efforts, the University shall not limit the number of persons with disabilities who may be admitted. All admission criteria and testing will be selected, administered, and evaluated in a manner that is accessible and accurately reflects the applicant’s ability rather than an individual’s impaired sensory, manual, or speaking skills.

## Posting Policy

All posting of flyers, banners, posters, and stickers on University property must be approved and stamped by the Office of Student Activities and Organizations. Under no circumstances should signs or leaflets be posted on interior walls, interior/exterior windows, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles. Signs may be posted on designated bulletin boards and on the outside of brick walls of designated buildings.

It is the responsibility of the individual or organization posting signs to remove the signs immediately upon completion of the publicized event. Failure to do so can result in the individual or organization being denied future posting privileges.

The University reserves the right to remove any advertisement if it becomes damaged, if it is not stamped, if it is not posted in the proper place, or if it would cause embarrassment or discredit the University.

## Sexual Assault Policy

In accordance with the mandates of Higher education Reauthorization Act issued by the Office of Education, Southern University at New Orleans developed a Sexual Assault Policy in an effort to address this serious crime in an appropriate and consistent manner.

Sexual Assault is defined as engaging in sexual acts with, or directed against, another person by force, coercion, or in the event the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity. Sexual assault includes, but is not limited to: gang rape, acquaintance rape, date rape, marital rape and stranger rape.

Examples of sexual assault include, but are not limited to: (1) *sexual penetration or attempt of penetration*. Sexual penetration is defined as any degree of insertion of a penis, hand, finger, tongue, or any object into a person's anus or vulva, or any degree of insertion of genitalia into the mouth; and (2) sexually explicit touching or attempted touching of clothed or unclothed body parts of another person with a body part or object. Examples of sexually explicit touching include, but are not limited to, the touching or attempted touching of genitalia, breasts, inner thigh, or buttocks of any person with a body part or any object, either directly or through clothing.

Consent can only be conveyed by: (1) verbal agreement to participate in a sexual activity or (2) verbal or non-verbal communication mutually established and understood within an ongoing relationship to signify agreement to participate in a sexual activity, unless a person is incapacitated. If a person is or in any way becomes incapacitated during a sexual activity, regardless of whether he or she is conscious or simply traumatized, it is understood that he or she does not consent. Also note that:

- Being in an ongoing relationship does not preclude the possibility of sexual assault or misconduct occurring within that relationship.
- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent. When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- If a person gives consent and changes his or her mind during the sexual activity, he or she must verbally communicate his or her decision to no longer proceed.
- It is incumbent upon individuals involved in any sexual activity to either obtain or give consent prior to any such activity, and again, prior to sexual penetration.
- If at anytime during sexual interaction any confusion or ambiguity should arise regarding the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other’s willingness to continue.

Any student found in violation of this policy is subject to the maximum penalty of expulsion and is most likely to face criminal charges.

**If you are a victim of sexual assault:**

Call the police	Get to a safe place	Remain calm and alert
Do not bathe or douche	Save your clothing	Get medical attention
Seek help from: Student Development Center, SUNO Police and SUNO Health Center		

For a detailed Sexual Assault Policy, call (504) 286-5015 or stop by the Office of Student Affairs and Enrollment services, Building 2A, Lake Campus.

**Sexual Harassment Policy**

It is the policy of Southern University at New Orleans that the classroom and workplace are for learning and work. It is the University’s goal to provide a workplace and classroom free of tensions involving matters which do not relate to the University’ business or the learning process. Members of the University community are entitled to work and study in an atmosphere free from sexual overtures or innuendos that are unsolicited and unwelcomed. It is the particular responsibility of persons in the University community who hold positions of authority over others to avoid actions which are or could be considered sexually abusive or unprofessional. It shall be a violation of the University’s policy against sexual harassment for any administrator, officer, employee, student, or agent to sexually harass any other administrator, officer, employee, student, or agent. Sexual harassment is a type of misconduct, which will result in disciplinary action against the perpetrator thereof, regardless of whether it is an employee or a student.

## **Smoking Policy**

According to the U.S. Surgeon General, smoking has been identified as the leading cause of premature death and disability in the nation. In addition, research has shown that some nonsmokers, particularly those with heart and lung diseases, can experience severe distress when exposed to sufficient concentrations of secondhand smoke. In an effort to provide a safe and healthful environment for students and employees, Southern University at New Orleans prohibits smoking in all buildings on campus.

## **Travel Policy**

All students and student groups who travel off campus to represent the University at specific functions must adhere to the following:

1. Student Conduct: Students must conduct themselves according to the guidelines stipulated in the Student Code of Conduct section of this Handbook. Students found in violation of the Student Code of Conduct will be subject to disciplinary action.
2. Time: Student travelers must respect time and others. Students who do not arrive at the designated point of departure on time may be removed, at the discretion of the advisor, from the travel party for that particular event.
3. Travel Stipend/Travel Advance: If designated students are to receive stipends for the purchase of meals during the travel period, they must follow guidelines presented in the Louisiana travel Guide. Students who do not follow such guidelines may not be allowed to travel to the particular event.
4. Travel Attire: Collegial dress shall be worn by all travel participants. Specifically, pants should be free of holes and should not fall below the waist; shirts/blouses should be tucked in or fit the occasion; skirts/dresses shall be in good taste and should hang at least three (3) inches above the knee; and at no time during or en route to the scheduled event, should travel participants wear rollers, do rags, bed clothes, house slippers, excessive jewelry, or unclean clothing items. Students who fail to adhere to these travel attire guidelines may be asked to leave the travel party.
5. Royal Court/Escorts/SGA Travel Party: Students in these groups should communicate with the advisor (s) and other members of the party as to dress coordination and presentation. Students who fail to follow this guideline may be asked to leave the travel party.

6. General Travel Expectations: In addition to the above stipulations, students shall adhere to the following:
- No smoking while in the transport vehicle or hotel or other facilities designated as non-smoking areas: no sex or alcohol throughout the entire travel experience; and no ordering pornographic videos while residing in hotels. Students found in violation of any of these stipulations will be subject to disciplinary action.
  - The Student Travel Information Form shall be completed by the responsible staff or faculty member prior to travel.
  - A faculty or staff advisor should accompany students when traveling. The number of chaperones should be proportionate to the group traveling– generally one (1) chaperone per every five (5) students.

### **Weapons Policy**

Pursuant to Louisiana law R.S. 14:96.6, **Southern University at New Orleans is a “firearm-free zone.”** Thus, carrying firearms or dangerous weapons, i.e., shotguns, rifles, BB guns, knives, or any instrument or substance (gas or liquid) which, in the manner used, is calculated likely to produce death or great bodily harm by any student or non-student on University property or at University sponsored functions is unlawful. Violators shall be subject to criminal charges and University disciplinary action.

### **Dress Policy**

Southern University at New Orleans students are expected to dress in a manner representative of a higher education institution and an educated community. Special occasions (e.g. convocations; employment, professional and graduate school fairs; graduation; coronations; plays; luncheons; banquets) dictate that business (e.g. shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Sports and other social occasions (e.g. inter-collegiate athletic competitions’ pep rally, Greek shoes; dances) require informal but respectable attire. Headdress is inappropriate for males during all indoor functions. Male headdress that includes “do rags” or scarves; baseball caps are considered inappropriate for the higher education environment. Similarly, male dress that includes ‘SAGGING’ (pants worn below the **waist area** defined as being 1 inch below the naval area or “belly button” of the body) or unbelted pants is considered inappropriate dress at SUNO.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include midriff, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of a higher education institution.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives.

**Wednesdays in Professional Attire**

The mission of SUNO is to create and maintain an environment conducive to learning and growth, to promote the upward mobility of its diverse populations by preparing them to enter into new as well as traditional careers, and to equip them to function optimally in the mainstream of the global society. In support of our mission, **Wednesdays in Professional Attire** is established to promote a positive learning environment. The attire is as follows:

Male Students	Female Students
<p style="text-align: center;"><b>Business Attire</b></p> <p style="text-align: center;">Dress Shirt &amp; Tie Dress Slacks <b>(Shirt is expected to be tucked inside pants)</b> Coat (optional)</p>	<p style="text-align: center;"><b>Business Attire</b></p> <p style="text-align: center;">Dress Pant Suits <b>(Coat Optional)</b> Dress Skirt Suit <b>(Coat Optional)</b> Dress Slacks &amp; Tops</p>



## **Academic Dishonesty**

### **Cheating includes:**

- Submitting material that is not yours as part of your college performance, such as copying from another student's exam, allowing a student to copy from your exam;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat;
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be re-graded; or communicating with any person during an exam, other than the exam proctor or faculty.

### **Plagiarism includes**

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them.

## **Awareness and Campus Security Act**

Federal Legislation requires the University to maintain data on the type and number of crimes on university/college property, as well as policies dealing with campus security. To obtain additional information, contact the University's Department of Safety and Transportation.

## **Brands and Tattoos**

No individual or organization may require others to be branded or tattooed. (See *Hazing in the Student Code of Conduct*.)

## **Criminal Acts**

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any will be taken by the University. The student may also be subject to the University's disciplinary process.

## **Deception**

It is unacceptable and illegal for any person to:

- A. Misuse University records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
- B. Provide false information, either written or oral, to the University or to any administrator of the University. (Students who falsify and alter housing and or admissions records are also subject to removal/or disciplinary action.)
- C. Attempt to perpetrate a fraud against the University or the members of the University community.
- D. Misrepresent information or lie.
- E. Participation in such acts is subject to University disciplinary action and punishable by law.

## **Destruction of University Property**

Destruction or attempted destruction or damage to University property, property of the area surrounding the University, or property belonging to a member of the University community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured, any property of another either real or personal, shall be subject to criminal prosecution.

Students are expected to respect the property of the University and that of others. Destruction of such property, deliberately or through carelessness, will be considered a serious breach of Southern University at New Orleans' standards. Participation in vandalism may result in a student's arrest and prosecution by civil authorities as well as suspension from the University.

## **Insubordination**

Students are expected to respect persons in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in authority will not be tolerated. Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

## **Pets**

To protect the interest and safety of employees, it is the policy of the University not to allow pets in any University building, including but not limited to: administrative buildings, classroom buildings, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the University, and does not apply to service dogs. Additional information about this policy can be obtained from the Office of the Vice Chancellor for Student Affairs and Enrollment Services.

### **Disorderly Conduct or Assembly**

- A. No person shall assemble on campus for the purpose of causing a riot, destruction of property, or a disorderly diversion, which interferes with the normal operation of the University. (This section does not deny individuals the right to peaceful, non-disruptive assembly.)
- B. No person or group of people shall obstruct the free movement of other persons about the campus or interfere with the University facilities.
- C. The abuse or unauthorized use of sound amplification equipment in or out doors is prohibited. (The use of equipment must be authorized by the appropriate department or organization, the Office of Student Activities and Organizations, and the Vice Chancellor for Student Affairs, and Enrollment Services.
- D. Rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior is prohibited.
- E. Disorderly and/or obscene conduct or a breach of the peace on any University property or public function affiliated with the University is prohibited.

Participation in such acts is subject to University disciplinary action and punishable by law.

### **Disruption of Classes and University Functions**

Any person who, without authority, disrupts classes or other educational functions on the campus shall be arrested for disturbing the peace, turned over to civil authorities and shall be subject to disciplinary action which may result in suspension or expulsion.

### **Disruptive Behavior**

- A. No person shall threaten to, or actually push, strike, or physically assault any member of the University community or any guest to the campus.
- B. Students who maliciously provoke or participate in fights will be subject to disciplinary warning, probation, suspension, or dismissal.
- C. Conduct, which interferes with the normal operation of the University, or with the requirements of appropriate discipline are prohibited.

### **Forbidden Objects**

The following objects are disallowed in all residence halls and public areas of the University, unless authorized by appropriate officials:

1. Pets;
2. Laboratory animals, either dead or alive;
3. Open flames (e.g., candles) or any combustible decoration or device
4. Alcoholic beverages and/or beverage containers  
(See Alcohol Policy)
5. Firearms, fireworks, and weapons of any kind.

### **Theft**

Theft of property of the University, property of a member of the University community, or property of a visitor to the University, constitutes a criminal misdemeanor. No person shall take, attempt to take, or keep in his or her possession items, not legally purchased by him or her, including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his or her own without written permission of the owner. Participation in such acts is subject to University disciplinary action and punishable by law. The University assumes no responsibility for theft of a student's personal property. Information regarding personal property insurance for university students is available in the SUNO's Residential Life department.

### **"Boom Cars" and Loud Music**

The Driver of a vehicle on campus is held responsible for the use and operation of the vehicle, including the emission of loud music. Loud music is defined as hearing the music from your car more than 6 feet away. Drivers emitting loud music on the University campuses will be ticketed, fined, and/or face disciplinary action..

"Boom cars" are cars with loud stereo systems. Boom cars emit high-intensity/low frequency sound (excessive amounts of bass). This type of sound is dangerous to one's health, reduces property values and highway safety, and forces law-abiding citizens to seek quieter locations.

Boom cars have been closely linked to murder, aggression, gangs, speeding, reckless driving, DUI, underage drinking, and other crimes. The high decibels (noise) transmitted from the loud music will cause permanent damage to your ears (hearing) and will cause your reaction time (reflects) to avoid a traffic accident and detrimental to your health.

## NOTES



PART IV: STUDENT CODE OF CONDUCT

## INTRODUCTION

The Southern University at New Orleans Student Code of Conduct is published for the expressed purpose of providing to the University community, students in particular, the established and official policies, rules and regulations regarding students' rights and responsibilities, student code of conduct, and disciplinary, judicial and appellate procedures.

This document supersedes any previously published Student Code of Conduct Manual and is intended for use within the University. The policies, penalties, and sanctions have been established to protect the rights and interests of all University students and adhere to the philosophy of due process.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Students enrolled at Southern University at New Orleans have the same rights, privileges and freedoms granted to every United States citizen. With these rights, privileges and freedoms comes the responsibility to obey federal, state and local laws, as well as abide by the rules and regulations of the University.

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

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

## THE STUDENT BILL OF RIGHTS

Every student has the right to:

1. full and proper respect of faculty, staff, and the administration;
2. seek assistance from any instructor without being humiliated, i.e., appropriately express his or her views in class or make an error without insult from the instructor or fellow students;
3. initiate a grievance against students, faculty, staff, policy, or administration with assurance that his or her interests will be protected; and
4. the provision of places on campus to study, relax, and socialize.

## DISCIPLINARY PROCEDURES OR SANCTIONS

A student admitted to Southern University at New Orleans accepts the responsibility to conform to all regulations that the University may publish. Any student who fails to meet this obligation shall be subject to disciplinary sanction as may be provided for, including, but not, limited to, expulsion, suspension, probation, warning, or the imposition of reasonable fines.

The Division for Student Affairs and Enrollment Services will make reasonable effort to make regulations available, but students are responsible for becoming familiar with such regulations and are held accountable for misconduct even in the absence of such familiarity.

## DEFINITIONS OF PENALTIES OR SANCTIONS

1. ***Disciplinary Warning*** - An official notification to the student that his or her behavior is unacceptable. Further misconduct will result in the imposition of a greater sanction. This sanction becomes a part of the official record, but is removed at the time the student completes his or her degree program.
2. ***Disciplinary Probation*** - An indication to a student that his or her behavior has resulted in a sanction extremely close to suspension. It is imposed for a definite period of time. Further misconduct while on disciplinary probation will usually result in suspension from the University.
3. ***Disciplinary Suspension*** - Prohibition from attending classes and being present on campus without permission for the duration of the sanction. This sanction shall not exceed a period of more than two full semesters following the effective date of suspension. If required by sanction, students who have been suspended must petition for re-enrollment through the Judicial Appeals Committee.
4. ***Disciplinary Withdrawal*** - The privilege of withdrawing from the University under extenuating circumstances. Conditions may be established for readmission at the time of withdrawal.
5. ***Disciplinary Expulsion*** - Prohibition from ever attending classes and from ever being present on campus or on the property of any campus of the Southern University System without written permission from the Office of Student Activities and Organizations.
6. ***Other Sanctions*** - The Executive Judicial Panel and the Judicial Hearing Committee may impose appropriate sanctions, including, but not limited to, restrictions of student privileges, restrictions on right of access to campus facilities, work, fines and monetary payment for purposes of restriction due to damage or misappropriation of University

7. ***Statement of Concern*** - Student Affairs and Enrollment Services staff members may issue statements of concern to a student for violation of Code One Offenses. Such statements shall be placed in the student's official disciplinary file and may be a basis for further disciplinary referrals. This sanction is subject to review by the Vice Chancellor for Student Affairs and Enrollment Services. The statement of concern is removed at the time the student completes his or her degree program.
8. ***Interim or Emergency Suspension*** - The University shall invoke this policy when University officials are faced with an urgent situation, the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the institution, to property, to others, or to the student himself or herself. The suspended student, however, shall have the right to appeal his or her case immediately until a regular hearing can be held.

## **CONDUCT OF STUDENT ORGANIZATIONS**

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

In cases involving Greek organizations or other organizations affiliated with a national body, the national organization will be notified of the disciplinary sanction imposed on its local affiliate.

Student organizations that violate the University's policies shall be subject to the maximum sanction of termination or reprimand from the University, or any lesser sanction including, but not limited to, restriction or suspension of the privilege to sponsor fund-raising events, the loss of all funds allocated by the University, and restitution for damages.

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

Any registered organization or judiciary board may propose changes in the Student Code of Conduct. Proposed amendments shall be reviewed by the Executive Judicial Panel or the Judicial Hearing Committee and then submitted to the Vice Chancellor for Student Affairs and Enrollment Services or an official designee who will coordinate an extensive review of the amendments. The review shall include, but is not limited to, consultation with the Student Government Association and other appropriate bodies. The Vice Chancellor for Student Affairs and Enrollment Services submits recommendations to the Chancellor for action.

# PART V: JUDICIAL SYSTEM



## INTRODUCTION

The primary purpose of the Southern University at New Orleans Judicial System is to help govern the University community by regulating student conduct and by enforcing the Student Code of Conduct, consistent with the principles of due process of law applicable to state universities.

The Division for Student Affairs and Enrollment Services and the Office of Student Activities and Organizations have administrative responsibility for the Judicial System. The system consists of an Executive Judicial Panel, a Judicial Hearing Committee, a Judicial Appeals Committee, and Student Grievance Board (academic and non-academic).

Cases that arise under the conduct violations may be handled administratively through the Office of the Director of Student Activities and Organizations. The Director of Student Activities and Organizations shall be the Chief Judicial Administrative Officer. In such cases, students will be given the option of accepting an administrative decision or appealing before the Executive Judicial Panel or Judicial Hearing Committee. Students who opt for the administrative decision will be required to sign a form waiving their right to appear before the Executive Judicial Panel or Judicial Hearing Committee. A student committing several related offenses at one time will have one hearing.

## COMPOSITION AND JURISDICTION OF JUDICIARIES

***Executive Judicial Panel*** – The Executive Judicial Panel will consist of five (5) members: the Director of Student Activities and Organizations, three (3) faculty/staff members and one (1) student. A quorum shall consist of any three members.

**The Executive Judicial Panel** will be charged with the responsibility of adjudicating cases involving intentional bodily harm, substance use and abuse, possession or use of weapons, and all cases of hazing.

***Judicial Hearing Committee*** – The Judicial Hearing Committee shall be composed of nine (9) members who represent administrators, faculty, staff, students, and civil service employees. The chair of this committee and members are appointed by the Vice Chancellor for Student Affairs and Enrollment Services for one Academic Year. A quorum shall consist of five (5) members.

The Judicial Hearing Committee studies and recommends to the administration policies relating to student conduct. It serves as a hearing board for individual or group disciplinary cases which are introduced to it for an initial disciplinary action.

***Judicial Appeals Committee-*** The Judicial Appeals Committee is composed of five (5) members representing students, faculty, staff and administration who are appointed by the Vice Chancellor for Student Affairs and Enrollment Services. One member shall be designated as chairperson and shall have a vote on all appeals. A quorum shall consist of any three members.

The Judicial Appeals Committee hears appeals of students as a result of decisions from the Executive Judicial Panel or Judicial Hearing Committee and has the authority to uphold, reverse, or modify the decision of these two judicial bodies. The sanction (s) levied by the Judicial Appeals Committee cannot be greater than the sanction (s) imposed by the Executive Judicial Panel or the Judicial Hearing Committee. In cases of an appeal related to suspension or expulsion, the Vice Chancellor for Student Affairs and Enrollment Services is the only authorized administrator to uphold, reverse, or modify the decision. Therefore, the Judicial Appeals committee will make a recommendation to the Vice Chancellor for Student Affairs and Enrollment Services.

***Student Grievance Board*** – The Student Grievance Board is composed of nine (9) members who represent administrators, faculty, staff and students. All members, including the Chair are appointed by the Chancellor. A quorum shall consist of five (5) members.

The Student Grievance Board serves as mediator and reviews academic and non-academic student grievances, with the exception of disciplinary matters. In reviewing student grievances, the Student Grievance Board attempts to resolve disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights.

### ***Academic Grievance***

In the case of an academic grievance, a student may appeal to the Student Grievance Board following failure on the student's part to achieve a satisfactory resolution with the course instructor, departmental chairperson, college dean and other appropriate administrative personnel. Following the Board hearing, the Board submits its recommendation to all appropriate parties. Any further resolution of an academic grievance is made by the Vice Chancellor for Academic Affairs or Chancellor.

### ***Non-Academic Grievance***

In the case of a non-academic (employment )grievance, the Board will be guided in its deliberations by the appropriate personnel policies and regulations governing the office involved. A non-academic (employment) grievance involves a complaint by a student against a University employee relative to the employee's behavior or job performance. Following the Board hearing, the Board submits its recommendation to all appropriate parties. Any further resolution of a non-academic grievance is made by the Vice Chancellor or administrative officer responsible and accountable for the employing unit.

## UNIVERSITY JURISDICTION

Students enrolled at Southern University at New Orleans students are subject to all federal, state, and local laws. In addition, students are subject to appropriate and reasonable disciplinary action, which includes suspension or expulsion, for breach of any of the University's rules, regulation and policies.

The University reserves the right to exercise jurisdiction for an offense committed off campus when:

1. The victim of such an offense is a student, faculty member, or staff member;
2. The occurrence at a university-sponsored or sanctioned event;
3. The accused student used his or her university status to assist in the commission of the offense, i.e., using a student ID card to write a worthless check; or
4. The offense seriously impairs pursuit of the University's goals/objectives.

### DETERMINING LEVEL OF OFFENSE

The University defines the following acts as unacceptable, with violations subject to disciplinary action as prescribed under the section on Disciplinary Procedures.

#### CODE ONE OFFENSES (*Minor Violations*)

A student found guilty of any of the following acts may be subject to the maximum sanction of disciplinary suspension.

- 1. Possession of Marijuana:** Possession of marijuana when such possession would constitute a minor misdemeanor at law.
- 2. Unauthorized Use of Alcoholic Beverages:** (a) Possession or consumption of alcoholic beverages in any form on University-owned or controlled property, except where authorized by University officials; (b) failure to comply with state and/or University regulations regarding the use and sale of beer and/or intoxication liquors on University-owned or controlled property; (c) disorderly conduct resulting from the illegal use of the abuse of alcoholic beverages.
- 3. Possession and/or use of Fireworks:** Possession or use of fireworks of any description on University premises.

## CODE ONE OFFENSES (*Minor Violations*)

4. **Gambling:** Waging or assisting in the wager of money or any item of value.
5. **Violation of Rules Regarding University sponsored Housing and Dining Facilities:** Violation of the following policies, rules or regulations adopted for use in governing and operating University-sponsored housing and dining facilities, including, but not limited to:
  - **Visitation Policy**
  - **Quiet Hours Policy**
  - **Rules and Regulations Governing University- Sponsored Housing**
  - **Rules and Regulations Set Forth in University-Sponsored Housing and/or Campus**
  - **Telephone Directory**
  - **Rules, Regulations and Policies Set Forth in University Sponsored Housing Contract**
6. **Aiding and Abetting:** Conspiring with, helping procuring, or encouraging another person to engage in the violation of Code One Offenses.
7. **Unauthorized Use of Loud Speakers** Use of loud speakers on University property without prior approval of the appropriate officials.
8. **Unauthorized Posting:** Posting of signs or other materials on University property without approval from the appropriate offices.
9. **Use of Profanity:** Engaging in abusive, vulgar and irreverent language.
10. **Disrespectful Behavior:** Engaging in behaviors that are deemed unacceptable to campus life.

## CODE TWO OFFENSES (*Serious Violations*)

A student found guilty of any of the following acts may be subject to the maximum sanctions of disciplinary suspension:

1. **Off-Campus Incidents Resulting in On-Campus Hearings:** Commission of illegal act off-campus and/or conviction of crimes against criminal or civil law.
2. **Negligent Bodily Harm:** (a) Failure to exercise reasonable care, thereby causing bodily harm to any person; (b) failure to exercise reasonable care, thereby creating a substantial risk of serious bodily harm.

## CODE TWO OFFENSES (*Serious Violations*)

3. **Negligent Destruction of Property:** Failure to exercise reasonable care, thereby damaging, defacing or destroying property of the University or of any person on University-owned or controlled property.
4. **Unauthorized Use of Property:** The unauthorized use of property of the University on University-owned or controlled property.
5. **Repeated Offenses:** Violation of two or more related Code One Offenses or repetition within two semesters of any offense included in Code One.
6. **Theft:** Theft of property of the University, property of a member of the University community, or property of a visitor to the University, constitutes a criminal misdemeanor. No person shall take, attempt to take, or keep in his or her possession items, not legally purchased by him or her, including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his or her own without written permission of the owner. Participation in such acts is subject to University disciplinary action and punishable by law. The University assumes no responsibility for theft of a student's personal property. Information regarding personal property insurance for university students is available in the SUNO's Residential Life department.
7. **Disturbing the Peace:** Disturbing the peace and good order of the University by quarreling, wrangling, being intoxicated in public, and/or fighting.
8. **Possession of Stolen Property:** Knowingly being in possession of property stolen from the University or from any other person or agency that may be identified constitutes a misdemeanor in a criminal court as defined by Louisiana law.
9. **Failure to Comply or Identify:** (a) Failure to comply with directions of University police or any other law enforcement officers acting in performance of their duties and to identify one's self to these officers when requested to do so or (b) failure to comply with the directions of University officials acting in the performance of their duties and to identify one's self to these officials when questioned to do so.
10. **Unauthorized Use of University Keys:** (a) Unauthorized making or causing to be made any key or keys issued for any building, laboratory, facility or room on University-owned or controlled property or (b) unauthorized use of lending of any issued key or keys to any person not authorized to use the building, laboratory, facility, or room or University premises.

## **CODE TWO OFFENSES (*Serious Violations*)**

- 11. Misuse of Identification:** Transferring, lending, borrowing, altering, or otherwise misusing a student ID card.
- 12. Misuse of University Telephone:** Charging any long-distance telephone call or telegram message to any telephone on University premises without proper authorization.
- 13. Unauthorized/Illegal Web use:** (a) Transmitting discriminating or libelous statements; (b) transmitting obscene, offensive, or threatening materials; (c) usage for financial gain or compensation not relevant to the University's mission; or (d) "illegal downloading"(copyright infringements).
- 14. Aiding and Abetting:** Conspiring with, helping, procuring, or encouraging another person to engage in the violation of Code Two Offenses.
- 15. Lewd or Illicit Behavior:** Sexually suggestive, vulgar or obscene gestures or distribution of obscene material on University property when utilizing telephones, answering machines, computers or sound systems.
- 16. Willful Indecent Exposure:** Acts, including but not limited to exhibitionism and "streaking" by a person in a place where there are other persons to be offended or likely to suffer emotional harm.

## **CODE THREE OFFENSES (Major Violations)**

A student found to have violated any of the following regulations may be subject to the maximum sanction of expulsion.

- 1. Academic Misconduct:** Committing acts of academic dishonesty such as cheating and plagiarism.

***Cheating includes, but is not limited to:***

- Submitting material that is not of the student, i.e., copying from another student's exam;
- Using information or devices that are not allowed by the faculty, i.e., using formulas or unauthorized data;
- Obtaining unauthorized materials, i.e., copy of an examination before it is given;

- Fabricating information, i.e., data from a lab report;
- Cooperating with or helping another student cheat;
- Having another person take an examination in the place of the student; or
- Communicating with another student during an exam without the faculty's consent.

**Plagiarism includes, but is not limited to:**

- Directly quoting from a source without using quotation marks;
- Presenting or paraphrasing information without identifying the source; or
- Submitting reports, essays, term papers, tests, etc., of another person as if it were the work of the presenter.

**A faculty member has the authority to grant a failing grade in case of academic misconduct as well as to refer the case for disciplinary action.**

- 2. Dishonesty:** (a) Knowingly furnishing false information by forgery, alteration, or misuse of University documents or records with intention to deceive; (b) knowingly furnishing to a University office or official a written or oral statement known to be false; (c) knowingly furnishing false identification to a University official.
- 3. Violation of Probation:** Violation of the terms of probation while such probation is in effect.
- 4. Repeated Offenses:** Violation of two or more Code Two Offenses or repetition within two semesters of any offense included in Code Two.
- 5. Disruption/Obstruction:** Knowingly and intentionally obstructing or interfering with the orderly conduct of University affairs including teaching, research, administration, disciplinary procedures, or any University activities on University-owned or controlled property; or (b) intentionally obstructing the free flow of traffic, both pedestrian or vehicular on University-owned or controlled property.
- 6. Intentional Bodily Harm:** (a) Menacing or intentionally inflicting bodily harm upon any person on University-owned or controlled property; (b) intentionally taking any action for the purpose of inflicting bodily harm upon the person; (c) taking any action with reckless disregard that bodily harm could result upon any person; (d) threatening to use force to inflict bodily harm upon any person on University-owned or controlled property (i.e., knowingly causing a person to believe that the offender will cause serious physical harm to one or one's property). Such behavior includes rape, sexual assault, or sexually threatening actions.

7. **Intentional Destruction of Property:** Intentionally damaging, destroying, or defacing University property or the property of any person while on University-owned or controlled property.
8. **Theft:** Theft of property of the University, of a member of the University community, or of a visitor to the University. Such an act constitutes a criminal felony.
9. **Possession of Stolen Property:** Knowingly possessing property that may be identified as being stolen from the University or from any other person or agency. Such an act constitutes a criminal felony.
10. **Forcible Entry:** Forcible breaking or entering into any building, structure, or facility on University owned or controlled property.
11. **Hazing:** Any act (on or off campus) that causes or is likely to cause, serious physical or mental harm or which tends to or actually injures, frightens, demeans, degrades, or disgraces any person. The sanction imposed for violation of this policy shall be applicable to individuals and student organizations.
12. **Harassment:** Any act (sexual or other acts) that involves deliberate interference, or a threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored activities or behaviors which cause another person to believe that such harm will occur. Such acts include, but are not limited to stalking, physical force, or other forms of violence.
13. **Possession of Dangerous Weapon:** (a) Unauthorized possession or keeping of a firearm of any description, including such weapons as compressed air-guns, illegal knives or BB guns on University property; or (b) unauthorized possession or keeping of any dangerous chemicals or explosive device of any description on University property.
14. **Manufacture, Distribution, or Sale of Drugs, Narcotics, or Marijuana:** The manufacture, distribution, or sale of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, or amphetamines.
15. **Possession of Drugs, Narcotics, or Marijuana:** Illegal possession or unauthorized use of drugs or use of any illegal drugs or narcotics, including but not limited to ,barbiturates, hallucinogens, amphetamines, cocaine, opium, and heroin. Possession of marijuana and hashish when such possession would constitute a criminal felony and serious misdemeanor.

16. **Violation of Federal, State or Local Laws:** (a) Violating a city, state, or federal law which demonstrates that the student poses a potential threat or danger to the University or University Community or in which the violation was directed toward another member of the University itself; or (b) conviction for either a felony or repeated criminal misdemeanors.
17. **Trespassing:** Unauthorized entry to or use of University buildings and grounds.
18. **Aiding and Abetting:** Conspiring with, or knowingly helping, procuring, or encouraging another person to engage in the violation of Code Three Offenses.
19. **Violation of Rules Regarding University Residential Facility Beginning Spring 2010:** Southern University at New Orleans will open for the first time in its history a residential facility. Violations include, but are not limited to (a) failure to follow rules and regulations for use in governing and operating the residential facility, (b) furnishing false information, (c) deliberately violating published regulations for University residential facility( See the Residential Life Handbook).

## THE JUDICIAL PROCESS

In all disciplinary matters referred to the Executive Judicial Panel or Judicial Hearing Committee, the accused shall:

1. be guaranteed due process;
2. receive a written charge statement at least ten (10) days before the hearing; (*The charge statement shall inform the accused of the date, time and place of the hearing, as well as documents to be presented and witnesses to be heard in the case*);
3. prior to the hearing, have an opportunity to review the information to be presented against him or her at the hearing;
4. have the right to be accompanied by legal counsel or an advisor; (*Neither the legal counsel nor the advisor shall be permitted to make a presentation or question witnesses. The legal counsel or the advisor shall be permitted to speak only at the request of the Executive Judicial Panel or Judicial Hearing Committee*).
5. have an opportunity to speak in his or her/the organization's defense and the right to present his or her/the organization's version of the facts through oral and written statements, including statements of witnesses;

6. have an opportunity to hear all information presented against him or her/the organization and to question adverse witnesses personally, but not through legal counsel or the advisor;
7. be provided a written statement of the facts which shall be determined and based solely on what is presented at the hearing;
8. have the right to examine the results and findings of the hearing; and
9. have the right to make a record of the hearing at his or her/the organization's expense.

**NOTE:**

**A written request to record the hearing must be submitted at least 72 hours before the hearing.**

## **APPELLATE PROCEDURES**

### ***Petition to Appeal***

A student shall be granted an opportunity to petition for an appeal hearing to the Director of Student Activities and Organizations within forty-eight (48) hours after notification of the Executive Judicial Panel's or the University Judiciary Committee's decision of his or her case.

The Director of Student Activities and Organizations determines whether the appeal shall be forwarded to the Juridical Appeals Committee based on sufficient reason(s) indicated in the written petition. Sufficient reason(s) shall be new evidence, discrepancies in the judicial procedures, and/or inappropriate sanction or unfairness.

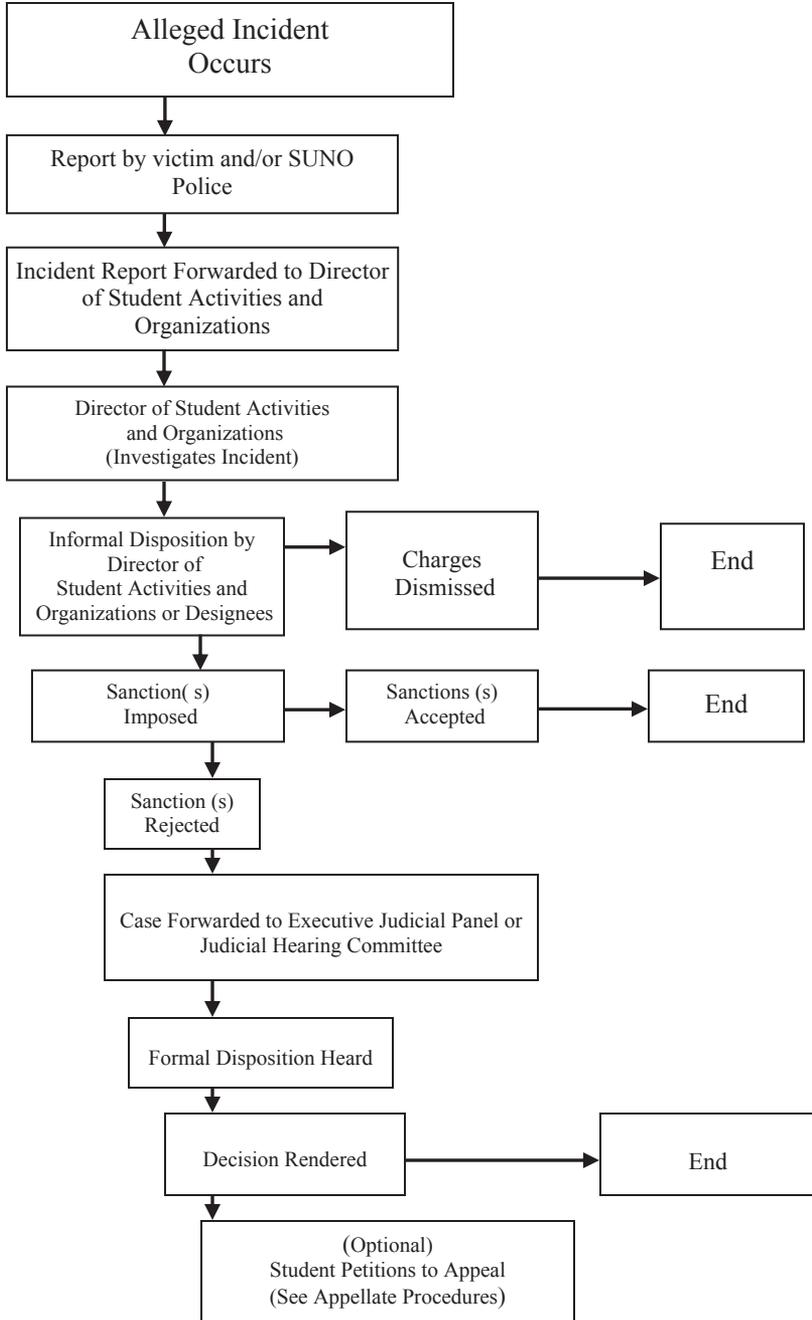
Judicial Appeals Committee members cannot be persons who served on the original hearing board. The Appeals Committee shall, by majority vote, grant a hearing, or deny the appeal. If the hearing is granted, the appeal may be (1) denied, upholding the sanction, (2) granted and a new hearing ordered, or (3) granted and the sanction changed. The Appeals Committee is limited to ordering a new hearing to the extent that, in their judgment, a defect in the original hearing is found which was sufficiently substantial to have changed the outcome in a significant manner.

### ***Appeal Procedures***

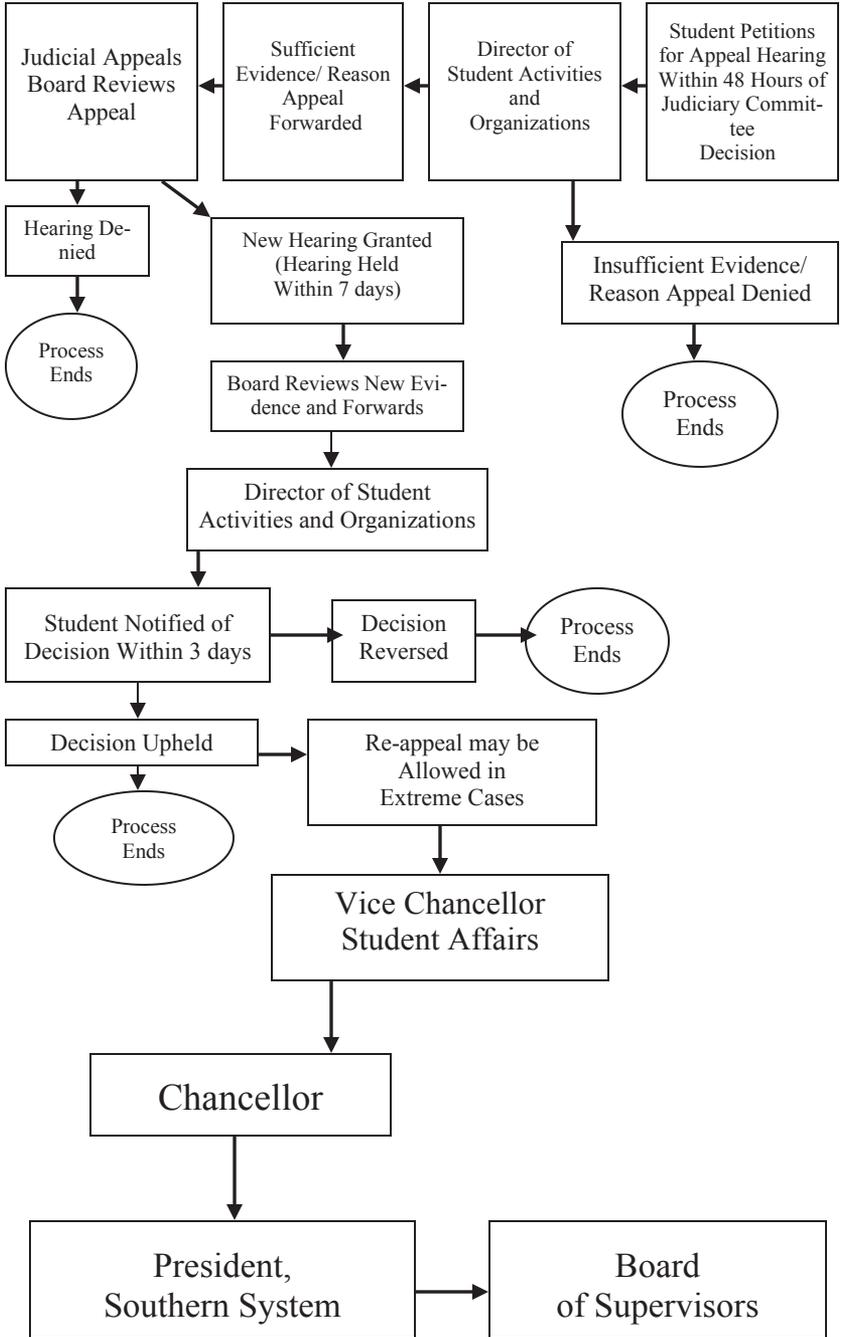
If an appeal is granted by the Judicial Appeals Committee, the procedures shall be as follows:

1. Once the written appeal has been granted, an appeal hearing will be held within a reasonable time not to exceed seven (7) days convenient to both the student/student organization and the Judicial Appeals Committee.
2. An official record of the appeal hearing shall be kept by the Chair of the Judicial Appeals Committee and forwarded to the Director of Student Activities and Organizations.
3. The student (s)/student organization may be represented by a member of the University community, parent (s) of the student, or by legal counsel. However, the representative (s) shall not be permitted to speak unless at the request of the Appeals Committee.
4. The student (s)/student organization may present all reasonable new evidence or arguments to show the merits of the appeal, but such evidence shall not be considered as requiring a new judicial hearing unless it shows that the members of the Judicial Hearing Committee were unreasonable in their judgment as to procedural fairness or sanctions (s) imposed. In this event, the Judicial Appeals Committee can grant a new hearing.
5. The Chairperson of the Judicial Appeals Committee shall determine the procedures of the appeal hearing and conduct its orderly operation and request the chairperson of the Judicial hearing Committee to provide all pertinent information.
6. The Judicial Appeals Committee shall make its recommendations known to the Director of Student Activities and Organizations.
7. The Director of Student Activities and Organizations notifies the student (s)/organization of the decision of the Judicial Appeals Committee within three days.
8. Usually the decision of the Judicial Appeals Committee is final. However, written re-appeals under extremely unusual circumstances may be made to the Vice Chancellor for Student Affairs and Enrollment Services. An additional appeal may be transmitted through the Vice Chancellor for Student Affairs and Enrollment Services to the Chancellor, then to the President of the Southern University System, to the Southern University Board of Supervisors for further consideration.

# THE JUDICIAL PROCESS



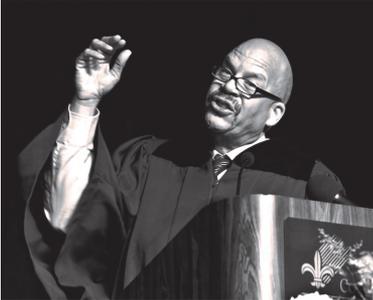
# STUDENT APPELLATE PROCESS



## STUDENT GRIEVANCE PROCEDURES

If a grievance is brought before the Student Grievance Board, the burden of proof rests upon the individual bringing the grievance. The procedure for filing a grievance shall be as follows:

1. Before the Student Grievance board acts on any grievance brought by a student, the grievance must have been presented in writing via a grievance form located in the Office of Academic Affairs (academic grievance) or in the Office of Student Affairs and Enrollment Services (non-academic grievance). The grievance must also have been fully discussed with the head of the department or unit involved without receiving satisfaction within a reasonable period.
2. All meetings of the board will be held in closed sessions with only members and parties involved in the grievance present.
3. All parties involved in the grievance shall be present when evidence is introduced and either party will be permitted to have an academic advisor or legal counsel of his or her choice.
4. All parties in the grievance will be given not less than one week to prepare for the hearing and will be notified in writing as to the time and place of the hearing.
5. A recording and written summary will be made of all proceedings of the Board and will be submitted to the Chancellor for final disposition.
6. All persons involved will receive copies of the hearing summary.



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## NOTES

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