

STUDENT HANDBOOK



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Message from the Chancellor

On behalf of Southern University at New Orleans (SUNO), it gives me great pleasure to welcome you for the 2016-2018 academic years. As an alumna of Southern University at New Orleans, I am deeply honored that you have chosen SUNO as your institution of higher learning. Most importantly, I am delighted to have you with us on campus, and I am eager to help you foster your academic pursuit, assist you with your personal growth, and further encourage you to become a lifelong learner who is eager to contribute and become a part of this global environment.



As a student here at SUNO, you are the heart of our campus community. Our mission states: "Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs and service to achieve excellence in higher education." Therefore, you are essential in maintaining SUNO's presence as a premier, cutting edge institution.

We are proud to say that our university and programs are accredited and of sound, academic quality. We have a diverse faculty population. Two of our faculty members have won the Presidential Award for Excellence in Science, Mathematics and Engineering Mentoring Awards under Presidents George W. Bush and Barack Obama, and two of our staff members have received patents. Those are just a few of the accolades bestowed upon some of our distinguished faculty, staff and alumni.

Southern University at New Orleans is committed to maintaining an overall infrastructure conducive to teaching and learning in an environment that embraces students from diverse backgrounds. The diversity of our views, backgrounds and talents will continue to enhance all of us as we live and learn together while striving for excellence. You should take advantage of all that SUNO has to offer during your stay here. I encourage you to get involved in campus life and network with each other, through activities, such as research and creative projects, student government, campus organizations, intercollegiate athletics and intramural sports, volunteer work in our community, and much more.

Again, we are proud to have you as a part of our family. We look forward to seeing you on campus and we eagerly await your final destination of earning a degree from Southern University at New Orleans. We also look forward to preparing you for lifelong learning experiences. Please explore our Web site and follow us on Facebook and Twitter to learn more about what we have to offer our students, faculty, staff and the community.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Mims-Devezin". The signature is fluid and cursive, written in a professional style.

Lisa Mims-Devezin
Interim Chancellor

Message from the Vice Chancellor



Welcome to “Knights” Land! The entire staff in the Division of Student Affairs are pleased that you chose Southern University at New Orleans (SUNO) to pursue your college education. We are committed to helping you be successful in all of your endeavors as you matriculate at SUNO.

In addition to your academic life there are numerous extracurricular programs and organizations in which you can engage. By participating in a service project or becoming a member of an organization you will have networking opportunities that could lead to life-long friendships and rewarding professional relationships.

At Southern University of New Orleans we don’t want students to simply survive, our goal is for you to thrive. We want you to make the most of your years here with us so that when you graduate you will have many fond memories as you reflect back on your college days.

As Vice Chancellor for Student Affairs, I have an open door policy. Please visit my office at any time. The Division of Student Affairs is your family while you are away from home. We are here to assist you in any way we can. We pride ourselves on providing a caring atmosphere for our students and their families.

The Student Handbook is a reference tool, filled with our history as well as the information to guide you today and into the future. Please read it and keep it as many of the answers that you will seek are found within its pages. As college students please organize yourselves and manage your time wisely. The decisions you make today will affect your future. Please be very mindful of the things you put on social media because that could tarnish your good reputation and cause you to be denied that “dream” job you worked so hard to obtain.

We wish you the very best in your growth, your advancement towards your degree and pursuit of your personal and goals. You now represent the SUNO Knights. I wish you the best of luck.

Sincerely,

A handwritten signature in black ink that reads "Donna M. Grant". The signature is written in a cursive, flowing style.

Donna M. Grant, Ph. D.
Vice Chancellor, Student Affairs

Greetings SUNO Knights!

It is my very special privilege to welcome you to 2016-2018 at Southern University at New Orleans. On behalf of the Student Government Association (SGA), your new leadership team welcomes each student, whether starting, continuing or completing your collegiate journey at Southern University at New Orleans, you have made a great choice in selecting a university that will help you dream, commit and succeed. As part of the SUNO family you have joined a community that celebrates its accomplishments, values diversity and strives for academic excellence.



The SGA is here to serve, to lead and to empower the student body. Our goal is to represent your views and to improve the entire college experience. We pride ourselves as being responsive to the needs of the students whom we serve. This will be a team effort and you, as members of the student body, play a key role. The SGA challenges you to get involved in activities and clubs on our campus. Throughout the year, SGA will offer several events to enrich the social life on campus, but we welcome your added feedback and ideas and your help whenever possible to make those events even better.

As you flip through the pages of this handbook, you will find valuable information about our University. Although informational, it is up to you to step outside of this handbook and explore all that Southern University at New Orleans has to offer. Also, we challenge you to free yourself from limitation; take the initiative to leave your own individual impression on our great university.

If there is anything that SGA representatives can do to improve your college experience, please do not hesitate to contact us. We are located at the University Center in Room 312, Park campus. We encourage you to let your ideas and voices be heard. Working together, we can make Southern University at New Orleans an even greater institution of higher learning.

Again, welcome to Southern University at New Orleans. We are excited to have you on campus and we cannot wait to experience another year with you here at Southern University at New Orleans!

Sincerely,

A handwritten signature in black ink, appearing to read "Louis Blackmon". The signature is written in a cursive style with a long horizontal line extending to the right.

Louis Blackmon,
President

Southern University System Board of Supervisors and Office of the President	
Congressional District 1	Honorable Ann A. Smith
Congressional District 1	Honorable Mike A. Small
Congressional District 2	Honorable Donald R. Henry
Congressional District 2	Honorable Darren G. Mire
Congressional District 3	Honorable Raymond M. Fondel Jr.
Congressional District 3	Honorable Patrick D. Magee, Esq.
Congressional District 4	Honorable Calvin W. Braxton Sr.
Congressional District 4	Honorable Joe R. Gant Jr.
Congressional District 5	Honorable Myron K. Lawson
Congressional District 5	Honorable Curman L. Gaines
Congressional District 6	Honorable Rani G. Whitfield
Congressional District 6	Honorable Tony M. Clayton, Esq.
Congressional District 7	Honorable Samuel C. Tolbert Jr.
At-Large	Honorable Leon R. Tarver II
At-Large	Richard T. Hilliard
Student	Jordan B. Franklin

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

OFFICE OF THE CHANCELLOR

CHANCELLOR (<i>Interim</i>)	Lisa Mims-Devezin, Ph. D.
Executive Associate to the Chancellor (<i>Interim</i>)	Harry Doughty, MSW
Director, Internal Audit	Eileen Shanklin-Andrus, C.P.A., MBA
Director, Information Technology Center	Edmond Cummings, M.S.
Director, Title III Programs	Brenda L. Jackson, Ph. D.
Director of Athletics (<i>Interim</i>)	Yhann Plummer, B.S.

DIVISION OF ACADEMIC AFFAIRS

Vice Chancellor	David Adegboye, Ph. D.
Associate Vice Chancellor	Wesley Bishop, J.D.
Assistant Vice Chancellor Enrollment Services	Leatrice Latimore, M. Ed.
Dean, Arts & Sciences (<i>Interim</i>)	Evelyn Harrell, Ph. D.
Dean, Business and Public Administration	Igwe Udeh, Ph. D.
Dean, College of Education (<i>Interim</i>)	Willie Jones III, Ph. D.
Dean, Graduate Studies (<i>Interim</i>)	Wesley Bishop, J.D.
Dean, School of Social Work (<i>Interim</i>)	Ronald Mancoske, Ph. D.
Director, E-Learning and Moodle Administrator	Sheila Wood, M.A.
Director, Library	Shatiqua Mosby-Wilson, M.L.S./J.D.
Registrar	Gilda Davis, M.A.
Director, Institutional Research and Effectiveness and Strategic Initiatives	Ada Kwanbunbumpen, M.S.

SOUTHERN UNIVERSITY AT NEW ORLEANS

ADMINISTRATION AND STAFF (cont'd)

DIVISION OF STUDENT AFFAIRS

VICE CHANCELLOR.....Donna M. Grant, Ph. D.
Director, Career Counseling and
Placement & Veterans Affairs Liaison.....Joseph Marion, MSW
Director, Services for
Students with Disabilities.....Yolanda Mims, MSW
Director, Residential Life.....Carol Z. Hughes
Director, Student Development Center.....Josephine Okoronkwo, M. Ed.
Director, Intramural Sports (Interim).....Younne Reid, B.S.
Director, Student Activity
and Organizations.....Mary Jackson, M. Ed.
University Nurse.....Sheryl Crosby, MSN
University Physician.....Walter Barial, M.D.

DIVISION OF ADMINISTRATION AND FINANCE

VICE CHANCELLOR.....Jullin Renthrope, CPA, CGMA
Comptroller.....Shawn Charles, MBA
Assistant to the Vice Chancellor.....Hazel Pitts, B.S.
Director, Purchasing.....Marilyn Manuel, B.A.
Director, Human Resources.....Evelyn Masters-Dubuclet, B.S.
Budget Officer.....Ben Robinson, B.S.
Director, Central Stores/Property Manager.....John Sullivan, B.S.

DIVISION OF COMMUNITY OUTREACH/

UNIVERSITY ADVANCEMENT

VICE CHANCELLORGloria Moultrie, MBA
Chief of Police.....Bruce Adams, B.S.
Director, Public RelationsTammy Barney, M.S.
Director, Satellite Telecommunications.....Michael Meehan, Ph. D.
Director, Facilities Management/
Safety & Transportation.....Shaun M. Lewis, B. Arch.
Project Manager.....Tracey Braden, B. Arch.

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.

SUNO received its initial accreditation by the Commission on Colleges of the Southern Association of Colleges and School (SACS) in 1970. This was reaffirmed in 2000, and again in 2011.

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). This was reaffirmed in May 2009.

The College of Education and Human Development comprises of two departments:

- 1) The Teacher Education Department programs are approved by the Louisiana Board of Regents and accredited by the National Council for Accreditation of Teacher Education (NCATE), currently the Council on Accreditation of Educator Preparation (CAEP). The latest reaffirmation of accreditation for these programs were spring 2016; and
- 2) The Child Development and Family Studies (CDFS) program is also approved by the Louisiana Board of Regents, but accredited by the American Association of Family and Consumer Sciences (AAFCS). The initial accreditation of the CDFS program was in Fall 2015.

The School of Social Work Accreditation was reaffirmed in February 2012 by the Council on Social Work Education (CSWE).

The College of Business and Public Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International).

The Health Information Management Systems Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Campus Directory (area code: 504)		
Academic Affairs	Bashful Adm. Bldg. Room 158	286-5381
Academic Affairs	Bashful Adm. Bldg. Room 137	286-5325
Admissions	Bashful Adm. Bldg. Room 177	286-5314
Administration and Finance	Bashful Adm. Bldg. Room 301	286-5117
Alumni Affairs	Bashful Adm. Bldg. Room 312	286-5341
Assessment Center	Bashful Adm. Bldg. Room 126	286-5329
Athletic Departments	Health and Physical Education Bldg.	286-5191
Intramural Sports	Health and Physical Education Bldg.	286-5512
Men's Basketball Coach	Health and Physical Education Bldg.	286-5190
Track	Health and Physical Education Bldg.	286-5191
Volleyball	Health and Physical Education Bldg.	286-5192
Career Counseling and Placement	New Science Bldg. Room 219	286-5389
Cashier	Bashful Adm. Bldg. Room 101	286-5322
Center for African and African-American Studies	Bashful Adm. Bldg. Room 209	284-5006
Center for Comprehensive Communications	Lake Campus Room E502	286-5026
Center for Retention and Student Success	Bashful Adm. Bldg. Room 146	286-5314
Chancellor's Office	Bashful Adm. Bldg. Room 302	286-5311
College of Arts and Sciences	Lake Campus	286-5352
College of Business	Lake Campus Room 211	286-5331
College of Education and Human Development	Lake Campus Room 323	286-5351

Campus Directory (area code: 504)		
Community Outreach/ University Advancement	Bashful Adm. Bldg., Room 312	286-5341
Comptroller's Office	Bashful Adm. Bldg., Room 102	286-5321
Computer Lab (General)	New Science Building, Room 208	286-5138
Computing and Network Services	Information Technology Center Lake Campus, 2nd Floor	286-5258
Dining Services	Knight's Dining Hall	286-5317
Disability Services	University Conference Center	286-5335
E-Learning/ Moodle Training	Information Technology Center Lake Campus, Room 104	286-5166
E-mail/Wireless Connections	Information Technology Center Lake Campus, 2nd Floor	286-5258
Emergency Calls	Campus Police Facilities Management Building	286-5290
Enrollment Services	Bashful Adm. Bldg., Room 146	286-5189
Facilities Management & Safety/Transportation	Facilities Management Building Park Campus	286-5292
Financial Aid	Bashful Adm. Bldg., Room 164	286-5263
Graduate Studies	Bashful Adm. Bldg., Room 133	286-5484
Greek Life	Student Activities University Center, 1st Floor	286-5388
Health Services	University Conference Center	286-5374
Help Desk (ITC)	Information Technology Center	286-5258
Honoré Center	Lake Campus, Room C316	286-5107
Residential Housing	Lake Campus	286-5395
Library	Park Campus	286-5225
Marketing	Bashful Adm. Bldg., Room 312	286-5341
Operator	Facilities Management Building Park Campus	286-5000
Police- Campus	Facilities Management Building Park Campus	286-5290
Recruitment and Admissions	Bashful Adm. Bldg., Room 177	286-5314
Registrar	Bashful Adm. Bldg., Room 212	286-5175
Safety/Transportation	Facilities Management Building Park Campus	286-5292
Scholarships	Bashful Adm. Bldg., Room 301	286-5148

Campus Directory (area code: 504)		
School of Social Work	New Science Bldg. Room 216	286-5376
Student Activities and Organizations	University Center, Room 125	286-5388
Student Affairs	Bashful Adm. Bldg. Room 305	286-5015
Student Development Center	Bashful Adm. Bldg. Room 307	286-5360
Alcohol, Tobacco and Other Drugs Counseling	Bashful Adm. Bldg. Room 218	286-5394
Community Service Learning	Bashful Adm. Bldg. Room 218	286-5362
Guidance Counselor	Bashful Adm. Bldg. Room 218	286-5347
Student Employment/ Financial Aid	Bashful Adm. Bldg. Room 164	286-5263
Student Government Association	University Center, Room 306	286-5358
Student Support Services (TRIO)	Lake Campus	286-5108
<i>The Observer</i> , Newspaper	University Center, 3rd Floor	286-5358
Title III Programs	Bashful Adm. Bldg. Room 215	286-5274
Transcripts	Bashful Adm. Bldg. Room 212	286-5175
Transfer Credits	Bashful Adm. Bldg. Room 212	286-5177
Vehicle Registration	Facilities Management Building Park Campus	286-5290
Veterans Affairs	New Science Bldg., Room 219	286-5389
Withdrawal from University	First See your Retention Counselor in your College	286-5314



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

Overview of SUNO Athletics

Intercollegiate athletic competition has been a source of pride for Southern University at New Orleans (SUNO) through most of its 60-year history.

Over the years, SUNO has produced legendary coaches and hundreds of athletes who have excelled on the field and in the classroom. When the University was founded athletics was not a part of the school's mission, but through the efforts of SUNO's Hall of Fame Coach and Athletic Director, Dr. Artis Davenport, the University established itself as one of the most successful small school athletic programs in the nation.

The SUNO Knights and Lady Knights have a legacy of building champions, having produced 7 National Championship teams, 12 conference championship squads, nearly 200 All-Americans and 6 Olympians.

Athletics has been a way for the SUNO community to come together over the years, building school spirit and helping to attract students from around the world to the University.

National Championships

2015 Won the First NAIA Championship Tournament

2015 claimed both the Gulf Coast Athletic Conference (GCAC) regular-season and Tournament Championships in the same season.

1995 NAIA Women's Indoor Track & Field

1995 NAIA Women's Outdoor Track & Field

1997 NAIA Women's Indoor Track & Field

1997 NAIA Women's Outdoor Track & Field

Conference Affiliation

SUNO is a member of the Gulf Coast Athletic Conference and competes in the following sports: Men's Basketball, Track & Field and Cross Country, Women's Basketball, Volleyball, Track & Field and Cross Country.

HISTORY

The Beginning

Southern University at New Orleans (SUNO) was founded as a branch unit of Southern University and Agricultural and Mechanical College (Southern University) in Baton Rouge by Act 28 of the Extraordinary Session of the Louisiana Legislature of 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 freshmen, one building and a motivated faculty of fifteen. The University offered ten courses in four academic disciplines, including 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. On that day, the Louisiana Legislature adopted Amendment 26. This act prescribed that SUNO should remain an extension of Southern University, thereby precluding any impending status of autonomy for SUNO.

In January 1964, Virginia Cox Welch, a white high school teacher, filed a lawsuit in federal court against the Louisiana State Board of Education. The litigation, Civil Action No. 14217, affirmed SUNO as an equal opportunity University to all individuals regardless of race or color. In 1975, by virtue of Article 8, Section 7 of the Louisiana Constitution of 1974, management of SUNO was transferred

from the Louisiana State 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.

Post-Hurricane Katrina

On the heels of the 2005 tragedies of Hurricanes Katrina and Rita, all eleven SUNO buildings were inundated with water. With a pre-Katrina enrollment that exceeded 3,600 students, almost half of those students returned home to continue their education at SUNO on the Lake Campus (then known as the North Campus) at 6801 Press Drive in buildings provided by the Federal Emergency Management Agency. Having operated on the sister campus in Baton Rouge during the Fall 2005 semester, SUNO returned to New Orleans on February 14, 2006.

Despite projections that SUNO would welcome only between 1,200 and 1,500 students, more than 2,100 returned home to continue their studies. With enrollment climbing faster than any other Louisiana four-year institution, SUNO not only began its move back to 6400 Press Drive but the University also experienced unprecedented growth. Despite the loss of a

handful of academic programs, the University began programs that fit into the New Orleans rebuilding process. The University added such academic programs as Public Administration, Child Development and Family Studies, Alternate Teacher Certifications, Business Entrepreneurship and Health Information Management Systems displaying a solid commitment to a rebuilding of the New Orleans area. The University also entered into a collaborative 2+2 agreement with Delgado Community College so its graduates would experience a seamless transition to the four-year college level in selected academic programs.

The University returned to the Park Campus in the winter of 2008, as development began on the Lake Campus. SUNO broke ground for its first-ever student housing facility which opened its doors to students and faculty in January of 2010. In Fall 2010, the University opened its Information Technology Center, as the enrollment topped 3,100 students for

the first time since Katrina. In the spring of 2010, the University broke ground for its College of Business and Public Administration building, which opened its doors in Fall 2011 when more than 3,300 students filled SUNO's classrooms. Since Hurricane Katrina, SUNO has not come without external challenges. In January of 2011, Gov. Bobby Jindal announced plans to merge the University with neighboring University of New Orleans (UNO). The plan, which was drafted as legislation, failed during the 2011 Louisiana Legislative Session. At the legislature's urging, SUNO has begun plans to enhance its collaborative relationships with UNO and Delgado.

Southern University at New Orleans (SUNO) collaborates with Southern University at Shreveport (SUSLA) to offer courses required for a seamless transition to SUNO.

The Knights

Almost a decade into SUNO's existence without an athletic program, Dr. Artis Davenport II successfully campaigned for the creation of an intercollegiate sports program. Initially, the teams were known as the Black Knights and the school's official colors were black and red. In the mid-1980's, the mascot simply became known as the Knights and the University's colors changed to Columbia Blue and Sunset Gold.

Homecoming

Homecoming is a special event where students, alumni, and members of the SUNO community come back to the campus. Homecoming takes place each Fall, and the weeklong celebration highlights include: On-campus Activities, the Coronation of Miss SUNO and Presentation of the Royal Court.

Miss SUNO

The election of Miss SUNO is one of the most special events at the University. A long standing tradition, Miss SUNO is a representative of the pride and spirit of the student body. Miss SUNO is presented annually at the Coronation held during Homecoming Week. She also represents the University at a number of events throughout the year.

The Castle

SUNO's gymnasium is the home of SUNO's Men's and Women's Basketball and Volleyball teams, "The Castle" is where the Knights compete in the Gulf Coast Athletic Conference. A number of other University events are held in "The Castle" throughout the year.

VISION



Southern University at New Orleans envisions itself as a premier educational institution in the areas of urban transformation, civic engagement and global outreach.

MISSION



Southern University at New Orleans (SUNO), a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs and service to achieve excellence in higher education.

CORE VALUES



Academic Excellence

Accountability

Integrity

Resilience

Service

Transparency

Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation and FERPA may be accessed online at:

http://www.suno.edu/Academic_Affairs/

CLASS ATTENDANCE

Class attendance is regarded as an obligation as well as a privilege. Each student is expected to attend, regularly and punctually, all classes in which he or she is enrolled.

Failure to do so may seriously Jeopardize a student's academic standing.

Implicit in these regulations is the notion that students must assume primary responsibility for informing instructors of reasons for absences.

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 the appropriate Dean, College or University officials.

Students who arrive to class 15 or more minutes late will be marked tardy.

Three tardies may be recorded as an absence. It is up to the discretion of the instructor.

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, notification should be submitted to his or her 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 extenuating circumstances beyond the student's control should be reported to the Vice Chancellor for Student Affairs.

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. Failure to attend classes does not mean withdrawal from the class or university. 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 Academic Affairs.

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:

Date of withdrawal:	SUNO *Refund
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%

***Non-Title IV Funds**

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.



**University
Divisions**

Division for Academic Affairs

**Bashful Adm., Bldg.
Room 158
(504) 286-5381**

ACADEMIC PROGRAMS

Southern University at New Orleans is home to a number of academic programs designed to challenge your mind as well as prepare you for pursuing your chosen career path. There are a number of opportunities for you to explore your interests and gain a new perspective on the world around you. SUNO's curriculum and its numerous social and academic experiences will stay with you beyond SUNO. Our professors have a great combination of experience and expertise in both the academic and professional arenas. These are the men and women who will teach you, advise you and mentor you during your time at the University. SUNO graduates leave not just with a diploma, but with a life-long love and appreciation of the pursuit of knowledge.

College of Arts and Sciences

Biology
Criminal Justice
English
General Studies
Forensic Science
Health Information Management Systems
History
Mathematics
Psychology
Substance Abuse Counseling includes
Associate of Arts

School of Social Work

Social Work
Masters of Social Work

**College of Business and
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

ACADEMIC YEAR

The Academic Calendar, with important dates and deadlines, is published each semester by the registrar's office and is available online at:

http://suno.edu/suno_academic-calendar/

You may also find the calendar in the University Catalog. Southern University at New Orleans operates on the semester system. Summer sessions are also available to provide a condensed, and intensive opportunity for students to earn credits.

CORE CURRICULUM

Southern University at New Orleans works to prepare each of its students for a multicultural, highly technological and information based society. In order to complete that mission, the University provides a core curriculum which meets and exceeds the requirements of the Louisiana Board of Regents.

The Board of Regents requires that all public colleges and universities provide students with general courses that will equip them with broad-based common educational experiences. Each student should attain the following goals:

- To communicate effectively in oral and written English;
- To read with comprehension;
- To reason abstractly and think critically;
- To understand numerical data and statistics;
- To understand the scientific method;
- To be familiar with key technological and informational applications;
- To learn independently;
- To recognize and appreciate cultural diversity;
- To understand the nature and value of the fine and performing arts;
- To develop a personal value system while retaining a tolerance for others; and
- To understand the American political and economic system.

Through the core curriculum, students at Southern University at New Orleans are introduced to the principal branches of learning, among which are English, natural sciences, humanities, social sciences, and fine arts. This core is especially vital in providing

students with knowledge of, and practice in, skills essential to successful academic performance.

Baccalaureate Degrees

The University's core curriculum requires that each baccalaureate curriculum includes the following*:

1. **English Composition- 6 hours:** 2 Courses
2. **Mathematics/Analytical Reasoning- 6 hours:** 2 Courses
3. **Natural Sciences- 9 hours:** 3 Courses: 2 courses in a biological/physical science area sequence + 1 in the other area
4. **Humanities- 9 hours:** 3 courses; 1 in Literature
5. **Social Sciences- 6 hours:** 2 Courses; 1 greater than or equal to sophomore level
6. **Fine Arts- 3 hours:** 1 Course

***Developmental Courses do *not* qualify for General Education or degree credit.**

ENROLLMENT MANAGEMENT

**Bashful Adm., Bldg. Room 146
8:00 a.m. – 5:00 p.m., M-F
(504) 286-5189**

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 students at Southern University at New Orleans.

More importantly, Enrollment Service units strive to accomplish the retention of students. Enrollment Services collaborates with other departments such as the Registrar's Office 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 three units:

Enrollment Support Services

Financial Aid and Admissions

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

Office of Admission/Recruitment

8:00 a.m. – 5:00 p.m., M-F

Bashful Adm. Bldg., Room 177

(504) 286-5314

Recruitment counselors travel to various college fairs and junior colleges around the country in search of qualified students for Southern University at New Orleans. These individuals constitute SUNO's face and seek to convey the many aspects of SUNO that make the University the choice university for applicants. Personnel assist prospective students for admission with the University's application process. The application requirements are: Louisiana Board of Regents Minimum Standards, school/college transcript, immunization records, ACT/SAT results, and Application fee. All applications and applicant files are handled with strict confidentiality.

Academic Support Services:

The Center for Student Retention and Success 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 suspension of their collegiate progress. 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.

Academic Support Services

- The Center for Student Retention and Success
BAB #146, 286-5189
- The Early Start Program
BAB #177, 286-5318

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 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.

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 designed 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 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.

STUDENT FINANCIAL AID

Bashful Adm., Bldg., Room 164
8:00 a.m. – 5:00 p.m., M-F
Telephone: (504) 286-5263

Southern University at New Orleans (SUNO) is committed to the philosophy that no student should be denied a 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 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 (FAFSA completion 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. 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.

- Federal Pell Grants
- Supplemental Educational Opportunity Grant (FSEOG)
- Louisiana GO Grant
- Iraq & Afghanistan Service Grants
- Tuition Opportunity Program for Students (TOPS)
- Federal College, Community Service, and University Work-Study programs
- Federal TEACH Grant
- Federal Direct Subsidized Loan Programs
- Federal Direct Unsubsidized Loan

Federal PELL Grant Lifetime Limit (PELL LEU)

A student may receive a total of 6 Pell Grant Scheduled Awards, measured by percentage of Scheduled award(s) disbursed (Lifetime Eligibility Used, "LEU" up to 600 %). This limitation is not limited to students who received their first grant on or after July 1, 2008, as was the previous limit of 9 Scheduled awards.

Iraq & Afghanistan Service Grants

This grant is available to Pell-eligible students whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001. Student must have been less than 24 years old when their parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death.

Iraq and Afghanistan Service Grants LEU

A student may receive a total of 6 scheduled awards, measured by percentage of Scheduled award(s) disbursed (Lifetime Eligibility Used, "LEU" up to 400 %). This limitation is not limited to students who received their first grant on or after July 1, 2008, as was the previous limit of nine Scheduled awards.

Federal Teach Grant Program

The Federal TEACH Grant program provides funds to post-secondary students who are completing or planning to complete coursework that is needed to begin a career in teaching. Students must agree to serve for at least four years as a full-time student, highly qualified to teach in a high-need field, in a school serving low-income students. Eligible students may receive up to \$4,000 per year in Teach Grant funds, up to maximum of \$16,000 for undergraduate and post-baccalaureate study, and \$8,000 for graduate study (\$4,000 per year).

In order to be eligible for a Teach Grant, students must:

Complete a FAFSA and TEACH Agreement to Serve and Counseling. Financial need is not required, but you must be in an eligible program:

1. An undergraduate program of studies that will lead a student to becoming a "highly qualified teacher" in high need field.

2. SUNO's post Baccalaureate teacher credential program in Education and Human Development.
3. SUNO's master's degree programs in Education and Human Development.

150% Limit on Subsidized Loans

Due to the Moving Ahead for Progress in the 21st Century Act, a new borrower on or after July 1, 2013 cannot receive subsidized loans for more than 150% of their published length of their educational program. The law states a borrower who becomes ineligible for subsidized loans because of the 150% limit is ineligible for interest subsidy benefits on all subsidized loans first disbursed to that borrower on or after July 1, 2013.

Federal Direct Parent

PLUS Loan

The Parent PLUS loan program is available to a student's biological or adoptive mother or father, (regardless of whether he or she is the "custodial" parent or provided financial information on the FAFSA). To help in the assistance of the students' educational tuition and fee cost. This loan program is contingent upon the Parent(s) credit. More than one parent may get a PLUS Loan for the same dependent student as long as the total aid package does not exceed the student's assigned cost of attendance budget.

A student's step-parent is eligible to borrow a PLUS Loan if he or she was required to supply financial information on the FAFSA or would have been required to do so if a FAFSA were filed.

NOTE: For Federal Financial Aid purposes, Legal Guardians are not considered a parent.

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 or she did not receive the education that he or she paid for.

Student Loan Repayment:

A student should consider what his or her re-payment 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) months.
- 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 or Direct Loan Program, he or she (or his or 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 admissions 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.ed.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 on-line at www.suno.edu/financial_aid.
- 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, a student's eligibility will be determined and an

official award package will be generated and available on-line through the Student Web Services at www.suno.edu.

- F. Student Loans will not be offered to a student until a Student Loan Data Form has been completed and submitted by a student.
- G. In order for a student loan to disburse, a student must be enrolled in 6 or more credit hours.

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 15th 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.
- 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.

Award Disbursements

All Federal Financial Aid (Pell Grant and Student Loans) will not be disbursed to a student's account until his or her attendance has been verified by his or her course instructor.

Repeating a Class

A student may repeat a course in order to raise a grade, thereby earning additional quality points; however, the last grade earned stands as the official grade.

Both the original grade and the repeated grade will be entered on the student's record. The original grade is disregarded for the purpose of determining the student's grade-point average, hours passed and hours earned; **however, both the original and repeated course grades are computed in determining a student's eligibility for holding office and graduating with honors.**

In the case of repeating a course, the last grade and credits made shall be used in computing the grade point average ratio.

Satisfactory Academic Progress and Repeated coursework

For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the **first time** a passing grade is received is it counted as completion.

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. Student reached Aggregate Limits: Pell LEU, Subsidized Limit, or Combined Loan Limit
2. Defaulting on loans;
3. Owing a repayment on any Title IV aid;
4. Falsifying information which affects the determination of eligibility for aid;
5. Failing to provide necessary verification/documentation; and
6. 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;
 - 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 Transcripts, (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.

Students may also be awarded funds through the Federal/University Work-study and SEOG programs, provided funds remain available. Summer only students (visiting 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; the financial aid application procedure, including applicable deadlines;

2. how his or her financial aid eligibility was determined and how his or her need was met;
3. the University's refund and repayment policies; and
4. the University's standard for maintaining satisfactory academic progress and the consequences if such progress is not achieved.

All students have the right to make an appointment with their Financial Aid Counselors in the Financial Aid in Office during normal working hours 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 to comply with agreements made in accepting aid from federal, state, and institutional programs;

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

Summer Assistance

During the summer term, a student may receive financial assistance (Pell Grants and Federal Direct 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 Summer 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.

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 (*official withdraw*) or stops attending class (unofficial withdraw) 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 “With-drawal Resignation” section of the SUNO *Catalog* for procedures for officially with-drawing 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” or “XF” in all courses. In this case, the student would still be subject to the return of funds policy once an official with-drawal 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 Direct Loans
2. Subsidized Federal 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
- Athletics
- Breakage
- Building Use
- Class Dues
- Energy Surcharge
- Facility/Maintenance
- Foundation
- Health
- Intramural Sports
- Lyceum
- The Observer
- Operational Expenditures
- Social Activities
- Special Student Fees
- SGA Student Loan Fund
- Student Senate
- Student Technology
- Tutorial Services

Information Technology Center

Lake Campus, Room 104

286-5166

E-mail Addresses/ Moodle Accounts

SUNO's e-mail addresses and Moodle accounts are automatically generated for all registered students. To create a username and password for Southern University at New Orleans (SUNO) E-mail and Moodle 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.

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

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.

LIBRARY

**Leonard S. Washington
Memorial Library**

(504) 286-5225

Hours: 7:30 a.m.-7:00 p.m., M-TH
7:30 a.m.-4:00 p.m., (F)

** Saturday, Sunday, Intersession
and Summer hours are posted
in the Library*

Library Services

The Leonard S. Washington Memorial Library is located in the center of the Park Campus. It houses an abbreviated print collection administered for curricular, reference, research and recreational interests of students, faculty, staff and the community. The book collection is organized according to the Library of Congress Classification System. An open-stack arrangement makes the collection readily accessible to library patrons. Students also have access to several thousand E-books and

electronic journals that may be accessed via the internet from any computer device. In addition to books and journals the library provides laptops, projectors and other items for checkout. Call 286-5225 or 286-5227 when you need assistance. A valid SUNO ID or LALINC card along with a valid State ID plus paid fee receipt is **required to establish a** library account, use study rooms and check out resources.

Library accounts should be 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 library Catalog (e-Library) 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). The e-library portal is accessible via the internet 24 hours a day. In addition to the catalog, students and faculty have access to multiple online databases of full-text periodicals and over 9,000 electronic books (E-Books).

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 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 may be withdrawn at a given time.

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 e-mailed for overdue books. These notices are sent as a courtesy. 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 \$.25 per day for each book. The fine for an overdue reserve book is \$1.00 per hour. 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. Fines are reported to the comptroller office at the end of a semester and may interrupt your registration for the following semester and/or ability to participate in graduation. For the individual who graduate 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. Reference books are shelved in the open stacks area with

the circulating collection. The Reference Librarian is available to assist patrons with the location and interpretation of materials in the reference collection. When the Reference Librarian is unavailable, questions should be directed to the librarian on duty. You should ask for assistance at the circulation desk.

Reserve Collection

The Reserve Collection consists of books and non-book materials placed on reserve by faculty members for use by students completing class assignments and recommended Reserve items are to be used within the Library for limited time limits so that all students will have an opportunity to use them. Reserve items may be requested at the circulation desk.

Reserve items are to be used within the Library for limited 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.

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 the university library borrows items that you cannot 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. Interlibrary loan is available for faculty and graduate students.

Exit Control

Because the collection is arranged on open shelves, it is necessary to examine each book leaving the Library. 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 checkout a book before closing time he or she should go to the circulation desk at least fifteen (15) minutes before the Library is scheduled to close.

Print/Copy Machines

Black and White Print/Copies are \$.10 per copy. You will need your SUNO ID card to print or copy.

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. Proper attire is required at all times in the library. Please leave the library quietly if you are asked to leave the building by a library employee. Please do not eat or drink at a computer station.

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. It is the responsibility of each student to study his or her curriculum carefully and register each semester according to 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 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 public 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.

Release of Records The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar 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 in the University Registrar's Office, the registrar will advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.
- 3) University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official committee 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 the 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 committee 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 the student's request, the University discloses education records to officials of another school (registrar to registrar) to which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA.

FERPA contact information:

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

STUDENT CLASSIFICATION

Freshman

Less than 30 credit hours earned

Sophomore

30-59 credit hours earned

Junior

60-89 credit hours earned

Senior

90 or more credit hours earned

Student-Right-to-Know

Southern University at New Orleans General Disclosure on Accreditation, Cost of Attendance, Crime Rate Statistics, Degree Programs, Disability Services, Graduation Rates, Refund Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation and FERPA may be accessed online at: Programs, Disability Services, Graduation Rates, Refund Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation and FERPA may be accessed online at:

http://www.suno.edu/Academic_Affairs/

Basic Principles

The University's computing resources are for instructional and research use by the students, faculty, and staff of Southern University at New Orleans. Ethical standards that apply to other University activities (Honor and Ethics System, the Social Regulations and Policies, and all local, state, and federal laws), apply equally to use of campus computing facilities. As in all aspects of University life, users of computing facilities should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong in the context of computing systems as they are in all other domains. Use of campus facilities is restricted to authorized users.

An "authorized user" is an individual who has been assigned a login ID and password by Information Technology staff (on any relevant system), or by an authorized agent. Individual users are responsible for the proper use of their accounts, including the protection of their user IDs and passwords.

Users are also responsible for reporting any activities that they believe to be in violation of this policy, just as students are responsible for reporting Honor and Ethics System violations.

Individuals should use these facilities:

- in a manner consistent with the terms under which they were granted access to them;
- in a way that respects the rights and privacy of other users;
- so as not to interfere with or violate the normal, appropriate use of these facilities;
- and in a responsible and efficient manner.

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines.

Summary of Computing Rights and Responsibilities

The policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word processing equipment, microcomputers, minicomputers, main-frames, computer networks, computer peripherals, and software, whether used for administration, research, teaching, or other purposes. The policy extends to any use of University facilities to access computers elsewhere.

WITHDRAWAL/RESIGNING FROM 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-entry to the University or transfer to another accredited institution.

DIVISION FOR STUDENT AFFAIRS Bashful Adm., Bldg., Room 305 8:00 a.m.-5:00 p.m., (M-F) (504) 286-5015

The Division of Student Affairs (DSA) is an integral part of the university which promotes the overall growth and development of each student outside 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 DSA consists of departments that address almost every area that may be of interest or concern for students and/or family members 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 professionals.

The following list represents current departments/units that comprise DSA:

**Career Counseling and
Placement
Veterans' Affairs
Intramural Sports Program
Lyceum Program
Services for Students with
Disabilities
Student Activities
and Organizations
Student Development Center
Student Health Services
University Center**

**CAREER COUNSELING
and PLACEMENT
VETERANS AFFAIRS**

**New Science Bldg., 2nd Floor
8:00a.m.–5:00p.m., (M-F)
(504) 286-5389**

CAREER COUNSELING

The Career Counseling and Placement Center is crucial to the students as they 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 on interest assessments
- Information on part-time jobs and internships
- Activities, programs, workshops and special trips
- Graduate and/or professional school information application/admission processes
- Workshops: i.e., resumè writing, dress for success, interview skills, etc.

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 and non-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 dependents under the provision of 8. 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 courses.

- Annual Programs: Career Day, Graduate and Professional Day, and 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

All students receiving veterans' educational benefits must register with the Veterans Affairs Office each semester in order to continue receiving benefits.

INTRAMURAL SPORTS PROGRAM

HPE Building, 1st Floor

10:00a.m. – 3:00 p.m., M-F

(504) 286-5522

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, and develop team and individual growth skills. Teams participate in regularly scheduled Open League Tournaments. Teams also can enter The Louisiana Collegiate Intramural Recreational Sports Association (LCIRSA) and the State Championship Tournaments each year.

Students interested in participating should contact the Intramural Sports Program office (504) 286-5522 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.

***Operating Hours may vary depending on school function.**

SERVICES FOR STUDENTS with DISABILITIES

Conference Center

8:00 a.m.–5:00 p.m., M-F

(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.
- 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 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**

University Center

First Floor, Room 125

8:00 a.m. - 5:00 p.m., (M-F)

(504) 286-5386

email: studentactivities@suno.edu

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 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 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 (SGA)**

University Center, 3rd Floor

Park Campus, (504) 286-5358

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.

Planning to run for **SGA Office**? If you are seeking to become SGA President, SGA Vice-President, Class President, or Class Vice-President, you must adhere to the following:

Students enrolled in the SUSLA Connect program is ineligible to contest or hold office for SUNO SGA. They are officially enrolled at SUSLA and not SUNO.

1. Transcript must be certified by the university's Registrar (Banner transcript is unacceptable).
2. 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:

SGA President

1. Cumulative grade point average of at least 2.75.
2. At least a junior (60 or more hours) at the time of the election but will be a senior by the time he/she takes office.
3. Must have at least one year of prior service to the SGA to qualify for this position.
4. Must have completed at least two (2) semesters at SUNO.

SGA Vice-President

1. Cumulative grade point average of at least 2.75.
2. At least a sophomore or junior (30 or more hours) at the time of the election.
3. Must have at least one year of prior service to the SGA to qualify for this position
4. Must have completed at least two (2) semesters at SUNO

Class Presidents

1. Cumulative grade point average of at least 2.5.
2. Classification must be commensurate with position. Example: If a person wishes to run for President of the Junior Class when his or her term begins.
3. Must have completed at least two (2) semesters at SUNO.

Student Senators

There are two senators for each college and one for Graduate school. At the time of election, students 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 Southern University at New Orleans

1. Cumulative grade point average of at least 2.75.
2. At least a junior classification (60 or more hours) at the time of the election. Must be a Senior in the fall.
3. Must be single (never married) female.
4. No children.
5. The runner-up to Miss SUNO shall fill the position of term not completed.
6. If there is no candidate for Miss SUNO in the Spring, a Miss SUNO can be appointed by the SGA President, available Senators, the Vice Chancellor of Student Affairs and the Director of Student Activities and Organizations.
7. Must have at least one year of prior service to the University, i.e., SGA or other Student Organization to qualify for this position.
8. Must have completed at least two (2) semesters at SUNO.

Royal Court

At the time of the election, 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 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/children. 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.

Departmental Student Organizations*

Beta Kappa Chi National Honor Society
BSW - School of Social Work
Baptist Collegiate Ministry
Communication Club
Criminal Justice Club
Disabled Students Services
Education Club
English Club
Health Information Management Systems (HIMS)
History Club
Honda Campus All-Star Challenge Team
International Student Organization
Library Club
Management Information Systems Club
MSW- School of Social Work
Business Association (NBMBAA)
National Institute of Science (NIS)
Public Administration Association
Phi Alpha Honor Society
Phi Chi Honor Society

Phi Delta Kappa
Psychology Club
Psychology Mentoring Program
Students for the Prevention and Education of Substance Abuse (SPESA)
SUNO Forensic Education and Research (SAFER)
Students of Social Work
Very Involved Peers (VIP)

* This is not an exclusive list of organizations for more information please visit the Office of Student Activities and Organizations in University Center 1st Floor Room 125.

Policies and Procedures for Student Organizations

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 an organization before being accepted into full membership of the organization."

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 are affiliates are usually majors in those departments and 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 President who are required to have a 2.75 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 is required to have a minimum 2.5 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.

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.

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.

Registration: Student Organization

Each student organization is required to secure an application form from the Office of Student Activities and Organizations, Lake Campus, Housing Activity Center, Conference Room 112A, 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 of Activities

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

Code of Conduct: 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.

Use of University Facilities

The use of University facilities for co-curricular activities are 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 week-ends. 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 to sell merchandise on the 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. See the 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

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 the ITC Bldg. on the Lake Campus and present the following items: a copy of the current paid fee receipt **and** a picture ID. The cost of replacement is \$10.00.

STUDENT DEVELOPMENT CENTER (SDC)

Bashful Adm. Bldg., Room 307
8:00 a.m. – 5:00 p.m., M-F
(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.

Many of our students come from a diverse and dysfunctional background; that without the support of SDC, many of these students will remain ‘lost’ and perhaps unfulfilled with college life.

The mission of SDC perfectly fits with the mission of the university that emphasizes “growth, upward mobility” and the drive to “equip” students with successful lifelong skills where learning can continue to flourish. The general goal of SDC is to ensure the growth and development of the student as he or she matriculates at SUNO.

These intentionally packaged, culturally competent, and sensitive services are delivered in a “hi-touch” environment through the following four components:

- Alcohol, Tobacco and Other Drugs Counseling Services (ATOD)
- Counseling and Psychological Services (CAPS)
- Community Service Learning (CSL)
- International Student Services (ISS)

**Alcohol, Tobacco, and
Other Drugs**

Counseling Services (ATOD)

Hours: 8 a.m. - 5:00 p.m., M-F.

(504) 286-5394

ATOD Education recognizes that the use of alcohol tobacco and other drugs while attempting to achieve intellectual and academic success can be counterproductive for some students. Emphasis is placed on the development of the whole students' mental, behavioral and physical health by equipping him/her with the life skills needed to prevent poor classroom performance and low GPAs that affect retention. Thus, the ATOD component provides these services:

- Individual Counseling and Case Management
- Student Goal Setting, Self-Assessments and Individualized Service Plan Development
- ATOD Education Classroom Presentations and Workshops
- Identifying signs of ATOD Abuse
- Making Positive Lifestyle **Changes/Choices**
- Legal system; Diversionary program referrals
- Tutorial and classroom assignment assistance and research Referrals and Follow-up
- Peer Education Focus Groups
- Tobacco-Free Campus Policy Advocacy
- Smoking Cessation counseling referrals

**Community Service Learning
(CSL)**

Bashful Adm. Bldg., Room 218

8:00 a.m. - 5:00 p.m., M-F

(504) 286-5362

Southern University New Orleans requires that all students, regard-less of age, complete a minimum of sixty (60) hours of service work prior to graduation. All Community Service must be completed in partnership with an off-campus non-profit organization, i.e. church, school, senior citizens center or be pre-approved by the Community Service Coordinator. Students cannot receive any monetary reward for their service. Students may use any community service earned during their enrollment at SUNO. Waivers are only granted with a documented medical disability.

The necessary documents required to fulfill the graduation service hours are:

- **Completed application packet**
- **Signed Supervisor's Letter of Completion on the Site's Letterhead**

**Counseling and Psychological
Services (CAPS)**

Bashful Adm. Bldg., Room 218

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

M-F

(504) 286-5347

The personal life of a student may require the ability to manage many responsibilities and, at times, may seem overwhelming to the student. SDC offers the confidential services of a full-time professional counselor. 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 issues
- Minimizing roommate issues
- 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

**International Student Services
(ISS)**

Bashful Admin. Bldg., Room 307

8:00 a.m. - 5:00 p.m., M-F

(504) 286-5360

International Student Services is a regulatory compliance component that focuses on the University's international community from approximately twenty-one 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. All F-1 students are required by Immigration and Customs Enforcement of US Homeland Security to enroll full-time each semester, a minimum of twelve (12) hours for Undergraduate students and nine (9) hours for graduate students.

Online Classes/Full Course of Study: 8C.F.R. S214.2 (f)(6)(i)(G). For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per semester may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the classes, examination or completion of the class.

International Student Services (ISS) offers a wide variety of services and programs to international students on Student and Exchange Visitor Information System (SEVIS) F1 student visa and their F2 dependents at SUNO. The ISS staff (Principal Designated School Official) provides information and programs about the campus and community, F1 immigration related opinion, cross-cultural adjustment assistance, advocacy and general support such as (maintaining status, travel, and employment eligibility, personal safety, social, and sexual issues). Emergency support after business hours (such as being detained at an airport) is available.

All new international students are required to report to this office for passport check-in, as well as for immigration and orientation sessions.

Services offered include:

- Advocacy
- Diversity/Cultural Programs
- Immigration Advisement/
- Benefits
- International Culture Fest (March/April)

STUDENT HEALTH SERVICES

Conference Center

8:00 a.m. — 5:00 p.m., M-F

(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 their tuition. 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.

Students are financially responsible for all medical expenses that they incur.

Services offered include:

- Basic and Emergency Care
- Free Pregnancy Testing
- Referrals
- Tetanus shots/TB/H1N1 Screenings

UNIVERSITY CENTER

Park Campus

8:00 a.m. – 5:00 p.m.,

M - F

(504) 286-5386

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.

The University Center is the community center of the campus, serving students, faculty, staff, alumni, and guests. The University Center is furnished with a Campus Book Store, a Bowling Alley, POD Kiosk, Reception Hall, and Organization Room. The University Center is the home base for the Observer (school newspaper), SGA and the Division of Student Affairs.

Administration and Finance

Bashful Adm. Bldg.

Room 301

286-5117

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. 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.

Interested students who meet the established criteria should apply each year. Applications are available in the Office of the Vice Chancellor for Administration and Finance and/or online at www.suno.edu.

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 in some cases 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.

Comptroller's Office

**Bashful Adm. Bldg., 1st floor
(504) 286-5322**

BOOK VOUCHERS

Effective Spring 2016, the university book store will only allow students with excess credit balances for the current term to utilize the "SUNO Book Voucher Program". Once students finalize registration by securing tuition and fees, the book voucher will be available the following day for use. Subsequently, any charges incurred at the book-store will post to BANNER Student and reduce the available credit balance. The book voucher program is only offered during the Fall & Spring semesters and is available from the 1st day of class through the 7th day of class. All other students will be required to pay for books up front.

CAFÉ CASH

This non-refundable student imposed fee is assessed to every registered student attending class on campus during the Fall and Spring semesters.

Café Cash is accessible by way of your student ID card and funds may be used at the SUNO Knight's Dining Hall (located at the rear of the main campus) and at the Aramark POD (located in the Student UC). All special dietary request should be addressed to Knight's Dining Management by the 14th day of class. Request made after the 14th class day will not be honored.

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
- Athletics
- Breakage
- Building Use
- Class Dues
- Energy Surcharge
- Facility/Maintenance
- Foundation
- Health
- Intramural Sports
- Lyceum
- The Observer
- Operational Expenditures
- Social Activities
- Special Student Fees
- SGA Student Loan Fund
- Student Senate
- Student Technology
- Tutorial Services

TUITION/FEE EXEMPTIONS AND WAIVERS

The Comptroller's Office maintains a listing of all current Legislative Tuition/Fee Exemption and Waivers for each legislatively mandated tuition/fee exemption and its corresponding Louisiana Revised Statute (LRS). Exemptions/Waivers are only available during regular registration. No exemptions or waivers will be processed during late registration or any time thereafter. Under no circumstances will any exemptions/waivers be processed for a previous term. Students must demonstrate eligibility, and they are responsible for requesting the waivers and certifying eligibility pertaining to the specific waiver with the Comptroller's Office. The University reserves the right to administer unfunded legislative mandated exemptions and waivers based on fund and classroom space availability. All tuition/fee exemption & waiver request must be made by the 14th day of class. Request made after the 14th class day will not be honored.

REFUND POLICY

Student Excess Credit Balance Registration Refund

Once all payments and credits (e.g. title IV student financial aid, scholarships, stipends, military benefits, etc.) have posted to your BANNER Student account, any excess credit balance will be refunded to you. The Federal Government allows schools 14 days to process excess student credit balances. All student credit balance refunds are processed by the Comptroller's Office and are provided to students within 14 days from the date the funds are disbursed to your student account.

TUITION AND FEE ADJUSTMENTS

Dropping Courses

If a student reduces this or her course load by dropping one or more courses, in the Fall or Spring, before the 14th day of class, and in the Summer, before the 7th day of class, tuition and fees are reduced by 100% of the difference.

Withdrawal from the University

When a student finds it necessary to discontinue enrollment prior to the end of the semester or summer term, the student must complete a withdrawal card, obtainable from the Registrar's Office or the Center for Student Retention and Success Counselor. The student must provide a valid reason for resigning and must make arrangements with the Comptroller's Office to clear any outstanding balance. Once the withdrawal card has been completed and signed, it must be submitted to the Registrar's Office.

**The process is not officially
complete until the withdrawal card is
returned to the Registrar's Office.**

When a student leaves the University at any time during a semester or summer session without completing a withdrawal card, the student will receive a grade of "FX" in all courses. An FX indicates that a student has unofficially ceased enrollment and as a result, has failed the course/courses registered for due to a lack of attendance.

Refunds Due to Withdrawals

Tuition and some fees are credited to the student's account based on the date of withdrawal and the percentage of the semester completed (i.e. 90%, 75%, & 50%).

Provided that tuition and fees have been paid in full, refunds are issued to students who have withdrawn from the University. Refunds are determined by the following policies:

- (1) Southern University at New Orleans Institutional Refund Policy- When a cash paying student chooses to officially withdraw or stops attending classes, the with-drawal date is the date the completed form is submitted to the Registrar's Office.
- (2) Federal Government Refund Policy. When a Title IV recipient chooses to officially withdraw or stops attending classes, the University is required, by Federal Law, to perform a recalculation of tuition and fees. This may result in indebtedness to the University or to the Title IV program. The withdrawal date, according to the Department of Education, is the date the student initiated the process.

NON-REFUNDABLE FEES

Application fee, student's insurance, athletic, parking, student union, breakage, technology, late registration, student identification, year-book, and café cash are all non-refundable fees.

**COMMUNITY OUTREACH/
UNIVERSITY ADVANCEMENT**

Bashful Adm. Bldg., Room 312

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

(504) 286-5341

The Office of Community Outreach/ University Advancement serves to communicate activities, events, initiatives and programs of Southern University at New Orleans to the University community and external public. It is also the fund-raising arm of SUNO, coordinating, planning and implementing activities of the University, primarily through the Southern University at New Orleans Foundation. Public service projects and activities of mutual benefit to the campus and the community are promoted through collaborative partnerships throughout the metropolitan New Orleans area. Finally, the office encourages the support of alumni through advocacy and goodwill.

SUNO Police

Maintenance Facilities Bldg.

Park Campus

Hours: 24 Hours

(504) 286-5290

Campus Police is committed to providing and maintaining a safe and secure environment for you to study, work, live and conduct research or to just visit our historic university. The safety of our community depends on the dedication of the men and women who serve as police officers. They must demonstrate daily their sensitivity to the particular needs of our community members. We achieve this goal by being approachable, knowledgeable and steadfast in our efforts to provide excellent professional services.

SUNO Police Department (PD) consists of sworn police officers and civilian staff, including students in our work study program who are all committed to serving with professionalism and pride.

Crime Prevention is everyone's job on campus. Counting yours, there are about 16,000 eyes on our Campus.

Only a limited number are assigned to the SUNO Police Department. If you see something suspicious, or unusual give us a call.

PERSONAL SAFETY

- Always keep your door locked— day or night. NEVER let strangers in.
- Never lend your keys or leave your door unlocked for a friend.
- Don't bring valuables to campus. Leave them at home where they are most safe.
- Keep cash and other small valuables out of sight.
- Don't prop open exterior doors. You could be letting in an intruder. The doors are locked for your safety!
- Don't leave your books unattended.
- Know the location of building staff offices, phones, or other safe areas.
- Report suspicious persons or activity to building staff or SUNO PD.

ON THE GROUNDS

- Be alert and aware of people around you.
- Don't walk alone; go with a friend, group or use the on campus escort service.
- Use public walkways, avoid shortcuts, dark or secluded places.
- Never pick up hitchhikers or ride with a stranger.
- Never drink and drive.
- Always lock your bike to a fixed object. Use the U-shape lock for the best security.
- Always lock your car and take your keys with you. Lock your valuables out of sight. In the trunk is best.
- Know the locations of emergency telephones or public telephones. Always keep change handy.
- If you are a victim, call SUNO PD immediately. We can assist you and advise you of your legal rights.

OFFICE of CRIME PREVENTION

- Inventory and engrave ALL office equipment. The list should include the brand name, model, color, and serial number. Keep the list updated.
- Insist that employees place purses and other valuables either in a locked desk or file cabinet. Purses placed in the typewriter compartment of desk are not safe as long as the desk is unlocked. The thieves look here first!
- Place **RESTRICTED AREA** signs conspicuously in the building where needed. This will tend to discourage thieves, and give an incentive to employees to make a note of and report building roamers or suspicious persons.

- Inquire of people wandering the building. Your attention will be appreciated if the person is legitimate and will discourage thieves if this is not the case.
- If people pretend to be seeking employment, ask to see proper identification and refer them to the Personnel Office in the Administration building. This will usually frustrate and discourage the building roamer and thief. Always report these incidents to SUNO PD.
- Your office lay-out should restrict movement of the public. Public and private areas should be well defined should a theft occur, or you have a suspicious person in your building, call the Campus Police right away. Don't be apathetic with situations like these. The thief is depending on this.

Fire Safety

To report a fire, smoke, odor of something burning, obtain an outside line and dial 9-1-1, then contact Campus Police. 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.

SERVICES

Lost and Found

The central Lost and Found is located at SUNO Police headquarters on the Park Campus, Maintenance Building at 6400 Press Drive., New Orleans, LA. 70126. Students, faculty, staff and visitors are encouraged to inquire about lost or

misplaced articles. You may inquire in person or call (504) 286-5290.

Items found should be delivered to SUNO Police headquarters. If you are unable to deliver the item to this location, please call the SUNO Police and notify an officer to have the item picked up.

Found items are held for up to 30 days, at which time they are disposed of by donating them to a charitable organization. Anyone claiming lost and found property at the SUNO Police must show positive identification such as SUNO identification or a driver's license.

Vehicle Jump Starts

The SUNO Police Department offers jump starts to individuals needing assistance with weak or dead batteries. 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.

Escort Services

The SUNO PD will provide escort services to those who wish to be escorted from any location on the campus to their vehicles. If you wish to be provided an escort, contact the police department and give your location. A police officer will escort you to your vehicle or other location on campus.

Parking and Traffic Regulations

Rules and regulations for operating a vehicle on campus are published in the Traffic-Parking Regulations Guide. The Traffic and Parking Regulations Guide can be obtained from campus police, located in facilities' maintenance building.

Motor vehicles can be registered at Facilities Maintenance Building 9:00 a.m. to 4:30 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 to park 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. All vehicles parked on campus must be registered.

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 inside buildings.

Office of Safety and Transportation

Park Campus

Maintenance Facilities Bldg.

8:00 a.m. — 5:00 p.m.

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.



Outsourced
Services

Book Store
University Center

8:00 a.m. — 5:00 p.m., M-F

Closed Weekends

(504) 286-5324

www.sunostore.com

***Not open on Saturday & Sunday**

The University Bookstore is located in the University Center for easy accessibility to students. The Bookstore is operated by a business partner, Follett, and shares the current mission and vision of the University. As the largest college store operator in North America, Follett provides a variety of services including assisting students to pick up course materials and the proper technology for the semester, general merchandise, school paraphernalia, etc. The Bookstore offers all these items online in order to provide students and others the opportunity for a hassle-free shopping experience.

Aramark Food Services
Park Campus
(504) 286-5317

Fall and Spring Hours
Monday-Thursday
9:00 a.m. – 7:00 p.m.
Friday: 9:00 a.m.-3:00 p.m.

Fall and Spring
Dining Hall Hours
Breakfast: 7:30 a.m. – 10:00 a.m.
Grill: 10:30 a.m. – 2:00 p.m.
Lunch: 11:00 a.m. – 2:00 p.m.
Dinner: 5:00 p.m. - 6:30 p.m.

Aramark acquired the contract for Southern University of New Orleans in January of 2014 and utilizes a separate facility known as the SUNO Knights' Cafeteria. The company then spent the entire year observing the production, the flow of customers and understanding what services would benefit the campus. After collecting enough data, the company evolved an efficient design for the University.

On a yearly basis Aramark conducts Dining Style Surveys. Dining surveys collect statistically significant data from students, staff and faculty in an effort to better understand the wants and needs of those on campus. At each registration students receive a card that can be scanned that will take them directly to a site where they can give immediate feedback on their experience. These programs, combined with dining's daily involvement with those in the facilities, gives the company the ability to receive constant feedback to help better serve the customers.

SUNO HOUSING

Operated by
American Campus Communities

Lake Campus/7000 Press Drive
Hours: 8:00 a. m.–5:00 p.m., (M-F)
(504) 286-5395

Southern University at New Orleans celebrated the Grand Opening of its residential community in January of 2010. The 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, internet, cable and are priced to include the cost of utilities. Financial aid is available for eligible students. By joining SUNO's Residence Life,

you will find that your college experience and your academic and social development will be enhanced by living on campus. We think you will agree that SUNO Housing is a 'Knight's Place to Live'.

Southern University at New Orleans' 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.

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 Lake Campus, Student Housing Front Office.



International Day Festival



**General Policy
Statements**

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 regraded; 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.

Alcohol and Drug Prevention

Alcoholic Beverage

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 are 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 are 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 BAB-218, Main Campus. Students may also seek services from University Health Services located in the Conference Center.

Smoking

According to the U.S. Surgeon General, 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 is a smoke free campus. For a detailed policy on smoking, stop by BAB #218.

Drug

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 work-place 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 BAB #218, Park Campus.

Students may also seek services from University Health Services located in the Conference Center, Park Campus.

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.**

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 urged not to 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.

Children on Campus

Southern University at New Orleans (SUNO) encourages and welcomes supervised campus visitation by children (minor children who are under the age of 18) for the purpose of early exposure to higher education, attendance to educational, cultural and or sporting events and camps and other authorized use of campus facilities. Students are encouraged to make personal child care arrangement without the university's involvement.

The university assumes no responsibility for the supervision of students' children.

Minor children on campus without supervision of an adult are not allowed on SUNO's campus. It is the policy of SUNO that all students are prohibited from bringing to class or leaving their children unattended on the university campus. In compliance with this policy, the following stipulations apply:

- Students who fail to comply with this policy will not be admitted to classes
- Students who fail to comply may be asked to leave campus until child care arrangement is made by the student.

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.) Attempt to perpetrate a fraud against the University or the members of the University community.
- C. Misrepresent information or lie.
- D. 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 disfigure, or cause to be destroyed, 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.

Dress

Southern University at New Orleans students are expected to dress in a manner representative of a higher education institution. 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 rallies, Greek shows; dances) require informal but respectable attire. 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 are 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 are worn into the class-room, or to special occasions as defined in the preceding paragraphs.

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

In support of our mission, Wednesdays in Professional Attire has been established to promote a positive learning environment. The attire is as follows:

Male Students

- Dress Shirt & Tie (Shirt is expected to be tucked into pants)
- Dress Slacks
- Coat (optional)

Female Students

- Dress Pant Suits (Coat Optional)
- Dress Skirt Suit (Coat Optional)
- Dress Slacks & Tops

Hazing

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.

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 action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

Parking on Grass Areas

ON CAMPUS

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

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.

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 circumstance 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, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles.

Public Information

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.

Registering for Classes Online and Self Advisement

It is the intent of SUNO to assure that each student is linked with an assigned 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 seeks proper guidance in order to enroll in appropriate courses needed to meet graduation requirements. Therefore, performing self-advisement is discouraged.

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.

Title IX Gender Based Information

Southern University at New Orleans is committed to creating a welcoming and respectful educational environment that values integrity.

Members of the SUNO community, which includes students, faculty, staff, administrators, guests and visitors, have the right to be free from sexual misconduct of any type. Therefore, SUNO is committed to maintaining a climate of respect and safety for everyone. All members of the SUNO community are expected to conduct themselves in a manner that does not infringe upon the rights of others. As a result, this campus has a zero tolerance policy for sexual misconduct.

When an allegation of sexual misconduct is brought to the attention of the appropriate Campus Representative, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions cease and are never repeated. In addition, SUNO's response will provide individuals who bring forth complaints with reasonable remedies that will insure full participation in their educational and/or employment activities. Nothing in this policy shall abridge academic freedom or SUNO's educational mission.

GENDER BASED SEXUAL MISCONDUCT

Introduction

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or

activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. These behaviors are clear impediments to creating an educational atmosphere which is free from discrimination. As a result, an institution receiving federal funds must promulgate strategies and policies which demonstrate its ability to uphold the law and comply with applicable regulations. When the Complainant or Respondent is a student, the violation falls under the provisions of Title IX. This Southern University at New Orleans (SUNO) campus policy utilizes the term "gender-based sexual misconduct" to encompass all behaviors that involve gender-based violations of an individual's rights specifically manifested by sexual behavior and actions. Accordingly, this term is inclusive of conduct considered to constitute sexual harassment, non-consensual sexual contact or intercourse (of which sexual violence would be included), sexual exploitation, stalking, intimate partner violence, and other forms of inappropriate behavior that are linked with the sex/gender of the Complainant and/or Respondent's behaviors, when deemed to have occurred, deprives an individual of their rights, and/or access to an education or employment which constitutes a violation of this policy.

Members of the SUNO campus community which includes students, faculty, administrators, guests, and visitors have the right to be free from sexual misconduct of any type. Therefore, SUNO is firmly committed to maintaining a climate of respect and safety for everyone. All members of the SUNO campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. As a result, this campus

has a zero tolerance policy for gender-based sexual misconduct. When an allegation of sexual misconduct is brought to the attention of the appropriate Campus Representative, and a Respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions cease and are never repeated. In addition, SUNO's response will provide individuals who bring forth complaints with reasonable remedies that will insure full participation in their educational and/or employment activities. Nothing in this policy shall abridge academic freedom or SUNO's educational mission.

Sexual Exploitation (Louisiana Board of Regents definition) An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio or video-taping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge. Sexual Oriented Criminal Offense: Any sexual assault offense as defined in La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

Stalking: Behavior where a person follows, places under surveillance, or contacts, another person without the consent of the other person for the purpose of harassing and intimidating the other person. The term contact means to make or attempt to make any communication, including, but not limited to, communication in person,

by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. Harassing and intimidating refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person's safety or safety of others, and which serves no legitimate purpose. It does not require that a threat of death or bodily injury be made.

Louisiana State Law definition:

Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. LA. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. LA. RS § 14:40.2©.

Coercion (Louisiana Board of Regents definition): The use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Consent: Consent must be clear, unambiguous, and a voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear and sober "YES". Consent shall also be defined as follows:

• **Louisiana Board of Regents definition:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is incapacitated.

The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply Consent or preclude a finding of responsibility.

Cyber-Bullying: Cyber-bullying occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies, or mobile phones. Those who are electronically engaged can be cyber-bullied at any time or location, making the effect of cyber-bullying ubiquitous and acute. Harassment, hazing and stalking often are used to encompass cyber-stalking or cyber-bullying activities. The severity of the act and state law dictate what is criminal. Examples include flaming, harassment, hazing or stalking. The difference should be assessed through the: 1) kind of threat (e.g. name-calling, threat of harm, bomb, etc.); 2) frequency of threat (how often it occurs); and 3) source and nature of threats. Generally speaking, bullying is an on-going behavior. Hazing is often done once or twice during orientations or initiations, but may be more acute.

Dating Violence

(Louisiana State Law definition):

"Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the relationship

Domestic Abuse (Louisiana State

Law definition): Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. LA. RS 46:2132(3)

Family Violence (Louisiana State

Law definition): means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2).

Force: The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Gender-Based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

Gender Discrimination: Unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination.

Incapacitation (Louisiana Board of Regents definition): An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Intimate Partner Violence (IPV): Physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur in heterosexual or same-sex relationships, whether co-habiting or not, and does not require sexual intimacy. IPV can vary in frequency and severity, can occur on a continuum, and can include acts of physical violence, sexual violence, threats of physical or sexual violence, or psychological or emotional violence. Psychological or emotional violence is a broad term that results in trauma to a victim caused by acts, threats of acts, or coercive tactics, and can include acts of humiliation, intimidation, isolation, stalking, and harassment.

Rape: Is forced sexual intercourse that is perpetrated against the will of the complainant or when he/she is unable to or incapable of giving consent (i.e. unconscious, asleep or under the influence of alcohol or drugs)

and may involve physical violence, coercion, or the threat of harm to the Complainant. Rape is complete at the point of penetration no matter how slight that penetration.

Retaliation (Louisiana Board of Regents definition): Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Sexual Assault: Is engaging, or attempting to engage an individual in one or more of the following sexual actions with or directed against another person:

- Sexual penetration without the consent of the other person;
- Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; and/or
- Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Contact: The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts.

Sexual Intercourse: Means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

Sexual Misconduct: A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. As defined by the Louisiana Board of Regents, Sexual Misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking. Some examples of misconduct include:

- Pressure for a date or a romantic or intimate relationship;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary and unwelcome references to various parts of the body;
- Belittling remarks about a person's gender or belittling remarks about a person's sexual orientation based in gender-stereotyping; Inappropriate sexual innuendos or humor;
- Videotaping and photographing someone or people without consent;
- Obscene gestures of a sexual or gender-based nature;
- Offensive sexual graffiti, pictures, or posters;
- Sexually explicit profanity; and/or
- Use of e-mail, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors. Other examples of sexual misconduct may include the following:
- **Sexual Harassment** (Louisiana Board of Regents definition) Unwelcome conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; 2) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or 3) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes.
- **Non-Consensual Sexual Contact** [or attempts to commit same] Any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman that is without consent and/or by force

- **Sexual contact** includes intentional contact with the breast, buttocks, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with or by breast, buttocks, groin, genitals, mouth or other orifice.
- **Non-Consensual Sexual Contact** [or attempts to commit same] Any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman that is without consent and/or by force. Sexual contact includes intentional contact with the breast, buttocks, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with or by breast, buttocks, groin, genitals, mouth or other orifice.
- **Non-Consensual Sexual Intercourse** [or attempts to commit same] Any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- **Sexual Exploitation** (Louisiana Board of Regents definition) An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through abuse or exploitation of another

person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge. Sexual Oriented Criminal Offense: Any sexual assault offense as defined in LA. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403. Standard of Proof: The Department of Education's Office of Civil Rights has interpreted Title IX to require institutions to evaluate evidence of alleged sexual misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the respondent violated this policy. In the context of a judicial hearing hereunder, the respondent will be found to be responsible for the alleged sexual misconduct if it concludes, by a unanimous vote, that such sexual misconduct more likely than not occurred based upon careful review of all information presented.

Stalking: Behavior where a person follows, places under surveillance, or contacts, another person without the consent of the other person for the purpose of harassing and intimidating the other person. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in

person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person's safety or safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made. Other definitions of stalking include:

Clery Act definition: (1) Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress; OR (2) Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46 (a)(ii).14

Louisiana State Law definition: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's 0.2© home, workplace, school, or any place which would cause a reasonable person to be alarmed,

or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. LA. RS § 14:40.2(A)

"Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, trans-mitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2©

Sexual Exploitation (Louisiana Board of Regents definition): An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an

Individual to a sexually transmitted infection without that individual's knowledge.

For a more detailed information including student sanctions on Title IX visit our website and view: SUNO Title IX Policy.

Travel

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 enroute 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.

Weapons

- 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.

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.





**Student Code
of Conduct**

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 reenrollment 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.

The suspended student, however, shall have the right to appeal his or her case immediately until a regular hearing can be held.

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 funds.

7. Statement of Concern - Student Affairs staff members may issue statements of concern to a student for violation of Code One Violations. 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. 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 others, or to the student himself or herself.

Definition of Terms:

ADJUDICATION- The giving or pronouncing a judgment or decree in a cause; also the judgment given.

ALLEGATION- The assertion, declaration, or statement of a party to an action, made in a pleading, setting out what he expects to prove.

APPELLATE- Pertaining to or having cognizance of appeals and other proceedings for the judicial review of adjudications.

Source: Black's Law Dictionary

COMPLAINT- an expression of discontent, regret, pain, censure, resentment, or grief; lament; faultfinding.

Complainant- A person who files a formal accusation or brings a formal charge.

Source: Dictionary.com

Due process- A course of formal proceedings (as legal proceedings) carried out regularly and in accordance with established rules and principles.

Source: Merriam-Webster.com

Student- Any person currently or previously enrolled at SUNO pursuing an undergraduate, graduate or professional studies, whether full-time or part-time on ground and/or online, and a person who is registered for a future semester.

University Judicial Committee

“Hearing Board”, This is an administrative board which, among other things, conducts hearings under this policy. It is comprised of students, faculty and staff.

University Judicial Process:

Encompasses a series of actions and procedures administered by the SUNO's Vice Chancellor for Student Affairs which are designed to safe guard

a student's right to due process. This process does not include the observance and/or application of state and/or federal rules of civil procedures.

PURPOSE

Southern University at New Orleans' Student Code of Conduct is published for the ex-pressed purpose of providing to the University community, students in particular, the published 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:

SCOPE OF AUTHORITY:

STUDENTS

1. the opportunity for students to attain their educational objectives;
2. the maintenance of an intellect
3. and educational atmosphere throughout the University;
4. the protection of the health, safety, welfare, property, and human rights of all members of the University community; and
5. 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.

SCOPE 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.

A student admitted to Southern University at New Orleans accepts the responsibility to conform to all rules and regulations as published by the University. 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 will make reasonable effort to make regulations available, but students are ultimately responsible for becoming familiar with such regulations and are held accountable for misconduct even in the absence of such familiarity.

“Ignorance of the law is no excuse.”

SCOPE OF AUTHORITY: 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 fundraising events, the loss of all funds allocated by the University, and restitution for damages.

**SUBMITTING REVISION
TO THE CODE
OF 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 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 submits recommendations to the Chancellor for action.

The feedback helps us to improve the student handbook.





**Adjudication [Judicial]
System**

INTRODUCTION

The primary purpose of 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 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).

Administrative Hearings

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 and 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 only.

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. 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. 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 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.

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 or his designee. 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 chair-person, 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 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 The offense seriously impairs pursuit of the University's goals/objectives.

**Levels of Code of
Conduct Violations**

The University defines the following acts as unacceptable, with violations subject to disciplinary action as prescribed under the section on Disciplinary Procedures. There are three levels of student code of conduct violations as listed below.

**CODE ONE VIOLATIONS
(Minor Violations)**

Code One is considered minor violation (s). 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.

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
VIOLATIONS**
(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.
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. **Repeat Offenses:**
Violation of two or more 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.
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 VIOLATIONS

Major Violation (s).

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. Repeat 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.

5. Intentional Destruction of Property:

Intentionally damaging, destroying, or defacing University property or the property of any person while on University-owned or controlled property.

6. 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.

7. 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 misdemeanors.
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**

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 seven (7) 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 excluding Saturdays and Sundays.

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. An additional appeal may be transmitted through the Vice Chancellor for Student Affairs to the Chancellor, then to the President of the Southern University System, to the Southern University Board of Supervisors for further consideration.

STUDENT GRIEVANCE PROCEDURES

If a grievance is brought before the Student Grievance Board, the burden of proof rests upon the complainant 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 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 (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.



Southern University at New Orleans Satisfactory Academic Progress (SAP) Chart		
Total Hours Pursued	Minimum Cum. Percentage	Cumulative GPA
1-29	50%	1.51
30-59	60%	1.70
60-119	65%	2.00
120-180	70%	2.00
181 + Ineligible for Financial Aid		
*UNDERGRADUATE STUDENTS (ASSOCIATE)		
1-29	50%	1.51
30-59	60%	1.70
60-90	65%	2.00
91 + Ineligible for Financial Aid		
POST- BACCALAUREATE STUDENTS		
1 – 27 (Certificate of Completion) 28+ Ineligible for Financial Aid	67%	2.50
1 – 36 (Teacher Certification) 37+ Ineligible for Financial Aid	67%	2.50
1 – 60 (Second Degree) 61+ Ineligible for Financial Aid	67%	2.50
*GRADUATE STUDENTS		
1-54 (Education, MOIS, Criminal Justice, and Museum Studies)	75%	3.00
55 + Ineligible for Financial Aid 1-93 (Social Work)	75%	3.00
94+ Ineligible for Financial Aid 2nd Master (58 hours)	75%	3.00

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