

Southern University at New Orleans



Student Code of Conduct and Other Student- Related Policies

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PURPOSE

The Southern University at New Orleans Student Code of Conduct is published for the expressed purpose of providing to the University community, students in particular:

- University Policies;
- Student Rights and Responsibilities;
- Disciplinary;
- Judicial; and
- Appellate Procedures

The Student Code of Conduct sets forth administrative procedures whereby students accused of violating rules, policies, and regulations are afforded a fair and just process during the judicial proceedings. Southern University at New Orleans is committed to protecting the full constitutional rights of its students. Southern University at New Orleans and its community members have equal obligations to one another in protecting the educational environment. The University has comparable commitments to protect the integrity of its educational mission and the interests of its student body.

The following policies, regulations, and sanctions have been established to protect the rights and interests of all University community members. The Student Code of Conduct is updated periodically as laws in higher education change, and state laws regarding the rights of students attending a state institution in Louisiana are enforced. The current Student Code of Conduct supersedes any prior or previously published Student Code of Conduct. It is intended for internal distribution (i.e., use within the University community).

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, regulations and policies.

The University reserves the right to exercise jurisdiction for an offense committed off campus when the occurrence is at a university-sponsored or sanctioned event or 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 the pursuit of the University's goals/objectives.

Enforcing the Student Code of Conduct

Violators of University policies within the Southern University at New Orleans Student Code of Conduct will be subject to appropriate disciplinary sanctions. All members of the University community are responsible for the enforcement and communication of all policies. Therefore, all University community members are expected to identify violators of said policies.

Persons identifying a student violation should follow these steps:

- Obtain the violator's full name or ask for their student ID card; and
- Report the incident to the Division of Enrollment Management and Student Success
https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=801

- All Power-Based Violence/Title IX reports should be made to the Office for Compliance via its online portal below. The Office for Compliance can also be contacted by telephone at (504) 286-5362 or by e-mail at titleix@suno.edu.
https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=19
- Individuals should contact the Southern University at New Orleans Police Department when:
 - The violator is non-compliant;
 - It is outside of regular University business hours; or
 - There is a perceived threat of violence or act of violence.
- The Southern University at New Orleans University Police Department will forward all reports received to the Division of Enrollment Management and Student Success.

DEFINITIONS

- **Accused Student:** A student charged with violations of the Student Code of Conduct or any other University policy.
- **Adjudication:** The giving or pronouncing of a judgment or decree in a cause; also, the decision given.
- **Administrative File:** All documents and evidence in the University's possession or control relevant to the alleged violation and the University's investigation, including, but not limited to, exculpatory evidence, documents submitted by any participant, and the University's choice of video recording, audio recording, or transcript of any disciplinary hearing ultimately held in the matter. The file shall not include privileged documents or internal memorandums that the University does not intend to introduce as evidence at any hearing on the matter.
- **Advisor:** A person who gives information, advice, or opinions.
- **Allegation:** The assertion, declaration, or statement of a party to an action, made in a pleading, setting out what he/she expects to prove.
- **Alleged Victim:** A student who is the purported victim of an accused student's alleged offense.
- **Appellate:** Pertaining to or having cognizance of appeals and other proceedings for the judicial review of adjudications.
- **Business Day:** A day of regular business operation as designated by the University, generally Monday through Friday during the hours of 8:00 am to 5:00 pm.
- **Campus Community:** Refers to any administrator, faculty, staff, or student of Southern University at New Orleans, including all land, buildings, facilities, streets, parking lots, sidewalks, and other property in possession of or owned, used, or controlled by Southern University at New Orleans.

- **Clear and Convincing Evidence:** To demonstrate that the existence of a disputed fact is highly probable, that is, much more probable than its nonexistence.
- **Complainant:** Any person who submits a report alleging that a student violated the Student Code of Conduct or any other University policy.
- **Conduct Hold:** Prevents the student from conducting business at the University (i.e., any form of registration or obtaining transcripts).
- **Contempt:** Show willful disobedience to or open disrespect of conduct proceedings. Acts include, but are not limited to, failure to appear and failure to adhere or comply.
- **Faculty Member:** Any person hired by the University to conduct classroom instruction or research activities or who is otherwise considered by the University to be a member of its faculty.
- **Fully Participate:** Includes the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to provide the alleged victim or accused with support, guidance, and advice.
- **Hearing Committee:** Any person or persons who have been authorized by the University to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student is found responsible for violating the Student Code of Conduct.
- **Interim Measure:** The University's ability to take reasonable interim measures necessary to ensure the physical safety of members of the campus community during a timely investigation and adjudication of a student disciplinary issue, including but not limited to:
 - The ability to adjust student housing arrangements;
 - Imposition of conditions of mutual no contact between the accused student and alleged victim;
 - Suspension of a student; or
 - Banishment from campus.
- **Institutional Prosecutor:** Personnel appointed by the Vice Chancellor of Enrollment Management and Student Success to prosecute student misconduct matters.
- **Legal Counsel:** An attorney who gives advice regarding the law.
- **Mediation:** The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.
- **Mediator:** Any neutral member of the University community who assists parties in reaching a mutual agreement to resolve their differences.

- **Not Responsible:** When an accused student has not been found responsible (not guilty) for the alleged violation(s) of the Student Code of Conduct.
- **Preponderance of Evidence:** Taking the evidence as a whole, the fact to be proved is more probable than not.
- **Responsible:** When an accused student has been found responsible (guilty) for violating a provision(s) of the Student Code of Conduct.
- **Sanction:** A penalty imposed upon a student after the student has been found responsible for violating the Student Code of Conduct.
- **Student Organization:** An administrative and functional structure of persons enrolled at the University that is officially registered with the Office of the Director of Student and Campus Life.
- **University:** Southern University at New Orleans, located in New Orleans, LA.
- **University Judicial Process:** Actions designed to safeguard a student's right to due process. Observance of state or federal courtroom procedures is not required of the University's conduct process. The imposition of such rigid standards and time-consuming processes may interfere with the administration and due process.
- **University Official:** Any person employed by the University performing administrative or professional responsibilities.
- **University Premises:** All buildings, land, facilities, and any other property owned, leased, controlled, or supervised by the University.
- **University Sponsored Activity:** Any activity on or off campus which is initiated, aided, authorized, or supervised by the University.
- The word **Can** is used in the permissive sense.
- The word **May** is used in the permissive sense.
- The word **Shall** is used in the imperative sense.
- The word **Will** is used in the imperative sense.

GENERAL POLICIES

Student Dress Code

Southern University at New Orleans students are expected to dress in a manner representative of a higher education institution. Inappropriate academic attire should not be worn while attending classes,

performing work-study assignments, attending assemblies and other University functions. Special occasions (e.g. banquets, convocations, coronations, employment, graduation, luncheons, professional exploration day) dictate that business or formal wear be worn. Sporting events and other social functions require informal but respectable attire.

Unacceptable Attire is/are:

- Du-rags, bonnets, or scarves. (Religious head wraps and garments are permitted.);
- Sagging pants or shorts that reveal undergarments;
- Excessively tight or revealing clothing;
- Bedroom or shower slippers;
- Undergarments or night gowns (tops or bottoms) worn as outerwear. (Under garments should not be visible, under any circumstance.);
- Clothing that reveals body piercings; and
- Clothing articles with derogatory, offensive, lewd, or discriminatory messages or pictures. This includes clothing articles that promote violence or the selling, manufacturing, and distribution of drugs or alcohol.

Academic Policy

Regulations governing academic conduct of students enrolled at Southern University at New Orleans and are located in the University catalog.

Alcoholic Beverage Policy

Southern University at New Orleans acknowledges and adheres to the State of Louisiana alcohol consumption law and the Southern University System's Alcoholic Beverages Policy. It is Southern University at New Orleans's policy that all students are prohibited from the use and/or sale of alcoholic beverages within the confines of the University and at University sponsored activities.

Campus Free Speech

The Southern University System deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all institutions of the Southern University System subject only to reasonable time, place, and manner restrictions. Therefore, the Southern University System has adopted a Uniformed Policy on Campus Free Speech which can be located at www.sus.edu/policies.

Children on Campus

Southern University at New Orleans 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 campus sponsored activities. Students are encouraged to make personal childcare arrangements without the University's involvement.

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

Minor children on campus without the supervision of an adult are not allowed on the University's campus. It is the policy of the University that all students are prohibited from bringing to class or

leaving their children unattended on the University's campus. In compliance with this policy, the following stipulations apply:

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

Drug-Free Campus Policy

Any student in possession of drugs on the Southern University at New Orleans campus is subject to disciplinary action up to expulsion.

Drug-Free Workplace Policy

The Drug-free Workplace Act of 1988 requires Southern University at New Orleans, as a federal grantee, to certify that it provides a drug-free workplace. The drug-free workplace requirement applies to all offices and departments that receive campus-based funds. Sub-grantees, such as organizations that contract with Southern University at New Orleans, are excluded from these provisions. Drug-free Schools and Communities Act Amendments of 1989 require Southern University at New Orleans to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.

Fund-Raising/Solicitation

Southern University at New Orleans 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 Leadership and Engagement. Students cannot sell merchandise on an individual basis.

Immunities and Amnesty Policy

Any student acting in good faith who reports or assists in the investigation of a student conduct violation or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a student conduct violation of such an incident may not be subjected to any disciplinary action for a nonviolent student conduct violation.

Immunity shall not apply to an individual who perpetrates or assists in the perpetration of a student conduct violation.

Any student who reports, in good faith, a student conduct violation may not be sanctioned for a nonviolent student conduct violation, which is revealed in the course of making such a report.

Tobacco-Free Campus Policy

Southern University at New Orleans recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, Southern University at New Orleans has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environment for visitors, employees and students.

Accordingly, pursuant to the provisions of the Louisiana Smoke Free Air Act (La. R.S. 40:1291.1, et seq.), Southern University at New Orleans issues a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property or other properties owned or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all University owned or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on Southern University at New Orleans properties.

This policy will be in place at all Southern University at New Orleans sponsored events both on our premises and at external locations hosting such events, including events outside of non-University hours and will further apply to all faculty, staff, students and visitors.

Noise Policy

Southern University at New Orleans's University Police Department enforces a policy regarding low-level noise emanating from vehicles or from audio equipment carried by pedestrians. Pedestrians carrying high-volume audio equipment will receive citations, and the equipment will be confiscated and held until the end of the semester. If the student is suspended, the equipment will be returned at the end of the suspension. The University will assume no liability for the condition of confiscated equipment.

Parental Notification of Alcohol and Drug Violations

In the event a student under the age of twenty-one (21) violates laws governing the use and possession of alcohol or other controlled substances, the parents of the dependent student will be notified by the Director for Compliance. This includes federal, state, and local laws, rules and regulations. The notification of parents is an intervention that is based upon assisting students in making safe and healthy life choices.

Personal Checks and Credit Cards

The University does not accept personal checks. Students may pay their university accounts with cashier's checks or money orders. The University also accepts Discover, MasterCard, and Visa.

Pets

All pets – including but not specifically limited to dogs, cats, birds, snakes/reptiles, horses, and other animals - are not allowed in any university building or on the Southern University at New Orleans campus. To protect the interest and safety of students and employees, any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets are considered animals, domestic or wild, in the company of a student, faculty/staff member, guest, or visitor to the University. This policy does not apply to service or emotional support animals, which are subject to the Southern University System's Service and Emotional Support Animal Policy located at www.sus.edu/compliance. Students residing in University Housing found in violation of this policy will be subject to immediate lease termination and eviction.

Posting Policy

All posting of flyers, banners, posters, and stickers on University property must be approved by way of email by the Director of Student Leadership and Engagement. Under no circumstances should signs

or leaflets be posted on interior walls, interior/exterior windows, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles. Signs may be posted on designated bulletin boards and on the outside of brick walls of designated buildings, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles.

Power-based Violence, Sexual Misconduct, and Title IX

Southern University at New Orleans does not tolerate power-based violence, sexual misconduct, or Title IX violations in any form, including sexual assault and sexual harassment. Campus power-based violence, sexual misconduct, and Title IX procedures apply to all registered students, faculty, and staff, as well as guests to all Southern University System campuses. See the Southern University System's Power-Based Violence/Sexual Misconduct and Title IX Formal Grievance Procedure policies at www.sus.edu/compliance.

Probation and Dismissal Policies

Any student dismissed from the University for disciplinary purposes shall forfeit all fees paid to the University and shall be held liable for any debts owed the University. Any student placed on suspension upon returning to the University will be placed on disciplinary probation.

Search Policy

The Residential Life and Housing personnel may enter a student's room when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised.

Tobacco-Free Regulations

The use of tobacco is prohibited by students, staff, faculty or visitors:

- In all campus buildings, facilities, or property owned or leased by the University;
- On campus grounds, facilities, or in vehicles that are the property of the University; and
- During lectures, conferences, meetings, and social or cultural events held on University property or grounds.

The sale or free distribution of tobacco products, including merchandise on campus or at University events is prohibited.

Southern University at New Orleans student organizations are prohibited from accepting money or gifts from tobacco companies including:

- Parties sponsored by tobacco companies and allowing them to distribute free, reduced price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the University.
- Southern University at New Orleans will provide information on free and accessible tobacco treatment resources on campus.

Weapons Policy

Any student in possession of a weapon (gun, knife, or any other lethal instrument) on the University's campus in violation of Louisiana law shall be subject to University disciplinary action and expelled.

Violators shall also be subject to criminal charges.

General Policy Definitions

- **Consent:** The University defines consent as 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". The Louisiana Board of Regents, for the purpose of sexual misconduct, defines consent as: "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 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 accused 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."
- **Smoking:** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- **Tobacco Products:** All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, bongos, and smokeless tobacco products.

STUDENT EMAIL USAGE

SUNO Student Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Southern University at New Orleans community and externally to users, including prospective students, alumni, and the public at large. This student email policy is a supplement to the University's general email policy.

SUNO Student Email Expectations

Students are expected to check their official Southern University at New Orleans email on a frequent and consistent basis in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

Educational Uses of University Email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore assume that students' official @sus.edu and @suno.edu accounts are being accessed and faculty can use email for their classes accordingly.

The Southern University at New Orleans email accounts (@sus.edu and @suno.edu) are considered the official means for communicating University matters to students. The University has the right to send communications to students, faculty, and staff by way of email and the right to expect that those communications will be received and read in a timely fashion. Users are expected to read, and shall be presumed to have received and read, all official Southern University at New Orleans email messages sent to their official University email accounts. Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure and contents that are expected remain confidential should not be communicated by way of e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

If a student wishes to have email forwarded from their official @sus.edu or @suno.edu email address to another email address (e.g., @gmail.com, @yahoo.com), they may do so, but at their own risk. Southern University at New Orleans is not responsible for the handling of email by outside vendors or by departmental servers. Having email forwarded does not excuse a student from the responsibilities associated with official communication sent to their @sus.edu and @suno.edu email address.

STUDENT ID CARD USAGE

All students (both full-time and part-time) at Southern University at New Orleans are issued student identification (ID) cards. Only the first student ID card is issued free. The student ID card serves as proof of status with Southern University at New Orleans and provides access to many resources provided by the University, such as dining hall meals, access to buildings, residence halls and campus events, and use of the library.

All enrolled students (full-time and part-time) at Southern University at New Orleans are required to have valid identification (ID) cards for the semester in which they are registered. Students are required to carry a student ID card **at all times**. Failure to do so may subject students to a reasonable detention by appropriate University authorities as well as prevent admission/passage into University events, programs, or facilities. Students are required to present their issued student ID card when requested by any University official. Failure to present the student ID card when requested by a University official is a violation of the Southern University at New Orleans Student Code of Conduct.

Students must protect their student ID card as to reduce the risk of abuse related to the privileges associated with the student ID card. Please note:

- Holes should not be punched in the ID card; and

- The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields.

No one other than the student to whom the card is issued is to use the student ID card. The student ID card is the property of Southern University at New Orleans and must be presented upon the request of an appropriate University official and may be revoked at any time by the University.

Misuse of Student ID Cards

The transfer, alteration, falsification, or forgery of a Southern University at New Orleans student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges or civil proceedings. Any person, other than a student enrolled at Southern University at New Orleans to whom an official student ID card had been issued, who is found in possession of and attempting to use a Southern University at New Orleans student ID card or facsimile thereof will be subject to arrest and prosecution under La. R.S. 14:70.7. Students misusing student ID cards to gain access to University events or facilities shall receive an automatic fine when the incidents are reported to the Division of Enrollment Management and Student Success. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting proper documentation that the ID was lost/stolen (on the date of the incident or soon after) is not valid evidence.

Replacement of Lost or Stolen ID Cards

When a student ID card cannot be found, the student must report the student ID card as lost as soon as possible. A student must report a lost/stolen student ID card to the Southern University at New Orleans's Police Department in person. Students that lose their IDs cards must do the following in order to obtain a new ID card:

1. Report to the Southern University at New Orleans's University Police Department to obtain a police report;
2. Report to the Cashier's Office and pay for a police report for the lost/stolen ID card and the fee for a duplicate ID; and
3. Report to the IT department for a duplicate ID.

Requests to waive the duplicate student ID card fee will only be granted in the event that the original card was lost or damaged by the University or a University official performing his or her duties.

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. However, with these rights, there is a responsibility to obey federal, state, and local laws and abide by the University's rules and regulations.

Essential to the effective functioning of the University is the protection and promotion of a unique set of interests and purposes which include:

- the opportunity for students to attain their educational objectives;
- the maintenance of an intellect and educational atmosphere throughout the University;

- the protection of the health, safety, welfare, property, and human rights of all members of the University community; and
- 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 adhere to the code of conduct regulations set by the University. Violations of these regulations or a demonstrated unwillingness to obey the rules governing conduct may lead to sanctions or disciplinary action by the University.

Scope of Rights

Every student has the right to:

- receive full and proper respect from faculty, staff, and the administration;
- 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;
- initiate a grievance against students, faculty, staff, policy, or administration with the assurance that his or her interests will be protected; and
- the provision of places on campus to study, relax and socialize.

Scope of Authority: Students

A student admitted to Southern University at New Orleans accepts the responsibility to conform to all rules and regulations 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 of Enrollment Management and Student Success will make a reasonable effort to make regulations available, but students are ultimately responsible for becoming familiar with such rules 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 Student 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.

ACADEMIC MISCONDUCT

Any deliberate attempt to gain an unfair advantage in academic work.

Examples of Academic Misconduct include, but are not limited to:

- Unauthorized use of Electronic Devices (**i.e. Smartphones, Smartwatches, Tablets, and Laptops**) are prohibited in the classroom and laboratory facilities. 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 and/or for personal use;
- Unauthorized use of information, notes, study aids, or electronic devices on an examination altering graded assignments; or submitting work done by another person;
- Misleading an Instructor as to the condition under which the work was prepared, including, but not limited to, substituting for another Student or permitting another person to substitute for oneself on any academic work;
- Unauthorized Collaboration is the communication or interaction between two or more individuals on academic work by sharing information without the instructor's consent;
- Falsification of information intended to provide false or misleading information;
- Plagiarism, to include the lack of appropriate citation or the unacknowledged inclusion of someone else's words, structure, ideas, or data; additionally, plagiarism is the presentation or submission of work (in part or in whole) by someone else as if it were one's own. Plagiarism includes: directly quoting the words of others without using quotation marks or indented format to identify them and; using sources of information (published or unpublished) without identifying the original author (s);
- Unauthorized access to academic or computer systems;
- Unfair advantage, including reproducing, circulating, and the usage of unauthorized materials before and during an examination.

Reporting Academic Misconduct

Southern University at New Orleans expects students to uphold truth and honesty in protecting the validity of their Southern University at New Orleans education. Students are expected to complete original academic work. All matters dealing with Academic Misconduct shall be handled by the Division of Academic Affairs in accordance with its policies and procedures.

Disruption in the Academic Process

Disruptions that affect the academic process will be broadly defined as the acts of a student in a teaching environment, which at the determination of the instructor, prohibits other students from fully engaging in the academic process. More specifically,

- Acts that direct attention from instruction, such as noisy distractions, persistent, disrespectful, or abusive interruptions of lectures, exams, or academic discussions; or
- Acts that present a danger to the health, safety, or well-being of the individuals present. Students with disabilities or other impairments that may cause disruptions in the academic process are subject to the regulations outlined by the Office of Disability Support Services.

Sanctions for Disruption in the Classroom

Sanctions for disruptions in the classroom are subject to the seriousness of the disruption and range from a warning to dismissal (administrative withdrawal) from the course. Severe instances of disruption shall result in suspension or expulsion from the University.

BEHAVIORAL MISCONDUCT

Southern University at New Orleans defines the following acts as unacceptable, with violations subject to disciplinary action as prescribed. The judiciary body shall be able to impose a sanction equal to or less than specified for a given code category. A student who commits several related violations at one time will have one hearing.

SUNO Royal Court Code of Conduct

Members of the Southern University at New Orleans Royal Court are expected to carry themselves in an exemplary manner at all times. The rights and privileges bestowed upon you as a member or participant in the Royal Court are recognized as one of honor and respect. All members of the Royal Court must adhere to guidelines outlined in Southern University at New Orleans Code of Conduct and the Royal Court Rules and Regulations Manual.

Any violations of the Student Code of Conduct or the Royal Court Rules and Regulations Manual may result in university disciplinary action including, but not limited to, a Verbal Warning as a Royal Court member, Suspension from Royal Court activities, or Removal from the Royal Court and relinquishment of title.

Code One Offenses

A student found responsible for any of the following acts will be subject to disciplinary sanctions, including, but not limited to, expulsion, suspension, removal from University housing, and removal from any student organization or court. The severity of each offense shall determine the appropriate sanction to be imposed, additionally, the information and evidence presented in a case shall determine the appropriate sanction to be set.

1.1. **Aiding and Abetting:** Knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or participation could be used to violate the Student Code of Conduct.

a. **Conspiracy:** Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.

1.2. **Arson:** Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.

1.3. **Bribery:** Offering money, service, or any item to a student, administrator, faculty, or staff member to influence the partiality of, to receive University property, grades, or services for oneself or another, or to gain an advantage or special treatment for oneself or another.

1.4. **Coercion:** 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. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent before engaging in an activity, including sexual activity.

1.5. Destruction of Property: Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity or attempting to do so. This includes any attempt to destroy or alter the function or performance of University equipment or property and misuse of the University name, logo, or seal.

1.6. Discrimination: Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, or any other categories protected by applicable state and federal laws.

1.7. Disruption/Obstruction: Any action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity; throwing or causing the projection of any object or substance which may damage or deface University or private property; or causing personal injury or disruption, including but not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.

- a. **Disorderly Assembly:** Participating in a demonstration, riot, or an activity, whether on or off campus, which disrupts the normal operations of the University or infringes on the rights of other members of the University community; or leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
- b. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
- c. **Disruptive Behavior:** Disruption of a class, curricular or University activity or any other act that impairs, interferes with, or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct, or functions of the University or the rights of other members of the University community.

1.8. Falsification of Information, False Testimony, and Fraud: Furnishing false or misleading information or identification to a University official; failing to provide accurate information to a University official; any unauthorized reproducing, copying, possession, submission, misuse, or attempted abuse of University documents; forging, falsifying, tampering, altering, or attempting to alter University documents; or misrepresentation of a University official.

- a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a University student ID card.

1.9. Failure to Comply: Failure to follow a directive made by a University official performing his or her duties, which could potentially endanger or endangers the safety of persons or property.

- a. **Contempt:** Willful disobedience to or displaying open disrespect for a University Official performing judicial duties or the failure to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information in a hearing; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board before or during the course of the judicial proceeding; or failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a University official.

- c. **Failure to Appear:** Failure to appear before a University official or committee conducting a judicial proceeding or investigation.
- d. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

1.10. **False Reporting of an Emergency:** Intentionally making a false report of a bomb, fire, or another emergency regarding property or personal injury, including abuse of 911 and fire alarms.

1.11. **Harassment:** Actions that involve deliberate interference, or a threat to interfere, with an individual's safety, academic efforts, employment, or participation in University-sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.

- a. **Bullying:** Aggressive behavior or intentional harm carried out repeatedly over time and occurred within an interpersonal relationship characterized by an imbalance of power.
- b. **Cyberbullying:** Occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the internet, social media, or other interactive and digital technologies.
- c. **Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. This includes situations where students are harassed for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of masculinity or femininity.
- d. **Stalking:** Any repeated behavior or activity that causes another person to experience emotional distress, the threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to, repeated following of another person, repeated monitoring or surveillance of another person, and repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.

1.12. **Hazing:** Any willful act by any one student alone or acting with others, directed against any other student that:

- Subjects the student(s) to indignity or humiliation;
- Intimidates the student by threatening or ostracizing him/her in public;
- Submits the student to shame or disgrace among fellow students;
- Humbles or is calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked;
- Discourages the student from remaining at the University or causes the student to leave the University rather than to submit to such acts; or
- Constitutes a legal assault by striking, beating, bruising, maiming, or any other act of physical violence or even seriously threatening to do such acts.

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; or
- Forced conduct which could result in embarrassment to any person.

Students are at this moment put on notice that La. R.S. 17:1801(A) states, “[h]azing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.” Pursuant to La. R.S. 17:1801(B), “[w]hoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activities.”

Additionally, La. R.S. 14:40.8 defines the criminal act of hazing, which definition is also incorporated into this Student Code of Conduct as an additional definition for hazing.

Lastly, the Southern University System’s Hazing Prevention Policy (www.sus.edu/compliance) is incorporated into this Student Code of Conduct as an additional definition for hazing. Therefore, any violation of the System’s Hazing Prevention Policy shall be a violation of the definition of hazing under this Student Code of Conduct.

1.13. Illegal Use of Alcoholic Beverages: Purchasing, selling, or making available to underage persons alcoholic beverages; or providing funding for alcoholic beverages in violation of state or local statutes or University policy. The University defines an alcoholic beverage as a beer, porter, cordial liquor, specialty drinks, brandy, whiskey, wine, rum, gin, or any fluid or solid capable of being converted into a liquid for human consumption and all similar distilled beverages having alcoholic content.

Unauthorized Use of Alcoholic Beverages: Failure to comply with University regulations regarding the use and sale of alcoholic beverages on University-owned or -controlled property.

1.14. Indecent, Obscene, Immoral Behavior: Conduct which is disorderly, lewd, or indecent. Such acts include, but are not limited to, the use of obscene gestures, improper body exposures, other immoral actions or use of profanity to any faculty, staff, student, or University official, any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge or without his/her effective consent when such a recording is likely to cause injury or distress, and taking pictures of another person in a gym, locker room or restroom.

1.15. Intimidation: The act of making an individual timid, filled with fear, to overcome or cower, as through the force of personality or a prominent display of strength which can control an individual’s actions.

1.16. Moral Turpitude: An act of baseness, vileness, or depravity, which brings shame to the University and contradicts the letter and spirit of the University’s Student Code of Conduct, good citizenship, or ethics, is prohibited. Included are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.

1.17. Negligent Bodily Injury: Careless or reckless behavior resulting in bodily injury or could result in bodily injury to any person.

1.18. Negligent Destruction of Property: Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.

1.19. Possessing, Use, Distribution, Sale, or Manufacture of Controlled Substances: Knowingly possessing, using, distributing, selling, or manufacturing illegal drugs or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.

- a. **Dangerous Drugs:** The use, consumption, possession, manufacturing, purchase, sale, or distribution of illicit drugs, narcotics, or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.
- b. **Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia:** Knowingly possessing, distributing, selling, or manufacturing counterfeit drugs or related drug paraphernalia.

1.20. Possession or Use of Weapons: The unauthorized possession or use of any firearm, ammunition, explosive, or another weapon. Weapons may not be stored in residence halls, campus buildings, or on University-owned or -controlled property. Items not considered weapons but used with the intent to inflict bodily harm will be subject to interpretation by the police department and judicial committee. The University defines a weapon as any device, apparatus, substance, or object capable of causing or inflicting injury or death, whether designed or adapted specifically for use as a weapon.

1.21. Repeated Offenses: Repeated violations of the University's Student Code of Conduct or any University policy for which a sanction has been previously imposed.

1.22. Retaliation: Acts or attempted acts to interfere 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 any University investigation or proceeding. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

1.23. Sexual Assault: Engaging or attempting to engage an individual in one or more of the following sexual actions with or directed against another person, including; 1) sexual penetration without the consent of the other person; 2) 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; or 3) 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.

1.24. Sexual Exploitation: 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. Examples include, but are not limited to: pressure for a date or a romantic or intimate relationship; invasion of sexual privacy; pressure for or forced sexual activity; unnecessary and unwelcomed 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 innuendoes 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 use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.

1.25. Sexual Harassment: 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 or gender, including harassment based on the person's nonconformity with gender stereotypes.

1.26. Theft/Identity Theft: Taking or attempted taking without consent or unauthorized use of funds or property. This includes the misuse or unauthorized use of University funds or student organization funds administered through the University.

Possession of Stolen Property: Knowingly possessing, using, or attempting to use stolen property.

1.27. Unauthorized Access to Records, Equipment, or Telephone or Other Communication Devices: Unauthorized use of, access to, or an attempt to gain access to University records, equipment, or telephone or other communication devices including, but not limited to, paper/computer files, computer systems/software, telephones, fax machines, etc.

1.28. Unauthorized Access: Attempted or unauthorized entry into any building, structure, or facility without prior approval to remain on the premises.

Improper use of keys: Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building, or room without proper authorization; or failure to return University issued keys to the proper University officials.

1.29. Unwelcome and Uninvited Contact: A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to: 1) tailing/shadowing, and 2) unwelcome communication, including: telephone call, voice message, electronic mail, SMS messages, written letter or note, and unwanted gift.

1.30. Violations of Federal, State, or Local Laws: The University incorporates into this Student Code of Conduct all federal, state, and local laws. Any alleged violations of federal, state, and local laws which occur on or off campus are subject to internal University investigation, review, and action in addition to any action by appropriate civil or criminal authorities. For a violation of this offense, the University must prove each element of the federal, state, or local law by a preponderance of the evidence.

1.31. Violent Behavior: Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress or endangering one's own health or safety; or any threat, attempt or offer to cause physical harm or severe emotional distress to another.

- a. **Fighting:** The act of an individual(s) engaged in a physical fight (physical assault), violence, or conflict.
- b. **Physical Assault:** The use of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; or threatened use of physical assault.
- c. **Threat of Physical Assault:** The attempted use or threat of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person, any attempt to intentionally inflict bodily injury upon any person, and threatened use of physical assault.

Code Two Offenses

A student found responsible of any of the following acts will be subject to disciplinary sanctions including, but not limited to, removal from University housing, and removal from any student organization. However, a student found responsible of any of the following acts will not be subject to the disciplinary sanctions of expulsion or suspension. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed.

- 2.1. **Cell Phone Usage:** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes, but is not limited to, placing or receiving calls or text messages as well as conversing on cell phones.
- 2.2. **Failure to Vacate:** The failure to vacate University facilities during hours of visitation, at closing, or at the directive of a University official.
- 2.3. **Gambling:** Wagering or assisting in the wager of money or any other item of value.
- 2.4. **Illegal Posting:** Posting of signs or other materials without authorization from the appropriate offices.
- 2.5. **Illegal Registering of Automobiles:** Registering an automobile for any freshman residing in on-campus housing who has not been authorized to operate a vehicle on campus.
- 2.6. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.
- 2.7. **Misuse of Property:** Misusing property belonging to another person or entity or attempting to do so. This includes, but is not limited to, any attempt to alter the function or performance of University equipment or property and the misuse of the University name, logo, or seal.
- 2.8. **Public Drinking:** Public drinking is the imbibing or drinking of alcoholic beverages in or on any campus street, alley, sidewalk, parking lot, right-of-way, park, playground, square, or unenclosed boundary of the University campus.
- 2.9. **Public Intoxication:** Appearing in public on the University premises while intoxicated or under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
- 2.10. **Profanity:** Use of abusive, vulgar, or irreverent language.
- 2.11. **Possession or Use of Fireworks:** Possession or use of fireworks of any description on university premises.
- 2.12. **Possession or Use of Marijuana:** Possession or use of marijuana.
- 2.13. **Tobacco:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all campus property.
- 2.14. **Traffic or Parking Violations:** Violation of any of the University's traffic and parking rules and regulations.
- 2.15. **Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls) or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- 2.16. **Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying administrative & application fees, and room rent.
- 2.17. **Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials or failure to abide by University policies and regulations on posting and distribution of materials on University premises.

2.18. **Unauthorized Use of Loud Speakers:** Use of loud speakers on University property without prior approval of the appropriate officials.

2.19. **Violation of University Housing and Dining Facilities Regulations and Rules:** Violation of any regulations and rules governing University housing and dining facilities are prohibited.

THE STUDENT JUDICIAL PROCESS

Cases that arise under the behavioral misconduct violations are handled by the Student Judicial Affairs Committee, a constituent of the Division of Student Affairs & Enrollment Management.

All hearings will be audio or video recorded by the Division of Enrollment Management and Student Success. No other person shall have the right to record any hearings. Hearings may be conducted in person or by way of video conferencing.

There is a six-month statute of limitations for any alleged violation of the University's Student Code of Conduct.

Parents/Legal Guardians are not entitled to request any information regarding an accused student's disciplinary proceeding unless the accused student provides a signed FERPA waiver.

It is the student's responsibility to review the University's Student Code of Conduct and other University related policies, rules, and regulations.

Failure to attend scheduled hearings with the Student Judicial Affairs Committee does not prevent the proceeding from going forward.

The Vice Chancellor of Enrollment Management and Student Success or his/her designee shall appoint a facilitator or member of the Student Judicial Affairs Committee to serve as chair for hearings. The facilitator shall not participate in the decision-making process for responsibility or sanctions. The chair, as a member of the Student Judicial Affairs Committee, shall participate in the decision-making process for responsibility and sanctions. This appointed facilitator or chair shall preside over the hearing by keeping order, setting hearing procedure (e.g., time limits and presentation order), and admitting evidence. There are no formal rules of evidence. However, the facilitator or chair shall make good faith efforts to include relevant evidence and exclude evidence which is neither relevant nor probative.

The Division of Enrollment Management and Student Success may suspend and transfer any investigation regarding matters that are included in the Southern University System's Power-Based Violence/Sexual Misconduct or Title IX Formal Grievance Procedures policies to the Office for Compliance for handling and disposition.

Code One Behavioral Misconduct Offenses

The Southern University System Non-Academic Disciplinary Proceeding Policy (www.sus.edu/policies) and the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394) apply to these matters.

All disciplinary proceedings under this process are carried out free from conflicts of interest. As such, the victim counselor and victim advocate, investigator, institutional prosecutor, adjudicator, and appellate adjudicator shall all be separate individuals. The accused student or student organization is afforded the expressed presumption of innocence and set forth that the student or the student organization may not be deemed responsible for the violation until the organization formally acknowledges responsibility or the conclusion of the hearing before the Student Judicial Affairs Committee and every element of the alleged violation has been proven by clear and convincing evidence.

The accused student or student organization and alleged victim have the right to be represented, at their own expense, by an attorney or a non-attorney advocate who may fully participate during any disciplinary proceeding or during any other procedure adopted and used by the University to address an alleged violation of the University's non-academic rules or policies. This allows for one attorney or one non-attorney advocate to fully participate during the disciplinary proceedings. The University reserves the right to bar any additional attorneys or non-attorney advocates from participation in or attendance to any disciplinary proceeding. If the attorney or non-attorney advocate presents evidence, makes opening or closing statements, or examines or cross-examines witnesses on behalf of the accused student or student organization or alleged victim, the accused student or student organization or alleged victim may not present evidence, make opening or closing statements, or examine or cross-examine witnesses. If the accused student or student organization or alleged victim presents evidence, makes opening or closing statements, or examines or cross-examines witnesses, the attorney or non-attorney advocate for the accused student or student organization or alleged victim may not present evidence, make opening or closing statements, or examine or cross-examine witnesses.

Interim Measures

Reasonable interim measures are put in place when necessary to ensure the physical safety of the campus community during a timely investigation and adjudication of the alleged code of conduct violation. Within seventy-two (72) hours of the alleged violation being deemed an immediate threat, the Institutional Prosecutor shall send the accused student or student organization written notice of any interim measures, the reasoning for any interim measures, the hearing date and location, the alleged violations requiring any interim measures, and any evidence will be presented to the committee to justify any interim measures. If there is an alleged victim, the Institutional Prosecutor shall send the alleged victim written notice of the interim measures hearing with the date and location. All notices described in this paragraph shall include the Southern University System's Non-Academic Disciplinary Proceedings Policy, the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394), and the Student Code of Conduct.

Within seven (7) business days of receipt of written notice, unless waived by the accused student or student organization an interim measures hearing shall take place. The interim measures hearing is held before the Student Judicial Affairs Committee and the Institutional Prosecutor presents evidence and a determination is made as to whether there is substantial evidence to support the assertion that the accused student or student organization is deemed an immediate threat and that any interim measures are appropriate. All parties have the right to fully participate in all aspects of the proceeding. At the conclusion of the interim measures hearing, the requested interim measure is either **UPHELD**, **DENIED** or **MODIFIED**. In the event that any interim measures are **MODIFIED**, any original measures can be lessened; however, the measures cannot be increased. The Institutional Prosecutor

shall send the accused student or student organization a written notice of decision of the interim measures hearing within twenty-hour (24) hours of the interim measures hearing. Any interim measures shall remain in place until the issuance of the Student Judicial Affairs Committee's ruling from the disciplinary hearing. An accused student's waiver of the right to an interim measure hearing shall not constitute an admission of guilt or waiver of any additional rights.

Disciplinary Hearing

At the conclusion of a timely investigation, the Institutional Prosecutor shall issue the accused student or student organization written notice of all violations levied against the accused student or student organization, the hearing date and location, a list of all potential sanctions, a list of all evidence to be used by the Institutional Prosecutor at the hearing, and how the accused student or student organization can access the administrative file. If there is an alleged victim, the Institutional Prosecutor shall send the alleged victim written notice of the hearing with date, location, list of violations levied against the accused student or student organization and how the alleged victim can access the administrative file. The date of the hearing shall be no less than seven (7) business days from receipt of notice. The accused student or student organization and the alleged victim shall have reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents in the file prior to the hearing. All notices described in this paragraph shall include the Southern University System's Non-Academic Disciplinary Proceedings Policy, the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394), and the Student Code of Conduct.

The accused student or student organization may accept responsibility for any alleged violations by signing a formal acknowledgement of responsibility, which shall list the violations the accused student or student organization is accepting responsibility for and the list of potential sanctions. If an accused student or student organization accepts responsibility for an alleged violation, the Student Judicial Affairs Committee shall determine the appropriate sanctions after a presentation of facts by the Institutional Prosecutor. The accused student or student organization or the alleged victim may provide a written or oral statement to the Student Judicial Affairs Committee.

The Institutional Prosecutor shall send the accused student or student organization and the alleged victim a written notice of decision of the disciplinary hearing within seven (7) days of the disciplinary hearing which shall outline the appellate rights of all parties involved.

Appeals

The accused student or student organization and the alleged victim shall be afforded an opportunity to appeal the Student Judicial Affairs Committee's decision to Vice Chancellor of Enrollment Management and Student Success or his/her designee. The appeal shall be filed within ten (10) days after receiving the written notice of decision regarding the disciplinary hearing. The issues that may be raised on appeal include: new evidence, contradictory evidence, and evidence that the accused student or student organization or alleged victim was not afforded due process.

Upon consideration of the evidence, the Vice Chancellor of Enrollment Management and Student Success or his/her designee may GRANT THE APPEAL or DENY THE APPEAL. If the appeal is granted, the Vice Chancellor of Enrollment Management and Student Success or his/her designee may ORDER A NEW HEARING or REDUCE or MODIFY THE PUNISHMENT. The Vice Chancellor of Enrollment Management and Student Success or his/her designee shall issue his/her written decision

to the accused student or student organization and the alleged victim within fourteen (14) days of receipt of the appeal. If the appeal results in the reversal of a decision or a lessening of the sanction, the University shall reimburse the student for any tuition and fees paid for the period of suspension, including a deferred suspension, or expulsion which had not been previously refunded, if applicable.

In the event that a new hearing is ordered, the members of the Student Judicial Affairs Appeals Committee shall not have been a part of the initial hearing decision. The notice of the new hearing shall be sent by the Institutional Prosecutor and comply with the requirements of the initial disciplinary hearing. The appellate decision is the final University authority on the matter.

Code Two Behavioral Misconduct Offenses

The Southern University System Non-Academic Disciplinary Proceeding Policy and the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394) do not apply to these matters.

The accused student or student organization is afforded the expressed presumption of innocence and set forth that the student or the student organization may not be deemed responsible for the violation until the organization formally acknowledges responsibility or the conclusion of the hearing before the Student Judicial Affairs Committee and every element of the alleged violation has been proven by a preponderance of the evidence.

These proceedings do not require or permit representation of legal counsel or any other persons other than the accused student. However, the accused student or student organization may request that character witnesses and witnesses of the alleged violation speak on the behalf of the character of the accused student or what was witnessed during the alleged violation. Additionally, the accused student or student organization has the right to request that an advocate or person of their choice to sit in to witness any proceedings. However, this selected person does not have the right to speak or interject and will be removed if the person attempts to speak, interject, or obstruct the process.

Interim Measures

The University may issue reasonable interim measures in writing to the accused student or student organization, which shall remain in place until the issuance of the Student Judicial Affairs Committee's ruling from the disciplinary hearing.

Disciplinary Hearing

At the conclusion of an investigation, the accused student or student organization shall be informed in writing of all alleged violations of the Student Code of Conduct that have been levied against the accused student or student organization. The notice shall include the hearing date and location.

Upon receipt of the notice of disciplinary hearing, if the accused student or student organization would like to waive their presence at the disciplinary hearing, the accused student or student organization must respond in writing to the Institutional Prosecutor within forty-eight (48) hours before the scheduled date of the hearing. Waiving the right to appear does not bar the request for an appeal.

The Institutional Prosecutor or the accused student or student organization may submit any documents, video, or audio recordings as evidence for consideration before a decision is rendered by the Student Judicial Affairs Committee.

The accused student or student organization may accept responsibility for any alleged violations by signing a formal acknowledgment of responsibility, which shall list the violations the accused student or student organization is accepting responsibility for and the list of potential sanctions. If an accused student or student organization accepts responsibility for an alleged violation, the Student Judicial Affairs Committee shall determine the appropriate sanctions after a presentation of facts by the Institutional Prosecutor. The accused student, student organization or the alleged victim may provide a written and oral statements to the Student Judicial Affairs Committee.

The Institutional Prosecutor shall send the accused student or student organization and the alleged victim a written notice of decision of the disciplinary hearing within seven (7) days of the disciplinary hearing which shall outline the parties' appellate rights.

Appeals

The accused student or student organization shall be afforded an opportunity to appeal the Student Judicial Affairs Committee's decision to the Vice Chancellor of Enrollment Management and Student Success or his/her designee. The appeal shall be filed within seventy-two (72) hours after receiving the written notice of decision regarding the disciplinary hearing. The issues that may be raised on appeal must include: new evidence, contradictory evidence, and discrepancies in the judicial procedures.

Upon consideration of the evidence, the Vice Chancellor of Enrollment Management and Student Success or his/her designee may GRANT THE APPEAL or DENY THE APPEAL. If the appeal is granted, the Vice Chancellor of Enrollment Management and Student Success or his/her designee may ORDER A NEW HEARING or REDUCE or MODIFY THE PUNISHMENT. The Vice Chancellor of Enrollment Management and Student Success or his/her designee shall issue his/her written decision to the accused student or student organization and the alleged victim within fourteen (14) days of receipt of the appeal.

In the event that a new hearing is ordered, the members of the Student Judicial Affairs Appeals Committee shall not have been a part of the initial hearing decision. The notice of the new hearing shall be sent by the Institutional Prosecutor and comply with the requirements of the initial disciplinary hearing. The appellate decision is the final university authority on the matter.

STUDENT JUDICIAL AFFAIRS COMMITTEE

The Student Judicial Affairs Committee is appointed by the Vice Chancellor of Enrollment Management and Student Success or his/her designee. The Student Judicial Affairs Committee shall consist of Southern University at New Orleans faculty, staff, and students. The Student Judicial Affairs Committee is responsible for hearing student cases, providing outcomes, and delivering sanctions to students that have been found responsible for actions that violate the University's Student Code of Conduct.

The Student Judicial Affairs Committee shall consist of ten (10) members: eight (8) faculty/staff and two (2) students. Only five members: four (4) faculty/staff members and one (1) student are required to hear discipline and grievance matters. Committee members that served on initial hearing boards shall not serve on the Student Judicial Affairs Appeals Committee for the same matter.

The Student Judicial Affairs Appeals Committee is composed of three members representing the students, faculty, and staff.

Decisions of the Student Judicial Affairs Committee or the Student Judicial Affairs Appeals Committee shall be made by a simple majority.

Disciplinary Sanctions

Students are required to become familiar with all University policies and regulations and are held accountable for any misconduct, even in the absence of such familiarity. A student admitted to Southern University at New Orleans accepts responsibility to conform to all University policies and regulations. Any student who fails to meet this obligation shall be subject to disciplinary sanctions including, but not limited to, expulsion, suspension, fines (not to exceed \$500 per violation), probation, campus service, or warnings.

Student organizations are also governed by the Southern University at New Orleans Code Student of Conduct. Any student organization in violation of University policies shall be subject to disciplinary sanctions including, but not limited to, termination or loss of recognition from the University, restriction or suspension from the use of University facilities and services, suspension of the privilege to sponsor fundraising events, the loss of all funds allocated by the University, or restitution of damages.

Penalties and sanctions governing all students and student organizations include, but are not limited to, the following:

Community Service: An assigned number of hours of service to an on or off-campus non-profit organization.

Expulsion: Prohibition from attending classes and from being present on any campus of the Southern University System without permission from the Vice Chancellor of Enrollment Management and Student Success. An expelled student may not apply for (re)admission to any institution in the Southern University System.

Eviction from Facilities: Removal from residence facilities or other campus facilities as designated in the written notification. Fees will not be refunded to a student who is evicted from residence facilities.

Fine: A specific monetary amount up to \$500.00, which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as an aggregate amount. Restitution is separate and apart from a fine.

Letter of Reprimand: A written statement of reproof to the student or student organization.

Mandatory Withdrawal: Administrative removal from an academic course in which an offense occurred, without credit for the course. Forced removal from a University club or organization.

No Contact Order: A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, email, text messaging, telephone, social media, or third parties. A No Contact Order may be temporary or permanent.

Other Sanctions: The Student Judicial Affairs 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 restitution due to damage or misappropriation of University funds, or removal from student organizations or courts.

Probation: Notice addressed to a student or student organization, outlining that any further major disciplinary violation may result in suspension. Special restrictions may also be imposed as a condition of probation. Such restrictions may include one or more of the following conditions: exclusion of a student or student organization from or modified participation by a student or student organization in specific or all campus activities or facilities or embargo of privileges. A specific time period of probation will always be prescribed by the Student Judicial Affairs Committee.

Restrictions: Exclusion of a student or student organization from or modified participation by a student or student organization in specific or all campus activities or facilities or embargo of privileges.

Restitution: Financial reimbursement or replacement of damaged or lost property. Restitution is separate and apart from a fine.

Suspension: Termination of student status for a definite period of time or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the Southern University System or its institutions.

Warning: An official notification to students that their behavior has been unacceptable and that any further misconduct will result in additional sanctions. These sanctions are a part of the official record but are removed at the time the student completes a degree program.

STUDENT ORGANIZATIONS

Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

Student organizations that fail to provide two (2) hours of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization shall be terminated from operating at the University in accordance with La. R.S. 17:1801.1. Additionally, the student organization shall be reported to the Louisiana House Committee on Education and Louisiana Senate Committee on Education upon such termination.

Registration

All student-related clubs and organizations must be registered with the Office of Student Leadership and Engagement to have official University recognition. Each student organization is required to

submit a registration form annually to the Office of Student Leadership and Engagement. Before an organization is considered registered, it must have the approval of the Director of Student Leadership and Engagement.

Organization Advisors

Advisors of record must be full-time faculty or staff at Southern University at New Orleans. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record). In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Lines of Authority

The president and advisor serve as official representatives of student organizations and must ensure that all University regulations are followed. Members should channel any concerns through the president and/or advisor of the organization.

Access to Membership

Membership in any Southern University at New Orleans student organization is open to all enrolled students. Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and University policies. If the organization has a national affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic teams, bands, musical groups, cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Student Leadership and Engagement.

At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good academic standing (cumulative 2.0 GPA) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 cumulative GPA to remain actively in position.

Students who fail to participate in the hazing prevention education provided during new student orientation as required in La. R.S. 17:1801.1 shall be barred from membership in any student organization.

Announcements and Calendars

The Office of Student Leadership and Engagement must approve any document before it can be posted on University property. Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Leadership and Engagement at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions.

Activity Schedule

Any activity must be scheduled in accordance with University policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off campus must have the approval of the Director of Student Leadership and Engagement. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

University Grounds and Facilities

The use of University facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis through the University's building request process. Building request forms must be submitted seven (7) business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three (3) business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Leadership and Engagement before placing any materials in and/or area campus.

Additional Information

Student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Leadership and Engagement. Any materials that remain posted for up to 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.
- Any organization that has a designated area (i.e. tree) on the Southern University at New Orleans campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the University within the areas. Student organizations must gain proper permission from the Office of Student Leadership and Engagement before placing anything on the campus. The Office of Student Leadership and Engagement will coordinate with the proper University authorities on space planning and proper protocol of such areas.
- All flyers, posters, or other advertising materials must be approved (via a stamp) by the Office of Student Leadership and Engagement before posting or distribution on the Southern University at New Orleans campus.

- Events planned by student organizations must be approved by the Office of Student Leadership and Engagement. Events not approved by the University will be subject to immediate cancellation. All events must reflect the positive nature of the University whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Leadership and Engagement events calendar must receive prior approval of such events from organization advisors and University personnel. This approval is done through the building and facilities request process. Building and facilities request forms are required to be completed at least seven (7) working days prior to an event being scheduled.

Service Organizations

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

Honors Societies

University honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

STUDENT TRAVEL

Southern University at New Orleans student travelers are among many student representatives that have contributed to a long history of excellence, dignity and pride at the University. These travel guidelines are a complement to travel policies set forth by Southern University at New Orleans and the State of Louisiana. The following regulations are in exact accordance with the aforementioned purpose and seek to ensure that students represent Southern University at New Orleans in a positive manner.

General Behavior

Southern University at New Orleans students are chosen to travel on behalf of the University because they exemplify character that is representative of the University. The opportunity to travel on behalf of Southern University at New Orleans is an honor as well as an enjoyable experience. Students must conduct themselves in an orderly manner while traveling on behalf of the University. Failure to comply with travel rules and regulations will result in dismissal and/or a ban from future travel. Student travelers must be mindful of the following:

- Students must work cooperatively with the attending advisor or travel coordinator.
- Students must be committed to a positive representation of the University.
- Proper preparation for and knowledge of the travel itinerary is the responsibility of the student.
- Students must contact an advisor in advance if they are unable to attend an event or trip.
- Students in constant violation of the Student Code of Conduct will not be allowed to travel.
- A faculty/staff advisor must accompany students when traveling on behalf of the University. The number of chaperones must be proportionate to the group traveling.
- If at any time students plan to leave designated areas, the advisor or trip coordinator must be notified for approval.

- When lodging is provided:
 - Smoking within the hotel confines is prohibited.
 - Phone calls (via hotel telephone), ordering movies/videos, or lewd acts while residing at the hotel are prohibited.
 - Private parties on the hotel premises are prohibited.

Southern University at New Orleans students who represent the University away from the campus are still governed by the Southern University at New Orleans Student Code of Conduct. Violations that may subject student travelers to sanctions, including but not limited to a travel ban include:

- Violation of travel expectations;
- Displaying a negative or uncooperative attitude;
- Use of profanity, alcohol or drugs, or displaying vulgar behavior;

Travel Attire

Students must wear collegial attire. Students should always communicate with the advisor or travel coordinator for preferred dress and presentation. Student travelers must abide by the following:

- Clothing must be clean and in good condition.
- Pants worn by students should be fit for the occasion and should not fall below waistline (no sagging).
- Shirts/blouses worn by students must be fit for the occasion.
- Skirts/ dresses worn by students must be in good taste and should hang at least three inches above the knee.

TRAFFIC AND PARKING APPEALS

Southern University at New Orleans students may appeal a traffic citation rendered by the University Police Department. The purpose of the traffic appeals process is to dispute the validity of a citation ONLY. Please note:

- Only students that have registered their vehicle through the Southern University at New Orleans Police Department are eligible for appeal consideration;
- University Police Department citations are to be appealed by the person to whom it was issued or to whom the permit displayed was issued; and
- Written statements from witnesses are permitted and may be submitted as documentation with the initial appeal only.

The following information is **REQUIRED** to be submitted with an appeal:

- A copy of the citation and driver's license;
- A typed statement as to why the citation is being appealed; and
- Diagrams, photos, and other supporting documentation to validate the appeal;
- Supporting information will **NOT** be accepted after the initial appeal is submitted.

All appeals decisions are **final**. Only complete appeals will be considered, and applicants will be contacted with additional information on a denial. All communications regarding University Police Department appeals are provided by way of the SUS or SUNO email (@sus.edu or @suno.edu), **ONLY**.

COMMENCEMENT CONDUCT

Southern University at New Orleans's Commencement is held primarily for graduates and their families. It is an occasion honoring important educational accomplishments. It is celebratory, yet formal affair that requires dignity and professionalism from all attendees. The ceremony is formal out of respect for the effort that graduates put into earning their degrees and the family members who have come to witness their success. Understanding and cooperation from all attendees in keeping the ceremony formal and free of distractions, such as pranks, unwarranted behavior, excessive celebrations, dancing or "strolling" down the aisle and vocal disruptions, will help make the event worthwhile.

Southern University at New Orleans maintains a proud tradition of announcing each graduate's name. The last graduate is as important as the first. Once graduates have entered the floor of the arena, they must remain seated until they are signaled to proceed to the stage. After leaving the stage, graduates are expected to return to their seat, and remain seated until the conclusion of the ceremony. Courtesy, attention and decorum are important and expected by graduates, their families and guests.

Cellular phones must be silenced out of respect for your fellow graduates. Individuals arriving to Commencement intoxicated or dressed inappropriately will not be allowed to participate. Graduates are required and expected to dress in business or business casual attire. Any decoration of mortar boards must be done appropriately and in keeping with the dignity and professionalism of the occasion.

Failure to comply will result in immediate removal from the ceremony by the student's respective College Marshall and Southern University at New Orleans's University Police Department.