



# STUDENT HANDBOOK

2018 – 2019

Dear JSU Student:

This handbook is made available to each student at Jackson State University on the Division of Student Affairs Student Conduct and Community Standards web page at [www.jsums.edu](http://www.jsums.edu). The information herein has been carefully assembled to address topics of general concern, interest and use to the student body. It is important that you become familiar with its contents.

Be informed that the University's policies and procedures are dynamic. We reserve the right to change them as the need arises; however, such changes will be communicated to you via e-mail in a timely manner as they occur.

Although this handbook will be an invaluable resource to you, it should not deter your interactions with members of the University's administration, faculty, and staff. While this handbook is not a contract, it does provide guidance as to the conduct expected of students. You are encouraged to ask questions and obtain additional information as needed for clarity and understanding.

Information regarding academic policies is not provided in its entirety in this handbook, but is addressed in the University Catalog or other University policies. Specific academic regulations and information for various colleges can also be found in the University Catalog. Please seek additional information when needed.

If you have questions, feel free to visit our office located in the Student Center, 3<sup>rd</sup> Floor – Office 3200, call us at 601.979.2329, and/or email us at [deanofstudents@jsums.edu](mailto:deanofstudents@jsums.edu). We wish you well throughout your collegiate journey at Jackson State University.

With Tiger Pride,

The Dean of Students Office  
Student Conduct and Community Standards Staff

## TABLE OF CONTENTS

Frequently Requested Numbers	3
JSU Core Values	4
Principles for Collegiate Conduct	4
University Policies Relating to Students	5
University Policies and Procedures Relating to students	9
Student Code of Conduct	19
Philosophy of Student Conduct and Discipline	19
Student Conduct Process vs. The Criminal Process	21
Student Conduct Violations and Sanctions	22
Student Conduct Terms and Definitions	31
Student Conduct Procedures	35
Student Conduct Appeals Process	38
Rights of Victims	39
Official Withdrawal from the University prior to a mandatory hearing	40
Student Conduct Files and Records	40
Parental Notification	40
Special Notation to Students	40
Academic Policies	41
Anti-Hazing Policy	44
Disability Services and ADA Compliance	46
HIV/AIDS Policy	53
Housing and Residence Life Information	54
Intercollegiate Athletics	77
Latasha Norman Center for Counseling	78
Missing Student Notification Policy	79
Procedure on Death of a Student	81
Student Assistance Policy/Campus Assessment and Intervention Team (CAIT)	83
Student Decorum Policy	88
Title IX and Sexual Misconduct Policy	91
Travel Policy for Students	108
Withdrawal Policy & Guidelines	114

## **FREQUENTLY REQUESTED NUMBERS**

**Alice Vernado Harden Center for Service  
and Community Engaged Learning**  
Jacob L. Reddix Complex, 601-979-1294

**Academic Affairs**  
H.P. Jacobs Administration Tower,  
601-979-2246

**Admissions**  
B.F. Roberts Hall, 601-979-2100

**Athletics**  
Lee E. Williams Athletics & Assembly  
Center, 601-979-2360

**Auxiliary Enterprises**  
Jacob L. Reddix, 601.979.1325  
(JSU Supercard, Bookstore, Meal Plans, etc.)

**Bookstore**  
Student Center, 601-979-2021

**Business Services**  
B.F. Roberts Hall, 601-979-2216

**Career Services**  
Jacob L. Reddix Complex, 601-979-2477

**Center for Student Engagement and  
Leadership**  
Student Center, 601-979-1179

**Dean of Students Office**  
Student Center, 601-979-2329

**Disability Services & ADA Compliance**  
Student Center, 601-979-3704

**Dining**  
Heritage and Legacy Dining Facilities,  
601-979-2561

**Financial Aid**  
B.F. Roberts Hall, 601-979-2227

**Health Services**  
Health Services Center, 601-979-2260

**Housing and Residence Life**  
Campbell College Suites-North,  
601-979-2326

**Latasha Norman Center for Counseling**  
Student Center, 601-979-0374

**ID Center**  
ID Card Center, 601-979-2407

**Operator**  
601-979-2121

**Registrar**  
B.F. Roberts Hall, 601-979-2300

**Student Affairs Office**  
Student Center, 601-979-2241

**Public Safety**  
Department of Public Safety, 601-979-2580

**Recreation and Wellness**  
Walter Payton Recreation and Wellness  
Center, 601-979-1368

**Undergraduate Studies**  
Charles F. Moore Building, 601-979-2127

**Veteran's and Military Center**  
Jacob L. Reddix Complex, 601-979-0890

## **JSU CORE VALUES**

**Accountability-** The value of accountability is the leadership and sanctity of public trust that is exercised through the willingness to take responsibility for an individual's own actions.

**Professionalism-** This is the culmination of competence, knowledge, resourcefulness, quality, attitude, and cooperation related to how the University, all students, faculty, and staff are expected to conduct themselves. While it is important to be recognized for quality and knowledge, it is also essential create a positive view of our entire University. Demonstration of a positive attitude, competence, and cooperation on all levels creates an immeasurable positive impact.

**Performance-** Faculty, staff, and students should always establish and communicate clear expectations and relentlessly pursue completion and success of the establish goals. The University encourages and expects faculty, staff, and students to work hard and diligently, celebrate successes and learn from our challenges and failures.

**Excellence-**The University, faculty, staff, and students should continuously engage in practices individually and collectively to ensure the development of good character and high scholastic for ethical responsible leaders.

---

## **PRINCIPLES FOR COLLEGIATE CONDUCT**

Jackson State University's Collegiate Code of Conduct is designed to address the principal behaviors and conduct that is expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance student's success inside the classroom as well as in their campus life.

The tenets for this covenant are:

### **INTEGRITY**

Respect and embrace the principles of academic honesty.

### **PHILOSOPHY**

Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking, and a commitment to excellence.

### **CLASS ATTENDANCE**

Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

### **DIVERSITY**

Celebrate the similarities and differences in our cultures, races, and ethnic origins.

### **COMMUNICATIONS**

Encourage open communication and expression, which is guided by respect for others.

### **BEHAVIOR**

Understand that sexual and social harassment will not be tolerated. Always dress for success.

### **PROFANITY**

Discourage the use of profanity and offensive actions out of respect for others.

**ACCOUNTABILITY**

Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

**SERVICE**

Engage in civic opportunities to share knowledge and skills with local, national and world communities.

**RESPECT**

Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the University.

**ASSESSMENT**

Conduct periodic assessments of academic, personal and career progress. Stay focused on your purpose for being at the University.

**SAFETY**

Be alert to threats to safety and inform appropriate authorities of such situations.

**FREEDOM**

Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

**UNIVERSITY POLICIES RELATING TO STUDENTS****STUDENT RIGHTS AND RESPONSIBILITIES**

As an academic community, Jackson State University exists for the pursuit of learning and truth, for the development of students as scholars and citizens, and ultimately, for the well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The University's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by students, faculty, administrative personnel, and trustees.

The University community accepts its responsibilities to develop policies and procedures to safeguard these freedoms within the framework of the University's and Board of Trustees' policies and bylaws. As integral members of the University community, students exercise responsibility while developing their capacity for critical thinking and engaging in a sustained and independent search for truth. Students are expected at all times to exercise their freedoms in a manner that does not infringe upon the rights and freedoms of others.

Students shall not be deprived of life, liberty, or property without due process. Although every student has rights and freedoms guaranteed by the U.S. Constitution, these cannot be enjoyed, exercised, or protected in a community, which lacks order and stability. It is therefore, each student's responsibility to adhere to standards of conduct as prescribed by the University, the Board of Trustees for Institutions of Higher Learning (IHL), and by local, state, and federal laws.

Each student is entitled to the essential rights common to all institutions of post-secondary education which include the following:

## **STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE**

As constituents of the University community, students (individually and collectively) are free to identify and address issues relative to institutional policy and matters of general interest to the student body. The Jackson State Undergraduate Student Government Association represents undergraduate students in institutional governance, whereas the Graduate Student Association represents graduate students. Both undergraduate and graduate students are engaged in the policy formulation process through their respective government associations, and are invited to recommend additional policies for consideration and adoption.

## **CITIZENSHIP**

Students at Jackson State University are both private citizens and members of the University community. As U.S. citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the University community, they are expected to follow University rules and regulations outlined in the Code of Conduct and in the Student Handbook. Faculty members and administrative officials ensure that institutional powers are not employed to inhibit the intellectual and personal development of students exercising their rights both on and off the campus.

## **SPEECH AND EXPRESSION**

Students will be free to discuss questions of interest and to express opinion. Public expression of students or student organizations reflects the views of those making the statement and not necessarily those of the University community. The University retains the right to provide an educational environment that is safe and orderly for students, faculty, and staff.

## **FREEDOM OF INQUIRY AND EXPRESSION**

Students and chartered student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately in a responsible way. They are free to support causes by orderly means including any means of peaceful assembly or advocacy, which do not infringe upon the rights or freedoms of others. However, speech may be limited by reasonable time, place, and manner restrictions which are developed by the University.

## **GUEST SPEAKERS**

In accordance with the Campus Speakers Policy, registered student organizations may invite persons of their own choosing for campus appearances. Such invitations must be submitted to the Vice President for Student Affairs or designee for review and approval before arrangements for the campus visit are finalized with the guest. This also includes events in which student organizations desire to invite dignitaries (Elected Officials, other higher learning institution Presidents, etc.) to campus for any reason. Invitations of this nature must be submitted to the Vice President for Student Affairs and approved by the University President. Guest appearances must not interfere with the University's regular instructional, research, and service activities and programs. Except for ceremonial occasions, invited speakers should be prepared to participate in reasonable public activities. Such public discussions may include classroom visits, attendance at receptions and related functions, media appearances, and participation in community activities, programs and projects.

Invited speakers are afforded the courtesy and protection appropriate to a University community. The institutional control of campus facilities and the integrity of the academic environment are not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the institution. For more information, consult the Campus Speakers Policy and the Free Expression Policy.

## **OFF-CAMPUS SPEAKERS**

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students and faculties of the Institutions of Higher Learning of the State of Mississippi and respects the opportunity to hear off-campus or outside speakers on the various campuses. Free

discussion of subjects of either a controversial or non-controversial nature shall not be curtailed due to the viewpoint of the speaker. However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech.

### **ASSEMBLY AND DEMONSTRATION**

Students are free to organize and to associate for the promotion of their common interests. Assembly and Demonstration (just as Speech and Expression) within the public places of the institution are permitted, subject to reasonable time, place, and manner restrictions. Such restrictions are provided for the maintenance of order, and are applicable to local, state, and federal laws. Although encouraged, prior approval from the University is not required for assembly and demonstration in traditional public forums so long as the traditional public forum has not been previously reserved or scheduled for a particular function, no sound amplification is used, and the participants do not violate other University policies.

To minimize possible scheduling conflicts and for efficient use of the University's facilities, the University encourages individuals or groups to contact and seek prior approval from the Vice President for Student Affairs or his/her designee for the scheduling of assembly and demonstration. The Vice President for Student Affairs or his/her designee designates areas for assembly and demonstration on a first-come, first-assigned basis. The individuals or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

The University provides forums for the assembly and expression of ideas and opinions, such as the following:

1. "Traditional public forums" include the University's public streets, sidewalks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small groups at any time without the need for reservation or prior approval. In such setting sound amplification are not permitted. Additionally, said individuals or small groups are not permitted to obstruct or otherwise block the routine regular flow of pedestrian or transit traffic in the University's public streets, sidewalks, and similar common areas.
2. "Designated public forums" include other parts of the campus that may become temporarily available for expressive activity as designated by the University. To facilitate the free exchange of ideas, the University has established high visibility areas on campus as designated public forums that may be used by any individuals or small groups, including students and other campus guests. As with traditional public forums the individuals or small groups are not permitted to obstruct or otherwise block the routine regular flow of pedestrian or transit traffic in the University's public streets, sidewalks, and similar common areas.

Designated public forums include:

- a) Tiger Park
- b) The Pavilion
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus. Additionally, security considerations may affect the availability of spaces that would otherwise be available.



## **PUBLICATION AND DISTRIBUTION**

Students are free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, handbills, and the like, subject to time, place and manner restrictions. Publications are disseminated in the designated free expression area(s) on the campus. Additional restrictions may apply to economic-related speech, such as business solicitations, and to any speech which may be considered speech of the University (such as publications funded or controlled by the University).

## **STUDENT MEDIA**

Student publications will maintain their integrity of purpose as vehicles of free inquiry and free expression in a University community. The editorial freedom of students, editors, and managers involves the corresponding obligation to be governed by the canons of responsible journalism. These entail the responsibility to avoid libel, undocumented allegations, techniques of harassment and innuendo and so forth. At the same time, the University safeguards editorial freedom.

## **DISCRIMINATION**

Students have the right to be free from all forms of discrimination. Jackson State University does not discriminate on the basis of race, creed, color, gender, sexual orientation, age, religion, national or ethnic origin, disability, or veteran status in its educational programs, activities, admissions or employment practices.

## **SEARCH AND SEIZURE**

Students have the right to secure their personal possessions against invasions of privacy and unreasonable search and seizure, subject to restrictions imposed by the Vice President for Student Affairs and the Department of Public Safety. However, the University reserves the right to enter occupied residence hall rooms for health and safety inspections, in cases of emergency, in response to reasonable suspicion regarding misconduct, and when entry is granted by authorities of the criminal justice system.

## **PRIVACY**

Students have the right to confidentiality of information relating to educational records that may be obtained by administrators, instructors, counselors, advisors, and officials of the university in the course of their work.

## **CONFIDENTIAL RECORDS**

Student educational records are considered confidential and may not be released without the written consent of the student. Educational records include those records that contain personally identifiable information related to a student that are maintained by the University. Examples include transcripts, some personnel records, and student conduct records. University employees have access to student information only for legitimate use in the completion of their position responsibilities.

Some information is considered public (sometimes called Directory Information) and can be released without the student's permission; however, the student may opt to consider this information confidential. Directory information includes name, address, telephone number, email address (University issued, personal, or other email address listed with the University), date of attendance, degrees received, major program, as well as the height and weight of athletes.

The University may release personal identifiable educational records in compliance with a court order or subpoena, but only after notifying the student or parent(s), if the student is less than 18 years of age. The confidentiality of the student records is protected by the Family Education Records and Privacy Act (FERPA). Unless an exception applies, FERPA prevents the disclosure of a student's educational records to a student's parents without the consent or authorization of the student.

Student requests to withhold Directory Information may be submitted to the Registrar and to the Housing and Residence Life Department relative to residence hall information.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

To comply with the requirements of the Family Education Rights and Privacy Act of 1974, Jackson State University periodically announces publicly the policies and procedures implementing the act. Additional information is available within the Student Affairs and the Dean of Students Offices.

Different types of student records are maintained in various University offices, and the chief administrator in each of these offices is responsible for them.

Generally, with certain exceptions, the law provides that students and former students have the right to review their records, request explanations concerning them, obtain copies and challenge records that they feel are inaccurate, misleading or otherwise inappropriate. The challenge procedure includes a full and fair opportunity for the student to present documentation to be included in his or her student file. The law also provides that students may waive their right of access to confidential letters of recommendation and may also grant permission to release certain personally identifiable information to specific personnel.

Where FERPA may permit disclosure, Mississippi law may consider certain records to be confidential. Examples include some personnel records; records maintained for law enforcement purposes; records maintained by a physician, psychiatrist or psychologist; and financial records of a student's parents.

The law also provides that, in addition to University employees having a legitimate educational interest, certain other governmental and quasi-governmental agencies and parents certifying that a student is carried as a dependent for income tax purposes, may have access to student records.

### **FREEDOM FROM RETALIATION**

The faculty member (whether in the classroom or in individual conference) fosters relevant free discussion, inquiry, and expression. A student is free to take reasonable exception to the information offered in any course of study and to reserve judgment about matters of opinion without threat of undue censure by the faculty member. The University, faculty member, and the student all possess rights related to academic freedom.

Faculty members are required to inform students of the content and requirements of each course and the criteria by which student performance is to be evaluated. A student is responsible for learning the prescribed content of the course in which he or she enrolls. The faculty member evaluates student performance in the classroom solely on an academic basis and not on a student's philosophies or conduct in matters unrelated to academic performance. Attendance and participation is considered a component of academic performance.

A student who contends to have encountered a prejudiced academic evaluation may use the University's Student Grievance Procedure as a means of seeking redress. (See Undergraduate or Graduate Catalog). Academic honesty is a primary responsibility of the student. Students found responsible of academic dishonesty will incur sanctions as prescribed by the University's undergraduate or graduate student conduct system.

### **REDRESS OF GRIEVANCES**

Any time a student's rights as outlined herein are violated, the student has the right to petition for redress through grievance procedures. A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to University Policies and Procedures.

Jackson State University assures prompt and impartial consideration to any complaints, which its students may have

during the course of their matriculation at the University. When circumstances require, students are encouraged to submit complaints or grievances in accordance with the following procedures. Students may use this procedure without penalty or fear of reprisal.

- A. Discuss the problem with the unit or department director (e.g. Residence Hall Director, Director of Housing and Residence Life, Vice President for Student Affairs, etc.). In cases involving academic matters, the grievance should be presented to the appropriate Department Chairperson.
- B. If “A” is not considered desirable by the student, discuss it with the appropriate school dean.
- C. If “A” and “B” are not considered desirable by the student, discuss it with the appropriate Area Vice President/Provost who may render a decision or refer the grievance to the appropriate committee or designee for review and recommendation. The final decision will be promptly communicated to the student and the referring administrator.

All grievances should be filed in writing, state the specific nature of the grievance(s), the individual(s) involved, and include the time and place the event(s) occurred.

## **UNIVERSITY POLICIES AND PROCEDURES RELATING TO STUDENT CONDUCT**

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the University student conduct system and in the civil or criminal court system. The University administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found responsible for on and off-campus violations of local, state and federal laws. While the University does not act as a policing agent for students when they are off campus, the University reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the pursuit of the educational mission of the University or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the University community.

All students who represent the University through affiliation with any Jackson State University organization, or any University sponsored activity, are required to be in good standing as a Jackson State University student. Depending upon the severity of offense(s), and/or decisions rendered by the hearing officer(s) or Student Affairs Conduct Committee, students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct, and are sanctioned to student conduct probation, are not allowed to serve in the capacity of affiliate or representative. Affiliation and representation includes, but is not limited to the following: Student Government Association, athletics, band, clubs, fraternities, sororities, and organizations.

The Vice President for Student Affairs or designee is directly responsible for Student Affairs and ultimately to the University President. The Vice President for Student Affairs or designee assumes general responsibility for Student Affairs and services offered by the University, from assimilation, matriculation, student support services, and graduate and post-graduation placement. In this capacity, it is his/her role to assure that students are informed of behaviors and activities that are unbecoming and/or unwelcome in the academy, some of which are listed and discussed in this section.

## **ACADEMIC POLICIES**

### **ACADEMIC DISHONESTY**

#### **Cheating includes:**

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

#### **Plagiarism includes:**

- Directly quoting the words of others without using quotation marks or indented format to identify them;
- Using sources of information (published or unpublished) without identifying them;
- Paraphrasing materials or ideas of others without identifying the sources;
- Submitting themes, essays, term papers, tests and other similar requirements that are not the work of the student; and
- Failing to appropriately acknowledge direct quotations and the idea of another when incorporated in papers.

When a student requires clarity about the proper use of materials, a faculty member or consultation with staff in the Richard Wright Writing Center should be consulted for clarification. Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means alteration of sentence pattern and changing of words. Any direct quotation

should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor.

### **Unauthorized/Illegal Web Use**

JSU allows and encourages the use of JSU-owned computer resources. This use is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

1. Defamatory or libelous statements;
2. Copyright infringements (“illegal downloading”);
3. Obscene or threatening materials; and
4. Usage primarily for financial gain or compensation not relevant to JSU’s mission.

Failure to comply with this policy may result in charges being brought both within the University student conduct system and in the civil or criminal court system.

### **BRANDS AND TATTOOS**

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

### **CRIMINAL ACTS**

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

### **DECEPTION**

It is unacceptable and illegal for any person to:

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

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

### **Emergencies, Campus**

In regular operation of every institution, it is inevitable that there will be occasions when the routine operations are interrupted and in extreme instances, suspended altogether. These occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, it is important for students, faculty, and employees to assure that all functions and services of the University continue insofar as possible or practicable. Please contact Public Safety at 601-979-2580 when in doubt.

### **DRUG-FREE SCHOOLS/CAMPUSES**

Jackson State University acknowledges and adheres to the laws of the state of Mississippi. The University also complies with the Drug-Free Schools and Communities Act Amendments of 1989. The possession or use of illegal drugs on the

University's campus is strictly prohibited.

### **FINANCIAL OBLIGATIONS**

Students are expected to meet their financial obligations with the University in accordance with the designated deadline dates.

### **FORBIDDEN OBJECTS**

The following objects are not allowed in the residential communities or public areas of the University, unless authorized by appropriate officials:

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

### **FRAUD**

It is unacceptable and illegal for any student to partake in:

Intentional false representation of a matter of fact, whether by words or by conduct.

Intentional false or misleading allegations or by concealment of that which should have been disclosed.

Intentional deception of another so that he/she shall act upon it to his/her advantage.

Intentional alteration of the truth for the purpose of inducing another to act in reliance upon the misrepresentation.

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

### **JOINT RESPONSIBILITY**

All persons who knowingly act in concert to violate University regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

### **OBSCENITY**

Students who engage in acts on campus will be subject to disciplinary action. Such acts include improper body exposures in non-private locations on campus. For more detail regarding obscenity, please see The Student Decorum Policy. Sanctions will apply: suspension, expulsion.

### **PARKING REGULATIONS**

All parking regulations may be found in the publications of the Department of Public Safety. Publications are available to persons who purchase a Jackson State University parking permit.

### **PETS**

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

### **PICKETING**

It shall be unlawful for any person, singly or in concert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Mississippi, or any county or municipal government located therein or thereon conducted or so as to

obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto.

Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars (\$500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

### **SELF-DEFENSE**

Self-defense is defined as the justifiable infliction of harm upon another person to preserve oneself from imminent physical harm. Most importantly, self-defense must be preventative and proportional. The harm inflicted upon the attacker may only be as much force or harm as is needed to repel the attack and no more.

Consequently, self-defense may be claimed only when a student acts under a reasonable belief that a defensive action is necessary to avoid injury and there are no other alternatives available, including reasonable means of assistance or retreat. The student must use the minimum force necessary to escape injury. Self-defense may not be claimed if the harm caused by the self-defense is disproportionate to the harm avoided. A student who is the initial aggressor or who provokes the other student's conduct may not claim self-defense.

### **SMOKING (Inhaling, exhaling, or burning of any type of lighted pipe, cigar, cigarette, or smoking equipment)**

Smoking is not permitted in the auditoriums, classrooms, lecture rooms, dining hall, residential communities, athletic venues, or any other buildings at Jackson State University. Smoking is also prohibited during any University sponsored outdoor event hosted on University property. Participation in this act is subject to University student conduct action.

### **SOLICITATION – OUTSIDE VENDORS**

University property, although recognized as state property, is considered "specialized use" state property and therefore is subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated. Rules are promulgated to enhance the purposes of the educational institution and to protect the individual rights of students and those members of the general public wishing to give students the opportunity to purchase their services or goods.

- A. No group or individual may conduct a sales campaign in residential communities, classrooms, administrative buildings, or any other campus location.
- B. Private individuals, students or non-residential students may not conduct a sales campaign in residential communities, classrooms, administrative buildings or at any other campus location.
- C. Door-to-door sales are prohibited. Placing door hangers on residential communities or signs on cars in University owned parking lots is prohibited.
- D. Nothing herein shall be construed as prohibiting commercial solicitation to individual students by telephone, mail, or email.
- E. Any solicitation of a commercial nature on campus requires University approval. Please contact the Division of Student Affairs for more information.

Violators are subject to University discipline and may be punishable by law.

### **STUDENT IDENTIFICATION CARD/SUPERCARD**

Each student that registers and pays enrollment fees is provided an identification card. The card is active for the duration of continuous enrollment at Jackson State University®. This photo card is the responsibility of students and verifies affiliation with the institution. The student ID card should be visible at all times and produced upon the

request of University officials. The failure to have proper identification while on campus may result in a disciplinary fine.

The ID is re-activated each semester, upon the completion of enrollment. The card must be presented by the student when purchasing tickets for University-sponsored events and when entering facilities where University events or functions are being held. If the ID is lost, a duplicate card may be obtained for an additional cost by contacting the ID Center.

The JSU Supercard™ is debit-based and may be used as ID when asked by any university official. Its permitted uses include: identification, meal plans, JSU Supercard™ accounts (on-campus and off-campus), athletic events, recreational facilities, postal services, library, residence hall, and vending.

It is prohibited to alter, lend, sell, or have in your possession student identification (or JSU Supercard™) that does not belong to you. Use of a student identification card by anyone other than its owner is also prohibited and will result in the owner and the user of the card being subjected to the University's student conduct process.

### **STUDENT ORGANIZATION EVENTS**

Any student group wishing to operate on the campus of Jackson State University must register with the Center for Student Engagement and Leadership. The office is located on the 2<sup>nd</sup> floor of the Student Center. Each registered student organization will be expected to produce social, educational, and intercultural programming, which is aligned with the policies and procedures of the University. With this in mind, all programming and event titles, slogans, and/or promotional items should reflect that of an institution of higher learning. Furthermore, all promotional items should be approved through Contractual Services any time institutional branding, as well as logos are used. Moreover, all student organization must follow the campus event planning process, which includes approval from various campus partners, prior to initiating the use of any campus space or facility for any event sponsored by a student organization. When hosting an event, it is mandatory that the hosting student organization has a participating advisor present during the event. The University reserves the right to cancel an event due to the absence of a participating advisor.

### **STUDENT TRAVEL**

Any student traveling for the purpose of University business must be in good standing, meaning the student must not have a pending disciplinary matter or outstanding sanctions with the Dean of Students Office. Additionally, students are required to travel with an advisor (an employee of the University) if classified as an undergraduate student, regardless of age. Graduate students are not required to travel with an advisor. However, an employee must be identified as the point of contact on the travel form in case of an emergency. Delegates should uphold the highest moral and ethical practices, as well as dress appropriately at all times during University travel. Additionally, the student(s) and/or organization will be held accountable and/or liable for any damages caused to personal or real property during University travel from the point of trip origin to point of trip return. All students/student organizations should also note the following:

1. Illegal drugs/controlled substances shall not be possessed, transported, or consumed by any delegate at any time.
2. Alcohol shall not be possessed, transported, or consumed in any vehicle utilized to transport delegates.
3. Alcohol beverages shall not be possessed, transported, or consumed at any scheduled activity or function.



4. Theft is prohibited from any location throughout the travel experience. This includes, but is not limited to hotel, convention center, etc.
5. Students are representing Jackson State University at all times.

## **STUDENTS TRAVELING IN AUTOMOBILES**

The University assumes no responsibility or liability regarding students traveling in public or private vehicles.

## **TRADEMARK GUIDELINES**

The use of the JSU™ logo, mascot, seal, or any other logos on letterhead or in any other publications, shall be used according to the guidelines set forth in the Licensing Program and University Logo Guidelines manual. The student organization/club/sports club team must submit a Logo Use Form for approval prior to sales or distribution.

A recognized student organization/club/sports club team (on or off campus) may use the University name in its title, publications, or letterhead to show its status as a recognized student organization. The organization may not use the name in a manner that will create confusion between it as an organization and the University. It may not use the name in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Jackson State University®.

Students are not permitted to use the University Seal or other trademarks without written permission from the University.

Exceptions to this policy are granted in a limited number of special request(s). For example, the University Seal may be used for class projects and for university-approved conference and presentation materials. To be considered for such an exception, contact Contractual Services at 601-979-1065 or via email at [auxiliary.enterprises@jsums.edu](mailto:auxiliary.enterprises@jsums.edu).

Approval must be received prior to printing, manufacture, or distribution. Any use of the logo, seal, name, or other University marks must be in accordance with policies established by the University.

## **Resale and Other Commercial Use of University Logo**

Should an item bearing the trademarks of the University be sold to anyone other than the membership of the student organization/club/sports club team, it then becomes a commercial use of the mark and is subject to a license agreement. The use of JSU™ on or in connection with items offered for sale, in association with the name, logo or other indicia of any non-JSU™ entity or otherwise for commercial purposes shall be subject to a license agreement between the external entity and JSU™. For example, if the student organization/club/sports club team decides to sell a T-Shirt bearing the marks as a fund-raiser, the manufacturer of the item is obligated to enter into a royalty bearing license agreement through the Department of Contractual Services-Licensing Program. This office approves all artwork and designs, as well as the quality of the product prior to its distribution.

## **UNAUTHORIZED LIVING**

Students who are illegally residing in the residence hall will be charged a fee and are subject to denial of housing, probation or dismissal from the University. They are also subject to arrest as a trespasser.

## **UNAUTHORIZED ENTRY AND USE -- UNIVERSITY FACILITIES OR EQUIPMENT**

- A. No person shall make unauthorized entry into any University building office, residence hall, parking lot, or other facility. Nor shall any person remain, without authorization, in any building after normal closing hours.
- B. Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer

programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the *Student Code of Conduct*.

- C. Unauthorized entry into vehicles is prohibited.
- D. Unauthorized use of bathrooms, exits, or windows is prohibited.
- E. Unauthorized use or duplication of keys is prohibited.
- F. Unauthorized use or possession of any parking permit (hang tag) is prohibited. A violation of these regulations may result in suspension.
- G. Persons on University property or at University events shall provide their I.D.

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

### **VIOLATION OF LAW**

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony may affect the student's ability to function as a member of the University community and the student will be subject to student conduct action by the University. Additionally, Jackson State University has the right, but not the obligation, to sanction its students for off-campus violations. Jackson State University has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

## **Jackson State University**

### **Campus Violence Policy**

The purpose of the Campus Violence Policy is to maintain an atmosphere on the Jackson State University campus that is conducive to academic pursuits and fosters the growth and development of all members of the University community. In accordance with the Campus Violence Policy, violence, threats, harassment, intimidation and other disruptive behavior by members of the University community or visitors will not be tolerated. Such behavior may include but is not limited to fighting, hazing others or participating in hazing activities, verbal or written statements, sexual assault, gestures, or expressions which communicate a direct or indirect threat of physical harm.

An educational approach to discipline is employed whenever possible. **A student, student group, or student organization found responsible for committing such acts may result in suspension from the University, removed from the premises, and may be subject to criminal penalties, or both, in accordance with University procedures. There will be no exceptions to these circumstances.** Conflict resolution and mediation training will take place each semester in all residential communities. The University Student Conduct System is designed to provide and maintain an atmosphere within the University community that is conducive to academic pursuits.

Please refer to the Jackson State University Student Code of Conduct for detailed descriptions of the aforementioned offenses. All reports of incidents will be taken seriously and will be dealt with appropriately by appropriate staff.

For more information, please contact the Division of Student Affairs via phone at 601-979-2241.

## **STUDENT CODE OF CONDUCT**

To maintain an atmosphere on the Jackson State University campus that is conducive to academic pursuits and fosters the growth and development of all members of the University community, a series of procedures and regulations governing student conduct and behavior has been established. Included in these procedures and regulations, which collectively are known as the Student Code of Conduct, are statements concerning expectations regarding student conduct, guarantees of student rights, and procedures for adjudicating allegations concerning student misconduct. The sanctions for violation of these regulations are also contained in the Student Code of Conduct. All students at Jackson State University are expected to read and become familiar with all sections of the Student Code of Conduct. Each student is individually responsible for adhering to the regulations contained in the Student Code of Conduct.

The Vice President for Student Affairs or designee may extend or accelerate existing timelines, as well as establish and enforce additional deadlines not stated in these procedures as necessary for prompt and effective case resolution. Further, the Vice President for Student Affairs or designee, in collaboration with Legal Counsel and the respective campus Provost may modify these procedures at any time, as a whole or on a case-by-case basis where necessary to comply with applicable law, regulation, guidance or as deemed appropriate. Policy changes will be communicated with the campus community via e-mail.

A student, student group, or student organization found to have violated these regulations will be subject to action, ranging from a student conduct warning or probation, to suspension or expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the Vice President for Student Affairs or designee, Inter-Residence Hall Committee, or Appeals Committee.

Discipline will be levied when appropriate, but not in which a qualified, licensed, mental health professional has communicated to the University in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the University. In each instance, the individual may not re-enroll at Jackson State University for at least two full academic semesters and then only upon the written recommendation of the mental health professional. A student who withdraws from the University prior to his or her scheduled student conduct hearing will not be readmitted until the student conduct hold is cleared.

Any and all questions concerning the Student Code of Conduct, its enforcement or interpretation, should be directed to the Department of Public Safety, Dean of Students Office/Student Conduct and Community Standards, or the Vice President for Student Affairs.

## **PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE**

Conduct of students enrolled at Jackson State University obliges proper and appropriate conduct both in and out of the classroom. Students are expected to conduct themselves in a manner to be a credit to themselves and to the University. Facilitating growth toward a mature and well-balanced personality in each student is accomplished in part through formal classroom and laboratory instruction and in part through other experiences and associations afforded by the University. University rules and procedures, including the disciplinary system, are intended to further the educational purpose of the University and to aid in the development of the individual student. Rules and procedures apply to the conduct of each student during the time of enrollment.

An educational approach to discipline is employed whenever possible. The University Student Conduct System and appeals processes are designed to provide and help maintain an atmosphere within the University community that is conducive to academic pursuits. However, stringent student conduct measures against a student or a group of students, such as suspension or expulsion, are instituted only when appropriate.

## **The Student Conduct Process vs. the Criminal Process**

The student conduct process is quite different from the criminal court system. Typically, the student conduct process involves an informal setting when compared to the criminal court system. Student conduct hearings are supportive and educational. While students may have a support person during a hearing (an advisor), another major difference between the two processes are that in the student conduct process, students are expected to speak for themselves instead of a representative speaking on their behalf.

While there are differences between the two processes, they are not considered entirely mutually exclusive. Consequently, in relationship to the same incident, a student may be arrested for criminal charges and also have violations brought against them for violating the Student Code of Conduct.

The primary purpose of the student conduct process is to educate students while correcting behavior which does not meet the standards of the Jackson State University community. However, the ultimate goal of the student conduct process is to help students learn from their mistakes while helping them understand the consequences of their actions, as well as how their actions may have negatively impacted the campus community and its members. As a result, the terminology used will be somewhat different from the criminal process.

<b>Student Conduct</b>	<b>Legal System</b>
Conduct Hearing	Trial
Conduct	Discipline
Referred	Written-Up
Incident Report	Police Report
Confronted	Charged
Accused Violator	Offender/Suspect
Violation	Offense/Crime
Responsible or Not Responsible	Guilty or Not Guilty
Student Conduct Leaders	Jurors
Sanction	Penalty

## HONOR CODE

*I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Jackson State University family, and proud of it.*

On the campus of Jackson State University, the Vice President for Student Affairs collaborates with various academic and student support entities to provide a safe environment for students. The office is located in the JSU Student Center, 3<sup>rd</sup> Floor. When incidents occur where anyone feels a student has violated the Student Code of Conduct, the incident should be reported to Public Safety for formal reporting. This applies to alleged academic, as well as non-academic related incidents. In turn, the reports are then submitted to the Division of Student Affairs for review and processing.

## VIOLATIONS & SANCTIONS

**1.00 ABDUCTION AND/OR KIDNAPPING.** Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or University official from one place to another without that person's consent.

**1.10 ACADEMIC DISHONESTY.** Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance.

**1.15 AGGRAVATED BATTERY.** An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

**1.20 AIDING AND /OR INCITING.** Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; the persuading or aiding of another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University or with the normal flow of traffic or ordinary procedures.

**1.30 ALCOHOLIC BEVERAGES.** The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the university's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the university regulations, exceptions, or local, state, and federal laws. This includes the possession of any alcohol paraphernalia (bottles, cans, etc.).

***Drinking Age Law, Mississippi*** - Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. This law has serious consequences for persons who provide or sell any alcoholic beverage, including beer and wine, to individuals under 21, as well as for underage drinkers.

**1.35 ALCOHOL/DRUG INTOXICATION.** Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.

**1.40 ANIMALS (pets).** Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of service animals (when accompanied by their owner) and tropical fish in an aquarium or other approved

containers in buildings, including student residences, classrooms, and offices, except when needed in connection with an approved disability or with the written permission of the Vice President for Student Affairs or designee, is prohibited.

**1.50 ARSON/FIRE SETTING.** The malicious, fraudulent, and/or intentional burning of property on the university premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. This includes any person who is party to or aids, counsels or procures the burning or destruction of any state supported school building.

Willfully starting a fire in University buildings or on University property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the University Safety Manager and the Vice President for Student Affairs or designee is prohibited. Compliance with local and state fire codes must be assured and verified.

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

**1.70 ATTEMPTED OFFENSES.** An attempt to commit an act on University property, or involving members of the University community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.

**1.80 BATTERY.** The unlawful application of force to the person of another is strictly prohibited.

Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

**1.90 BURGLARY/ROBBERY.** The unlawful entry of a 'structure' to commit a felony or a theft. The taking or attempting to take something of value from another person by use of force, threats or intimidation.

**2.00 CAMPUS VIOLENCE.** Violence, threats, harassment, intimidation and other disruptive behavior by members of the University community or visitors will not be tolerated. Such behavior may include but is not limited to fighting, participating in hazing (in any capacity), verbal or written statements, sexual assault, gestures, or expressions which communicate a direct or indirect threat of physical harm. It also includes conduct which materially interferes with the normal operation of the University and conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community. See also Jackson State University's Campus Violence Policy.

Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

**2.05 CONTEMPT OF HEARING.** Contempt of hearing violation includes (1) the failure to appear before a student conduct body i.e., Residence Hall Director, Associate Dean of Students, Associate Vice President for Student Affairs/Dean of Students, Student Affairs Conduct Committee, Inter-Residence Hall Committee, and/or Appeals Committee after receiving the proper notification of a scheduled student conduct hearing or conference, (2) failing to adhere to hearing procedures, (3) willful disobedience to, or displaying open disrespect for a University student conduct board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (4) failure to comply with student conduct conditions as sanctions imposed by a student conduct body or

student conduct administrative officer or staff person. Contempt charges will require the student to pay a student conduct fine in addition to other sanctions imposed.

**2.10 DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY.** Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a University building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, use of sidewalk chalk, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization.

**2.20 DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR.** Any conduct or behavior, which threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.

**2.25 DIGITAL AND ELECTRONIC COPYRIGHT INFRINGEMENT.** Digital or electronic use of copyrighted materials without authorization from the owner of the copyright.

**2.30 DISORDERLY OR DISRUPTIVE CONDUCT.** Disorderly or disruptive conduct that unreasonably interferes with University activities or with the legitimate activities of any member of the University community.

**2.40 DISTRIBUTION OF ILLICIT PRINTED MATERIAL.** Distribution of printed materials that are libelous, obscene, or that encourages imminent violations of public laws or University regulations.

**2.50 DRUG PARAPHERNALIA/POSSESSION OF/USE OF DRUGS (illegal).** The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the university, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited at the University. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the university and/ or at events and activities sponsored by the University, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, hookah, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Evidence of marijuana use may include, but is not limited to: the smell appears of smoke, the presence of marijuana seeds, or residue. The possession of illegal paraphernalia, such as a scale, accompanied with drug paraphernalia and/or an illegal substance and/or large quantities of money will result in a minimum of a one year suspension due to intent to distribute.

Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.



**2.55 DRESS.** See Decorum Policy. This policy applies in classrooms, dining facilities, and when conducting business within on-campus offices. This policy also applies when students travel on University business, representing the institution. Examples of inappropriate dress and/or appearance include, but are not limited to:

- Caps, do-rags, scarves or hoods for men and women. This policy item does not apply to headgear considered as a part of religious or cultural dress.
- Midriffs or halters, mesh, netted shirts, tube tops or cut-off t-shirts in classrooms, cafeteria, Student Center, and offices.
- Short shorts.
- Sagging or unbelted pants.
- Clothing with derogatory, objectively offensive and/or lewd messages either in words or pictures to a reasonable person.
- Undershirts for men, of any color, outside of the private living quarters of the residential communities.

**2.60 FAILURE TO COMPLY.** Failure to comply with a proper order or summons when requested by authorized University officials; failure to comply with the directions of University officials (including residence hall staff) acting in the performance of their duties; failure to appear before a student conduct committee upon request; failure to provide student identification upon request; failure to abide by or comply with University policies and procedures, including student leadership, organization, and/or membership requirements; failure to comply with an ordered student conduct sanction.

This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a University official, fire department staff, or local law official.

**2.70 FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION.** Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and fraudulently issuing worthless checks to the University.

Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any University document or service.

**2.75 GAMBLING.** Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event; playing card games or dice for money; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, telephone or other electronic communication device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

**2.80 GUEST'S BEHAVIOR.** Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Student Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

**2.90 HARASSMENT (Verbal and/or Physical).** The excessive physical interference with, or abuse of, any person on University-owned or controlled property or while on the premises of, or while in attendance of University-

sponsored or supervised events. This policy also applies to social media use. Harassment includes conduct that is so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of a University activity, opportunity, or resource.

When part of a pattern of conduct that rises to the level of this standard, harassment may include language to physical acts which degrades, insults, taunts, or challenges another person by any means of communication, so as to provoke a violent response, communication of threat, or defamation of character. It includes the use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the University community in a state of fear or anxiety.

**3.00 HAZING.** Any action taken or situation of intimidation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of schools rules. Activities considered to be hazing include two elements: (1) Coercion, either overt or covert, and (2) Production of physical or mental discomfort, in either the participant(s) or spectators.

It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.

**3.05 HEALTH AND SAFETY VIOLATIONS.** Any behavior which creates a risk or danger to others of the University community, including but not limited to riding hover boards or devices similar in nature in residential communities, academic or support buildings, propping open doors to residential communities, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University. Also includes failure to remove trash from residential communities.

This includes the possession of flammable liquids, fireworks, weapons, illegal or controlled substances, illegal cooking appliances, open fires, candles, and incense burners.

**3.10 HOUSING VIOLATION.** Failure to comply with housing and residence life regulations including visitation policies, health and safety concerns such as possession of burning candles, failure to dispose of trash, etc.

**3.15 IDENTITY DISCLOSURE/IDENTITY THEFT.** Failure to carry a valid University student identification card (when possession is in reason) while on the University property or failure to present it to a University official, including housing and residence hall staff, police officers, administration, and staff members upon request. Presenting a false name or other identification, including false or invalid ID card, to a University official, while in the performance of their duties is prohibited. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card or personal identifying information, without the consent of said owner, for the purpose of misrepresenting oneself to obtain any benefits, credit, goods, services or other items of value in the name of said owner.

**3.20 POSSESSION OF STOLEN PROPERTY.** Knowingly possessing property that may be identified as being stolen from the University or from any other person is prohibited.

**3.35 LITTERING, THROWING OBJECTS OUT OF WINDOWS.** The inappropriate disposal of refuse, including ejecting or dropping any object from windows in residential communities or balconies or other University buildings or vehicle.

**3.50 MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS.** Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on University-owned or controlled property or at University sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the University Department of Public Safety.

**3.55 PROBATION VIOLATION.** Failure to comply with the sanctions placed on a student for a specified amount of time violating the Student Code of Conduct and/or breaking of any laws.

**3.60 RAPE.** Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

**3.70 SAFETY CODE MISCHIEF.** Tampering with safety equipment is a serious violation of the Student Code of Conduct and is subject to criminal prosecution. Turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of University guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.

**3.76 GENDER-BASED HARASSMENT.** Gender-based harassment includes harassment based on actual or perceived gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

**3.79 RELATIONSHIP (Dating and Domestic) VIOLENCE.** Relationship violence is abuse, violence, or intentionally controlling behavior between partners or former partners involving one or more of the following elements: (i) battering that causes bodily injury; (ii) purposely or knowingly causing reasonable apprehension of bodily injury; (iii) emotional abuse creating apprehension of bodily injury or property damage; (iv) repeated telephonic, electronic, or other forms of communication — anonymously or directly — made with the intent to intimidate, terrify, harass, or threaten. Relationship violence can occur in all type of relationships (e.g., heterosexual, same sex, or any other type of relationship).

**3.82 RETALIATION.** Retaliation is an adverse action or attempt to seek retribution against the complainant, or any person or group of persons involved in the investigation and/or resolution of a sexual misconduct complaint. Retaliation can be committed by any person or group of persons, not just a respondent. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

**3.84 SEXUAL ASSAULT.** The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated. Violators of this section who are found responsible as defined under the University's Title IX and Sexual Misconduct Policy are subject to sanctions as prescribed in the Student Handbook and will also be subject to criminal prosecution.

**3.87 SEXUAL BATTERY.** The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the University.

**3.90 SEXUAL EXPLOITATION.** A course of conduct when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent.

**3.93 SEXUAL HARASSMENT.** Sexual Harassment is unwelcome conduct of a sexual nature that if sufficiently severe, persistent or pervasive, and objectively offensive to a reasonable person, has the effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for an academic or employment decision affecting an individual. Conduct is considered "unwelcome" if the person did not request or invite it and considered the conduct to be undesirable or offensive.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from the University's educational programs or a faculty or staff member's ability to work, which may include a single incident of sexual assault or other serious sexual misconduct

**3.97 SEX OFFENSES.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

**4.00 STALKING.** Stalking is a course of conduct involving more than one instance of inappropriate and unwanted attention, harassment, threatening or intimidating physical or verbal contact, or any other course of conduct directed at a person that could be reasonably regarded as likely to alarm or place that person in fear of harm or injury, including physical, emotional, or psychological harm. This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person.

**4.05 SMOKING.** The inhaling, exhaling, or burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material in University owned buildings or in University owned vehicles. Smoking is also prohibited during any University sponsored outdoor event hosted on University property.

**4.10 TECHNOLOGY.** Students and recognized organizations are cautioned that any material posted on the internet, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate or unauthorized content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes, but is not limited to, Instagram,

Facebook, Twitter, Snapchat, LinkedIn, BlogSpot, GroupMe, Youtube, etc. This charge also includes content included in communication threads via texts, e-mails, etc.

**4.15 SOLICITATION.** Unauthorized selling, collection of monies, and promotion on campus or within University buildings is not permitted without permission of the Vice President for Student Affairs or designee. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on University property. Further, students may not solicit on behalf of the University without the permission of the Vice President for Student Affairs or designee and the Director of Institutional Advancement. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair relaxing/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.

**4.25 THEFT/MISAPPROPRIATION.** Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency institution, or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of University furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen.

**4.30 TRADEMARK INFRINGEMENT.** The unauthorized use of the JSU logo, mascot, seal or any other logos on letterhead or in any other publications.

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

**4.40 UNAUTHORIZED USE/ENTRY OF UNIVERSITY FACILITIES.** Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of University facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residential communities, without proper permission into living quarters or other building and/or structures or University premises, or the aiding and assisting of such is prohibited.

**4.45 VIOLATION OF CRIMINAL CODE OF THE LOCAL, STATE OR FEDERAL GOVERNMENT.** Actions or activities, on or off-campus that violate criminal law.

**4.50 WEAPONS/FIREARMS.** The use, storage, possession, or display of weapons, firearms, self-defense devices, or explosives is strictly prohibited on the premises of the University. Weapons include, but are not limited to the following: mace, pepper spray, rifles, shotguns, tasers, stun guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers, switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, and fireworks. The possession or uses of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit may not constitute authorization.

When course content and classroom assignments require the use of such items, the Provost, Vice President for

Student Affairs or designee, and the Department of Public Safety will work collaboratively to provide written approval. The initial request should be submitted to deanofstudents@jsums.edu. This policy also applies to any device used as a weapon to intentionally harm another.

---

Notes:

Students serve as a representative of Jackson State University while enrolled with the University. Consequently, students may be charged with Student Code of Conduct violations for incidents that occur while representing the University. Any student who holds a student leadership position within the University (Campus Activities Board, Greek organization member, Student Government Association member, respective student organization executive board members, student-athletes, etc.) may be relieved of their duties upon receipt of an incident report listing a student leader as an alleged offender. Based on the severity of the incident, student leaders may be relieved of their duties until a final decision is reached. Students are expected to use their assigned Jackson State University student e-mail account, in order to receive all University correspondence, including information pertaining to student conduct violations.

All sanctions imposed on students, student groups, and/or student organizations found responsible of violation(s) are based solely on individual circumstances. No case is exactly the same as another, and sanctions will most likely differ in similar instances. It is primarily the decision of the hearing officer/committee to determine the sanction(s) imposed on each student. The following sanctions may be imposed when students violate the Student Code of Conduct:

Academic Sanctions

Community Service

Counseling Consultation

Community Standards Seminar Completion

Expulsion

Educational Sanction, such as book reviews, modules, research papers, reflective journals, etc.

*Fine: The amounts of fines may range from a \$50 minimum to a \$1,000 maximum per violation or charge, excluding any restitution. The amount of the fine per violation or charge is determined at the discretion of the hearing committee or hearing officer.*

Indefinite Suspension

Student Conduct Hold

Loss of Privileges

Probation

Removal of animal(s)

Restitution

Subject to Criminal Prosecution

Suspension

Termination of network access

Workshops/Seminars

And other creative sanctions to encourage student development

## STUDENT CONDUCT TERMS AND DEFINITIONS

The following sanctions may be imposed upon any student, student group, or student organization found to have violated the Student Code of Conduct:

**COMMUNITY SERVICE.** A sanction imposed upon a student as a result of a violation of the Student Code of Conduct. Service is provided by the student to a specific on-campus or off-campus area or department of the University for a specific amount of hours as imposed by the Vice President for Student Affairs or designee. Monetary compensation is not provided. NOTE: Community Service hours completed to satisfy a student conduct sanction will not count toward the community service hours required for graduation.

**COUNSELING CONSULTATION.** Referral for consultation for alcohol/drug counseling, general mental health assistance, anger management, or other counseling issues deemed necessary by the Vice President for Student Affairs or designee with the Latasha Norman Counseling Center or an outside agency/organization. Students must follow through with consultation and provide official documentation on letterhead for the agency/organization verifying completion of requirements.

**EDUCATIONAL ASSIGNMENTS.** Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Vice President for Student Affairs or designee.

**EXONERATE.** To clear the accused of any and all blame, with all charges being dismissed or dropped.

**FINE.** A monetary payment imposed as punishment for an offense. Payment must be made to the University for violations of the Student Codes of Conduct.

**SANCTIONS.** Consequences which are required to be completed as a result of being found responsible for violating the Student Code of Conduct. Each sanction has a deadline, which is outlined in the decision letter. Completed sanctions may be submitted in person or via e-mail to deanofstudents@jsums.edu. Sanctions require a 3 business day review period, prior to receiving approval. If a student fails to complete their sanction(s) by the designated deadline, a hold will be placed on the student's account. The hold will not be removed until the sanction(s) have been completed.

**STUDENT CONDUCT HOLD.** When a student fails to respond to a charge notification, attend a scheduled student conduct hearing, or complete assigned sanctions, a student conduct hold will be placed on the student's account. The hold will not be removed until all student conduct requirements have been satisfied. A student conduct hold restricts students from conducting University related business, including but not limited to completing course registration, adding/dropping classes, and viewing grades.

**PROBATION.** A specified amount of time, involving restrictions, after which University authorities will determine if the student's behavior has improved. During this time period, the student may receive additional student conduct measures resulting in suspension, if he/she is involved in violations of any type of the Student Code of Conduct and/or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the University.

**LOSS OF PRIVILEGES.** A student who receives a sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus housing and restrictions from affiliation and/or representing the University. The written notification shall include the time period for which the student

has lost certain privileges.

**NO FURTHER CONTACT.** No further communication (verbal, physical, or electronic) with a specific person for a specified period of time or throughout their matriculation at the university.

**REPRIMAND.** The University has documented that such actions are inappropriate and do not reflect the community standards and values. Reprimand of a student for actions violating the Student Code of Conduct.

**RESTITUTION.** Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension. NOTE: Restitution is due in full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by the Vice President for Student Affairs or designee.

**SUSPENSION.** Dismissal from the University for a specific period of time following severe acts of violation of the Student Code of Conduct or violation of a present probationary status. When a student is suspended and assigned to a room in Housing and Residence Life, the student shall be permitted one (1) day to vacate the assigned room if the student is a Mississippi resident and two (2) days to vacate the assigned room if the student is an out of state student. Suspensions are recorded on the student's permanent record (including transcripts) and case files are maintained when suspensions occur for student organizations. Students suspended from the University are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Vice President for Student Affairs or designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Jackson State University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the university is terminated, and he or she is, in fact persona non-gratis.

Students are not allowed to be on any University property, nor are students allowed to attend University sponsored events during their suspension. If a student wishes to conduct any business on any University property, the student is required to contact the Vice President for Student Affairs or designee to be cleared. The request must be cleared in advance. Lastly, upon arrival, a suspended student must check-in and prior to departing, must check-out at the Public Safety headquarters for documentation purposes.

Students may request transcripts while suspended by e-mailing deanofstudents@jsums.edu. The e-mail needs to include the request for transcripts for a suspended student, as well as the student's name and J#. In turn, the Vice President for Student Affairs or designee will contact the Registrar's Office with the request. Afterwards, the student will be notified via e-mail that the request has been submitted to the Registrar's Office. Lastly, the student will be required to contact the Registrar's Office to order transcripts, as well as submit the required payment. Please note: financial obligations must be satisfied with the University prior to transcripts being distributed.

Following a fully served suspension period, a student or student organization who wishes to re-enter the University must submit a written request to be reinstated into the University. The student or student organization must submit a typed letter to the Vice President for Student Affairs or designee no later than (30) days prior to the beginning of the semester for which he/she is requesting to be allowed to return (e.g. the letter must be received by the proper University designee thirty (30) days before the begin of the fall semester the student wishes to return to the University). The reinstatement request should be emailed to deanofstudents@jsums.edu. The document should



outline productivity that has occurred throughout the suspension period, as well as measures that will be taken in order to avoid future violations of the Student Code of Conduct. The Vice President for Student Affairs or designee will review the student's file or student organization and determine the eligibility to return to the University following a suspension period. The Vice President for Student Affairs or designee will in turn schedule a reinstatement meeting. Following the reinstatement meeting, the Vice President for Student Affairs or designee will determine if the student is eligible to return. The decision will be distributed to the student via email. Regardless of a student or student organization's completion of the suspension period, the Vice President for Student Affairs or designee reserves the right and has the complete discretion relating to the decision of a student being reinstated from a suspension. This decision includes, but is not limited to, denial of readmission or reinstatement and restrictions on extra-curricular activity participation based upon the nature of the suspension. The types of suspensions and expulsion are defined as follows:

- A. Suspension. Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.  
All students and student organizations returning to "active" status at Jackson State University following a student conduct suspension will be placed on mandatory "Probationary Status" for one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the Vice President for Student Affairs or designee.
- B. Interim Suspension. Suspension that is immediately put into effect when violations are alleged. The suspension will remain in effect until the student conduct hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found responsible for the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
- C. Indefinite Suspension. Dismissal or Suspension from the University to be served for a period of not less than (1) one year.
- D. Expulsion. Permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the university. When a student is expelled from the University, the student's relationship with the University is permanently severed, and the student is persona non-gratis.

Note: Failure to complete an assigned sanction within the allotted time frame will result in the student receiving a student conduct hold on his/her student account and/or suspension from the University.

In addition to the above sanctions, students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct may be prohibited from a specified affiliation or from representing the University as a member of an organization or a University-sponsored activity (See page 48).

Depending on the severity of an incident, students, student groups, and/or organizations may face criminal charges off campus. If a student, student group, and/or student organization has already been to court for an alleged incident, then the student, student group, and/or student organization has fulfilled their obligation to any violation of law. Meaning, the student, student group, and/or student organization has met the requirement set forth under Mississippi Law for the designated county. However, the student, student group, and/or student organization will still be required to meet their obligation to Jackson State University's policies and procedures outlined in this handbook. Consequently, even if the court finds a student, student group, and/or student organization "not guilty" or determined there was not sufficient evidence to even "hear" the case in court, the student, student group, and/or student organization will still be required to meet with Student Conduct and Community Standards for a hearing. The University student conduct process runs

separately and concurrently to any process the law requires, and determines responsibility based on the preponderance of evidence. Under these circumstances, this process is not considered double jeopardy.

Questions or concerns regarding the student conduct process may be directed to the Vice President for Student Affairs or designee. Offices are located in the Student Center, 3<sup>rd</sup> Floor, Suite 3222.

## **Student Conduct Procedures**

### **Authority**

By virtue of the bylaws and policies of the Board of Trustees of the State Institutions of Higher Learning, the President of Jackson State University is charged with the responsibility of maintaining “appropriate standards of conduct of students.” This duty has been delegated to the Provost and Senior Vice President for Academic and Student Affairs, who has delegated it to the Vice President for Student Affairs. The Vice President for Student Affairs or designee(s) is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy sanctions for student conduct violations. The Vice President for Student Affairs is aided in this responsibility by the Associate Vice President for Student Affairs and Dean of Students, as well as the Associate Dean of Students. The Vice President for Student Affairs or designee may be assisted in adjudicating violations of the Student Code of Conduct.

### **Student Conduct Responsibility**

The Vice President for Student Affairs or designee is responsible for receiving and examining student conduct matters related to the behavior of students, student groups, and/or student organizations. Furthermore, the Vice President for Student Affairs or designee is responsible for assigning cases to the appropriate committees based on the behavior, status, and case loads. In addition, the Vice President for Student Affairs Office or designee has the sole discretion in determining the appropriate sanction (s) for students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct.

### **Student Conduct Procedures**

Student Conduct procedures may be initiated against a student, student group, and/or organization upon receiving and examining an official incident report and/or valid complaint regarding the behavior of a student, student group, and/or student organization. Any person affiliated with the JSU community — students, faculty, visitors, guests, and staff — may bring complaints of misconduct against a student or group of students. To initiate a case, allegations must be presented to Public Safety (601-979-2580) or to the Dean of Students Office (deanofstudents@jsums.edu). After receiving allegations of misconduct, Public Safety will provide a written incident report to the Vice President for Student Affairs or designee (where applicable), who will review the allegations and determine an appropriate individual or group to hear the case, or determine whether to pursue an informal resolution process. All allegations should be submitted at the earliest opportunity after an incident occurs. Yet, there is no time limit on reporting violations of the Student Code of Conduct. However, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. As necessary, University officials reserve the right to initiate a complaint, and initiate conduct proceedings without a formal complaint by the victim of misconduct.

Once an incident report is received, the Vice President for Student Affairs or designee will determine whether or not the behavior warrants action. In the event a sufficient cause is determined, the Vice President for Student Affairs or designee reserves the right to conduct an administrative hearing or assign the case to a student conduct committee. All Student Affairs Conduct Committee members are trained students, faculty, and staff members. Below are some examples of the committees that exist, however, the committees are not limited to these examples:

1. Student Affairs Conduct Committee
  - a. Membership of the Student Affairs Conduct Committee (SACC) is comprised of the Vice President for Student Affairs or designee, faculty and staff members, and Student Conduct Leaders. The Student Conduct Leaders consist of the Chair, Associate Chair and three to six Student

Conduct Leaders who may classify as sophomores, juniors, seniors, or graduate students; although all may serve at a particular hearing, only three are required if the Student Conduct Leaders hear a case alone. When faculty and staff members serve on the SACC, the hearing will only require one Student Conduct Leader. The Vice President for Student Affairs or designee presides at the hearing of the committee. This committee shall hear cases which may result in a student, student group, and/or student organization being admonished, exonerated, receiving a letter of warning, being assigned University service or counseling, receiving a fine, being placed on probation, losing privileges, being assigned a research assignment or reflection journal, paying restitution, being required to attend workshops/seminars, being suspended or being expelled from the University community.

- b. In instances which may involve a conflict of interest with the victims/complainants in the case being adjudicated, the Vice President for Student Affairs or designee reserves the right to temporarily or permanently replace or dismiss any person(s) from SACC membership. This includes, but is not limited to any Student Conduct Leader, faculty or staff members. Ultimately, the Vice President for Student Affairs or designee reserves the right to comprise a committee based on the dynamics of each respective case. No SACC member, witness, observer, or other student may violate the confidentiality of student conduct proceedings. SACC members may never reveal information about student conduct deliberations or outcomes, except pursuant to court order.
- c. During University breaks and summer sessions, the Vice President for Student Affairs or designee reserves the right to comprise a SACC without a student representative being a part of the committee, due to the limited availability of students during these time frames.

## 2. Inter-Residence Hall Committee

- a. The Inter-Residence Hall Committee (IRHC) is comprised of residence hall full-time and part-time staff members and residents of each residence hall. The chair of the committee is appointed by the Executive Director of Housing and Residence Life. The IRHC is responsible for adjudicating cases resulting from violations of the residence hall rules and regulations, which may include: (see Resident Student Handbook)
  - i. Roommate Disputes
  - ii. Housing Violations
  - iii. Illegal Visitation

NOTE: Cases of a more serious nature may be referred to the Vice President for Student Affairs or designee.

## 3. Appeals Committee (appeals from the administrative hearing or Student Affairs Conduct Committee)

- a. The Appeals Committee is responsible for adjudicating only those cases, which have been granted an appeal by the Vice President for Student Affairs or designee. Appeals are granted on the basis of a substantial violation of the hearing procedure or new evidence, witnesses, or facts.
- b. The Appeals Committee membership is comprised of the Vice President for Student Affairs or designee, two staff members and one student. Decisions of the Appeals Committee are made by a simple majority vote.
- c. Appeals may also be assigned to an administrative hearing officer for review.

## **Student Conduct Process Terms and Communication Expectations**

### Decision/Sanction Letter

Written notification of the hearing outcome.

### Appeal Decision Letter

Written notification of the appeal decision.

### Communication

Correspondence from the Dean of Students Office-Student Conduct and Community Standards will be distributed to the student's assigned JSU student e-mail account. Therefore, students are expected to check their JSU student e-mail account daily. When the term e-mail is used throughout the Student Handbook, it refers to the student's JSU student e-mail account.

## **Notification Process**

The initial form of communication with a student, student group, and/or student organization named in an incident report will be via phone and/or e-mail. Students will be contacted to schedule a hearing date and time. A hearing notification will be distributed to the student via e-mail, outlining the hearing date, time, as well as the charges brought against the student. In the event the student fails to respond to a call or e-mail, a hearing will be automatically scheduled and a notice of the hearing will be emailed to the student's JSU student email account provided at least forty-eight (48) hour notice of the hearing. Therefore, students are strongly encouraged to routinely check their JSU student email account for important communications (at least once per day is encouraged).

When there are more than five (5) students involved in a case, the Vice President for Student Affairs or designee reserves the right to schedule the hearing date and time for all students involved, without confirmation from the students due to the number of individuals involved. Documentation can be provided to students for missed classes or work responsibilities when such circumstances exist.

Failure to attend a scheduled hearing will result in the accused student being charged with "Failure to Comply" and/or "Contempt of Hearing." In this case, a decision will be made in the student's absence based on the information outlined in the incident report and any information gathered from the investigation and a contempt of hearing fine will be charged to the student's account, in addition to other sanctions that may be assigned.

## **Administrative Hearing and Student Affairs Conduct Committee Processes**

Once a hearing day and time is confirmed with the student or made on behalf of the student, the student will receive documentation outlining the aforementioned information. The following outlines each student's rights:

1. To receive information pertaining to the specific charges, the time, date, and place of the hearing no less than 48 hours prior to the hearing, unless accommodations are made by the student for a shorter time period. The specific names of committee members will not be provided to students.
2. The accused student, student group, or student organization can be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or

student organization must notify the Vice President for Student Affairs or designee in writing of their name at least 48 hours prior to the hearing. Each student is allowed a maximum of two advisors during a hearing.

### Hearing Procedures

The purpose of the administrative or student conduct committee hearing is to reach a decision regarding the accused responsibility for violation of University rules or regulations, to provide due process for the accused, and to recommend a sanction if necessary. Although Public Safety generates the majority of incident reports, a representative from Public Safety does not have to be in attendance, in order for a scheduled hearing to occur. Such decisions may affect students, groups, and student organizations and their relationship to the University. Administrative hearing decisions shall be determined by the Vice President for Student Affairs or designee. In the event additional information is provided during a hearing that may not have been included in the initial incident report, the hearing officer or hearing committee reserves the right to amend the charges during the hearing, in an effort to expedite the decision process. If a student, student group, or student organization fails to attend the hearing after being notified, it will be held in their absence. Attendance at an administrative or student conduct committee hearing is limited to only those individuals directly involved or those requested by the Vice President for Student Affairs or designee. The confidentiality of all student cases must be maintained.

If possible, the accused is usually informed in writing of the outcome (responsible or not responsible) of the hearing and sanctions within a minimum of five (5) business days after the hearing. In the event a decision cannot be made within five (5) business days, the accused will be informed by the Vice President for Student Affairs or designee.

### APPEALS PROCESS

A student, student group, or student organization may submit an appeal to the Vice President for Student Affairs or designee once the decision of the administrative or conduct committee hearing is reached. A decision may be appealed for one or more of the following reasons:

- (1) Substantial violation of the hearing procedure. If the appeal is based on substantial violation of the hearing procedure, the following should be noted: Citation of specific procedural errors, reason(s) why procedural error was not mentioned in the original hearing, and reason(s) why correction of error can contribute to a decision other than the one originally made; and
- (2) New evidence, witnesses or facts. If the appeal is based on new facts, the following must be included: A description of new evidence, name(s) of person(s) who can present this evidence (if any), or reasons why the evidence was not discussed at the original hearing, and reason(s) why the evidence can contribute to a decision other than that which was originally made.

**Note:** An appeal may not be submitted to the Vice President for Student Affairs or designee simply due to a student disagreeing with the assigned sanctions associated with being found responsible for a student conduct violation.

### FILING AN APPEAL

All appeals must be submitted in writing (typed) via e-mail to the Dean of Students or designee within 1 business day after the student, student group, or student organization has received notification of a decision rendered in their particular case. The appeal needs to be distributed to [deanofstudents@jsums.edu](mailto:deanofstudents@jsums.edu). The e-mail must include supporting documentation along with the appeal letter. The appeal request must state the specific grounds on which the student, student group, or student organization should be granted an appeal as described in the previous section. The appeal request must also be clear and specific, as the Dean of Students or designee may decide whether to grant an appeal based solely on the written

request of the student.

After the letter of appeal has been received, it will be determined whether there are grounds to grant an appeal. In turn, notification will be distributed to the student, student group, or student organization within seven (7) business days after receipt of the student, student group, or student organization's appeal request. If a conference is needed to consider the matter further, the notice shall include the time and place at which the student, student group, or student organization is to be present.

In this case, the accused student, student group, or student organization can be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the Vice President for Student Affairs or designee in writing of their name at least 48 hours prior to the hearing. Each student is allowed a maximum of two advisors during a hearing.

The sanction of suspension imposed by the Dean of Students or designee does not become effective until all available appeals have been exhausted by the student, student group, or student organization within the time periods designated for appeals. An exception occurs when, in the determination of the Dean of Students, his/her designee, or Appeals Committee, the student, student group, or student organization's continued presence on campus constitutes a clear and present danger to the students and/or others in the University community. In such instances, the student, student group, or student organization will be asked to leave the campus; however, the student, student group, or student organization rights to request an appeal within the designated time periods shall not be compromised.

The decision of the Dean of Students, his/her designee, or Appeals Committee, to grant an appeal, is final, except in those cases involving expulsion from the University. In cases involving expulsion, the student, student group, or student organization may appeal the sanction to the Associate Vice President for Student Affairs, in writing, with a copy to the Dean of Students within twenty-four (24) hours of receipt of the appeal decision from the Dean of Students. Appeal requests of this nature must also be typewritten. The Dean of Students or designee is not obligated to confer with the student, and may choose to review only the written information in making a decision.

If an expelled student chooses not to request an appeal within the specified time period, the decision of the Dean of Students or designee is final. It is, therefore, imperative that the student abides by the stipulations of his/her sanction(s).

---

## **Rights of Victims**

In a student conduct hearing, both the accused student and the victim have rights. The rights of the victim are listed below:

To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the *Student or Collegiate Code of Conduct*, resulting in an administrative or student conduct committee hearing

To have a person(s) of their choice accompany them throughout the student conduct process.

To submit a victim impact statement to the Vice President for Student Affairs or designee prior to a sanction being imposed.

To have past unrelated behavior excluded from the hearing.

To be informed of the results of a student conduct hearing, in compliance with the *Campus Security and Student Right to Know Act* with the permission of the Vice President for Student Affairs or designee.

To have adjustments made in residential living arrangements if necessary. Jackson State University has an obligation to protect members of the University community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the University reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

Note: The complainant will only be notified of the case outcome if a written request is submitted to deanofstudents@jsums.edu. The request needs to include the complainant's name, as well as the case number. In turn, the complainant will be notified of whether the student was found responsible or not responsible. Due to FERPA laws, the complainant will not receive the specific consequences associated with the case if the alleged offender is found responsible.

### **Official Withdrawal from the University**

Should an accused student be academically dismissed or leave the University voluntarily, before pending disciplinary charges have been resolved, the Vice President for Student Affairs or designee may precede at his/her discretion with the student conduct process (case) in the absence of the student as outlined in the Code. An accused student, who withdraws from the University with a case pending, will not be readmitted to the University, until such time as his or her case has been processed and resolved. The Vice President for Student Affairs or designee will place a student conduct hold on the student's record, which will prevent reinstatement (selection of classes and registration) of that student until the case has been adjudicated.

### **Student Conduct Files and Records**

The Vice President for Student Affairs or designee shall maintain student conduct record and a disciplinary tracking system, which shall include, but not be limited to, the accused student's name and related information, description of the incident, parties involved, code violations, sanctions, and other data deemed relevant by the Vice President for Student Affairs or designee. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act. Student Conduct records shall be made available to student conduct bodies and University officials designated in the Code, as necessary.

### **Parental Notification**

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. When a student is not dependent, the University will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act. In contrast, Student Conduct and Community Standards will not notify or inform parents/guardians of other Student Code of Conduct violations or associated sanctions, without written consent from the student.

### **SPECIAL NOTATION TO STUDENTS**

Each violation of the Jackson State University Student or Collegiate Codes of Conduct is treated separately from any other case. Student Conduct sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the Vice President for Student Affairs or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.



# ACADEMIC POLICIES

## ACADEMIC GRIEVANCE PROCEDURE

### *Objective*

To create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and the educational process and to have their concerns and complaints addressed swiftly and forthrightly.

### *Statement*

Students enrolled at Jackson State University may register a concern or complaint about any academic regulation, the instructional program, delivery of the program, grades received, the academic advisement system, or any other matter related to academic affairs, without any adverse action for expressing the concern or filing the complaint. Concerns and complaints will be received, explored or investigated, and responded to in a fair and timely fashion, though students should understand that the final response by the University may not always be the response they prefer.

### *Procedures*

Students should follow the proper chain of command when an academic concern arises. The proper chain of command is as follows:

1. Student shall discuss his or her concern with the academic advisor.
2. If the matter was not resolved through the academic adviser, the student may proceed by submitting the concern to the chair of the department.
3. If the Chair of the department has not resolved the student's issue or concern, the student may submit the Dean of the academic college.
4. If the advisor, Chair, or Academic Dean has not resolved the student's issue or concern, the student should contact the Academic Ombuds at 601-979-2244. The Academic Ombuds will respond accordingly and will forward severe issues of concern to the Provost Office for review.

As it relates to academic concerns, such as academic dishonesty or plagiarism, the respective faculty member(s) are expected to submit the complaint to Academic Affairs by contacting 601-979-2244. All academic complaints will be reviewed through Academic Affairs. All behavioral classroom concerns are expected to be reported to Public Safety by contacting 601-979-2580, which in turn will be submitted to Student Affairs for review.

### Classroom Concerns or Complaints

(e.g. grades received; improper dismissals; unprofessional behavior)

- Student discusses concern or complaint with the instructor.
- Instructor provides a response (allow up to 5 days if investigation is required).
- Complaints unresolved by the instructor or for which the response is unacceptable must be described in writing by the student and submitted to the department chair.
- The chair properly logs and investigates the matter and provides a written response to the student within ten days.
- Issues that are still unresolved must be submitted by the student to the school/college dean.
- The dean provides the final written response within ten days, which may be done with committee input and/or in consultation with higher level administrators.

Other Academic Concerns or Complaints (e.g. academic advisement or academic regulations)

- Student discusses the concern or complaint with the academic advisor.
- The advisor provides a response (allow up to 5 days if an investigation is needed), or refers it to the appropriate official/body, e.g. department chair or Academic Standards Committee, for response within 20 days. The appropriate official/body returns the response to the advisor and the advisor returns it to the student.
- Unresolved concerns or complaints must be submitted in writing by the student to the school/college Dean.
- The school/college dean provides a written response within ten days, which may be done with committee input and/or in consultation with the Provost.

If the complaint remains, the student will submit it to the Provost for a final response.

NOTE: Academic complaints dating back more than a semester generally will not be investigated.

## **ACADEMIC RECORDS POLICY**

Jackson State University maintains a permanent academic record for each student enrolled. The permanent academic record contains those grades received from course work completed at the University, along with any transfer of courses and credits from any other accredited institution of higher learning that is used by Jackson State University to fulfill the degree requirements. All records are confidential.

Academic records are considered property of the University. Opportunities are provided for students to inspect and to control the release of information contained in their records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

The purpose of FERPA is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from those records. The Act applies to all education records maintained by the University, which are directly related to a student. Records containing a student's name, social security number, or other personally identifiable information are protected by FERPA.

The student must make a written request to have the academic record released. The academic record is generated and printed on transcript security paper, which prevents duplicating or printing an official copy outside the Records Office. A nominal charge is assessed for the reproduction and distribution of a personal and/or official copy of the transcript.

## **CLASS ATTENDANCE POLICY**

*OBJECTIVE-* To ensure that students attend all class sessions and activities, except in cases of extreme cause, to maximize their learning from the quality instructional experience afforded at the University.

*STATEMENT-* Students at Jackson State University must fully commit themselves to their program of study. One hundred percent (100%) punctual class attendance is expected of all students in all scheduled classes and activities. Instructors keep attendance records and any absence for which a student does not

provide written official excuse is counted as an unexcused absence. Students must understand that even with an official excuse of absence, they (students) are responsible for the work required during their absence.

Students may be officially excused from class for attendance at University approved functions, provided the sponsor properly executes a Student Affairs Leave Form, such excuses shall be accepted by the instructor. Students may also be officially excused by the Dean of their College or the Vice President for Student Affairs for certain campus activities.

Students requesting excuses for absences due to illness or other emergency situations will be issued a **Request for an Excused Absence**. The **Request for an Excused Absence Form** will be issued only after proper documentation stating the reason for non-attendance has been submitted and verified. (Proper documentation includes doctor's excuse, official court document, etc.).

### **Excused Absence Forms**

Commuter and residential students with extended absences (more than 5 days) shall report to the Vice President for Student Affairs (3rd Floor of the JSU Student Center). There are serious consequences for poor class attendance. After being absent three times in a 50-minute class, three hours in a class that meets longer than one hour, or one time immediately before or after scheduled recess/holiday, the instructor shall report the next unexcused absence to the Dean of the Division of Undergraduate Studies (University College) for freshmen and sophomores and to the school/college dean and department chair for juniors and seniors. The dean/chair or designee will counsel with the student and in concert with the instructor, may require the student to complete complementary course assignments. If a student does not respond well to the counselor with the assignments, the instructor may impose a grade penalty on the student.

Unexcused absences that exceed the equivalency of six 50-minute sessions may lead to an "F" for the course. Students who do not maintain the minimum grade point average required for retention over two semesters are suspended from the University. At the discretion of the school/college dean and with approval of the Division of Student Affairs, there may be additional class attendance policies stipulated in school handbooks and other official school documents.

### **SPECIFICATIONS/PROCEDURES**

Instructors must maintain attendance records and discuss and/or present students with a copy of the class attendance requirements at the beginning of the semester and summer session, preferably on the course syllabus. When, for any reason, students are absent from class, it is their responsibility to present to the instructor as soon as possible (and not later than five days from date of absence) an official **Request for an Excused Absence**.

Faculty/staff who sponsor/coordinate functions for students who will miss class must execute a Student Affairs Leave Form, which must be submitted at least two weeks prior to the event. Additionally, faculty/staff must notify the instructor of such absences prior to the date of absence. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

*Students who willfully miss class and practice chronic absenteeism are not only subject to academic penalties but may be subject to student conduct sanctions also. Unexcused poor class attendance violates the spirit of the University's Collegiate Code of Conduct and consequently holds these students accountable under the guidelines of non-adherence to the University's Student and Collegiate Codes of Conduct.*

# ANTI-HAZING POLICY

Jackson State University is dedicated to maintaining an environment that promotes academic excellence and the collective responsibility of its community members towards achieving the mission of the university. Therefore, the university has a **zero-tolerance policy for hazing** to protect the safety and well-being of all students.

## Hazing Defined

The University defines hazing as any action taken or situation or intimidation created, intentionally whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of the school's rules. Activities considered to be hazing include two elements: (1) Coercion, either overt or covert, and (2) Production of physical or mental discomfort, in either the participant(s) or spectators. Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion, even if the activity is defined as "voluntary." Paddling in any form, physical and psychological shocks and creating excessive fatigue are always considered hazing. Other activities include but are not limited to the following: quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the university.

## Mississippi State Law

**Criminality of Hazing:** As defined by Mississippi, hazing is a crime. Persons involved in hazing may be subject to criminal charges as dictated by state law. (Mississippi Code of 1972, as Amended § 97-3-105.)

### 1. Senate Bill No. 2165:

An act to prohibit hazing in the course of another person's initiation into any organization; to prescribe criminal penalties therefore; and for related purposes. Be it enacted by the Legislature of the State of Mississippi:

§ 97-3-105. Hazing; initiation into organization

(1) A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

(2) Any person violating the provisions of subsection (1) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$ 2,000.00) or imprisonment in the county jail for not more than six (6) months, or both.

(3) A person is guilty of hazing in the second degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

(4) Any person violating the provisions of subsection (3) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than One Thousand Dollars (\$ 1,000.00).

(5) The provisions of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecutions for other violations of criminal law. (Miss. Code § 97-3-105)

## University Student Conduct Rules

Jackson State University complies with all local, state, and federal laws and upheld its commitment through the University Student Code of Conduct. Participation in hazing subjects the individual or organization to university disciplinary actions and may be punishable by law. Violations of the University's Anti-Hazing Policy are considered a serious offense. Organizations or individuals found responsible for hazing will be adjudicated through the University Student conduct process. Organizations or individuals that are found responsible for hazing will result in a sanction of expulsion from the university.

Any violation of university policy or state law should be immediately reported to Public Safety (601) 979-2580 and/or the Division of Student Affairs (601) 979-2241.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

*(Mental, medical, hearing, visual, and physical)*

If you are a JSU student and have a documented disability, the Disability Services Center (DSC) may be able to assist you with obtaining reasonable accommodation in an inclusive learning community at Jackson State University.

The first step in receiving reasonable accommodation is the establishment of a reasonable accommodation plan with the DSC. The reasonable accommodation plan should be established at the beginning of each semester or academic school year.

### **Steps for success:**

1. Contact the DSC and schedule an appointment to discuss your needs.
2. Meeting with the DSC Learning Specialist or Coordinator.
3. Provide any and all medical and legal documentation of the disability from a licensed professional with recommended requested accommodations attached.
4. Attend a New Student Orientation (NSO). **(FOR STUDENTS NEW TO JSU)**
5. Meet with your professors for the semester or academic school year.
6. Renew every semester.

### **Student Self-Advocacy**

Good self-advocacy and personal responsibility skills are vital to help you make the transition to post-secondary education and to have a successful college experience. Jackson State University will make a good-faith effort to provide reasonable accommodations and modification, which may be necessary for you to have equal access to educational opportunities. It is the student's responsibility to use your approved accommodations, access other university support if needed, and to work towards academic success.

- Know your disability and how it impacts your learning. You are the expert on how your disability impacts you and it is important that you are able to articulate that impact.
- Be proactive by requesting accommodations early or 30 days prior to the start of the semester or academic school year. Take action immediately if you start to struggle academically.
- Maintain written records. Keep copies of forms and emails; take notes about your contact with instructors and others. This will help you keep track of your efforts to self-advocate.
- Disclose your disability to individuals as necessary. You cannot be a successful self-advocate if you fail to disclose your disability and needs to those who may be able to assist you.
- Understand your learning style. Understanding your learning style can help you articulate your academic needs and ask for appropriate assistance.
- Know what you need. Students should be able to articulate clearly, what they need so that if those needs are not met, the student can advocate for more assistance that is appropriate.
- Know your rights and responsibilities. Students should be familiar with their legal rights and responsibilities. Knowing your rights and responsibilities will help you advocate appropriately for the assistance you may need.
- Be willing to compromise. Students should be willing to negotiate and compromise when necessary in order to receive the most appropriate assistance in the class. A willingness to compromise and work with an instructor will help build trust and respect.
- Know where to go for support. Everyone needs support occasionally, even those who can successfully advocate for themselves. Become familiar with the assistance provided by Jackson State University, so you know where to go should you need assistance.

**For assistance with the ADA or Section 504 students should contact and address their information to the following:**

**Director for Disability Services & ADA Compliance**

**Address:**

**Jackson State University**

**Disability Services & ADA Compliance**

**P.O. Box 17999, Jackson, MS 39217**

**Disability Services is located in the Student Center on the 2nd floor Suite 2110**

**Phone: (601) 979-3704 (o) / 601-979-6918 (f)**

**Possible Disability Services offered by Jackson State University:**

[illegible]

## **Grievances**

A grievance is defined as the claim of a student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to policies or the laws. The grievance procedures outlined in the Student Handbook, may be used by any student to resolve grievances relating to disabilities. Jackson State University assures prompt and impartial consideration of any and all grievance under this policy. Students are encouraged to submit any grievances in accordance with the procedures outlined below and the use this procedure should be utilized without penalty or fear of reprisal. Particular attention must be given to the time period shown for each step of the grievance process. For example:

Request for accommodations, academic adjustments, auxiliary aids, and services for individuals with disabilities are as follows:

- Request for accessible location for classrooms, or offices due to a physical disability.
- Request for extended time due to a learning disability.
- Request for a sign language interpreter due to a hearing impairment, etc.

### **Informal Grievance Procedure**

#### **(Services for Students with Disabilities)**

1. A grievance should be filed in writing, containing the name and address of the person filing it, and briefly describe the alleged violation.
2. A grievance should be filed within sixty (60) days of the alleged violation or such time after the complainant becomes aware of the alleged violation.
3. The investigation shall be conducted by the Americans with Disabilities Act Compliance Officer or designee. The investigation shall be informal but will afford all interested persons and their representatives an opportunity to submit evidence relevant to the grievance.
4. A written finding of facts and recommendation as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer or designee and a copy forwarded to the complainant no later than 10 days after its filing.
5. The Americans with Disabilities Act Compliance Officer or designee shall maintain the files and records of Jackson State University relating to the complaints filed.

### **Formal Grievance Procedure**

#### **(Services for Students with Disabilities)**

1. If the Informal Grievance Process does not provide a mutually satisfactory resolution of the grievance, then at the written request of the student, the Associate Vice President for Student Affairs may refer the matter to an Administrative Committee for a review.
2. The Administrative Committee shall be comprised of three full-time, non-academic employees appointed by the Associate Vice President for Student Affairs. The Administrative Committee shall review the grievance and provide a written recommendation to the Associate Vice President for Student Affairs within five (5) business days after the committee's review of the grievance.
3. The Associate Vice President for Student Affairs shall review the recommendation and provide a final written decision within ten (10) business days to the student who filed the grievance. The decision of the Associate Vice President for Student Affairs shall be final.



## **SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURE**

The purpose of this policy is to provide guidance on the procedures for the use of service animals and emotional support animals (ESA) by students on the Jackson State University (JSU) campus. JSU complies with the Americans with Disabilities Act (ADA) in permitting the use of service animals for students and visitors. JSU complies with the Fair Housing Act in permitting students the use of emotional support animals that are approved as a reasonable accommodation.

### **Definitions**

#### *Service Animal:*

Pursuant to the ADA, a service animal is defined as: “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the owner's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.”

#### *Emotional Support Animal:*

The Fair Housing Act defines an emotional support animal as any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability; the animal is not individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals. To receive the authority to utilize an emotional support animal on campus, the student/owner must contact the Disability Services Center (DSC) no less than 60 days prior to arrival, in order to permit time to gather all necessary documentation and to process the request for reasonable accommodation. Emotional support animals should not be utilized on campus prior to being granted the required approval by the University. The University will make an individualized assessment of each request for the use emotional support animal as a reasonable accommodation.

#### *Owner:*

A person with a service or emotional support animal.

#### *Trainer/Trainee:*

A service animal in training, including puppies in training once they are old enough to remain under the control of the trainer. The animal must be accompanied by a person who is training the service animal (the trainer) and the animal must wear a leash, harness, or cape that identifies the animal as a service animal in training. Trainees are not permitted to reside in campus housing. See the Responsibilities/Requirements sections of this document regarding the registration of trainees.

### **Qualifying To Have a Service or Emotional Support Animal on Campus**

For a student to qualify for use of a service animal on campus:

- The student must have a disability as defined by the ADA;
- The accompanying animal must be trained to do specific tasks for the qualified individual; and

- Students must register with the Disability Services Center (DSC) if the service animal will be housed on the campus so that accommodations can be coordinated.
- Must contact DSC and the Housing Director as early as possible to permit time to gather and review all necessary documentation.

*NOTE: If the definition of a service animal is not met, then a student's animal may possibly qualify as emotional support as an alternative reasonable accommodation.*

For a student to qualify for the use of an emotional support animal in his or her living community:

- The student must have a disability as defined by the ADA;
- The student must be registered with the DSC;
- The student must have a prior established relationship with the animal.
- The emotional support animal must be approved through the DSC as an official accommodation, in conjunction with other offices as required.
- The owner must notify DSC if the animal is no longer required or is no longer residing on University property. If the animal will be replaced, the owner must submit a new request for approval.

Students who request the use of a service animal on campus must contact DSC to register as a student with a disability. Information provided to DSC is confidential and specific information about the disability will not be released without the consent of the student.

### **Responsibilities:**

#### *Student/Owner:*

- Is responsible for provided the required care for the animal and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless a) the owner is unable to use a harness, leash or tether, or b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties.
- Is responsible for ensuring that the service animal is wearing a leash, harness or cape that identifies the animal as a service animal when on duty anywhere on campus.
- Is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for independently removing or arranging for the removal of the service animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the living community.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Service animals should be current with immunizations and wear a rabies vaccination tag.
- Is responsible for paying for any damage to University property caused by the animal.
- Animals must leave campus with the student anytime the student leaves overnight and/or during University breaks.
- The University may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

## **Emotional Support Animals in University-Owned Residences:**

### *Student/Owner:*

- Must provide the required care for the animal and be in full control of the emotional support animal at all times. The emotional support animal shall have a harness, leash, tether or be transported in an appropriate enclosure whenever it is outside of the assigned room within campus housing where it will be housed.
- In shared living spaces, the emotional support animal should be in an appropriate container if the owner is not in the room with the animal.
- Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their living community.
- Is responsible for the costs of care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
- Is responsible for independently removing or arranging for the removal of the emotional support animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the living community.
- If the comfort animal voids on the floor or carpet anywhere inside a living community, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request through their Hall/Complex Director with Facilities Management for the area to be properly disinfected. The student must pay all costs associated with such clean up. Dogs must be housebroken and accidents should be infrequent.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Emotional support animals should be current with immunizations and wear a rabies vaccination tag if appropriate. We highly recommend keeping this documentation on file with the DSC Office.
- Animals must leave campus with the student if student leaves overnight and during all University breaks if the student leaves campus.
- Is responsible for paying for any damage to University property or pest treatment caused by the animal.
- Must abide by all applicable residential policies, including room inspections.
- Is responsible for notifying DSC and the Department of Housing if the emotional support animal is no longer needed.

### A service or emotional support animal can be removed from campus or not allowed to participate on campus if:

- The animal is found by the University to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken or kept in a cage where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is not reasonably groomed and clean.
- A service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/member of the campus community.
- A service animal attempts to enter any place on campus where a service animal's safety is compromised.

### The process for handling disruptions to the community is as follows:

A student will receive a written warning if a complaint(s) is received regarding the animal. Following the first warning, the student will have the opportunity to rectify the situation and correct the behavior. If a second complaint is received, DSC will conduct a further assessment of the situation and the extent of impact to the community. At this point, it is possible that the student with the animal will be asked to switch rooms if there is availability on campus. Following a third complaint or incident, the animal will need to be removed from campus. The student will be required to identify a person who could come to campus to remove the animal if needed within a reasonable amount of time. This person must be identified during the approval process. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from campus after a first complaint, depending on the severity of any incident involving any service or support animal.

Reminder: Emotional support animals are not allowed anywhere on campus, outside of the living community, where animals are not normally allowed. An ESA may be removed from campus if it is found in any other building on campus, other than the student's living community.

All animal owners must abide by applicable local ordinances. Most state law require that all dogs over the age of four months be vaccinated against rabies, and be licensed through the local city and town.

### Restricted Areas

The University may prohibit the use of a Service Animals in certain locations due to health or safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories or classrooms that contain research animals, areas that require protective clothing, and other areas as required by state or local laws. Exceptions to these restrictions may be requested and will be considered on a case by case basis.

### Special Situations or Exceptions

Students should contact DSC at 601.979.3704 or [adaservices@jsums.edu](mailto:adaservices@jsums.edu) to discuss any special situations regarding service animals or emotional support animals that are not covered by this policy, as well as any exceptions to this policy that might be requested by a student. All exceptions must be approved in writing by DSC.

## **HIV/AIDS POLICY**

Jackson State University strives to increase awareness of HIV/AIDS by providing educational information to students and staff regarding the prevention, diagnosis and treatment of the virus. These efforts seek to minimize staff and students' exposure while protecting the privacy of persons living with the virus and related conditions. Therefore, the University implements the following policy:

### **Prevention, detection and counseling**

- 1) HIV/AIDS educational information and programs shall be available to all students.
- 2) Reasonably affordable and/or free testing for the presence of the HIV virus and other blood borne and sexually transmitted infections shall be provided at the Student Health Center on demand and at other campus locations during health promotional events sponsored by community organizations. All test results are strictly confidential and individuals who test positive are promptly referred for appropriate treatment and follow up.
- 3) Persons who are living with HIV and experiencing psychological stress shall be encouraged to visit the Latasha Norman Counseling Center. These sessions are strictly confidential.

### **Privacy and non-discrimination policy**

- 1) Students shall not be required to provide information regarding his/her HIV status as a prerequisite to participation in any academic or extracurricular program. However, a student may voluntarily disclose his/her status to appropriate medical staff with the understanding that such disclosure is strictly confidential, except as required by law.
- 2) No person, group, agency, insurer, employer or institution shall be provided any medical information regarding a student's HIV status without the prior specific written consent of the student, except as required by law.
- 3) Students' access to public facilities shall not be unreasonably restricted based on the student's HIV/AIDS status, including but not limited to residential communities, apartments, student unions, theaters, cafeterias, restaurants, snack areas, bathrooms, gymnasiums, swimming pools, recreational facilities or other areas.
- 4) Sick leave, leave of absence, disability or any other type of leave shall apply to those with HIV/AIDS using the same criteria as for any other student with a disability or illness.
- 5) HIV testing and counseling shall be voluntary and shall not become mandatory. All individuals requesting testing or counseling shall receive such and when appropriate, referred to other health care providers.
- 6) Harassment of a student based on the student's HIV status by fellow students, administrators, faculty or staff is prohibited. Such conduct may result in disciplinary action against the alleged harasser.
- 7) The participation in intramural or varsity sports by a student with HIV/AIDS shall be decided on a case by case basis based on risk assessment by competent medical professionals.

For questions or inquiries, please contact Health Services at (601) 979-2260.

**Jackson State University  
Housing and Residence Life  
Information**

**Main Office  
P. O. Box 17540  
Jackson, MS 39217  
(601) 979-2326  
8:00 am – 5:00 pm  
housinginfo@jsums.edu**

**Living Communities**

**ALEXANDER CENTER  
alexandercenter@jsums.edu  
601.203.2658**

**CAMPBELL COLLEGE NORTH  
campbellsuites@jsums.edu  
601.979.5537**

**CAMPBELL COLLEGE SOUTH  
campbellsuites@jsums.edu  
601.979.5134**

**DIXON  
dixonhall@jsums.edu  
601.979.2691**

**MCALLISTER-WHITESIDE  
mcws@jsums.edu  
601.979.2085**

**TRANSITIONAL  
transitional@jsums.edu  
601.979.6029**

**UNIVERSITY POINTE  
univpointe@jsums.edu  
601.979.6886**

## **HOUSING AND RESIDENCE LIFE DEPARTMENT**

The Department of Housing and Residence Life is one of several units that reports to the Associate Vice President for Student Affairs. The Department of Housing and Residence Life is located in Campbell College Suites - North. It is responsible for residence hall matters including student welfare, discipline, staffing, programming, room assignment, policy formulation and implementation, and the advisement of hall councils and boards.

### **RESIDENCE LIFE STAFF**

#### **Executive Director of Housing and Residence Life**

The Executive Director of Housing and Residence Life serves as the chief housing officer for a comprehensive living and learning program. The Executive Director is responsible for all facets of the housing and residence life program including assignments, assessments, budget, conference housing, educational programs and services including living and learning communities, facility maintenance and renovation, personnel, policy development and implementation, residence hall construction, and strategic planning.

#### **Assistant Director for Facilities & Maintenance Operations**

The Assistant Director for Facilities & Maintenance Operations oversees all maintenance requests and conducts training for staff as necessary. The Assistant Director for Facilities & Maintenance Operations collaborates with the Department of Facilities and Construction Management staff to ensure buildings are prepared for both opening and closing each semester, serves as the chairperson for the weekly facilities and maintenance meetings.

#### **Budget Manager**

The Budget Manager handles the financial matters for Housing & Residence Life and works with the Executive Director in developing operational budgets. The Budget Manager maintains, oversees, and reconciles all housing accounts. The Budget Manager prepares financial reports, analyzes actual results of financial data against forecasts & projections. The Budget Manager coordinates with the Purchasing and Accounts Payable departments to ensure fiscal responsibility of the department. The Budget Manager prepares resource documents such as: purchase requisitions, transfer requests, job requisitions, personnel action forms, travel requests, and student payroll contracts. The Budget Manager also pays all invoices received from vendors and other departments, receives and deposits revenue, and sends out invoices for services rendered through conference housing.

#### **Office Manager**

The Office Manager is responsible for greeting students, parents, and visitors; answering the phone and provides general administrative support to the Housing Staff; preparing daily occupancy reports; maintaining a daily sign-in sheet of all visitors; handling incoming and outgoing correspondences; assisting with inventory reviews; preparing bi-weekly timesheets for full time staff members (receptionists). The Office Manager will also assist with room assignments as needed and maintain a filing system of all housing students.

#### **Assistant Director of Living and Learning Communities**

The Assistant Director of Living and Learning Communities manages living and learning communities in each residence hall; develops a comprehensive strategic plan for the direction of the living and learning communities; assists with educational programs within the living communities, supports enrollment and academic advising efforts; recruits students to be involved in the learning communities, and works with the Division of Undergraduate Studies' First Year Experience Program in marketing the Living & Learning community option to prospective students.

#### **Leasing and Facilities Coordinator**

The Leasing and Facilities Coordinator is responsible for all processes related to room assignments for student housing including room changes, and withdrawals. The Leasing and Facilities Coordinator manages student files, and works with the Residence Hall Directors concerning room exchanges. The Leasing and Facilities Coordinator also compiles reports,

and client demographics, consults and corresponds with students and parents regarding room assignments, and enters charges related to housing on students' accounts.

### **Residence Hall Building Director**

The Residence Hall Building Director is responsible for developing an atmosphere that is conducive to the personal growth and development of the student; providing efficient administration of the residence hall; providing personal assistance to students in a variety of areas; and maintains an environment that promotes the safety and security of students. The Residence Hall Building Director also manages the distribution of keys, key card systems; advises individuals and groups of students on specific hall concerns; and responds to and follows up on emergency and management situations as needed and while on call.

### **The University Pointe (UP) Building Director**

In addition to the duties and responsibilities of a Residence Hall Building Director, the UP Building Director manages 10 (ten) buildings for both males and females with approximately 566 students with a landscape of 144 rooms. The UP Building Director handles construction projects, safety and day to day operations for the facility including maintenance, work orders and supervising complex staff and custodial cleaning crew for the location. The UP Building Director assist with the overall operational safety of the facility to include security, weekend staff and assist the Executive Director of Housing when necessary.

### **Assistant Building Director**

In addition to the duties and responsibilities of a Residence Hall Building Director, the Assistant Building Director will assist with the overall operations of the facility, ensure that all paper work, time sheets, and request for supplies is completed in a timely manner. The Assistant Building Director is also responsible for the day to day office operations and supervision of community assistants and work study students.

### **Residence Hall Receptionist**

The Receptionist monitors the residence hall daily between the hours of 12:00 a.m. and 8:00 a.m. The receptionist helps maintain a safe and secure environment for the hall residents, assists the Campus Police as needed, and enforce the policies and procedures of the residence hall and the University. They serve as a resource for parents, students, and other University staff and informs staff of incidents and violations. The Receptionist stays informed on all matters that could affect responses to emergencies including things that could affect response time or equipment problems.

### **Resident Assistant**

A Resident Assistant is a student who is a part-time member of the residence hall staff. He or she assists the full-time staff in establishing and maintaining a community environment, which fosters student development, and performs specific duties assigned by the supervisor. Resident Assistants (RAs) are full-time students selected for their demonstrated leadership, interpersonal skills, and academic performance.

### **Work-Study Student**

Work-Study students serve as desk clerks and are considered part-time employees in the residence hall. Their duties include greeting all visitors and receiving phone calls in a manner that is courteous and efficient, provide information and assistance to persons who inquire; take messages as needed for residents or staff members and ensure that the messages are delivered; as well as serve as an information resource person on hall activities, policies and procedures; and perform other duties as assigned by the full-time residence life staff, and the Director of Housing and Residence Life or the Assistant Director for Education/Judicial Affairs.

### **Maintenance/Custodial Staff**

The Maintenance and custodial staff work in all of the living communities and they clean the public or community spaces (e.g., lobbies, bathrooms, activity rooms, etc.). They are also responsible for the repairs that are needed in the living communities. The maintenance/custodian staff are members of the Facilities and Construction Management Department and are employed to maintain a sanitary, safe, and secure environment. Students are expected to cooperate with maintenance/custodial staff, by contributing to the cleanliness and general upkeep of their assigned living communities.



## **Residence Hall Association**

The Residence Hall Association (RHA) represents the interests and concerns of the students to the residence hall staff. RHA works with the Building Director, and the Executive Director of Housing and Residence Life to develop methods and strategies to ensure the physical safety and security of residents. RHA also develops and implements enrichment activities for residents. All residential students are encouraged to become involved in the Residence Hall Association.

## **Elected Officers**

Residents of each residence hall shall elect officers for their Residence Hall Association. Each Residence Hall Association must register with the Office of Student Organizations as an organization. Officers of the Residence Hall Association (RHA) may include a President, Secretary, and other officers.

The RHA represents the needs, interests, and concerns of JSU students who reside on campus. RHA creates an atmosphere conducive to study, rest, enjoyment, and learning to live responsibly with other individuals.

## **POLICIES AND PROCEDURES (RULES AND REGULATIONS)**

### **Application Procedures**

Each student interested in on-campus housing must complete an online housing application. The Housing Application is available via the student's Personal Access to Web Services (P.A.W.S.) Account, under the student tab for Housing. Students applying for housing for the first time will be required to pay a housing processing fee before the application can be processed. The application fee is **non-refundable**. The amount of the current application fee will be communicated to applicants by the Housing and Residence Life Department.

## **HOUSING FEES**

### **Housing Application Fee:**

JSU Business Office in B.F. Roberts Hall facilitates payment of room charges and any other payments related to housing. Students can also make payments on their JSU PAWS account. Applications for student housing may be obtained from the housing website, [www.jsu.edu/housing](http://www.jsu.edu/housing), Housing/Residence Life Office or the Office of Admissions. Completed applications must be accompanied by the required application processing fee and returned to the Housing/Residence Life Office before a student is assigned housing. The Housing/Residence Life Department only accepts money orders, cashier checks or cash. The applications may be mail to:

The Housing/Residence Life Department JSU  
Box 17540  
Jackson, MS, 39217

### **Housing Room Reservation Fee**

Continuing Students are required to pay a **\$75.00 non-refundable room reservation fee**, which serves as a confirmation fee for participation in the selection process for University housing for the following academic year. Additionally, the **\$75.00 non-refundable room reservation fee** must be paid by all continuing students who desire to reside on campus. Students must be registered as full time before the room selection process. The room reservation fee will be credited toward the housing charges for the fall-term billing.

### **Roommate Assignments**

Although every effort is made to pair students with compatible roommates, roommate assignment preference or compatibility is not guaranteed. We will attempt to comply with a student's request to be housed with a specific roommate, but we cannot guarantee that we will be able to comply with the request.

### **Room Changes/Residence Hall Transfers**

Room and roommate changes are made during the course of the year at the request of the student or at the discretion of the Residence Hall Director or Executive Director of Housing and Residence Life. The Residence Hall Director has the discretion to approve room changes within the residence hall, if space is available.

Residence Hall Transfer (i.e., a change from one residence hall to another) requests must be made in writing to the Building Director the Executive Director of Housing and Residence Life. Generally, such requests will not be considered until after the third week of school, in order for all records to be brought up to date, and all students have been assigned a room. Transfer requests are approved at the discretion of the Building Director. If permission is granted to transfer, the student must follow the check-out procedure in the current hall prior to being given residency in the new residence hall.

### **Room Cancellation**

The residence hall room assignment and contract is for the full academic year. Students are encouraged to not select an assignment unless they are certain they will live on campus.

- If you wish to cancel your housing assignment and you have not checked into your assigned residence hall, you may do so by emailing [housinginfo@jsums.edu](mailto:housinginfo@jsums.edu) with the following statement: "I (insert first name, last name, and J Number) **wish to cancel my housing assignment for the Fall and/or Spring academic year.**"
- All cancellation requests must be in writing.

### **Room Consolidation**

During the semester, your roommate may move off campus, or to other rooms within the living communities, which means a space is available in your room. If we are unable to assign another person to fill the open space, it becomes necessary for students to consolidate who do not have a roommate and do not wish to pay a single room fee. The residence hall staff is available to answer questions and assist you in getting another roommate by either moving you to another room or moving another person into the room with you. A list is kept at the desk at all times with names of students who are in need of a room. **Failure to consolidate will result in a single room charge.**

### **Hall Openings and Closings**

Student rooms are available for use when the University is in session. The University reserves the right to use all rooms during vacations and recesses, in order to accommodate conference delegates and other special guests of the University. Students may not move on campus until their designated arrival date as provided by the Housing and Residence Life Office. A calendar of specific vacation and recess dates will be posted at appropriate intervals. In general, the residence hall will:

Open to freshmen and new students before the beginning of the fall semester for orientation.

Open to returning students one day prior to the first day of registration.

Close during Christmas vacation. (**Note:** Residents must leave the halls no later than 12:00 noon on the day after the last scheduled class).

Close at the end of the spring and Summer Sessions. (Note: Residents must leave within 24 hours of the last scheduled examination day.) All personal belongings must be removed from the living communities. The University will not assume responsibility for articles left in the living communities or rooms. Residents must leave the halls no later than 5:00 p.m.

**Note:** The University is not responsible for personal items that are left in the rooms after the living communities close. Students are to remove all of their personal belongings before the living communities close.

## **Check-in Procedures**

Students checking in a residence hall, as part of move-in day in the fall/spring semester, should do so at their designated location. Students will need to comply with their assigned hall's move-in day procedures.

Each resident will be asked to inspect his or her room and sign a Room Condition Report (RCR) verifying the general condition of the room and its contents upon check-in.

## **Check out Procedures**

Residents who do not intend to return to campus must vacate rooms in good order. Rooms must be vacated within 24 hours after the last scheduled academic exam at the end of the semester or term. All personal belongings must be removed from the room, the key returned, and other check out procedures completed with a residence hall staff member. Failure to properly check out will result in a charge to the student's account.

A cleaning fee is assessed to students who do not leave their rooms in good condition.. A residence hall staff member must check all rooms before leaving. Failure to do this could result in a disciplinary fine. Contact the Building Director or Resident Assistant to make an appointment at least two hours before checking out of the building.

- Rooms must be left in clean and in livable condition upon check out.
- Rooms must be vacated no later than 24 hours following the student's last scheduled final exam or by end of day of withdrawal from JSU.
- Refrigerators and microwaves in certain halls/apartments must be defrosted, emptied and cleaned.
- All personal belongings must be removed from the room.
- Keys must be returned, and other checkout procedures completed prior to checking-out with a residence hall staff member.
- Failure to properly check-out with a Resident Assistant or Hall Director will result in the student being assessed a \$75 improper checkout penalty.
- Cleaning fees begin at \$50 and increase depending on the extent of the cleaning that is necessary.

If you must check out during a semester, you must notify Housing and Residence Life staff and complete a Residence Hall Release Form. For additional details, please contact the Housing Office at (601)979-2326.

## **Furnishings**

The typical room is furnished with twin beds, closets, drawer space, desks, chairs, and blinds. These items should not be moved from the student's assigned room. nor should furniture be moved into the room from public spaces within the hall or from other locations (e.g., other living communities, offices, classroom buildings, etc.). Since living communities have limited storage space and relocation of furniture may cause it to be damaged, University-owned furnishings must remain in their designated rooms at all times. Broken or damaged furniture should be reported to the Building Director and should remain in the room until a staff member has either repaired or replaced the item. If unauthorized items are found in the student's assigned room the student (s) will incur a fine or disciplinary action.

## **What Students Should Bring**

Residents must provide their own linens for bed and bath, including pillows, mattress cover, sheets, bedspreads, blanket or quilt, and a laundry bag. Other items the resident might consider bringing to the hall include shower curtain, toiletries, surge protector (no extension cords are allowed) an alarm clock, flashlight, telephone, an iron and ironing board, a desk lamp, a wastebasket with liners, broom, mop, dustpan, area rugs, and general cleaning supplies. Cell phones are also needed; the University does not provide telephone service in the students' room. Emergency phones are located in the hallways.

## **Appliances**

Any of the following items may be used in a student's room in the living communities: desk lamps, personal computers, television, DVD, vacuums, fans, clocks, personal hair dryers, curlers, shavers, and toothbrushes. Irons and electrical blankets equipped with automatic shut-off are permitted, but should be used with caution.

## **Prohibited Items**

The following items are prohibited in the living communities:

- Personally-owned air conditioners, washers and dryers, dishwashers, microwave ovens, extra refrigerators/freezers, exterior aerials, antennae, or satellite dishes; firearms, ammunition, other forms of weapons, fireworks, other explosives, or flammable liquids, such as propane, gasoline, or kerosene; alcohol; unlawful to possess controlled substances; open-coiled appliances such as toasters, toaster ovens, hot plates, electric grills with exposed coils, etc., or space heaters; halogen incense; cinder blocks, and darts and dart boards, air-guns, air-rifles, paintball guns, paintball rifles, paintballs.
- Hoverboards or hoverboard chargers are not permitted in living communities.
- Animals or pets other than aquarium fish are not permitted in any on-campus residence hall. Fish tanks larger than a 20-gallon capacity are not permitted. Any damages to housing facilities, which includes but is not limited to: water onto furniture, carpet or flooring from a broken tank or bowl; rock, gravel, plants, live or deceased marine life put into toilets or sinks) due to having a fish tank or bowl will be the responsibility of the owner of the fish tank or bowl.
- Smoking/vaping is prohibited in all living communities.
- Solicitation is prohibited in all living communities.
- Sanctions for possession and/or use of any prohibited item may include, but are not limited to, restitution for any and all damages to University property or the property of students or guests. Additional judicial and/or legal sanctions may apply.
- Outside faucets and water hoses are not to be used by residents for car washing or any other use.

## **Cable Television**

The University provides cable TV access in student rooms and cable TV in the lobbies. Students are advised to obtain a cable splitter. Tampering with cable equipment is prohibited and violators are subject to disciplinary action. No game systems or DVD players may be connected to the televisions located in the lobbies of the living communities.

## **Mail Service**

All residents are assigned a secure mailbox at the Campus Post Office, which is located in the Reddix Building. The correct address for persons receiving mail at the post office is (full name including middle initial, and no nicknames should be used), JSU Box\_\_\_\_\_, Jackson State University, Jackson, MS 39217.

All students are asked to remind relatives that they SHOULD NOT send cash through the mail for any purpose. Certified checks and money orders are safer means of transmitting funds..

## **Cooking**

The living communities are not designed for individual food preparation; therefore, cooking is strongly discouraged in the student rooms. Furthermore, great precautions must be taken with authorized appliances. Electrical and grease type fire extinguishers are not provided, due to "NO COOKING" regulations. Toasters, hot plates, frying pans, personal refrigerators, microwaves, coffee pots, etc. are prohibited and will be confiscated by residence hall staff members. Students who violate this policy will be subject to a fine and/or disciplinary action.

## **Room Alterations/Decorations**

Residents are discouraged from making extensive, unapproved changes to their assigned room. Unapproved changes include using prohibited window dressings, painting the room, and affixing permanent devices and decorative paper to the doors, walls or furnishings. Pictures are not to be hung with nails, tacks, pins, or glue.

Students are required to discuss and obtain approval of all renovations with the Building Director prior to making such changes. Students who damage the room or make unapproved changes to the room will be subject to a fine or disciplinary action.

## **Maintenance**

Students are required to perform general upkeep of their rooms regularly. This includes cleaning and mopping the floor, emptying the wastebasket, cleaning all appliances, disposing of personal items and washing personal belongings. The custodial staff is not responsible for cleaning students' assigned rooms or disposing of students' personal trash. Students who do not maintain a sanitary room may be subject to a fine or further disciplinary actions.

Custodial staff is available weekdays to clean the common areas of the residence hall. Limited custodial service is provided on weekends.

## **Laundry**

Washers and dryers are available in the living communities. Resident students may wash by using their ID cards. Students are urged to read carefully the instructions regarding the use of the equipment. Cooperation is also expected of all students in maintaining sanitary conditions in the laundry rooms. Service hours are posted in the facility. **The University is not responsible for clothing left unattended.**

In order to maintain a safe and clean laundry facility for all JSU students, please follow these rules:

- Do not sit or slam doors on washers or dryers.
- Do not overload the washers or dryers.
- Do not leave clothes or any personal items unattended.
- Hair combing and/or braiding is prohibited in the laundry facility.
- Do not re-arrange or remove any furniture from the laundry facility.
- Vandalism will not be tolerated. Students who damage the laundry equipment will be subject to a fine and/or disciplinary action.

## **Helpful Hints:**

- For better service, clean washer and dryer vents before and after each use.
- Wash white clothes together. Color clothes together
- Please utilize trash receptacles.
- Report any malfunctions to the desk.

## **Hours of Operation**

8:00 a.m. to 12:00 midnight

## **Room Inspection**

The Housing Staff reserves the right to enter and inspect students' room and the contents thereof at any time. The Housing Staff will conduct periodic room inspections to determine whether students are maintaining sanitary living conditions and to inspect for damages to University property. Students are expected to keep their rooms clean and free from damage. ***Students will be subject to disciplinary action and/or a fine for unsanitary conditions and damages.***

## **Entry into a Student's Room**

There are certain conditions (including periodic room checks) under which residential staff members, members of the maintenance/repair staff, and/or other authorized personnel may enter a student's room. Normally, entry into a student's room does not constitute a search and therefore a staff member will not enter a room without the occupant's consent unless for one of the following reasons: (a) to remove a potential fire, safety or health hazard, (b) to perform maintenance/repairs, (c) under appropriate circumstances, to retrieve items upon request of a documented member of the resident's immediate family, (d) Under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. In the case that entry is made for one of these reasons, the staff member should inform the student (preferably in writing) of the action taken.

Entry into a student's room by civil authorities may occur with or without a search warrant. In the event that civil authorities, including JSU police officers have a search warrant for student's room, it is outside the jurisdiction of the University to prevent a search. Civil authorities may also have cause to enter a room without a search warrant.

## **Damages**

Students are liable for any missing University property or damage that they cause to University property and will be required to pay for replacement or restoration costs. Residents who vandalize or damage housing facilities can expect disciplinary action. If the staff is unable to identify the individuals responsible for damages, all residents in that area may be billed for common area damages.

If a student has a reasonable believe that they are being unjustly billed for hall/floor damages, or that the charges are excessive, they may appeal the charges to the Building Director and the Executive Director of Housing and Residence Life. In order for this policy to be fair and effective, all residents within a particular living unit must work to develop a positive environment for them. This will include respect for the facilities and furnishings of that living unit, as well as the willingness to take responsibility for damages caused by oneself and one's guests.

## **Damage to Common Areas**

Vandalism, graffiti, tampering with fire equipment, exit doors camera equipment, or any other type of damage to the living communities in common areas or students' rooms will **not be tolerated**. In the event of loss or damage to University property in the assigned room or for loss or damage in the common areas caused by student(s), that said student or students shall be liable for damages. Damages to common areas shall be assessed to each student who lives in the residence hall on a pro rata basis if we are unable to identify the person or persons who caused the damage.

## **Pets**

For environmental health and safety reasons, animals such as cats, dogs, rabbits, rodents, birds, reptiles or insects of any type are not allowed in the living communities, unless such animal has been approved and authorized as a service or emotional support animal pursuant to University's policies. Feeding stray animals is prohibited. Students who keep animals in the living communities will be subject to a fine and/or disciplinary action.

## **Keys**

Room keys and building access cards (identification cards) remain the property of the University and must be surrendered upon request by University officials including the Building Director or Executive Director of Housing and Residence Life, and members of Campus Police. While in the student's possession control and use of the key/card must not be assigned to or given to another person. The key must not be duplicated by off-campus persons. If a student loses a key/card during the course of the semester, he or she must report the lost key/card to the Building Director/ID Center and pay a fee to have the key/card and/or cylinder replaced.

The Building Director must initiate a request for a replacement key. The I.D. Center will replace student I.D. cards. Failure to return the assigned key by the specified check out time will result in a charge for key replacement. The cost of key replacement will be automatically charged to the student's account to maintain the security of the residential facility.

A residential student is responsible for the security of his/her room key/access card. The residence hall staff is not responsible for locking and unlocking room doors at the request of the student. Students will be charged a fee if the staff must open their room door.

### **Residence Hall Lobbies**

Residents and guests must present their ID before entering the living communities. Guests may be asked to leave their ID at the desk with the residence hall staff. Identification cards will be returned once the guest leaves the residence hall.

Lobbies are provided for the residents of each residence hall for use in social, educational, and certain recreational activities. Television and cable service are provided in the lobby of each residence hall. Hook up of video recorders (DVDS), play stations or other video games in the lobby is prohibited.

Each member of a residence hall community is expected to accept responsibility for general upkeep of the lobby and for the behavior of guests. Residents, as well as their guest (s) may lose lobby privileges for the remainder of the semester due to excessive noise or other offensive behavior in the lobby, as determined by the Building Director.

Lobby hours are 11:00 a.m. to 12:00 midnight, Sunday - Thursday and 11:00 a.m. - 1:00a.m. on Fridays and Saturdays in each residence hall.

Students must be properly dressed at all times when entering the lobby. No robes, housecoats, towels, or pajamas will be permitted in the lobby.

### **Daily Residence Hall Closing**

If a person is not a resident of the hall (even members of the same gender), he or she will not be allowed to enter the hall after it closes. Visitors in the hall (even of the same gender) must leave the hall before the residence hall closes. This regulation applies to both students and non-students. All guests must show ID and sign in at the desk before going upstairs.

**Loitering in or around living communities after closing is not permitted, Campus Police may ask students to move to avoid problems.**

### **Security on Personal Property**

Security of personal property within the residence hall is primarily the responsibility of the student. The room door should be locked at all times when the student is away from the room even for a short time period.

Although precautions are taken to maintain adequate security, the University does not assume responsibility for the loss of or damage to student possessions. Students are advised to label their personal belongings, to record serial numbers, and to photograph property as a means of identifying it in case of loss or theft. All residents are strongly encouraged to carry sufficient insurance to cover such losses.

### **Security Doors**

Emergency/Security doors are a part of the security system in each residence hall. In all halls, these doors are kept locked at all times and should only be used in case of an emergency. Each resident has the responsibility of adhering to the rules in each hall governing the use of emergency/security doors. At no time should any door be forced or propped open.

Students found entering the emergency/security doors or propping the doors open will be fine and could face further disciplinary action.

### **Medical Conditions and Needs**

Students who live in the living communities are expected to register any and all medical conditions with the Building Director and with the Health Center. These conditions should be reported on the housing data form under the Medical History section. Students should also discuss their condition (s) with the Building Director who will inform them of specific procedure for getting medical care at the Health

Center during illness and in an emergency. **Note: Illness and medical emergencies should be reported to a member of the residence hall staff immediately.**

### **Health Services**

The Jackson State University Health Center is operated for the benefit of the student body. This facility is not a licensed hospital. The Health Center provides inpatient facilities for treating minor illnesses and injuries under the supervision of part-time physicians and a full-time nurse practitioner. Students must present I.D. cards when reporting for medical service. A person with illness and/or other physical problems (e.g., rheumatic fever, heart condition, pregnancy, broken limbs, etc.), which require special arrangements or attention, should confer with the Health Center Director.

Health Center is open eight (8) hours daily to treat minor illness and injuries, supply basic medication, and give medical care to students. It is expected that all injuries and illness will be reported to the Health Center. In case of serious illness or injury, the staff on duty will refer the student to the appropriate person and /or place for treatment.

### **Vehicles**

All student vehicles must be registered with the Department of Public Safety and must display a valid registration decal if they are parked on campus. Parking spaces are limited in the vicinity of the residence therefore, all vehicles must be parked in designated areas or they will be ticketed and/or towed. Cars that are blocking sidewalks, ADA parking spaces, parked in reserved parking spaces, and service drives are subject to tow at the owner's expense.

Bicycles, motor scooters, and motorcycles must remain outside of buildings. Owners of these vehicles are responsible for securing them in the designated areas.

### **Theft/Fire Insurance**

The Department of Housing and Residence Life distributes information about a national student theft and fire insurance program. The low-cost program is specifically designed to protect the personal property of students living in living communities, fraternity or sorority houses, off-campus apartments or houses. The policy covers the following items: computer, laptop stereo, television, a calculator, a typewriter, clothing, books, a camera, etc.

While this information is available as a service to interested students, neither the University nor Housing and Residence Life should be considered endorsers of the product or services of the insurance provider. Homeowner's insurance policies may also provide coverage of the student's personal items. It is strongly **recommended** that you insure your property.

### **Indemnification**

The University will not indemnify (be responsible for) third parties who cause loss or damage to a student's property. Nor will the University be liable for damage to or loss of the student's personal property due to failure or interruption of utilities, or loss due to fire, flood, or theft. **Students are strongly encouraged to obtain insurance.**



## **Communication with Living Community Residents**

The Department of Housing and Residence Life uses several methods of communication to interact with residents on a regular basis. This includes regular hall meetings, personal and group conferences, direct mail, email, postings to bulletin boards, and telephone calls. Hall residents are encouraged to observe and seek out these modes of communication; they frequently contain valuable policy and procedure updates, campus news, and motivational information.

## **Living Community Meetings**

The Building Director and other members of their staff will conduct monthly mandatory hall meetings. All residents are expected to attend these meetings where important information is distributed and discussions held about residential life policies and procedures. **Note: Failure to attend hall meetings will result in a disciplinary fine.**

## **Enrichment Programs**

The Department of Housing and Residence Life has a genuine interest in and strong commitment to the personal as well as the professional development of students. We believe that personal enrichment programs within the living communities can enhance and improve the student's overall academic experience. Programs are developed by members of the residence hall staff (with student input) to address the student's personal, academic, and social needs.

Faculty and staff of the University support the activities of the department by participating in programs and activities. In this capacity, they serve as resource persons who volunteer to conduct seminars, workshops, and programs that address a variety of topics of benefit and interest to students.

## **Moral or Decency Offenses (including Use of Profanity)**

Jackson State University students are expected to dress in a manner appropriate to the occasion and environment on and off campus. In all situations, faculty and staff members have the authority to stipulate dress regulations for their classes, other events and activities sponsored by the University.

Lewd, indecent, or obscene conduct or expression, or other moral decency offenses will not be tolerated. This includes, but is not limited to indecent exposure, Peeping Toms, indecent telephone language, and crimes against nature. Violators will be subject to a fine and/or disciplinary action.

## **Respect for Self and Others**

Students in the living communities are expected to behave consistently with the educational objectives and priorities of Housing and Residence Life and the University. Respect for the rights of others and their needs for study and rest must receive priority. Staff is responsible for helping to create an atmosphere conducive to study, rest, enjoyment, and learning how to live responsibly with other individuals. Students are expected to respond appropriately to requests from staff members or from other residents concerning behavior, which disrupts this atmosphere.

## **Quiet and Courtesy Hours**

In order to provide a study time for students to pursue their individual endeavors, specific hours are designated as ***“quiet hours”*** by the Department of Housing and Residence Life. During these hours the floor should remain quiet enough to provide an atmosphere in which the residents may study and sleep. At all other times courtesy hours are in effect, which means one is expected to be considerate of one's neighbors at all times. ***Quiet hours are from 10:00 p.m. - 10:00 a.m. each day, and Courtesy hours are 24 hours each day.***

The use of sound producing equipment at a volume in a manner that disturbs other residents, whether during quiet or courtesy hours, is not allowed. Sound from such equipment must not be audible outside the resident's room. Failure to comply after a warning may result in the confiscation of equipment by the residence hall staff. In addition to mechanical

sounds, human sounds such as loud talking, laughing, screaming, yelling running, or stepping is not allowed. Persistent violators will be subject to a fine and/or disciplinary action.

### **Visitation**

Visitation is a privilege and not a right. The Department of Housing and Residence Life reserves the right to suspend or cancel visitation at any time. Residents are responsible for all actions of their guests and are responsible for informing them of housing rules and regulations. The University allow students to have guests of the opposite sex visit their room at specified times. Co-ed visitation at times other than those specified is prohibited and violators are subject to a fine and disciplinary action.

Failure to sign in or sign-out, late check-out, failure to escort a guest, failure to sign out, inappropriate or disruptive behavior, or other violations of the visitation policy will be referred to the judicial system with the possibility of fines, removal of housing privileges and/or termination of Housing and Residence Life agreements.

### **Visitation Hours**

Visitation allowed in all living communities. Visitation of the opposite gender is as followed:

- First Year Students:
  - 12:00 PM to 12:00 AM Monday through Sunday
- Upperclassmen (Sophomore/Juniors/Seniors/Graduate Students)
  - 10 AM-2 AM Monday-Sunday

### **Sign-In / Sign-Out Procedures**

1. The host must meet his/her guest(s) at the lobby desk. Residents are allowed to sign-in up to two (2) guests.
2. At the front desk, staff will record the names of the host and guest(s); the date and time; the room number and valid phone number of the host.
3. All guests must leave a valid, current photo ID at the desk.
4. All guests must be at least **18 years** of age. **Valid State ID** must be presented by non-JSU guests to document age.
5. All JSU students must present their JSU ID to participate in visitation, if they are on the master roster and they do not present their JSU ID they may not participate in visitation.
6. Guests and host must remain in the host's room together at all times, with an exception for bathroom use by host. Guests of the opposite sex must **ONLY** use the lobby restroom facilities; the host must provide escort to and from the restroom.
7. Guests must remain dressed during their visit, and are not allowed to shower or change clothing.
8. Guests are only allowed to visit the room of their host. The laundry room is **OFF-LIMITS**; at no time is a guest permitted to roam/travel throughout the residence hall.
9. The host is responsible for all actions and behavior of his/her guest(s).
10. When the guest leaves the hall, the host must escort the guest to the front desk to check-out. At that point, the guest will receive his/her ID.

**Note: Freshmen and upperclassmen must adhere to freshmen visitation rules, regulations and times. This means that upperclassmen are allowed to check in freshmen but only during freshmen visitation days and hours. All who violate this policy will be held accountable.**

### **Violations**

Failure to sign in or sign-out; late check-out; failure to escort a guest; inappropriate or disruptive behavior these and/or other violations of Visitation/Housing policies will be referred to the Department of Housing and Residence Life with the possibility of fines, removal of visitation privileges and/or termination of housing/residence life agreements.

A mandatory visitation meeting must be conducted by the Building Director with Fall Semester Freshmen students prior to visitation being allowed. Room checks will be conducted often during the Fall Semester. The University employee or agent will knock on doors and allow the student an opportunity to open the door. If the employee or agent has probable cause to believe that the individual student is violating this policy or a law, the employee or agent may enter and inspect the room, but only to the extent necessary to confirm whether or not the suspected misconduct is occurring. **STUDENTS ARE ON NOTICE THAT THEIR ROOMS MAY BE CHECKED IF AN AGENT OF THE UNIVERSITY'S SEARCH IS REASONABLE.**

If any policies or procedures of the Housing and Residence Life Handbook and/or Student Handbook are violated, residents are subject to judicial sanctions and/or removal of housing privileges.

There will be no visitation during Thanksgiving or Spring Break.

### **Visitation of Overnight Guests in the Living communities**

While students may have an overnight guest(s) of the same sex, the guest(s) must observe the same hours and rules of conduct as their host. Overnight guests of the same sex are permitted any night, but we encourage residents to limit visits of overnight guests to weekends. A guest is the responsibility of the host and the host will be held responsible for any misconduct of their guest(s).

All guests must be approved by the Building Director prior to their arrival. Guests are required to provide a telephone number for use in case of an emergency. Residents living in all residential halls are permitted to occasionally have guests of the same gender stay overnight in their room. Only guests of the same gender, who are at least 18 years of age, may remain overnight. Guests are to stay no longer than two nights in any given one month period. A person may not be an overnight guest of more than one resident per one month period. Students hosting an overnight guest should receive the roommate's permission in writing prior to the guest arriving. Fees for authorized guests will apply.

Guests are identified and registered through the front desk of each residence hall. All guests have to fill out a waiver to not hold the University responsible for any actions that might occur. Residents with non-registered guests will be subject to judicial action and nightly conference fees. Residents who host guests are responsible for the actions of their guests during approved/illegal visitation periods.

Residents are not permitted to house unauthorized or prohibited persons in their room. Unauthorized or prohibited persons may be described as unregistered visitors, registered students, persons who have been denied campus housing as a disciplinary action or children under the age of 18. Violators are subject to disciplinary action or fee assessment as appropriate. Unauthorized guests are subject to arrest for violating the Housing and Residence Life policies.

### **Infants and Small Children**

Infants and small children are not permitted to enter or stay overnight in the living areas of the living communities. Babysitting in the residence hall is strictly prohibited. When children visit the living communities, a parent must accompany them at all times. Persons failing to adhere to this regulation will be subject to disciplinary action, which may result in disciplinary warning, probation, suspension, or expulsion.

### **Subleasing/Unauthorized Resident**

Subleasing of room space or living in the residence hall without official authorization is strictly prohibited. A person living in the hall must be currently enrolled as a residential (i.e., on-campus) student. Any student found to be living in or housing unauthorized persons in the residence hall may be subject to arrest for trespassing, eviction, and disciplinary action.

## **Smoking**

Smoking is not permitted in the residential communities, auditoriums, classrooms, lecture rooms, dining hall, or gymnasium. This regulation will be enforced by all appropriate means. Jackson State University is a “**SMOKE FREE**” campus. Guests and/or visitors are expected to comply with this smoking policy. Participation in this act is subject to University student conduct action. If the fire equipment and smoke alarms have signs of tampering each student who lives in that room or residence hall will be subject to a fine and/or disciplinary action.

## **Alcoholic Beverages**

The use, consumption, possession, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles or at university activities (whether on or off campus) are prohibited. Irresponsible behavior by individuals and members of student organizations while under the influence of intoxicants is not condoned and is subject to review and action by the Executive Director of Housing and Residence Life, law officers and appropriate judicial bodies.

## **Illegal Drugs**

In accordance with state and federal laws, the University prohibits the manufacture, possession, purchase, sale or use of illegal drugs on University property. Persons or groups in violation of this policy are subject to a fine and/or disciplinary action by the Division of Student Affairs, and may be subject to criminal prosecution as provide under the law.

## **Firearms and Other Weapons**

**Unauthorized use or possession of fireworks, firearms (guns), or other deadly weapons are prohibited.**

Jackson State University abides by the laws of the state of Mississippi and prohibits any and all unauthorized firearms on campus as prohibit by state law. Additionally, it is the policy of the Board of Trustees of State Institutions of Higher Learning, as adopted by Jackson State University, that possession of firearm or other weapons on campus or at student functions is **not permitted**. If you are found in possession of a firearem or other weapons, you will be guilty of a misdemeanor and subject to a fine or imprisonment, or both. You will also be subject to suspension or expulsion from the University.

## **Forbidden Articles and Acts**

The possession and use of certain articles and acts respectively, in or near the residence hall is prohibited. This includes but is not limited to the following:

Alcoholic beverages, drugs, and/or beverage containers as well as gambling and stealing, are not allowed in the residence hall. Firearms and other weapons (Note: this includes BB/pellet guns), fireworks (firecrackers, cherry bombs, etc.), pets of any kind, solicitation without authorization from the Vice President of Student Affairs, silverware, dishes, trays, and other utensils from the on campus dining facilities, hot plates, grills of any type, electric skillets, hot pots and other unauthorized appliances (such as microwaves, coffee pots, refrigerators, freezers, extension cords, etc.) extension cords, strands of lights, candles, incenses, water guns, water balloons, bull horns, whistles, air-conditioning units, window fans, babysitting, playing cards or other games in the lobbies, braiding or combing hair in the lobbies, food & drinks in the lobbies, loud and boisterous noise, loud music, playing band instruments, keyboards, stepping, running in the hallways, propping open exit doors, entering exit doors, vandalism, graffiti, tampering or playing with fire safety equipment, tampering with fire doors, tampering with the camera system, pouring substances out of the window, throwing items out of the window (such as paper, bottles, trash, etc.), hanging items in the window such as clothes, towels, shoes, wearing

masks, or costumes in the building. **Use or possession of these articles and performance of these acts will result in fines and/or other disciplinary actions.**

### **Movies**

In 1976 the Supreme Court ruled to allow individual communities to set their own standards regarding the public viewing of R-rated movies. At Jackson State University, the showing of R-movies is permitted, but the showing of X-rated movies is disallowed. Violators are subject to disciplinary action.

### **Practical Jokes and Pranks**

**Behavior, which leads to actual or potential harassment, accident, injury, or damage to residence hall property or personal possession, is prohibited.**

Activities, which create circumstances requiring additional cleaning, or maintenance of living communities facilities are prohibited.

Students who engage in practical jokes or pranks violate residence hall policy, will be expected to clean the area and may be charged with replacement or restoration of any residence hall property or personal possessions which are damaged as a result of the activity. Students will be charged for repair, replacement, or cleaning costs. Disciplinary action may also be taken.

### **Sales, Solicitations, Postings**

**Soliciting and selling of products and services by individuals or groups on University property is prohibited unless written permission has been granted.**

The University's policy on fundraising, sales and solicitations is found in the Student Handbook. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair relaxing/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.

All posters, flyers or any information posted or placed in the residence hall must have prior approval (verified by an official stamp from Student Affairs) or permission from the Building Director or the Executive Director of Housing and Residence Life.

### **Emergencies**

All emergencies (e.g., medical, maintenance, personal, etc.) occurring within and around the residence hall should be reported to the Building Director or staff member on duty immediately. The staff member will take action to correct the situation (i.e., contact the appropriated officials for assistance or provide the procedure for addressing the situation).

### **Emergency Equipment**

The unauthorized use, abuse or interference with fire protection equipment, firefighting personnel, or warning devices may result in death, injury or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the residence hall community are to be assured. Residents should report any damages or faulty smoke detectors to the Building Director or any Housing staff member.

## **Fire Hazards**

In order to protect all residents, gasoline and other flammable items or materials such as fireworks, incense, candles, matches, and smoking is prohibited in the living communities. These items jeopardize the safety of all residents and should not be used. Open coil electrical appliances (such as hot plates, grills, electric skillets, crock pots, toaster ovens, etc.) and extension cords are not allowed in the living communities. The residence hall staff will confiscate these appliances, and anyone found with dangerous substances and/or materials will be subject to a fine and/or disciplinary action.

## **Fire Alarm Equipment**

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the living communities and or in any campus building. Tampering with includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and/or interfering with smoke detectors. A resident who disconnects, covers, or otherwise tampers with a smoke detector will be subjected to disciplinary actions and/or fines.

Violators will be subject to disciplinary actions and/or fines.

## **Safety Drills**

It is very important that all residents be familiar with fire drill procedures. All students are required to participate in announced as well as unannounced emergency drills, such as fire, dangerous weather conditions, etc. **Failure to participate in emergency drills will result in a fine and/or disciplinary action.**

## **Fire Alarm Procedures**

It is important that all residents be familiar with fire drill procedures. If one should discover a fire, the closest fire alarm should be pulled and notification should be given to the Campus Police and persons in charge of the facility.

### **In the event of a drill or fire, students are to follow these procedures:**

- Remain Calm.
- Raise your blinds.
- Close your windows.
- Turn on overhead light.
- Put on suitable clothing and shoes for the hot floor inside, and rainy or cold weather outside.
- Take a towel to be used if there is heavy smoke.
- Leave your room and close your door.
- Leave the building by the nearest clear exit as indicated.
- Do not take the elevator. Use the stairways.
- Go immediately to your assembly area and check in with your residence hall representative or Fire Marshall. Remain there until the “ALL CLEAR” signal is given.
- Cooperate with the Residence Hall Staff, Campus Police and the Fire Officials.
- Listen carefully for directions and follow.
- Do not worry about any personal articles. They can be replaced, but your life cannot be replaced.

Remember: **DO NOT PANIC!**

## **Assigned Assembly Areas**

Assigned assembly area in case of fire or other emergency:

Alexander Center	Alexander Parking Lot
Campbell College Suites	Student Parking Lot
Dixon Halls	University Park Auditorium Parking
McAllister-Whiteside Hall	University Park Auditorium Parking
Transitional Halls Residential	Student Parking Lot
University Pointe	Visitors' Parking Lot

Students are required to participate in emergency drills. Failure to participate will result in a disciplinary fine and/or disciplinary actions.

## **Withdrawal from a Living Community**

When withdrawing from the University or simply from a living community, students must check out of the living community with the Building Director or another authorized staff member. A room inspection must be performed, the room key returned, and an official Residence Hall Release form completed. Copies of this form will be kept on file in the residence hall and the Department of Housing and Residence Life. Students must move all personal belongings from the residence hall before the staff will sign the Residence Hall Release form.

Failure to follow the correct procedure will result in a charge to the student's account for improper check out.

## **Storage of Personal Possessions**

The University does not offer a storage program for student use during and between school terms. Students, therefore, are required to remove all personal possessions from the residence hall at the end of the school term or at the time of checkout. Valuables should not be left in the residence hall for extended periods (e.g., holidays, in-semester breaks, and between semesters).

The Department of Housing and Residence Life is not responsible for any personal possessions left in the residence hall.

## **Holidays and Vacations**

Students are expected to vacate the living communities during specific holidays and vacation periods. Further information is communicated to residents prior to holiday and vacation periods. For further information, see the Building Director.

## **Excused Class Absence Procedures**

All resident students must follow the procedures outlined in the student handbook when requesting an excused absence for illness or emergency situations.

Residents who cannot attend class due to illness or other emergency reasons must report their illness or emergency situations the Building Directory immediately. Only the Building Director is authorized to issue an excused absence. The residence hall staff will check with the student periodically during his or her illness. If it is discovered that the student is not in the room; no excuse will be given.

Excused absences will not be given for missing one class. The student must miss an entire day of classes to receive an excuse. Written verification must be presented in order to get an excuse if a student misses more than one day of classes. The Building Director can give a one day excuse once it has been verified the student was in the room ill.

All pre-scheduled class absences for medical or other emergency reasons must be reported to the desk prior to the first day of the absence. Example: if a student has to go home for emergency reasons, he or she must **notify the desk before leaving**. Example: emergencies include funerals (immediate family), and court appointments. Written verifications must be on official stationary/letterhead and presented to the Building Director upon returning to the residence hall.

All reports for class absence must be presented to the residence hall main desk by 10:00 a.m. of the first day of class absence.

An excused absence will not be granted for a class absence reported after the fact.

All resident students suffering from illness should report to the Jackson State University Health Center on the first day of illness or to another medical facility.

The living community staff will not issue an excused absence unless the student presents an official report from the Health Center, doctors' office, funeral director, etc.

When making a request for an excused absence, please be prepared to present official documentation. Example - written statement on letterhead from the funeral home.

Excused absences will not be granted when students miss class (s) due to personal negligence or other unofficial reasons.

Excused absences are issued between Monday - Friday between 8:00 a.m.-11:00 and 2:00 p.m. - 5:00 p.m. or the specified time given by the Building Director.

### **Turbulent Weather Procedures**

Watch television or listen to the radio for weather reports. Stay abreast of the situation. You will be notified of weather conditions. Remain Calm!

Listen for the civil defense sirens. These sirens are used in case of severe weather. They will sound continuously if dangerous weather conditions occur. Example: If the area civil defense feels there is danger of a tornado touching down the civil defense sirens will sound.

Each resident should keep personal essentials handy and prepared. This includes medication, a change of clothing and personal hygiene items.

When you learn of an emergency, respond as follows:

- Do not panic, get excited, or over react.
- Do not use elevators.
- Stay as quiet and calm as possible.
- Get a pillow and other essentials, and go to a bathroom or hallway area.
- Sit on the floor or in the bathtub with your back against the wall.
- Use the pillow to cover your face in case of flying glass and other objects.

Members of the residence hall staff will communicate information concerning weather conditions and published alerts to you. Please listen carefully and follow directions quickly.

### **Inter-Residence Hall Committee**

The Inter Residence Hall Committee (IRHC) is comprised of residence hall full-time staff, resident assistants, and JSU students who reside in the residence hall. The chair of the committee is appointed by the Executive Director of Housing



and Residence Life. The IRHC is responsible for adjudicating cases resulting from violations of the residence hall rules and regulations, which may include:

1. **Roommate Disputes**
2. **Housing Violations**
3. **Illegal Visitation**

### **Inter-Residence Hall Council Procedures**

The Inter-Residence Hall Council (IRHC) has the responsibility to hold hearings for JSU students who reside on campus. Such violations may have occurred within and/or in the immediate vicinity of the residence hall. Sanctions may be imposed against violators found guilty by the Council, or violators may be referred to the Student Conduct Committee.

### **Membership**

The council consists of one representative from each residence hall. The Building Director also appoints an alternate to serve in the principal representative's absence. Other members of the Council include appointed members of the residence hall staff.

### **Filing Charges**

Prior to filing charges with the IRHC, the following procedures will occur: depending on the nature of the offense, an "Incident Report" may be filed in lieu of the verbal warning and the written citation.

A **verbal warning** must be given to the student(s), citing the alleged violation of residence hall rules/regulations.

A **second offense** of the violation shall result in a written citation with one copy given to the student(s) and the other copy of the citation will be placed in the residence hall files. A subsequent violation (or continued disregard for residence hall rules and regulations) shall result in a written "Incident Report" submitted to the Director of Residence Life. The Report will state that the student has received prior warnings and give the specific date of those warnings.

Reports of incidents that involve members of the Campus Police will also be filed with the Director of Residence Life and should indicate that Campus Police assisted with the incident. This will minimize the duplication of cases heard by the IRHC and the Student Conduct Committee.

### **Violations**

The JSU Student Handbook contains the rules and regulations of the living communities. Infractions of such rules, or interference with the rights of others to a peaceful and enjoyable living environment, may also subject a student to disciplinary actions. Depending on the severity of the incident and its potential to cause damage to self, others and University property, a decision will be made to refer the case to the Student Conduct Committee.

### **Sanctions**

The following sanctions singularly, or in combination, may be imposed by the IRHC. Failure to comply with sanctions imposed by the IRHC by the designated time period may result in immediate suspension/forfeiture from the residence hall.

### **University/Community Service**

The Inter-Residence Hall Council (IRHC), and/or the Executive Director of Housing and Residence Life may assign a student to perform service for a specific number of hours in a specific department, program, or activity within a

designated time period. **NOTE:** Community Service hours completed to satisfy a student conduct sanction will not count toward the community service hours required for graduation.

### **Counseling**

Student is referred to the University Counseling Center.

### **Restitution/Fine**

A student who has committed an offense against property may be required to reimburse the University or others for damages to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. The IRHC may also impose a fine for violations that are not damages or for misappropriation of property. Charges for fines and restitution are charged to the student's Business Office account.

### **Warning**

A University official, including residence hall staff members, may notify the student verbally, followed by a written warning, that continuation or repetition of specified conduct may be cause for disciplinary action.

### **Residence Hall Probation**

Resident placed on residence hall probation is deemed not to be in good standing with the residence hall community, and continued residency is conditional upon adherence to the rules, regulations and provisions of the Resident Student Handbook.

### **Restraints or Delegation**

A resident may be placed under certain restraints regarding residence hall activities and privileges (loss of lobby and TV privileges, Co-ed Visitation, etc.) University Officials will determine delegation of duties for a time period.

### **Residence Hall Suspension and Forfeiture**

A student suspended from the living communities may not reside, visit or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. The residence hall student shall forfeit his/her fees including any unused portion thereof. Students may be given 48 hours or less to move off campus.

### **Due Process**

The following procedures are given to students who have been charged with an infraction: The student(s) affected will be notified in writing of the charge(s) made against them and the time and place of his/her hearing. The letter of notification will be sent to the student's assigned residence hall (with receipt from attached) for hand delivery by a member of the residence hall staff and be dated at least three (3) days prior to the time the student(s) is to appear before the Council. In cases requiring immediate action as determined by the Council, notification will be given within 48 hours of the hearing.

The letter of notification shall specifically inform the student that he or she may bring witnesses to the hearing to testify against on his/her behalf.

The student shall be permitted to face and question his accusers and witnesses against him/her at the hearing.

A record of the hearing before the Council shall be made by the Council Recorder and filed with the Director of Housing Residence Life. The record should contain a recommendation of sanction(s) from the Council.

The Director of Housing and Residence Life shall accept or modify the recommended sanction and inform the student of his/her decision in writing within five business days or the hearing.

The student(s) affected has/have the right to appeal the decision of the Council and the Director of Housing and Residence Life. The request for an appeal hearing shall be written and submitted to the Director of Housing and Residence Life within two (2) business days after receiving the letter of sanction(s).

The Director of Residence Life shall hear appeals. An appeal shall be based on the following: (1) New evidence; (2) New witness; (3) Failure of the Council to follow established procedures for hearing the case.

### **Council Meetings**

The IRHC shall meet according to the following schedule:

- A. The council will meet bi-weekly (or as required by the number of cases) to hear cases to render a judgment in accordance with its duties and responsibilities.
- B. Hearings shall be held routinely on dates designated by the present members.
- C. The IRHC will convene in a location approved by the Executive Director of Residence Life.

### **Schedule of Fines and Fees**

The schedule below enumerates certain standard fees and fines that may be assessed concurrent to, separate from, or without a finding from the University's conduct process. The schedule is not exhaustive because any violation of University rules or regulations may incur charges for restitution of damages and is subject to disciplinary action, which may include fines as a sanction.

<b>Item or Infraction</b>	<b>Fine/Fee</b>
Alarmed Exit Door (improper use)	\$100.00
Alcoholic Beverages	\$50.00 1 <sup>st</sup> offense / 2 <sup>nd</sup> offense Judicial
Appliances (unauthorized)	\$50.00
Authorized Guest (overnight/per night)	\$35.00
Check-out (improper)	\$75.00/instance
Cooking (in room)	\$50
Damaged Furniture	Cost to replace furniture
Doors (broken frames)	\$300.00
Early Arrival/Late Stay	\$45.00 daily as specified with approval
Emergency Doors (exiting/propping open)	\$100.00-\$300.00
Failure to Comply	\$100.00
Firearms and Other Weapons	Judicial
Fire/Safety Equipment (covering/tampering/false alarm)	\$250.00 to \$500.00
Furniture (improper storage/or removal from common area)	\$25.00/day
Hall Meetings (failure to attend)	\$25.00
Housing and Residence Life Administrative Charge	\$25.00 per instance
Illegal Drugs	Judicial
Key Replacement/Re-core (any building)	\$75.00 room / \$225.00 suite
Lock Change	\$75.00
Lockouts	\$25.00
Mattress (replacement for stains/damage)	\$200.00
Moral or Decency Offenses	\$25.00 to \$100.00
Noise (quiet/courtesy hours)	\$50.00 1 <sup>st</sup> offense / 2 <sup>nd</sup> offense Judicial
Personal Items (left in hallway, common area, balcony)	\$25.00/resident
Pets	\$50.00/day
Practical Jokes and Pranks	\$100.00
Prohibited Items (appliances, decorations, etc.)	\$25.00/day/resident
Room Inspection Violations	\$50.00
Safety Drills	\$50.00
Smoking	\$50.00 to \$100.00
Trash (improper dumping)	\$100.00
Unauthorized Room Change	\$50.00/resident
Unauthorized Guest	\$100.00
Unsanitary/Unclean Room	\$50.00
Visitation Violation	\$150.00

**PLEASE NOTE: Certain fees may increase mid-year if the cost of materials increases. Serve and/or repeat violations will be reported to Judicial Services.**

# **INTERCOLLEGIATE ATHLETICS**

## **MISSION STATEMENT**

The mission of the Division of Athletics at Jackson State University (JSU) is to conduct an athletics program that promotes and protects the comprehensive educational welfare of student-athletes, while fostering athletic competitiveness, promoting leadership development, community involvement, and campus integration through idea generation, innovative use of technology, knowledge acquisition, and provision of fair and equitable opportunity for all.

Building on the rich heritage and tradition of championship and greatness, the Division of Athletics will serve as a model program, both academically and competitively, for Division I athletics by developing a national reputation of excellence and the ability to attract and retain quality staff and student-athletes.

For questions or inquiries, please contact the Division of Athletics at (601) 979-2360.

## **The Latasha Norman Center for Counseling**

The Latasha Norman Center for Counseling (LNC) is a mental health provider for JSU students, faculty, and staff. Services include brief individual and couples psychotherapy, crisis counseling/intervention, and on-call rotations. LNC also provides outreach programming and in-service trainings to the campus and surrounding communities on issues related to mental health and interpersonal violence. LNC was erected in 2007, in honor of Latasha D. Norman, a JSU student who died as a result of domestic violence. The Center operates Monday through Friday, 8:00 AM to 5:00 PM. On-call staff is available after hours on an as-needed basis. LNC is located in the JSU Student Center, 2<sup>nd</sup> floor, suite 2102. The Center's telephone number is 601-979-0374.

## **Missing Student Notification Policy**

This policy was established in compliance with the Higher Education Opportunity Act of 2008, to provide students with procedures and information for reporting a missing person. The policy applies specifically to residential students.

### **Definitions**

A. Residential Student: a student who resides in on-campus housing under a housing contract/lease and is currently enrolled at the University.

B. Missing: A residential student may be considered missing if she or he is overdue in reaching home, campus or another specific location past the expected arrival, additional factors lead University staff to believe he or she is missing, and a check of the student's residence hall assignment supports that determination.

### **Confidential Contact Person**

Residential students who are 18 years of age or older or who are emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person who will be notified within 24 hours if that student has been reported missing. The identity of that contact person will remain confidential with the exception of law enforcement and staff designated to respond to missing person reports.

For residential students under the age of 18 and not emancipated, the University is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing.

### **Notification Procedures for Missing Persons**

If a residential student is believed to be missing, a report should be made to one of the following:

- Residence Hall Director
- Department of Public Safety

When reporting a missing person, be prepared to provide the following information:

- Your name & contact information
- Name of missing student
- Any/all contact information for the student
- Time & date last seen
- Location last seen
- Last known destination
- Names of acquaintances
- Any additional information that may be important in helping to locate the missing person

When a report is made to the residence hall staff, The Department of Public Safety will be contacted immediately and cooperative efforts will be made. Cooperative efforts may include:

- Welfare check of the missing student's residence hall room
- Contact attempts via cell phone, email, social media, or other means
- Identification of and contact with other individuals who may have knowledge of the missing student's whereabouts

The Department of Public Safety will gather all essential information related to the missing student and conduct a thorough investigation. No later than 24 hours after the missing person report is first received, the Department of Public Safety, in conjunction with Student Affairs personnel, will notify the student's designated contact or (for persons under 18 years of age and not emancipated) the student's parent or guardian to inform them that the resident student is believed to be missing.

Regardless of the student’s age, emancipation status or whether the student has designated a contact person, University police will, within 24 hours of the report, notify the local law enforcement agency with jurisdiction in the area where the student is missing.

All inquiries by the media or the general public regarding missing persons will be referred to University Communications. All public statements will be coordinated through that office.

**Notification Procedures for Missing Persons Living Off Campus**

Upon notification from any person that a Jackson State University student may be missing, the university staff member receiving the information should refer the matter immediately to the Department of Public Safety at (601) 979-2580.

Officers will respond to reports of missing students in a timely manner. It is the policy of the Jackson State University Department of Public Safety to thoroughly investigate reports of all missing persons.

If a student is not located, the Department of Public Safety will file a Missing Persons Report with the state of Mississippi and contact any emergency contact persons listed. This information would be disseminated through Jackson State University’s emergency response system. The Department of Public Safety will continue an open investigation and advise local law enforcement.

For questions or inquiries, please contact Public Safety at (601) 979-2580 or the Vice President for Student Affairs at (601) 979-2241.



## Procedure on Death of a Student

**Intent:** In the event of a student death, the University community must respond with compassion, thoroughness, and most importantly, with a measure of dignity toward the student and his/her family and friends. The purpose of this policy is to establish certain responsibilities concerning the required notifications to the various campus administrative and service departments in the event of the death of a student and to coordinate such actions expeditiously and sensitively with regard to the emotional needs of the family, relatives, and friends of the deceased.

This policy is intended to assist University personnel who gain first knowledge of such situations and those who by title or by delegation of responsibility become involved in the numerous and necessary University activities borne of such unfortunate events. Such a process also shall ease the administrative burden of other University offices and address the needs of the student and his/her family in a timely manner.

### Definition(s)

**JSU Student:** For the purpose of this procedure, a JSU Student is defined as one who is currently enrolled at JSU or, during the recess period between semesters or the summer period, one who has completed the immediately preceding term and is eligible for re-enrollment. This also includes non-matriculating students (i.e. transient students).

**On-Campus Student Death:** The death of a JSU student shall be regarded as having occurred on campus if it occurs on University property, including any University owned, University operated or University maintained property; on the premises of an organization or group officially recognized by the University; or in connection with an official University function.

### Procedure

#### I. RESPONDING TO A STUDENT DEATH

##### A. When a JSU Student Death Occurs On Campus

In the event of an On-Campus Student Death, the Department of Public Safety should attempt to notify the Vice President for Student Affairs or designee, as well as all other parties outlined in the chain of command within the department.

In the event the death occurs while the student is undergoing medical care at the JSU Health Center, the staff of the Health Center should immediately contact the Department of Public Safety and the Vice President for Student Affairs or designee.

##### A. When a JSU Student Death Occurs Off-Campus

In the event of a JSU student's death occurring off-campus, the Vice President for Student Affairs or designee should be notified as soon as campus staff or faculty receives information about the death. In cases where the death is recent or may be expected to have a significant adverse impact on the campus community, all matters concerning the death shall be referred to the Vice President for Student Affairs or designee for coordination.

In all cases, when a member of the University community learns of a student's death, he/she should contact the Vice President for Student Affairs or designee via email or by telephone at 601-979-2241 during business hours. If after hours, the Department of Public Safety should be contacted at 601-979-2580. The Department of Public Safety will immediately notify the Vice President for Student Affairs or designee, as well as follow the proper chain of command within the department. The Vice President for Student Affairs or designee will notify all necessary divisions, departments, units, and campus entities.

If possible, when reporting the death of a student, the following information should be provided by email to the Vice President for Student Affairs or designee:

1. Name of deceased student;
2. Student's J number (if known);
3. Date and approximate time of death;
4. Circumstances surrounding the death;

5. Source of notification of the student's death (friend, call from family, media, etc.);
6. Whether the deceased student was a resident on campus;
7. Whether the death occurred at Campus Housing; and a
8. Copy of the obituary or article related to death (if available).

## **STUDENT ASSISTANCE POLICY**

### **I. STATEMENT OF POLICY**

Jackson State University (“the University”) recognizes that from time to time individuals on campus will exhibit signs of mental or emotional disturbances reflective of a mental health condition that may endanger the individual, other persons, or University property. It is impractical, undesirable, and possibly illegal for the University to exert the level of custodial control over the student population sufficient to prevent all incidents of harm resulting from mental health conditions, but the University is committed to creating a reasonably safe learning environment supportive of individuals with mental-health issues while protecting the physical safety of those individuals, other persons, and University property.

### **II. CHARACTERISTICS OF INDIVIDUALS AT RISK**

For University staff, the goal is to identify and report behavior that may suggest an increased risk of an individual harming oneself, or others and not the diagnosis of mental illness. Only professional staff acting in their professional capacity should attempt to diagnose any student. University staff should not improperly confine the individual and should avoid creating a highly-controlled custodial care environment. University staff should avoid doing anything that could likely increase the risk of harm. Three additional preventive measures are listed below:

#### **B. Preventive Measures**

- a. Students should be informed about the resources available to help them manage the stresses of campus life;
- b. A periodic review of the physical campus environment for features or physical dangers likely to attract an individual seeking to harm him or herself such as tall buildings, bridges, sites of previous attempts, or other physical dangers is recommended; and
- c. Professors in programs that may inadvertently create opportunities for students to disclose suicidal thoughts (freshman composition, psychology courses, etc.) should be informed about available campus resources and be encouraged to consult immediately with professional staff i.e. Latasha Norman Center for Counseling and Disability Services or Applied Psychological Service Clinic when they receive any troubling disclosure from a student. It is better to consult with professional staff rather than ignoring risk factors or trying to manage the situation without professional advice.

#### **C. Exhibited Characteristics**

The following characteristics may be exhibited by individuals at-risk for mental deterioration:

- d. An inability to communicate effectively with others under normal conditions;
- e. An inability to consistently abide by University rules and regulations and/or laws in general. Examples include threatening behavior, creating danger to one’s self or others, and destruction of University property; and
- f. Exhibiting constant or sporadic behavior which causes disruption to the normal activity of the University community or which may result in potential or actual danger to one’s self or others. Non-inclusive examples include sudden episodes of belligerent behavior and an inability to accept reasonable explanations.

#### **C. Suicide**

The following are some classic signs which indicate a risk of suicide:

- a. Verbal or written expressions that family members, students, or teachers do not care or that life is not worth living;
- b. The world would be better if the individual was dead or gone;
- c. Suddenly giving away personal belongings;
- d. Heavy drug and alcohol use;
- e. Substantial drop in academic performance; and
- f. Loss of attention to personal appearance, friends, and social activities.

### **III. CAMPUS ASSESSMENT AND INTERVENTION TEAM (CAIT)**

The University has a Campus Assessment and Intervention Team (CAIT). The CAIT is a multi-disciplinary group of professionals

who meet on a regular basis to support the safe and effective functioning of the campus community. The team proactively provides centralized, coordinated, and supportive intervention for behaviorally at-risk students, as well as students with severe medical conditions. Through collaborative consultation, CAIT develops strategies to address students' behavior that is disruptive/threatening or potentially harmful to self and/or others. Additionally, CAIT serves as the assessment team for medical conditions which may lead to a medical withdrawal. The team assesses each situation and determines the best plan for support, intervention, warning/notification and response. The team consists of, but is not limited to, the following entities:

1. Associate Vice President for Student Affairs
2. Dean of Students
3. Public Safety
4. University Health Center
5. Disability Services
6. Applied Psychological Services Clinic
7. Latasha Norman Counseling Center
8. Any other pertinent staff members

#### B. Procedure

The actual procedure for handling situations involving “at risk” students is as follows:

1. An “At-Risk” situation will be defined as any situation where a student is thought to qualify for involuntary evaluation. Involuntary evaluation does not mean the student will be forced to submit to an evaluation, but does mean that the student may face involuntary withdrawal, as explained below within this policy, for failure to consent or comply with the evaluation.
2. In case of a threat of harm to self or others, Public Safety will be called first, followed by the University Health Center and the Vice President for Student Affairs or designee.
3. If the student is not a threat to self or others, but may need a mental health evaluation, the point of contact will be the University Health Center and the Latasha Norman Center for Counseling.
4. Transportation to the University Health Center and/or other facility for the student will be provided by Public Safety when staffing is available.
5. Public Safety will notify the appropriate CAIT member as specified below.
6. The CAIT member will make the necessary assessment of the situation, complete his or her evaluation, and make appropriate recommendations. Non-inclusive examples of recommendations include incarceration (by Police only), counseling, interim suspension/emergency interim withdrawal, referral for treatment, or send student for further evaluation.
  - 6.1 At-Risk students, if referred to the University Health Center, will be evaluated by the University Physician for further evaluation, medical treatment, or referral.
  - 6.2 To receive any University health services, the student must be a registered student. Thus, if the student is graduating or planning to discontinue attendance at the University, it is important that the student notify the University Health Center several months in advance so that suitable arrangements for follow-up care can be made. Only a nurse practitioner, physician, or therapist from the University Health Center or Applied Psychological Services Clinic may refer the student to a psychiatrist on behalf of the University.
  - 6.3 If emergency medication is needed, the University physician or nurse practitioner should be notified so that prescriptions can be written.
  - 6.4 The student may be referred to the Latasha Norman Center for Counseling or Applied Psychological Services Clinic for individual therapy on a one-on-one basis to discuss individual concerns. The individual therapy is of a short-term nature and includes crisis intervention services.
  - 6.5 When appointments for the Latasha Norman Center for Counseling or Applied Psychological Services Clinic are closed, members of the CAIT should be notified so that an alternative source of care can be made.
  - 6.6 Any leave from class must be approved by the University physician or nurse practitioner as well as comply with any other applicable University policies for leave.
7. If a written or verbal request is made to return to classes after having been out for a period of medical leave, the individual must provide documentation, from the agency providing rehabilitative, mental health, or medical services, stating that the individual is competent to function in a normal manner in the University environment. In turn, the University physician will review the documentation and make a decision from a medical standpoint. Lastly, the CAIT review committee will assess all contributing

factors, in order to make the final decision for a student to return. The decision of the CAIT review committee is final.

3. The University Health Center, Latasha Norman Center for Counseling, and Applied Psychological Services Clinic makes every attempt to maintain confidentiality of a patient's medical records. Information is not released to anyone outside of the University Health Center without written permission, except as required by law.

#### **IV. WITHDRAWALS FOR PSYCHOLOGICAL REASONS**

The University's withdrawal policy for psychological reasons is set forth for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. Appropriate action may be taken based upon the student's behavior and an assessment of the potential risk to the student and others. No action should be based upon a student's perceived or actual disability alone.

##### **A. Scope of the Policy**

This policy covers certain behaviors described below under the section entitled "Involuntary Withdrawals" that occur on University Premises and/or at University-sponsored activities but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University in a substantial and identifiable way. "Student" includes any person enrolled for courses through or at the University, both full-time and part-time, and those who attend educational institutions other than the University who reside in University residential communities. The policy also extends to any person who is not officially enrolled for a particular term, but whose University record indicates a continuing relationship with the University, or any person who has been accepted into the University, but has not yet enrolled for courses.

##### **B. Voluntary Withdrawals**

If the student is eligible for and wishes to pursue voluntary withdrawal, a member of the CAIT or other appropriate University designee will:

1. Counsel the student regarding voluntary withdrawal;
2. Consult with the student's academic unit and other units as appropriate;
3. Discuss the circumstances with the student's family, as appropriate (see section "Involving Essential Parties" below);
4. Refer the student to appropriate resources for evaluation or treatment; and
5. Initiate voluntary withdrawal.

##### **C. Involuntary Withdrawals**

An involuntary administrative withdrawal is not a substitute for appropriate disciplinary action under the Student Code of Conduct. It should not be used to dismiss socially or emotionally "eccentric" students or otherwise inhibit legal free expression as long as the particular student does not otherwise meet the standards for withdrawal as specified in this section. Involuntary withdrawals should only be initiated after reasonable attempts have been made to secure voluntary cooperation for a psychological evaluation or voluntary withdrawal. An involuntary withdrawal is appropriate where the student falls under the scope of this policy and he or she does not adhere to reasonable conditions established for his or her continued presence on campus or in Housing and Residence Life.

In certain situations where the disruptions from a mental health condition are deemed to be of a temporary nature, a medical suspension or leave of absence may be considered as opposed to withdrawal. Eligibility and limitations for a leave of absence are not addressed under this policy. Care should always be given to ensure that an individual with a disability is not being excluded from participation or being denied the benefits of the University's services, or otherwise subjected to discrimination, by reason of that individual's disability status as opposed to focusing upon the individual's actions and community safety.

In accordance with University policy and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the University and/or Housing and Residence Life, either temporarily or permanently, if it is determined that a student suffers from a mental disorder as determined by a medical professional and as a result of the disorder:

1. Engages, or threatens to engage in behavior which poses a danger of causing physical harm to self or others, and/or
2. Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or
3. Demonstrates an inability to satisfy personal needs such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or
4. Commits violations of the University rules and regulations and lacks the capacity to participate in the University's disciplinary process or otherwise is incapable of understanding the nature or wrongfulness of the conduct at the time of the offense, and/or
5. The significant risk to the health or safety of the student or other students cannot be eliminated by a reasonable modification of policies, practices, procedures, or the provision of auxiliary aids or services. Determinations of possible accommodations should be based upon an individualized assessment to ascertain the nature, duration, severity of the risk, the probability that the potential injury will occur, and whether reasonable modifications could mitigate the risk.

#### D. Procedure for Involuntary Withdrawals

When it appears that a student's behavior falls under the purview of this policy, an initial interview should take place between the Vice President for Student Affairs or designee and the student. This will not be possible in all situations and the section below entitled "Emergency Interim Withdrawals" may be more appropriate in certain emergency situations.

During the initial interview, the Vice President for Student Affairs or designee should:

1. Determine if the student's behavior does not meet the standard for involuntary withdrawal so that the process under this section may be terminated. If warranted, the student's conduct will be handled by the regular disciplinary process;
2. Require the student to schedule an evaluation by a qualified, licensed mental health professional within five calendar days. The psychological evaluation report should address:
  - 2.1 The student's ability to function in the University environment and live in student housing, if applicable,
  - 2.2 The student's potential threat to himself/herself or the University community; and
  - 2.3 Any recommendations for continued treatment;
3. Allow a student who meets the conditions for involuntary withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, conditions necessary for consideration of reenrollment should be provided to the student in writing through the voluntary withdrawal process. The student will also be required to provide documentation from an agency documenting treatment, recommendations, etc.

### V. EMERGENCY INTERIM WITHDRAWAL

An emergency interim withdrawal—the term being synonymous with emergency suspension—may be implemented immediately by a CAIT member, after approval by the Vice President for Student Affairs or designee, if the Response Team member reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

A student may be notified of the emergency interim withdrawal either orally or in writing. It takes effect immediately upon the day it is issued. A student withdrawn on an emergency interim basis will be given the opportunity to meet with a CAIT member or the Vice President for Student Affairs or designee, thereof within forty-eight hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

1. The reliability of the information concerning the student's behavior; or
2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

At the conclusion of the meeting, the Vice President for Student Affairs or designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President for Student Affairs or designee will direct the CAIT to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Vice President for Student Affairs or designee will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

## **VI. MEDICAL WITHDRAWAL PROCEDURES**

If a student is medically withdrawn from the University, the student will receive a medical withdrawal letter via e-mail from the Vice President for Student Affairs or designee. The document will outline the effective medical withdrawal date, as well as the required plan of treatment, which must be completed, in order for the student to be evaluated for reinstatement. As previously stated, if a written or verbal request is made to return to classes after having been out for a period of time due to a medical withdrawal, the individual must provide documentation, from the agency providing rehabilitative, medical, or mental health services, stating that the individual is competent to function in a productive manner in the University environment. In turn, the University physician will review the documentation and make a decision from a medical standpoint. Lastly, the CAIT review committee will assess all contributing factors, in order to make the final decision for a student to return. The decision of the CAIT review committee is final.

## **VII. TRANSCRIPTS AND REFUNDS**

A student who under this policy is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures. If a student has been living in the on-campus residential communities and will not continue to do so, the contract will be canceled and fees refunded on a pro-rated basis.

A student who withdraws voluntarily under this policy without completing a specific course should receive a mark (such as “W”) on his or her transcripts without a special indication of having left for medical reasons.

## **VIII. INVOLVING ESSENTIAL PARTIES**

In some circumstances, the University may notify the parents/guardians of the student and appropriate University officials, including academic deans and faculty, of the potentially serious nature of the situation. However, University staff should not disclose confidential medical or educational records, or information gathered through access to such confidential records, even to a student’s family members if the student is not a minor, does not consent to release the information, and there is not a direct imminent risk of harm. Therefore, if a staff member believes that disclosing information to a student’s family members is appropriate, an attempt should always first be made to elicit the student’s consent. If the student will not consent, one should attempt to find out why the student does not want his or her family involved because there may be a legitimate reason why informing the student’s family could increase the risk of harm to the student or others.

## **IX. MEDICAL AND EDUCATIONAL RECORDS**

Absences for medical reasons are not excused automatically. Students are urged to submit documentation immediately.

A student’s medical records are generally protected from disclosure absent his or her consent or waiver by virtue of the physician-patient privilege as well as other statutory laws. The University may require either (1) the student to sign the appropriate release forms to allow designated staff at the University to consult with clinicians serving the student for the purpose of evaluating the student’s ability to function in the University community under this policy, or (2) otherwise be provided with a complete copy of all medical documents or opinions reflective of the student’s ability to function in the University community under this policy. The University will treat these records as confidential and only disclose them to University officials as necessary to make informed decisions regarding the just and responsible application of this policy, or as otherwise required by law.

The release of educational records (or personally identifiable information contained therein other than directory information and distinguished from medical records) is subject to the Family Educational Rights and Privacy Act which prevents disclosure without the written consent of the student or, if the student is a minor, the written consent of a student’s parent. “Records” include electronic information that is directly related to the individual student. An educational record does not include records made or maintained by a physician acting in his or her official capacity or records made, maintained, or used only in connection with treatment of the student where those records are disclosed only to individuals providing the treatment. An exception to the non-disclosure of educational records exists where knowledge of such information is necessary to protect the health or safety of the student or other persons in connection with an emergency. Such disclosure is limited only to the appropriate necessary persons particular to the facts of each situation. Information pertaining to conduct that poses a significant risk to the safety or well-being of that student, other students, or other members of the school community may be disclosed to school officials or faculty within the institution who have a legitimate educational interest in the behavior of the student as determined by the institution. Other schools that have been determined to have a legitimate educational interest in the student’s behavior may also be informed if a significant risk to safety exists.

## **X. ADDITIONAL GUIDELINES**

1. In emergency situations, Public Safety should be notified immediately.
2. Reasonable deviation from these procedures due to a crisis and/or emergency will not invalidate a decision or proceeding unless significant prejudice to a student may result.
3. In general, the regular student disciplinary system and its policies are preferred in the adjudication of serious instances of misconduct, without regard to whether there might be a mental disorder present. However, this medical withdrawal policy may be activated prior to issuance of a disciplinary determination where the reason for the student's objectionable behavior appears to be a medical reason subject to this policy. This policy does not supplant any academic performance or discipline-based withdrawal policies maintained by academic units. A medical withdrawal is not considered a disciplinary action, although a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

## **XI. SUGGESTIONS DURING A CRISIS**

While it is difficult to generalize about responses during the time of crisis, the following are suggestions once it is determined that assistance will be needed:

1. Stay Calm.
2. Notify the Public Safety at (601) 979 – 2580 and provide the following information: your name, precise location, observed symptoms of behavior, and individual's name if known.
3. Until help arrives, be pleasant, considerate, and understanding so as to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if violent/combatative. Emergency detention and protective custody should be alternatives only available to police officers.
5. If possible, have someone meet the Public Safety at the entrance to the building and provide up-to-date information.
6. For a psychological crisis of lesser intensity, mediation and encouragement for the student to voluntarily seek counseling.



## STUDENT DECORUM POLICY

Jackson State University's core values include tradition, accountability, learning, nurturing, service, and responsibility. JSU believes that free expression is indispensable to the safeguarding of these values and that personal expression must be encouraged with only those limitations that are necessary to promote the University's mission for the benefit of all of its students.

The Jackson State University Student Handbook sets forth expectations and guidelines for appropriate student decorum, and this policy is put in place as a supplement to clarify and extend the dress code as well as the proscription against the use of inappropriate language. JSU is committed to fostering an educational environment that, consistent with its academic freedom and mission, prepares its students for success in the classroom and later in their careers. JSU may expect students to adhere to generally accepted standards of conduct. Actions that substantially interfere with the requirements of appropriate discipline or otherwise substantially interfere with the University's educational mission or the rights of other students may be regulated.

This Decorum Policy shall be applied without discrimination in regard to the viewpoint embodied in a student's dress or language, and it shall be applied to all students on an equal basis. Further, this policy is limited in time and place to University events, functions and educational facilities, specifically including classrooms. It is strongly encouraged, but not required, that these guidelines be followed elsewhere in an effort to provide a positive representation of ourselves and the University to the best of our abilities. Administrative, faculty, and staff members who observe student behavior proscribed by this Decorum Policy should report any such disregard or violations to the Vice President for Student Affairs or designee.

### Prohibited Dress

Dress standards promote learning by establishing expectations that will reduce educational distractions as well as help prepare students for later success. These restrictions are minimum requirements that will result in a warning or student conduct action if not followed. The University expects and strongly encourages its students to adhere to the higher standards of appropriate dress on campus and at University events as recommended in the Student Handbook.

Prohibited dress shall include all **lewd or obscene clothing and attire** as well as any clothing or gear that, in the view of the Vice President for Student Affairs or designee, **substantially interferes with the effectiveness of the educational environment and mission**. Lewd or obscene dress shall include attire or the lack thereof that leaves visible an area of the body that traditionally within the locality has been considered private and indecent to expose publicly, and that also lacks artistic or creative value within a particular University curriculum. Traditional private areas shall mean the breasts, buttocks, or areas proximate to the reproductive organs. Dress or gear that substantially interferes with the educational environment may vary depending on the curriculum and context, but may include items that make distracting noises, such as music players, or attire that creates a visual obstruction to others. The only exemption to this dress code exists in the case of a student who, due to a medical condition or properly identified disability, requires such accommodation. Such accommodation, if reasonable, should be attempted with an effort to minimize any negative effect on the educational environment. This policy applies equally and without regard to the religious or secular nature of the attire.

Some examples of inappropriate dress and/or appearance include, but are not limited to the following:

- Midriffs, tube, mesh, or netted tops (where skin/body parts may be exposed)
- Extremely short shorts
- Sagging pants
- Hair bonnets
- "Du rags"
- House shoes
- Clothing with words or images which are prohibited by this Decorum Policy
- Visible underclothing

**Speech in violation of State or Federal Law**

Illegal speech is also prohibited. Language usage can violate specific laws depending on the context. Some examples of such laws include disturbing the peace, intimidation, stalking, harassment, defamation, or libel.

**Litter-Free Campus**

Jackson State University takes great pride in the beauty of our campus. Littering is strictly prohibited and a violation of the University. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the University Littering Policy. Fines may be imposed in an amount not to exceed two hundred dollars (\$200.00).

**Student Decorum Policy Student Conduct Procedure**

Documented violations of this policy may result in a \$50 fine, which will be placed on the student's account.

# **SEXUAL MISCONDUCT POLICY**

## **TABLE OF CONTENTS**

- I. Introduction to Title IX and Sexual Misconduct
- II. Scope of the Policy
- III. Title IX Coordinator
- IV. Prohibited Conduct and Definitions
- V. Other Important Definitions
- VI. Reporting Sexual Misconduct
- VII. How to File a Complaint
- VIII. Procedures for Resolutions of Complaint
- IX. Interim Measures
- X. Responding to a Complaint
- XI. Investigation of A Complaint
- XII. Sanctions for Violations of the Sexual Misconduct/Title IX Policy
- XIII. Prevention and Education
- XIV. Training
- Resources

## **SEXUAL MISCONDUCT POLICY**

### **I. INTRODUCTION**

It is the policy of Jackson State University (“University”) not to discriminate against any person on the basis of gender in violation of any applicable law, including but not limited to, Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000e), the Title IX of the Education Amendments of 1972 and relevant sections of the Violence Against Women Reauthorization Act. This prohibition against gender based discrimination extends to all University educational programs and activities, as well as to admission into such programs and activities.

The University is committed to fostering a positive working and educational environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to race, color, national origin, sex, age, or disability. Sexual misconduct is a violation of this policy, and will not be tolerated within the University. Any employee or student who violates this policy will be subject to disciplinary action up to and possibly including separation from the University.

Title IX is a landmark federal civil right that prohibits sex discrimination in education. Title IX is not just about sports; it is a prohibition against sex-based discrimination in education. It addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual misconduct includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality based threats or abuse, dating and domestic violence.

Members of the University Community who believe that this policy has been violated are strongly encouraged to report the allegations as promptly as possible. There is no time limit on reporting or filing complaints of violations of this policy, although JSU’s ability to respond fully may be limited with the passage of time.

### **II. SCOPE OF THE POLICY**

This policy applies to all University community members, regardless of the sexual orientation, gender expression, or gender identity of the parties involved, including students, faculty, staff, visitors, and independent contractors, as well as those who participate in the University’s programs and activities, whether on or off campus, including study-away programs. Any such individual may make a report under this policy. Vendors, independent contractors, visitors, and others who conduct business with the University or on University property are also expected to comply with this policy; complaints against such University affiliates will be handled in accordance with existing contracts and agreements. The University will respond promptly and equitably to all allegations of sexual misconduct involving a University community member and will provide resource options for complainant s of alleged sexual misconduct. The University will consider any requests for confidentiality within the context of the University’s obligation to provide a safe, nondiscriminatory environment for all community members. Further details on how requests for confidentiality are handled in cases of sexual misconduct may be found in the “Reports to a Confidential Resource” section of this policy. Pursuant to the requirements of Title IX, the University has an independent responsibility to investigate (apart from any separate criminal investigation by law enforcement) and address sexual misconduct, even in the absence of a complaint by the alleged complainant.

### **III. TITLE IX COORDINATOR**

The University’s Title IX Coordinator may be reached by e-mail at [titleix@jsums.edu](mailto:titleix@jsums.edu) or phone at (601) 979-1315. The Title IX Coordinator is responsible for ensuring that Jackson State University establishes and follows a prompt, thorough, and equitable process for addressing allegations of sexual misconduct and discrimination or differential treatment based on sex. The Title IX Coordinator is responsible for providing centralized support for compliance with all requirements under Title IX of the Education Amendments Act of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security

Policy and Campus Crime Statistics Act (Clery Act), the Violence Against Women Act (VAWA), and other federal and state laws and regulations pertaining to sex discrimination, harassment, and sexual violence. The Title IX Coordinator serves as the University resource on Title IX requirements and compliance and provides consultation as needed. The Title IX Coordinator is also responsible for creating and implementing complaint and investigation procedures, as well as training programs related to Title IX compliance.

#### **IV. PROHIBITED CONDUCT AND DEFINITIONS**

“Sexual misconduct” is a broad, non-legal term that encompasses a wide range of behaviors, including but not limited to, sexual harassment, sex/gender discrimination, sexual assault, rape, acquaintance rape, stalking, and relationship violence (including dating and domestic violence). It is a violation of University policy as well as applicable law to commit or to attempt to commit these acts. Sexual misconduct can occur between strangers or acquaintances, or people who know each other well, including between people who are or have been involved in an intimate or sexual relationship. It can be committed by anyone, regardless of gender or gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct.

##### **A. Sexual Assault (including Rape).**

Sexual assault is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

##### **B. Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. B. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

##### **C. Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature that if sufficiently severe, persistent or pervasive, and objectively offensive to a reasonable person, has the effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for an academic or employment decision affecting an individual. Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student’s ability to participate in or benefit from the University’s educational programs or a faculty or staff member’s ability to work, which may include a single incident of sexual assault or other serious sexual misconduct.

Forms of Prohibited Sexual Harassment. Sexual harassment can take many forms, and can:

- Occur between equals, such as student to student, faculty member to faculty member, staff to staff, or visitor/contracted employee to staff.
- Occur between persons of unequal power status, such as supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first-year student. Although sexual harassment often occurs in the context of an exploitation of power by the person with the greater power, a person who appears to have less power in a relationship can also commit sexual harassment (such as a student harassing a faculty member).
- Be committed by an acquaintance, a stranger, or someone with whom the complainant has or had a personal, intimate, or sexual relationship.
- Occur by or against a person of any sex, gender identity or expression, or sexual orientation.

The following non-exhaustive list includes examples of behavior that could be considered sexual harassment:

- Unwelcome sexual innuendo, propositions, sexual attention, or suggestive comments and gestures.
- Unwelcome physical contact of a sexual nature, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted or unwelcome by the other person.
- Humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender.
- Insults and threats based on sex or gender; and other oral, written, or electronic communications of a sexual nature that a person communicates and that are unwelcome.
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or Web sites of a sexual nature.
- Non-academic display or circulation of written materials or pictures degrading to a person(s) or gender group.
- Unwelcome attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures.
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity or expression, or sexual orientation.
- Use of a position of power or authority to: (i) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (ii) promise rewards in return for sexual favors.
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

Whether sexual harassment is sufficiently severe, persistent or pervasive to violate University's Sexual Misconduct Policy may depend on a number of factors. Not all inappropriate or unwanted sexual conduct is considered sexual harassment. However, a person should not be discouraged from reporting unwelcomed sexual conduct simply because they are uncertain whether it meets the definition of severe, pervasive or persistent. Enough to constitute a policy violation. That is a determination for the University's Title IX Coordinator to make. A person reporting sexual harassment in good faith will never be disciplined or retaliated against.

#### **D. Sexual Exploitation.**

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent.

Examples of behavior that could rise to the level of sexual exploitation include:

- Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,

- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.
- Knowingly exposing another individual to a sexually transmitted disease.
- Knowingly assisting another person with committing an act of sexual misconduct.

## **E. Stalking**

Stalking is a course of conduct involving more than one instance of inappropriate and unwanted attention, harassment, threatening or intimidating physical or verbal contact, or any other course of conduct directed at a person that could be reasonably regarded as likely to alarm or place that person in fear of harm or injury, including physical, emotional, or psychological harm. This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person. Stalking may involve people who are known to one another or have an intimate or sexual relationship, or may involve people not known to one another.

Stalking is prohibited by Mississippi law. Stalking can also constitute a violation of this Policy when the conduct involves a Jackson State University student or employee and is gender-based.

## **F. Relationship (Dating and Domestic) Violence**

Relationship violence is abuse, violence, or intentionally controlling behavior between partners or former partners involving one or more of the following elements: (i) battering that causes bodily injury; (ii) purposely or knowingly causing reasonable apprehension of bodily injury; (iii) emotional abuse creating apprehension of bodily injury or property damage; (iv) repeated telephonic, electronic, or other forms of communication — anonymously or directly — made with the intent to intimidate, terrify, harass, or threaten. Relationship violence can occur in all type of relationships (e.g., heterosexual, same sex, or any other type of relationship). Relationship violence may constitute a violation of this Policy when it involves a Jackson State University student, faculty or staff member, and the conduct is gender-based.

## **G. Retaliation**

Retaliation is an adverse action or attempt to seek retribution against the complainant, or any person or group of persons involved in the investigation and/or resolution of a sexual misconduct complaint. Retaliation can be committed by any person or group of persons, not just a respondent. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

## **H. Gender-based Harassment**

Gender-based harassment includes harassment based on actual or perceived gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined below are present.

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any University programs and/or activities, or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or
- Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior.

## **V. OTHER IMPORTANT DEFINITIONS**

### **A. Consent.**

Consent must be informed and voluntary, and can be withdrawn at any time. Consent can be given by words or actions as long as those words or actions create mutually understandable permission regarding the scope of sexual activity. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that he or she cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

#### **Effect of drugs and alcohol on consent:**

Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol or drugs. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. If there is a question about whether someone consented to sexual activity after consuming drugs or alcohol, the University will examine the issue from the perspective of a reasonable person. Specifically, the University will consider whether the respondent reasonably should have known about the impact of alcohol and other drugs on the complainant's ability to give consent.

### **B. Incapacitation.**

Incapacitation is the inability, temporarily or permanently, to give consent, because the person is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the person is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. Some signs of incapacitation may include, but are not limited to, lack of control over physical movements (e.g., stumbling, falling down), lack of awareness of circumstances or surroundings, the inability to speak or communicate orally, or the inability to communicate for any reason.

It is a violation of this Policy to engage in sexual activity with a person who is incapacitated, regardless of whether the person appeared to be a willing participant. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication.

### **C. Force.**

The use of force to cause someone to engage in sexual activity is, by definition, non-consensual contact, and is prohibited. Force may include words, conduct, or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Under this Policy, force includes the use of any of the following:

- Physical Force, Violence, or a Weapon
- Threats
- Intimidation and Implied Threats
- Coercion. Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, or emotional intimidation.

### **D. Hostile Environment.**

A hostile environment exists when sexual or sex-based harassment is sufficiently serious to deny or limit a student's ability to participate in or benefit from the University's programs or activities or has the effect of unreasonably interfering



with an employee's work performance or altering the terms and conditions of the employee's employment. A hostile environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and campus visitors).

In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. But the University will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To determine whether a hostile environment exists for a student or employee, the University will consider a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected the student's education or the employee's employment.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

#### **E. Prompt, fair, and impartial proceeding**

A prompt, fair, and impartial proceeding includes a proceeding that is:

- Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay.
- Conducted in a manner that
  - Is consistent with the institution's policies and transparent to the accuser and accused;
  - Includes timely notice of meetings at which the complainant or respondent, or both, may be present; and
  - Provides timely and equal access to the complainant, the respondent, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
  - Conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

#### **F. Advisor**

Any individual who provides the complainant or respondent support, guidance, or advice.

#### **G. Proceeding**

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

#### **H. Result**

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the University. The result must include any sanctions imposed by the University. Notwithstanding section 444 of the General

Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

## **I. Personally Identifying Information**

Defined in Section 40002(a) of the Violence Against Women Act of 1994 (VAWA) as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:

- A first and last name;
- A home or other physical address;
- Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- A social security number, driver's license number, passport number or student identification number; and
- Any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

## **J. Miscellaneous Definitions**

- **Complainant:** The person making the allegations or report of sexual misconduct.
- **Respondent:** The person against whom a complaint of sexual misconduct has been made.
- **Reporter:** A person who has information that sexual misconduct may have been committed by a University student or a participant in a University Program and who initiates a complaint.

## **VI. REPORTING SEXUAL MISCONDUCT**

Jackson State University encourages all survivors to report incidents of sexual misconduct as promptly as possible so that the University can respond effectively. Students may report sexual misconduct to the Dean of Students, the Title IX Coordinator, or JSU Department of Public Safety. Faculty and staff may report incidents to the Title IX Coordinator, a supervisor, a Dean, or a department head. In general, when one of these offices receives a report, the University must commence an investigation. All reports of such incidents will be disclosed to the Title IX Coordinator.

The University recognizes that student complainants may be most comfortable disclosing sexual misconduct to a University employee they know well, such as a faculty member, coach, or resident adviser ("RA"). Students are welcome to speak with them, but should understand that these individuals and many other faculty and staff members are considered "responsible employees" of the University. If they receive a report of sexual misconduct, they are required to inform the Title IX Coordinator about the incident. The University defines a "responsible employee" to include supervisors and officials with significant responsibility for student and campus activities including, but not limited to, academics, student residences, athletics, discipline, and campus safety. Employees whose positions legally require confidentiality (e.g., counseling staff and clergy) are not "responsible employees."

Before a student discloses an incident of sexual misconduct, University faculty and staff will try to ensure that the student understands the employee's reporting obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. Similarly, before a faculty or staff member discloses an incident of sexual misconduct, the person to whom the disclosure is to be made will ensure that the faculty or staff member understands his or her reporting obligations.

### **A. Reports to a Non-Confidential Resource:**

The University has designated the Title IX Coordinator to evaluate requests for confidentiality and oversee the University's response to reports of sexual misconduct where the complainant has disclosed an incident of sexual misconduct to a "responsible employee" (who must report the incident) and also requested that his or her identity not be disclosed or that no action be taken.

In such cases, the Title IX Coordinator, in consultation with a small number of key University administrators, including the Dean of Students, the Department of Public Safety, and the Office of the General Counsel, will weigh the request

against the University's obligation to provide a safe, non-discriminatory environment for all students, including the complainant. When weighing a request that no investigation be pursued or the complainant's identity not be disclosed, the Title IX Coordinator and the appropriate University administrators will consider a range of factors, including whether:

- The respondent is likely to commit additional acts of sexual or other violence, such as;
  - There have been other sexual misconduct complaints about the same respondent;
  - The respondent has a history of arrests indicating a history of violence;
  - The respondent threatened further sexual misconduct or other violence against the complainant or others;
  - The sexual misconduct was committed by multiple respondents;
- The sexual misconduct was perpetrated with a weapon;
- The complainant is a minor;
- The respondent is a Jackson State University employee;
- The University possesses other means to investigate the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- The complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular person or group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue conduct action against the respondent. If none of these factors are present, the University will likely respect the complainant's request.

In some cases the University may not be able to honor a confidentiality request in order to adhere to its obligation to provide a safe, non-discriminatory environment for the JSU community. If the Title IX Coordinator determines that the University cannot maintain a complainant's confidentiality, the Title IX Coordinator will inform the complainant prior to starting an investigation and will only share information with those University officials responsible for handling the University's response.

## **B. Reports to a Confidential Resource:**

For the purposes of this policy, confidentiality means that designated campus or community professionals cannot reveal identifiable information shared by an individual to any other person without express permission of the individual, or as otherwise permitted or required by law. Individuals designated as confidential are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

Those Confidential Resources include:

The LaTasha Norma Counseling Center (601) 979-0374,  
Applied Psychological Service Center (601) 979-3381,  
Campus Ministries (601) 979-2241.

## **C. Interim Measures and Support.**

Jackson State University provides a range of support services for survivors of sexual misconduct, including interim measures. Interim measures are available to provide for the safety of the complainant and the campus community while the University is investigating an allegation of sexual misconduct. Requests for interim measures can be made by or on behalf of the complainant to the University Title IX Coordinator. Students may also seek assistance from the Dean of Students Office. The Title IX Coordinator will work with the appropriate office(s) to ensure that any necessary interim measures are promptly provided. Upon the receipt of a report of sexual misconduct, and until any investigation into the report has been completed, the University will provide reasonable protective measures and interim support to provide a safe educational and work environment and to prevent additional acts of sexual misconduct, even when there is no specific request for protective action.

The University may impose any measure that can be tailored to the parties involved to achieve the goals of this Policy. In addition, the University will maintain as confidential any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

An individual's failure to comply with restrictions imposed by interim measures is a violation of this Policy and a basis for disciplinary action.

Outside the University, a complainant may also be entitled to obtain remedies under applicable law, such as a judicial restraining order. The University can assist in contacting law enforcement or legal service organizations to learn about these remedies.

#### **D. Amnesty for Students Who Report Sexual Misconduct.**

Jackson State University encourages the reporting of all concerns regarding sexual misconduct. In some instances, students may be hesitant to report sexual misconduct because they fear they may be charged with other policy violations, such as underage alcohol consumption or violation of the University's drug policy. Because BU's primary interest is in protecting the well-being of its community and remedying sexual misconduct, a person who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the University for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. However, the use of alcohol or drugs does not excuse sexual misconduct and a person who has been incapacitated through the use of alcohol and drugs (or by any other means) cannot give effective consent to sexual activity. The University may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

#### **E. Anonymous Reports and Reports from Third Parties.**

Any person may make an anonymous report concerning an act of sexual misconduct. A person may report the incident without disclosing his/her/their name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident and the people involved, however, the University's ability to respond to an anonymous report may be limited. Anonymous reports may be made to the University Title IX Coordinator.

#### **F. Reporting of Crime and Disciplinary Statistics.**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is a federal law that requires the University to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy. JSU employees who receive reports of sexual misconduct are required by the Clery Act to notify Department of Public Safety about such incidents for statistical reporting purposes, without the inclusion of personally identifiable information, as defined by VAWA (see definitions). These notifications may include the classification and location of the reported crimes, but, in the case of employees with "confidential" status, do not identify the parties involved.

The Clery Act also requires the University to issue a "timely warning" when it receives a report of certain crimes that pose a serious or continuing threat to the University community. This warning will not contain any biographical or other identifying information regarding the victim of the crime. Immediately threatening circumstances include, but are not limited to, recently reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to JSU students, faculty, administrators, staff, or visitors.

### **VII. HOW TO FILE A COMPLAINT**

A complainant or reporter may submit a paper (hard copy) or electronic complaint to the Dean of Students Office, Department of Public Safety, or the University's Title IX Coordinator. Although the report form should contain sufficient information to permit the respondent to understand and respond adequately to the charges being brought, it may not reflect every detail related to the allegations in the complaint, as additional information may be discovered during the investigation.

A complainant may also call or meet with the Title IX Coordinator to initiate a complaint.

University Title IX Coordinator  
Student Center, 2<sup>nd</sup> Floor, Suite 2125  
**601-979-1315 or titleix@jsums.edu**

Dean of Students Office  
Student Center, 3<sup>rd</sup> Floor, Suite 3200  
**601-979-2329**

Department Of Public Safety  
**601-979-2580**

### **VIII. PROCEDURES FOR RESOLUTION OF COMPLAINT**

The following procedures will be used to investigate and resolve all complaints of sexual misconduct against Jackson State University students (undergraduate, graduate, full-time, and part-time). Jackson State University's Procedures for the investigation, adjudication, and resolution of sexual misconduct complaints brought against students are designed to be accessible, prompt, equitable, and impartial. Throughout this process, both the **complainant and respondent have the following rights:**

- To be treated with respect, dignity, and sensitivity.
- To receive appropriate support from the University.
- Privacy to the extent possible, consistent with applicable law and University policy.
- Information about the University's Sexual Misconduct/Title IX Policy.
- The presence of an Adviser throughout the process.
- To participate or to decline to participate in the investigation or complaint resolution process. However, a decision not to participate in the process either in whole or in part will not prevent the University from proceeding with the information available.
- A prompt and thorough investigation of the allegations.
- Adequate time to review documents in the Dean of Students Office following the investigation.
- To appeal the decision made or any sanctions imposed by the Dean of Students to a Hearing Panel of the University Board on Student Conduct.
- To challenge a Hearing Panel member(s) for a possible conflict of interest.
- To refrain from making self-incriminating statements.
- Notification, in writing, of the case resolution, including the outcome of any appeals, and the final determination.
- For the complainant, to report the incident to law enforcement (including the Department of Public Safety or with the police department in the jurisdiction in which the sexual misconduct occurred) at any time.

Jackson State University will disclose information about its investigation and resolution of sexual misconduct complaints only to those who need to know the information in order to carry out their duties and responsibilities. It will inform all University personnel participating in an investigation, proceeding, or hearing that they are expected to maintain the privacy of the process. This does not prohibit either a complainant or respondent from obtaining the assistance of family members, counselors, therapists, clergy, doctors, attorneys, or other resources.

#### **A. Timing of Complaints.**

If the respondent is a current Jackson State University student (undergraduate or graduate, full-time or part-time), there is no time limit for filing a complaint to initiate these procedures. However, students are strongly encouraged to report sexual misconduct in a timely manner to maximize the University's ability to gather evidence, and conduct a thorough, impartial, and reliable investigation.

## **B. Parallel Investigations.**

The filing and processing of a complaint of sexual misconduct is separate from and independent of any criminal investigation or proceeding. Jackson State University will not wait for the conclusion of any criminal investigation or proceedings to begin its own investigation although the University may delay temporarily the fact-finding component of the investigation while the police are gathering evidence. Neither law enforcement's determination as to whether or not to prosecute a respondent nor the outcome of any criminal prosecution is determinative of whether sexual misconduct occurred under the University's Sexual Misconduct/Title IX Policy.

## **C. Adviser.**

The complainant and respondent may each choose and be accompanied to any meeting or hearing related to these procedures by an Adviser, who may provide support during such meeting or hearing. During meetings and interviews, the Adviser may quietly confer or pass notes with the party in a non-disruptive manner. The Adviser may not intervene in a meeting or interview, or address the Title IX Investigator. Consistent with the University's obligation to promptly resolve sexual misconduct complaints, the University reserves the right to proceed with any meeting or interview, regardless of the availability of the party's selected Adviser.

## **D. Declining to Participate.**

A complainant and/or respondent may decline to participate in the investigative or complaint resolution process. The University may continue the process without the complainant's and/or respondent's participation. In most cases, a refusal to participate in the investigative process will preclude a complainant or respondent from appealing any determination. The Dean of Students will make this determination.

## **E. Time Frame for Complaint Resolution.**

The University will seek to resolve every report of sexual misconduct within sixty (60) calendar days of the start of an investigation, not counting any appeals. Time frames may vary depending on the complexity of a case, the availability of witnesses, and at certain times of the academic year (for example, during breaks, study periods or final exams). The University may extend any time frame for good cause, with a written explanation to the complainant and respondent.

## **F. Prohibition on Retaliation.**

It is illegal and a violation of the University's Sexual Misconduct/Title IX Policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person for reporting sexual misconduct, filing a sexual misconduct complaint, or participating in a sexual misconduct investigation is subject to disciplinary action up to and including expulsion from the University.

## **G. Notice.**

The Title IX Coordinator will give the complainant and respondent, respectively, a written explanation of their rights and options, and any available accommodations, as soon as possible after a complaint is reported. Title IX and the Dean of Students Office will also ensure that both the complainant and respondent are updated throughout the investigative process, including with timely notice of meetings where either the complainant's or the respondent's presence may be required.

## **IX. INTERIM MEASURES**

Upon the filing of a sexual misconduct complaint, the Title IX Coordinator will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to provide a safe educational and work environment. The range of interim measures may include, but not be limited to:

- Moving the complainant's or respondent's residence.
- Adjusting the complainant's or respondent's work schedule, assignment, or location for University employment.
- Changing the complainant's academic schedule, allowing the complainant to take an incomplete in one or more courses, allowing the complainant to drop (or retake) a course without penalty, or attend class via web conference.
- Changing the complainant's transportation arrangements or providing an escort to ensure safe movement between classes and other activities.
- Allowing the complainant to extend deadlines for examinations or other assignments without penalty.
- Reassigning the respondent to another section, if the complainant and respondent are enrolled in the same lecture, discussion class, academic team, or project group.
- Providing access to tutoring or other academic support.
- Issuing an administrative "no contact" directive.
- Interim suspension of the respondent.

The University will maintain as confidential any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

An individual's failure to comply with restrictions imposed by interim measures is a violation of University Policy and a basis for disciplinary action, up to and including expulsion from the University.

## **X. RESPONDING TO A COMPLAINT**

### **A. Notification of Respondent.**

The person alleged to have committed sexual misconduct is the respondent. Unless the complainant requests and is granted confidentiality, the respondent will be notified in writing that a complaint alleging sexual misconduct has been filed against him or her. The respondent will be advised that he or she may have an Adviser accompany him or her to any meeting or interview related to the investigation and complaint resolution process.

### **B. Information for Respondent.**

Within seven (7) calendar days of receiving notice of the complaint, the respondent must arrange to meet with Title IX Coordinator. At that meeting, The Title IX Coordinator will:

- Provide the respondent with information regarding the Rights of the Complainant and Respondent.
- Provide the respondent with a copy of the complaint.
- Explain the prohibition against retaliation.
- Discuss the nature of the complaint.
- Explain the rights and responsibilities of the complainant and respondent.
- Explain the process for investigating and resolving the complaint (including the available appeal procedures).
- Instruct the respondent not to destroy any potentially relevant documentation in any format.
- Give the respondent a copy of the relevant policies.
- Provide the respondent with a list of on-campus and off-campus support resources.

If the respondent fails to meet or cooperate with the investigation, the resolution of the complaint will proceed without input from the respondent. If interim measures have been imposed, The Title IX Coordinator will explain the scope of those measures and the respondent's duty to comply with the interim measures.

### **C. Acceptance of Responsibility.**

After reviewing the complaint and meeting with the Title IX Coordinator, the respondent may choose to end the complaint resolution process by accepting responsibility for the conduct alleged in the complaint. If the respondent accepts responsibility for the conduct alleged in the complaint, the Dean of Students will determine an appropriate sanction for the respondent. If the respondent disputes the allegations of the complaint, the matter will proceed to an investigation.

At any point in the process, the respondent may accept responsibility for the conduct alleged in the complaint. In such cases, the Dean of Students may impose sanctions for violations of the Sexual Misconduct/Title IX Policy.

## **XI. INVESTIGATION OF A COMPLAINT**

### **A. Investigators.**

The Title IX Office has an investigator specifically trained in sexual misconduct investigations to conduct a prompt, thorough, and fair investigation.

### **B. Investigation Process.**

The investigation will include one or more interviews with the complainant, the respondent, and any witnesses. The investigation will include the gathering of physical, documentary, or other relevant and available evidence, including law enforcement reports. As part of the investigation, the University will provide an opportunity for all parties to present written statements, identify witnesses, and submit other evidence.

### **C. Standard of Proof.**

In resolving complaints pursuant to the Sexual Misconduct/Title IX Policy, the University will use a “preponderance of the evidence,” standard, which is whether the evidence gathered and information provided during the investigation supports a finding that it is more likely than not that the respondent violated the Sexual Misconduct/Title IX Policy.

### **D. Investigation Finding.**

At the conclusion of the investigation, the Investigator will prepare a report (the “Investigative Report”) summarizing the relevant facts determined through the investigation, with reference to any supporting documentation or statements. Before the Investigative Report is finalized, the complainant and respondent will be given the opportunity to review their own statements and, may also be provided with a written summary of other information collected during the investigation.

A complainant or respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigators within five (5) calendar days after the statement or summary was provided.

Following the receipt of any comments submitted, or after the 5-day comment period has lapsed without comment, the Investigators will address any identified factual inaccuracies or misunderstandings, as appropriate. The final Investigative Report will provide a summary of the Investigator’s impressions, including context for the evidence and a recommendation, but will not make a final determination as to whether a violation of the Sexual Misconduct/Title IX Policy occurred, reserving that decision (and any sanctions) for the Dean of Students.

### **E. Adjudication**

The Title IX Coordinator, along with the Dean of Students, will appoint a Hearing Panel of five to seven (5-7) adjudicators and will appoint one of these members as the Panel Chair. The Hearing Panel will not include any person who has participated in any effort to resolve the same complaint. The Hearing Panel members will receive the names of the complainant, the respondent, and all witnesses, and must withdraw from the proceedings if their relationship to a party or witness, or other circumstances leads them to believe that they cannot judge the matter fairly. Adjudicators shall serve a term of two years except that the term for student members shall be one year. Members appointed to fill a vacancy on the panel shall serve for the duration of the term.

If, during the summer or during any other period, sufficient members of the Hearing Panel are not available to create a Quorum, the Title IX Coordinator, at the request of the Dean of Students, may designate individuals to serve as an interim



adjudicator for the purpose of serving on a Hearing Panel. All Adjudicators must participate in training. In addition, each year, returning adjudicators must receive refresher training. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

The Dean of Students will provide the complainant and respondent with simultaneous, written notice of the outcome of the University's resolution of the sexual misconduct complaint, the sanction, if any, that has been imposed on the respondent, and any additional steps that the University has taken to eliminate the hostile environment and prevent any recurrence of any sexual misconduct. The Letter of Determination will include a description of the right to appeal for both the complainant and the respondent.

## **XII. SANCTIONS FOR VIOLATING THE SEXUAL MISCONDUCT/TITLE IX POLICY**

If the respondent is found responsible for violating the Sexual Misconduct/Title IX Policy, the Dean of Students will impose a sanction designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions may also serve to promote safety or deter students from similar future behavior.

The following, individually or in combination, are potential sanctions for violations of the University's Sexual Misconduct/Title IX Policy. Where appropriate, the statement of the sanction includes the duration, any conditions to be observed during that period, and the conditions for termination of the sanction.

### **Major Sanctions:**

- Expulsion from the University or a program of the University.
- Suspension from the University or a program of the University for a specific period of time.
- Deferred suspension from the University or a program of the University.
- Denial of graduation, diploma, or degree.
- Deferral of graduation, diploma, or degree for a specific period of time.
- Revocation or withdrawal of diploma or degree previously credited, awarded, or conferred.

### **Other Sanctions:**

- Expulsion from a University residence.
- Suspension from a University residence for a specific period of time.
- Deferred residence expulsion (with or without relocation to a different residence location).
- Disciplinary probation. Disciplinary probation may involve counseling with faculty or administrative staff; restriction of student privileges; prohibitions against participation in University activities or events, including athletic or non-athletic activities; and prohibitions against holding office or participating in student organizations or residence, school, or college organizations or activities.
- Residence probation. Residence probation may involve periodic meetings with a member of the residence staff and/or restriction of specific residence privileges.
- Disciplinary reprimand or warning.
- Restitution. The student will reimburse the University and/or other appropriate party for damage to or loss of property or for costs or expenses incurred by the University or other party. Restitution will be made at full cost of replacement or repair, and other expenses.

As part of the sanctioning process, the Dean of Students may require that existing interim remedies stay in place for a prescribed period of time. In consultations with the Title IX Coordinator, the Dean of Students may also impose new remedies or administrative actions such as no contact orders, housing placement, or academic accommodations based upon the investigation and resolution of the case.

## **XIII. PREVENTION AND EDUCATION**

Jackson State University expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from

a person in authority. Members of the JSU community who intervene to prevent or stop sexual misconduct will be supported by the University and protected from retaliation

#### **XIV. TRAINING**

In connection with its obligations under Title IX, Jackson State University is committed to ensuring appropriate training for its Title IX Coordinator, law enforcement personnel, “responsible employees,” victim advocates, and others involved in responding to, investigating, or adjudicating sexual misconduct. In addition, we offer a comprehensive awareness and prevention training to faculty, staff, and students to assist them in recognizing sexual misconduct, teach them how to respond to reports of sexual misconduct, and ensure that they are aware of available on and off campus resources.

##### **Resources:**

##### **On Campus:**

Title IX Office/Diversity and Inclusion  
Student Center, Suite 2125  
**601-979-1315**

Campus Police  
Department of Public Safety  
**601-979-2580**

Dean of Students Office  
Student Center, Suite 3200  
**601-979-2329**

Campus Ministries  
Reddix building, 1<sup>st</sup> floor  
**601-979-1318**

Student Health Center  
Prentiss St.  
**601-979-2260**

Applied Psychological Services Center  
College of Liberal Arts, Suite 327  
**601-979-3381**

LaTasha Norman Counseling Center  
Student Center, Suite 2102  
**601-979-0374**

Human Resource (Faculty and Staff)  
College of Business, Suite 530  
**601-979-2015**

##### **SEXUAL MISCONDUCT ASSAULT RESPONSE TEAM (S.M.A.R.T.)**

A Sexual Misconduct Assault Response Team (SMART) has been established to further the University’s commitment to addressing and preventing sexual misconduct within the campus community. SMART is a multi-disciplinary sexual assault and misconduct intervention model. This team approach provides for a comprehensive, sensitive, coordinated system of intervention and offers assistance to sexual assault complainants. The University’s SMART partners are comprised of representatives from various campus departments. The goal and purpose of SMART is to provide a coordinated and effective process of University and community response, investigation, intervention, and education of sexual misconduct on campus.

##### **Off Campus:**

Catholic Charities  
Shelter for Women and Children  
**601-366-0222**

Hinds County Sheriff Department  
**601-974-2900**

Jackson Police Department  
911 (in case of emergency)  
**601-960-1234** (non-emergency call)

St. Dominic’s Hospital  
969 Lakeland Dr. Jackson MS  
**601-200-2000**

University Medical Center  
2500 N. State St. Jackson MS.

Baptist Medical Center  
1225 N. State St. Jackson MS

**601-984-1000**

**601-968-1000**

**HotLines:**

Domestic Violence: **1-800-898-3234**

Sexual Assault: **1-800-565-HOPE (4673)**

**To assure University-wide compliance with this policy and with federal and state law, the Title IX Coordinator must be advised of all reported incidents of sexual misconduct and their resolution.**

# JACKSON STATE UNIVERSITY

## UNIVERSITY GUIDELINES FOR STUDENT TRAVEL

This Policy applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are organized and/or sponsored by Jackson State University ("University"). Its purpose is to provide procedures which promote student safety, minimize University risk, and improve accountability.

### A. Policy Statement

All enrolled undergraduate or graduate students who travel to and from activities and/or events that are within the scope of this Policy must comply with the University policies and practices for safe student travel. Individuals classified as undergraduate students traveling to workshops, presentations, conferences, etc. must be accompanied by an advisor, regardless of age. An individual classified as a graduate student may travel with an advisor, but is not required to do so. However, a faculty/staff contact person must be listed on the required travel form as the point of contact in case of an emergency. The Travel Request for Authorization Form, the Authorization for Medical Treatment Form, and the Release and Indemnification Form must be completed for each student traveling, regardless of classification. Travel forms are not required for internships, co-ops, extensive academic opportunities, etc. Travel forms should be submitted at least 14 days prior to travel. All required signatures must be received prior to departure.

Student travelers are required to abide by all applicable federal and state laws relating to operation of a motor vehicle while traveling. Additionally, students traveling to and from University-organized and sponsored activities or events may be required to use various modes of travel as well as meet certain conditions. Each form of travel requires the student to follow particular safety precautions.

### B. Scope

This Policy applies to student travel associated with representing the University in athletic or academic competitions, any and all student travel sponsored by the University, student travel with a University official utilizing a vehicle owned or leased by the University, certain student travel in connection with academic courses, including international travel, and certain student travel associated with student organizations. This policy only applies to travel that includes a destination that is more than thirty (30) miles from the University's main campus located at 1400 J.R. Lynch Street in Jackson, Mississippi.

This policy does not extend to organized events in which the University does not have any supervisory capacity. For example, this policy would apply to academic field trips which are chaperoned by a faculty member, but it does not apply to students traveling in their own vehicle to their individual courses or individual internships. It does apply to student-athletes traveling to competitions in which they represent the University, but it does not apply to non-student athletes traveling to a sporting event, unless the travel for the event also meets the definition of a sponsored event. All sponsored events are within the scope of this policy. International student travel in connection with a University academic program is included in this policy, although other policies may also apply to travel abroad.

### C. Definitions

An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff in their official capacity with the University, or by the members of a recognized student organization, and the event is formally approved and authorized by an appropriate administrator of the University acting within his or her official capacity with the University. Organized events in which the University does not have any supervisory capacity and which are organized by an organization independent from the University are not covered by this Policy.

A **sponsored event** or activity is one that the University endorses by supporting it financially, and/or by sending one or more students to participate in the event primarily as an official representative of the University.

An **enrolled student** is an individual that has been admitted to and is attending classes at the University, either in person or on-line.

An ***appropriate administrator*** is a vice president, dean, department chair, or director/coordinator of an administrative unit, or their designee, who has actual authority to provide authorization.

A ***recognized student organization*** is an organization that is acknowledged by the Student Government Association and/or the Pan Hellenic Council. Such organizations are separate entities from the University but shall abide by University policies.

#### **D. Expectations**

Students are representatives of Jackson State University whenever they participate in an off-campus activity that is funded fully or in part by the institution. As such, the students' behavior at off-campus activities is reflective of the University and therefore, it is the expectation of the University that the students recognize this and exhibit appropriate conduct. Students should maintain an environment that sustains the educational goals of the travel as well as respect the security and property of individuals and the University. Students must adhere to the University's Student Code of Conduct at all sponsored events as well as the laws and policies of the facility, university, or country to which they have traveled.

#### **E. Student Responsibility**

Any student conduct while engaged in travel or at the destination which results in additional costs will be at the student's sole expense. Neither the University nor any employee of the University, including chaperones, is responsible for providing expenses or costs, including legal assistance or bail, arising from a student being detained by proper authorities. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves at their own expense. Any damage by a student to a student's lodging is the direct responsibility of the student and not the University. If damage occurs to a room, the student or students assigned to the room will provide payment arising from the damage.

When transportation is provided by the University, any student's actions causing an unreasonable risk of injury to the student, others, or property, as determined by the University may lose the privilege of being afforded such travel by the University. If the University makes this determination, the student will become responsible for securing his or her alternative travel arrangements at no expense to the University, regardless of any inconvenience. However, students who lose their travel privilege due to misconduct will not be left stranded in any area in which there is a foreseeable risk of physical harm to that student.

#### **F. Insurance**

The University will not provide insurance coverage for all types of harm that may occur to all students while traveling, and students should therefore not rely on the University sole to provide all required insurance coverage on behalf of the student. Therefore, all student travelers are strongly encouraged to secure private insurance coverage.

All motor vehicle insurance for students is the responsibility of the individual and not the University. When the University is aware that a student may be driving in connection with an organized or sponsored event, proof of automobile insurance must be provided. Proof of individual health or medical insurance is generally not required, but may be required depending on the program or event.

As required by NCAA legislation, injuries to a student resulting from travel in connection with the student's participation as a member of a University athletics team would result in a claim under an insurance policy purchased by the University and/or supplemented by the NCAA. However, student athletes are not permitted to drive his or her self, or his or her teammates, to official athletic competitions, including practices and games, which are greater than 30 miles from the University. Any students who drive themselves or other students any distance to an organized or sponsored event assume all associated risks and must complete the indemnification agreement.

## **F. Funding Approval**

University sponsored student travel expenses may, in many but not all instances, be paid for by the University. Requests for funding should be handled by the student advisor and, when appropriate, a program director or the administrator over the account from which funds will be expended.

Funding for University travel should be requested by the authorized individual at least one month prior to the date of departure and processed through the appropriate University authority. For example, Study Abroad requests would be processed through the faculty member, department chair, dean, and vice president, in consultation with the Study Abroad office. Student Government Association requests would be processed through procedures outlined in the SGA constitution. Funding is not guaranteed and students are responsible for submitting all requests timely.

If hotel or airline services are required, the staff/faculty advisor should make the arrangements well in advance, and the appropriate administrator will authorize special check requests, purchase orders, and/or other necessary documents. Only University-approved travel agencies may be used.

If a student, faculty, or staff member requires expedited approval, an authorized faculty/staff member may complete a Student Travel Request for Authorization form to expedite approval and funding by forwarding it to the appropriate director, chair, dean, and vice president. Only authorized administrators can agree to expend University funds, and no promise of funding is binding unless proper authorization is obtained.

## **G. Travel Authorization**

In order to ensure that the events or activities that involve student travel are within the scope of the University's mission and public purpose, travel undertaken pursuant to this Policy must be authorized in advance by an appropriate administrator. All University sponsored trips must be approved prior to departure.

The following applies to this process:

1. To request authorization, individual students and/or students who are members of recognized student organizations who organize activities covered by this Policy, must submit a completed Student Travel Request for Authorization form to the Vice President for Student Life. The form specifies which required documents must be attached (i.e., an agenda, a bus contract, etc.) in order to receive approval. Whenever possible, the request should be submitted at least one month prior to the activity or event.
2. The following information/documents must be submitted with the Student Travel Request for Authorization Form:
  - a. A list of student travelers, including their names, local addresses and phone numbers, as well as the names and phone numbers of persons to contact in case of an emergency;
  - b. The name and phone number for the responsible University employee(s) who will be available to the students at all reasonable times during the travel and activity;
  - c. Trip Itinerary (one for the entire group);
  - d. When required, a copy of current medical insurance certificate, or both sides of a current group insurance membership card, for each student who wishes to participate in the activity or event;
  - e. Completed and signed Release and Indemnification Agreement Form for each student; and
  - f. Completed and signed Authorization for Medical Treatment Form for each student.
3. Course Field Trips (to include but not limited to conferences, presentations, and workshops)

- a. When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage (if provided), and the authorization for emergency medical treatment for each student.
- b. Faculty members who teach courses that involve frequent field trips should collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
  - i. Proof of current medical insurance
  - ii. Completed and signed medical authorization forms
  - iii. Completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips)
  - iv. Proof of a valid vehicle operator's license for students who will operate vehicles
- c. A one-time approval can be provided for multiple trips led by faculty or staff members that involve the same locations and same students. However, a separate approval must be obtained if the location changes. If a person authorized to travel does not go, this must be promptly reported as stated in Section J below, but if any additional person (not yet authorized) wishes to travel, he or she must receive authorization before being allowed to travel. A person cannot substitute for another without going through the process.

4. The Student Travel Request for Authorization Form, the Authorization for Medical Treatment Form, and the Release and Indemnification Agreement Form are available at the office of the Vice President for Student Life.

5. The International Form must also be completed for travel outside the continental United States. Students traveling internationally in connection with an academic course of study should inquire with their academic department and advisor to ensure other requirements for international travel are met. For international travel where the student is also an employee, or a faculty or staff member is traveling, additional statutory requirements and approvals will apply.

## **H. Commercial Travel**

Students traveling by commercial transportation, whether domestic or international, must comply with all applicable international, federal, and state laws regulating travel and the policies and regulations of the specific carrier.

## **I. Travel by Motor Vehicle**

### **1. Compliance with Applicable Laws and Policies**

- a. Motor vehicles used for travel covered by this policy shall have a current liability insurance card evidencing the required liability insurance and a valid state inspection certification.
- b. Individuals utilizing University-owned vehicles for travel must comply with the policy, procedures and all other requirements of Jackson State University. The University Vehicle Request Form is available from the Department of Facilities and Construction Management, Phone: 601-979-2522. Pursuant to the Jackson State University Transportation Policy and Procedural Manual:
  - i. The driver must be a University employee who must possess a valid driver's license appropriate for the vehicle being driven. In addition, the University driver must carry an insurance card and vehicle registration at all times.
  - ii. Prior to the operation of any University vehicle, it is the responsibility of the University driver and/or the department supervisor to inspect the vehicle for body damages before and after use.

iii. University vehicles must be legally parked with the engine off and doors locked when left unattended. The operator of the University vehicle responsible for the violation shall pay any and all fines due to traffic/parking violations as well as other tickets.

iv. In accordance with Mississippi law, the University driver and all passengers must use seat belts when traveling. All fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.

## 2. Travel by Privately Owned Vehicles

The use of personal vehicles by student travelers to sponsored and organized events over 30 miles from the University is not permitted. In addition to submitting the information described in Section G, when requesting authorization for travel that involves the use of personally owned vehicles the requestor shall also submit a copy of a current liability insurance certificate evidencing liability insurance coverage for any vehicle to be used for the proposed travel. No individual will be authorized to travel in a personal vehicle for a sponsored event unless such proof of insurance is provided. The University does not require transportation by private vehicle, and it does not assume any risks or responsibilities associated with an individual's election to use a private vehicle. When traveling in a private vehicle to a destination within 30 miles from the University in connection with a sponsored or organized event, the Student Release and Indemnification Agreement must be signed by the traveling student or students, the driver must provide proof of insurance, and an appropriate administrator or coach must consent.

## 3. Volunteer Drivers and Passengers

Nonstudent/nonemployee drivers and passengers who accompany students on travel covered by this Policy must sign the **Release and Indemnification Form** and the **Authorization for Medical Treatment Form** prior to the trip. No passengers are allowed unless they conform to this requirement.

## 4. Mechanical Breakdowns and Towing

If a University vehicle becomes inoperable off campus or becomes unsafe to drive, the Department of Public Safety should be contacted immediately at 601-979-2580.

## 5. Accidents

a. All accidents involving University vehicles must be reported to Jackson State University Department of Public Safety by the assigned driver immediately, but no later than 24 hours after the accident occurred. The assigned driver is responsible for contacting the proper law enforcement agency as a completed written police report must be obtained, and the police report file number must be given to the Jackson State University Department of Public Safety Department.

b. In the event that a police report cannot be filed, the following information must be obtained from the other driver: owner's name, address, and home telephone, driver's license number, vehicle description and plate number, insurance company name, phone number, and policy number.

c. Students participating in an University activity or event that sustain a personal injury as a result of a motor vehicle accident related to participating in the activity or event under this policy, must report to the University Health Center, Phone: 601-979-2260 immediately, but no later than 24 hours after the injury, unless doing so is impossible. If the injury was sustained at an hour during which the Health Center is closed, students should report injuries as soon as the Center reopens during normal business hours.



## **J. Record of Student Travelers**

The University administrator authorizing the student travel is responsible for ensuring that the individuals traveling are authorized to travel according to this policy. A record shall be made and forwarded to the Office of the Vice President for Student Affairs or designee if there is any difference in the individuals authorized to travel to the event and those individuals who do travel. In that no unauthorized individuals should be traveling, record supplements should only have to be made when some students who were authorized to travel in fact did not do so on that particular date. However, if an unauthorized person travels the pertinent administrator or designee must report such travel, including the individual's name, and submit it as a supplement to the Office of the Vice President for Student Affairs or designee.

# University Withdrawal Procedures and Guidelines

This procedure applies to the withdrawal of enrolled undergraduate and graduate students. Its purpose is to provide and define procedures for allowing students to withdraw from Jackson State University.

## A. Statement

A student who wishes to withdraw from the University during any academic term will begin the process by completing the Student Withdrawal Survey and securing a withdrawal form from any professional advisor in Undergraduate Studies (601-979-7127)/Graduate Studies (601-979-2455). Students will use the following link to complete the survey:

[https://jsu.az1.qualtrics.com/jfe/form/SV\\_cFQnStpx96RSEe1](https://jsu.az1.qualtrics.com/jfe/form/SV_cFQnStpx96RSEe1)

## B. Procedures

- If a student must withdraw from all classes during the semester for personal reasons, he or she should consult the Office of Retention Services. The withdrawal of any student will be effective as of the date the official withdrawal is approved, or in the event of a retroactive withdrawal due to emergency or serious illness, the date assigned by the Vice President for Academic Affairs. The amount a student is charged for a course depends upon the effective date of withdrawal.
- A student who withdraws after the **21<sup>st</sup> class day of the semester** will receive grades of “W” for each course scheduled. No official withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters, or during the last week prior to the beginning of examinations for each four-week/eight-week term unless an extraordinary reason is evident (i.e. illness, military deployment, etc.).
- Students should be aware that withdrawing, officially or unofficially, can adversely affect financial aid for the next term of attendance. The withdrawal procedure is outlined in the school’s catalogs and student handbook.
- Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the tuition adjustment. The refund will be credited to the appropriate source of fee payment which includes: (1) Federal Unsubsidized Stafford Loan; (2) Federal Subsidized Stafford Loan; (3) Federal PLUS Loan; (4) Federal Direct Stafford Loan; (5) Federal Direct Plus; (6) Federal Perkins; (7) Federal Pell Grant; (8) Federal Supplemental Educational Opportunity Grant; (9) other Title IV aid; (10) other federal sources and (11) state, private or institution aid.
- Students who leave the campus without withdrawing through regular channels or who attempt to withdraw late without extraordinary reasons may receive *F* grades for all unfinished work which may result in failing some or all courses for that semester.
- Each course on the student's schedule will be cancelled by the Registrar in accordance with regulations governing cancellation of courses.
- Failure to attend classes, or abandonment of an on-campus housing space to which one has been assigned, or one’s non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official withdrawal. Students must contact Housing/Residence Life (Campbell College Suites, 601-979-2326) in order to officially withdraw from residential communities.
- The withdrawal process must be completed within five-business days of initiating the process. Failure to do so voids the official withdrawal.

## C. Retroactive Withdrawals

Students who leave the campus without initiating the withdrawal process with the Division of Undergraduate Studies/Graduate Studies during the semester of departure or who fail to withdraw through regular channels or

who fail to withdraw for extraordinary reasons may apply for a retroactive university withdrawal only if they can provide evidence of the following:

1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to health or safety emergency within his/her immediate family.
3. The student had erroneous charges incurred due to administrative or technical errors.

To apply for a retroactive University withdrawal, students must submit a formal letter of request to the *Vice President for Academic Affairs* within one calendar year of the last day of the semester for which the withdrawal is sought. Requests made outside of this timeframe may be considered on a case-by-case basis. The student must include his/her name, JNumber, date(s) for the requested retroactive withdrawal, and supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a University withdrawal during the semester of departure. The Vice President for Academic Affairs will assign the official date of the retroactive University withdrawal.

The Vice President for Academic Affairs will consider requests for a retroactive withdrawal only if sufficient documentation is provided to support claims of extraordinary illness, injury, emergency or administrative/technical errors. The review process will be limited to a review of documents and student records. The Vice President for Academic Affairs will provide the student with a decision within ten working days of receipt of the request. The decision of the Vice President of Academic Affairs is final.

Please report to a Professional Advisor in Charles F. Moore or the Division of Graduate Studies in the Henry P. Jacobs Administration Building to receive a Student Withdrawal form.

## **STATEMENT OF ACCREDITATION**

Jackson State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the bachelor's, master's, education specialist, Doctor of Education, Doctor of Philosophy, and Doctor of Public Health degrees.

**“CHALLENGING MINDS, CHANGING LIVES”**

### **STATEMENT ON EQUAL OPPORTUNITY**

Jackson State University expressly prohibits discrimination in all these areas based on race, color, religion, gender, age, disability, or national origin, and provides for the full realization of equal opportunity within the University community. It is the policy of the University to select the most qualified person available for employment without discrimination based upon race, color, national or ethnic origin, age, gender, or disability.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

