



# JACKSON STATE UNIVERSITY STUDENT HANDBOOK 2016

Dear Jackson State University Student:

This handbook is made available to each student at Jackson State University on the Division of Academic & 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

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## **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

**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  
Inclusion**  
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

Professionalism

Performance

Excellence

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## **PRINCIPLES FOR COLLEGIATE CONDUCT**

Jackson State University's Collegiate Code of Conduct (2015-16) 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, chartered 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. 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. However, the University has rights similar to private landowners, and it has not opened or designated its property as a public forum open to all for any purpose. 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. Approval from the Vice President for Student Affairs or his/her designee is required for 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. Persons or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

## **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, 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 is directly responsible to the Provost and Senior Vice President for Academic and Student Affairs and ultimately to the University President. The Vice President for Student Affairs 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 DISHONESTY**

### **Cheating includes:**

- Submitting material that is not yours as part of your course performance, such as copying from another student's exam, allowing a student to copy from your exam;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat; 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 is unsure about something that he/she wants to do or the proper use of materials, a faculty member 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.

## **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 disallowed in all residence halls and public areas of the University, unless authorized by appropriate officials:

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

## **iPAD TECHNOLOGY ADVANTAGE SCHOLARSHIP INITIATIVE**

The JSU iPad initiative is a program that integrates technology and digital communication in order to prepare students for post-graduation. As technology evolves rapidly, so do the modes of communication and learning. We want our students to be prepared and relevant when they enter the market place upon their graduation. This initiative is launched as a means of introducing students to using digital technology to enhance their learning experience at JSU.

## **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, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the University, and does not apply to service dogs. Additional information about this policy can be obtained from the 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, residence halls, gymnasium, or any other buildings at Jackson State University. Smoking is also prohibited on the Gibbs-Green Plaza and 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 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 residence halls, classrooms, administrative buildings, or any other campus location.
- B. Private individuals, students or non-resident students may not conduct a sales campaign in residence halls, classrooms, administrative buildings or at any other campus location.

- C. Door-to-door sales are prohibited. Placing door hangers on residence halls 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 (campus and off-campus), Supercard accounts, athletic events, recreational facilities, postal services, library, residence hall, and banking.

It is prohibited to alter, lend, sell, or have in your possession student identification (or 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 TRAVEL**

The organization and its delegates are representing Jackson State University at all times. Delegates should uphold the highest moral and ethical practices, as well as dress appropriately at all times during the trip. Additionally, the organization and/or its delegates will be held accountable for any damages done to property, personal or real, from point of trip origin to point of trip return. All 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 used to transport delegates.
3. Alcohol beverages shall not be possessed, transported or consumed at any scheduled activity or function.

### **STUDENT RIDING IN AUTOMOBILES**

The University assumes no responsibility or liability regarding students riding 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 by contacting Kamesha Hill, Director of Contractual Services, at [kamesha.m.hill@jsums.edu](mailto:kamesha.m.hill@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 Office 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**

### **Zero-Tolerance Campus Violence Policy**

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, the University has implemented a Zero-Tolerance 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 will 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 residence halls. 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 Vice President for 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**

The student conduct function of Jackson State University is an integral part of the educational mission of the university. Learning responsible behavior and self-discipline are part of the educational process. The university expects its students to obey national, state, and local laws, to abide by the regulations of the University, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the University has the right to appropriately discipline them. The acceptance of this implied right of the University by parents, guardians, and/or students is a prerequisite for enrollment as a student at Jackson State University.

The University's Student Conduct system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities. Behavior, which is not in keeping with standards acceptable to the University community, is often symptomatic of attitudes, misconceptions, and emotional crises; addressing these attitudes, misconceptions, and emotional crises through education is an essential part of the disciplinary process.

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	Busted
Accused Violator	Offender/Suspect
Violation	Offense/Crime
Responsible or Not Responsible	Guilty or Not Guilty
Student Justices	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.

## 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, residence halls 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 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 CONDUCT, OBSTRUCTION, AND/OR DISRUPTION.** Disorderly conduct is any offensive or annoying act that disrupts the peace.

It includes, but is not limited to any person that assembles on campus for the purpose of causing a riot, destruction of property or a disorderly diversion, which interferes with the normal operation of the University; rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior; disorderly and/or obscene conduct or a breach of the peace on any University property or public function affiliated with the University.

It includes, but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a University facility or from the window of a University facility or onto the premises of the University.

Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct.

The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, student conduct proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University is prohibited.

In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus.

**2.40 DISTRIBUTION OF ILLICIT PRINTED MATERIAL.** Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or University regulations.

**2.50 POSSESSION OF/USE OF DRUGS (Illegal)/ ODOR OF A CONTROLLED SUBSTANCE/DRUG PARAPHERNALIA.** 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 use of marijuana includes but is not limited to: smell, smoke, seeds, or residue. The presence of the odor of marijuana will be considered evidence that a drug violation has occurred.

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. Examples of inappropriate dress and/or appearance include, but are not limited to:

- Caps, do-rags, scarves or hoods for men and women in classrooms, the cafeteria, Student Center or other indoor activities. 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, offensive and/or lewd messages either in words or pictures.
- Undershirts for men, of any color, outside of the private living quarters of the residence halls.

**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 annoyance of or the use of verbally abusive language by 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 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 residence halls, academic or support buildings, propping open doors to residence halls, 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.

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.

**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 iPad INITIATIVE VIOLATION.** Failure to adhere to the iPad initiative contract, specifically associated with recognizing the University issued iPad as University property until all terms and conditions within the contract have been met. This includes but is not limited to fraudulently obtaining, transferring, selling, loaning, altering, or misusing the University issued iPad for the purpose of obtaining any benefits, financial gain, credit, goods, services or other items of value.

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

**3.30 INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY.** Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the University or at University sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the University.

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

**3.40 MORAL TURPITUDE.** An act of baseness, vileness or depravity which brings shame to the University and is in contradiction to the letter and spirit of the University's Code of Conduct, good citizenship and ethics.

**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.

**3.80 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.

**3.90 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.

**4.00 SEXUAL HARASSMENT.** Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to



unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. 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.

**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 on the Gibbs-Green Plaza and during any University sponsored outdoor event hosted on University property.

**4.10 SOCIAL MEDIA.** 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 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, Youtube, 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.

**4.20 STALKING.** A course of conduct, whether electronic or physical, directed at a specific person that would cause a reasonable person fear. This conduct includes, but is not limited to, electronic communication, third party communication and/or an individual's behaviors.

**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 residence halls), 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 residence halls, 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 use of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit does not constitute authorization.

When course content and classroom assignments require the use of such items, the President, the Provost and Senior Vice President for Academic and Student Affairs, Vice President for Student Affairs or designee, and the Department of Public Safety should give prior written approval.

This policy also applies to any device used as a weapon to intentionally harm another.

**4.55 ZERO TOLERANCE.** 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 Zero Tolerance for 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.

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Notes:

Students serve as a representative of Jackson State University whether on or off campus while enrolled. Consequently, students may be charged with Student Code of Conduct violations for incidents that occur on and off campus.

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: *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

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. After receiving allegations of misconduct, Public Safety will provide a written incident report to the Vice President for Student Affairs or designee, 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, but 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 elected student justices of the Student Government Association. The elected student justices consist of the Chief Justice, Associate Chief Justice and three student justices; although all may serve at a particular hearing, only three are required if the Student Justices hear a case alone. When faculty and staff members serve on the SACC, the hearing will only require one Student Justice. 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 have the chairperson of the hearing temporarily or permanently replace or dismiss any person(s) from SACC membership. This includes, but is not limited to any elected student justices, 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.

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**

#### Charge notification

Written communication to a student outlining the Student Code of Conduct violations being brought against them.

#### Hearing notification

Written communication to a student outlining the confirmed hearing date, time, and location. This information is also accompanied with the requirements for advisor(s)/witnesses attending a hearing.

#### 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.

### **Notification Process**

A student, student group, and/or student organization required to appear before the Vice President for Student Affairs or designee for his/her involvement in an alleged violation of the Student Code of Conduct shall be notified in writing or email with the following information:

1. That he/she must report to the Vice President for Student Affairs Office within three business days (72 hours) of receiving written or email notification to discuss his/her involvement in an alleged Student Code of Conduct violation (s)
2. The specific violation (s) and, in some instances, the recommended sanction (s) if found to be in violation of the Student Code of Conduct.

Failure to report to the Vice President for Student Affairs or designee after being properly notified will result in the student, student organization, or student organization being charged with “Failure to Comply” and/or “Contempt of Hearing.”

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

Once the student, student organization, or student group meets with the Vice President for Student Affairs or designee, the student, student organization, or student group will be notified of the decision to proceed with an administrative or student conduct committee hearing. Students will receive a hard copy letter and an email notification following an administrative or conduct committee hearing:

1. Specific charges and possible sanctions, the committee assigned to adjudicate the hearing, the time, date, and place of the hearing, and names of witnesses who will present information during the hearing will be provided to the student no less than 48 hours prior to the hearing, unless accommodations are made by the student for a shorter time period.
2. Confirmation that witnesses are permitted to present information on behalf of the student, student organization, or student group.
3. 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.
4. The accused student, student group, and/or student organization is permitted to question witnesses or information presented during the hearing.
5. Notification that failure to report for a hearing after being properly notified will result in the student, student organization, or student group being charged with “Failure to Comply” and/or “Contempt of Hearing.”
6. Confirmation that the hearing will be conducted as outlined in the “Hearing Procedures” within this manual.
7. Confirmation that a record of the hearing and documents associated with the hearing will be maintained within the Vice President for Student Affairs or designee’s office.

### **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. 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. Student conduct committee decisions shall be majority vote. 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 should be maintained.

The outline below will be followed for hearings:

1. Call to order by the chairperson;
2. Presentation of the violation (s);
3. Response from the accused student, student group, or student organization to the violation (s). The accused may plead responsible, not responsible, or no plea.
4. Presentation of the case against the accused, which may include testimony of witnesses and supporting information on the violation. The accused may ask questions of the witnesses.
5. The accused may present a response which may include testimony of witnesses and supporting information.
6. All witnesses will be called separately and may not hear each other’s testimony.
7. Examination and questioning by the hearing committee may follow any witness statement or information presented.

8. The decision is reached by the Vice President for Student Affairs or designee (administrative hearing) or members of the Student Affairs Conduct Committee (student conduct committee hearing) as to whether the accused in “responsible” or “not responsible” for violating the Student Code of Conduct.
9. 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 three (3) business days after the hearing. In the event a decision cannot be made within three (3) business days, the accused will be informed by the Vice President for Student Affairs or designee.

## **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 Center for Counseling and Disability Services or 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.

**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 receiving financial aid refund checks.

**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. Suspensions are recorded on the student's permanent record. 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.

Following a fully served suspension period, a student who wishes to re-enter the University must make a written request to be readmitted to the University. The student must present 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 asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the University.) The Vice President for Student Affairs or designee will review the file of the student and determine the student's eligibility to return to the University following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Vice President for Student Affairs or designee discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension; Expulsion. They are defined below:

- 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.

## **APPEALS PROCESS**

A student, student group, or student organization may submit an appeal to the Vice President for Student Affairs or Appeals Committee 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 Appeals Committee 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 Vice President for Student Affairs or Appeals Committee 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 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 Vice President for Student Affairs or Appeals Committee may decide whether to grant an appeal based solely on the written request of the student.

After the letter of appeal has been received, the Vice President for Student Affairs or Appeals Committee will determine whether there are grounds to grant an appeal and notify the student, student group, or student organization of the decision within five (5) business days after receipt of the student, student group, or student organization request. If a conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present.

The sanction of suspension imposed by the Vice President for Student Affairs 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 Vice President for Student Affairs, 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 Vice President for Student Affairs, 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 may appeal the sanction to the President of the University, in writing, with a copy to the Vice President for Student Affairs within twenty-four (24) hours of receipt of the decision of the Vice President for Student Affairs. Appeal requests of this nature must also be typewritten. The President is not obligated to confer with the student, and may choose to review only the written information in making a decision.

If a student chooses not to request an appeal within the specified time period, the decision of the Vice President for Student Affairs or designee is final. It is, therefore, imperative that the student abides by the stipulations of his/her sanction(s).

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## **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 residence hall 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.

### **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. Students may arrange to review their own student conduct records by contacting the Dean of Students Office.

### **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.

## **AIDS POLICY**

The following policy is intended to express Jackson State University's commitment to enhance the awareness of the campus community in response to the Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) epidemic. Jackson State University is committed to the principles of equal educational opportunity, equal employment opportunity, and affirmative action. The University does not discriminate against a qualified individual with a disability with regard to job applications, hiring, advancement, discharge, compensation, training, or other terms, conditions, or privileges of employment. Equal Employment Opportunity shall be without regard to race, color, religion, sex, age, marital status, or physical and mental disability (except where such disability renders the person incapable of doing the job). The University recognizes that employees and Students/employees with life-threatening illnesses --including but not limited to cancer, HIV/AIDS, and heart disease --and other disabilities may wish to and be physically able to work a regular or modified schedule.

Because there is no known cure and some medications are showing promising results, the most pressing need for Jackson State University is to increase awareness and provide education to prevent the further spread of the HIV/AIDS virus. It is also important that HIV/AIDS education programs be implemented to provide not only information that is available on HIV/AIDS, but information relating to knowledge, attitudes, beliefs and behaviors. The following are specifics concerning HIV/AIDS as it relates to increasing awareness at Jackson State University.

1. Comprehensive HIV/AIDS educational programs will target undergraduate, graduate and professional students/employees.
2. HIV/AIDS educational programs will be offered to faculty and staff.
3. HIV/AIDS educational programs will play a major role in ensuring the University's responsibility to protect its student body, faculty and staff from the transmission of HIV/AIDS through the provision of current and accurate information.

HIV/AIDS education programs provided by Jackson State University emphasize the following:

- a) Students/employees playing a major role in the planning and implementation of HIV/AIDS education programs.
- b) All employees and students/employees receive highly-structured HIV/AIDS education training on an ongoing basis.
- c) Increased HIV/AIDS awareness through the availability of film, printed materials, ongoing training and community outreach programs and workshops.

### **Guidelines for Institutional Policy**

1. Students/employees should not be required to respond to questions about their personal health status with respect to HIV/AIDS test. Any information voluntarily provided shall be confidential.
2. No person, group, agency, insurer, employer or institution shall be provided with any medical information without the prior specific written consent of the student/employee, except where required by law.
3. Persons with HIV/AIDS, or who are determined to have such conditions are considered disabled under State and Federal law and shall be provided accommodations accordingly (within the university established services).
4. The exclusion of persons with HIV/AIDS constitutes discrimination.
5. All students/employees whether symptomatic or not, shall be allowed regular classroom, curricula and extracurricular attendance and working conditions in an unrestricted manner, as long as they are psychologically and physically able.
6. The university shall provide reasonable accommodations to students/employees who are HIV positive in a manner consistent with accommodations provided to persons with other handicapping conditions.
7. Students/employees shall not be restricted access to public facilities including, but not limited to, residence halls, apartments, student unions, theaters, cafeteria, restaurants, snack areas, bathrooms, gymnasiums, swimming pools, recreational facilities or other areas.
8. The university will provide establishing support services of a medical, psychological and educational nature consistent with the university's health care resources. Sick leave, leave of absence, disability and any other type of leave should be applied to those with HIV/AIDS in the same manner for any other student/employee with a disability or illness.
9. Programs of screening prospective, new or current students/employees for HIV testing shall not be implemented.
10. HIV testing and counseling is a voluntary procedure and shall not become mandatory. All individuals requesting testing or counseling shall receive such and referral when appropriate to health care providers.
11. No person, group, agency, insurer, employer or institutions shall be provided with any medical information without the prior specific written consent of the student/employee, except where required by law.

- 12.** No information shall be released without the prior written consent of the student.
- 13.** There is not medical or legal necessity to inform other students/employees of the presence of a student with HIV/AIDS and to do so should subject the institution to liability for violation of the students/employees rights.
- 14.** No person shall be informed verbally or in writing that a student is HIV positive without prior written consent from the HIV positive individual. To violate this policy subject the institution to possible legal ramifications.
- 15.** No student shall be harassed by fellow students/employees, co-workers, administration, faculty or staff. If such behavior is evident, appropriate action is encouraged.
- 16.** Case by case decisions should be made with competent medical advice regarding the participation of students/employees with HIV/AIDS in intramural or varsity sports. Athletic departments should be aware of procedures for dealing with blood that may result from athletic injuries.

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

## 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*

##### 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 Vice President for Academic Affairs and Student Affairs.

If the complaint remains, the student will submit it to the Senior Vice President for Academic Affairs and Student Affairs for a final response.

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

*Authority: Vice President for Academic Affairs, Jackson State University*

*(signed by Dr. Dora Washington -- April 17, 1996) Effective Date: Fall 1996*

### 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.) To obtain the **Request for an Excused Absence Form**:

- A. 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 counsel or 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 Academic and 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.

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 guilty of 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.

**DISABLED STUDENT SERVICES**  
*(Mental, medical, hearing, visual, and physical)*

**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 types of 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 be able to articulate that impact.
- Be proactive. Request your accommodations early or 30 days prior to classes starting. Take action immediately if you start to struggle academically.
- Keep 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.
- Admit your disability to others. You cannot be a successful self-advocate if you hide your disability and needs from those who may be able to help 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:**

When faculty, staff, or students have concerns related to the ADA or Section 504, they should address this information to:

**Monica Wall-Jones**  
**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)**  
**Email: [Monica.w.jones@jsums.edu](mailto:Monica.w.jones@jsums.edu)**

A Disability Services Student/Employee Handbook is also available through Disability Services.

## Types of disabilities being serviced at JSU:

Consultation Services	Number of Self Disclosed Students and employees	Accommodations provided by Disability services
Hearing Impaired	<b>Assistive devices needed for Disabled JSU students:</b> Fire alarms with visual and auditory alerting systems. • Assistive listening devices (e.g., FM, infrared, loop systems, and/or closed-captioning decoders). • Captioned video training materials • Real-time captioning for conferences and audio streaming of web teleconferences.	<input type="checkbox"/> Interpreters provided with note takers in every class and event.
Visually Impaired	<b>Assistive devices needed for Disabled JSU students:</b> Optical character recognition system (also known as a scanner with speech output) • Text-based web browser with screen reading software or Braille output. • Accessible company websites – CCTV (Closed Circuit Television system) • IPAD • Braille	• Large-print materials • Qualified reader • Computer with voice output • note taker • Screen magnification product. • Optical magnifier • Large-print label • Raised lettering on room labels Note taker
Students In a wheelchair  <i>Multiple Sclerosis [MS], Paraplegia, Quadriplegia, Post polio, Carpal Tunnel Syndrome, Repetitive Stress Injuries, etc.)</i>	<b>Assistive devices needed for Disabled JSU students:</b>  • Trackball for easier mouse manipulation • Touch screens • Ergonomic keyboard • Adjustable keyboard tray • Portable cart • Writing and grip aids • Page turners and book holders • Stand/lean stools • Adjustable height desks and work tables • Speech amplification systems	<input type="checkbox"/> Note Taker  <input type="checkbox"/> 15 minute breaks  <input type="checkbox"/> An extra 5 minutes for class arrival.  <input type="checkbox"/> Extended time on test, assignments, and projects.
Cognitive and Developmental Disabilities  <i>(Mental retardation, autism, cerebral palsy, neurological conditions, etc.)</i>	-autistic, PTSD, Traumatic Brain Injury, and Intellectually development delayed. • iPad • Larger buttons on equipment • Memory aids (electronic notebook, pop-up timer on computer) • Communication device • Voice output with optical character recognition to read documents or use a reading pen	<input type="checkbox"/> Note Taker  <input type="checkbox"/> 15 minute breaks  <input type="checkbox"/> An extra 5 minutes for class arrival.  <input type="checkbox"/> Extended time on test, assignments, and projects.
Learning Disabilities or Attention Deficit Disorders	• iPad • Reading template • Automatic line guide • Computer with voice output	<input type="checkbox"/> 15 minute breaks <input type="checkbox"/> An extra 5 minutes for class arrival. <input type="checkbox"/> Extended time on test, assignments, and projects. <input type="checkbox"/> Tape recorder or IPAD • Colored labeling <input type="checkbox"/> Note Taker
Psychiatric Disabilities		• Room partitions or enclosed office space to reduce noise and distractions for testing.

## **GRIEVANCES**

A grievance is defined as the claim of an individual employee or 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 Faculty, Staff, and Student Handbooks, may be used by any faculty, staff, or student to resolve disability complaints. Jackson State University assures prompt and impartial consideration of any complaints, which an individual may experience in the university environment. When the circumstances require, faculty, staff, or students are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Faculty, staff, or students may use this procedure 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 (DISABLED STUDENT SERVICES)**

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 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and equitable manner.
3. The investigation shall be conducted by the Americans with Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives, an opportunity to submit evidence relevant to a grievance.
4. A written determination 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 and a copy forwarded to the complainant no later than 10 days after its filing.
5. The Americans with Disabilities Act Compliance Officer shall maintain the files and records of Jackson State University relating to the complaints filed.

### **FORMAL GRIEVANCE PROCEDURE (DISABLED SUPPORT SERVICES)**

If the Informal Grievance Process has not led to a mutually satisfactory resolution of the problem, at the written request of the faculty, staff, or student, the Associate Vice President for Student Affairs will refer the matter to the Administrative Committee. The Administrative Committee will be comprised of three full-time, non-academic employees appointed by the Associate Vice President for Student Affairs. The committee's purpose is to review the grievance thoroughly and render a decision.

After a thorough review of the grievance, the committee shall have five (5) business days to render a written decision to the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs shall review the recommendation and make a written recommendation. The decision will be communicated within ten (10) business days to the faculty, staff, or student that filed the grievance or the appeal. The decision of the Associate Vice President for Student Affairs shall be final.

## **INTERCOLLEGIATE ATHLETICS**

### **MISSION STATEMENT**

Jackson State University's programs of intercollegiate athletics are designed to enhance the total education of students. Through intercollegiate athletics, students participate in organized competitive sports.

Like other universities, Jackson State University utilizes athletics to promote and develop academic achievement, educational leadership, a competitive spirit, a desire for fitness, and appreciation of sports as a recreational pursuit, and the broad exposure of student athletes to varied campus cultures and personal contacts. These qualities are designed to enhance the academic performance of students through the imposition of discipline and mastery of time management. Together these factors promote self-esteem, motivation and maturity in student-athletes. Athletics comprise an important dimension of Student Affairs. Attendance at athletic events fosters school pride, spirit, cohesiveness and a unique culture among students, faculty and staff that treasure excellence in varied dimensions. These qualities are enhanced by the University's association with programs of national and regional renown in intercollegiate athletics competition.

Athletics provide the opportunity for unique involvement in University programs and activities. Operating within sanctioned NCAA and the Board of Trustees of State Institutions of Higher Learning guidelines, the University welcomes community participation and involvement of the community in the operation of its athletic program. The community is involved in athletics through direct support groups, booster club operations and representation on the Athletics Committee.

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

## **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.



## 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 him/herself, 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:

#### A. 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.

#### B. Exhibited Characteristics

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

- a. An inability to communicate effectively with others under normal conditions;
- b. 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
- c. 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. UNIVERSITY BEHAVIORAL INTERVENTION TEAM (UBIT)

The University has a University Behavioral Intervention Team. The team consists of, but is not limited to, the following entities:

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

#### 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 UBIT member as specified below.
6. The UBIT 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 UBIT 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 or medical services, stating that the individual is competent to function in a normal manner in the University environment.
9. 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 residence halls. 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 UBIT 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 UBIT 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 UBIT 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 UBIT 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. 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 residence halls 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.

## **VII. 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.

## **VIII. 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) are 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.

## **IX. 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.

## **X. 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 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 the following:

Midriffs or halters, mesh, netted shirts, tube tops or cut-off t-shirts

Short shorts

Sagging or unbelted pants

Do rags

Clothing with words or images which are prohibited by this Decorum Policy

Visible underclothing, including undershirts of any color, outside of the living quarters of the residence halls

### Prohibited Language

This policy does not prohibit language based on the expressive viewpoint of one's ideas, but rather proscribes certain language based on the disruptive or destructive manner and context in which such language is used.

**Lewdness and Obscenity**

Lewd and obscene language is prohibited.

**Fighting Words**

Language that by its very utterance tends to incite an immediate breach of the peace or imminent lawless action is prohibited. These words include those which when directed to the person of the hearer would naturally tend to provoke violent resentment. Such words also include those personally abusive epithets which, when addressed to the ordinary citizen, are, as a matter of common knowledge, inherently likely to provoke violent reaction.

**Profanity**

Profane, vulgar, and curse words are prohibited in limited contexts although their use is widely discouraged by the University. The proscription against profanity shall only regulate the manner of such speech rather than the content of any message conveyed. Profanity may subject a person to discipline when it lacks any artistic or literary value in connection with a University curriculum, it inherently tends to provoke a violent reaction, and it substantially interferes with the educational environment.

**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**

When the Vice President for Student Affairs or designee deems that a student has violated the Student Decorum Policy, the Student Conduct Process will be implemented.



## **TITLE IX AND SEXUAL MISCONDUCT POLICY**

### **I. Introduction to Title IX and Sexual Misconduct**

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), and Title IX of the Education Amendments of 1972 as well as its implementing regulations (34 CFR Part 106). 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 harassment is illegal, and will not be tolerated within the University. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy will be subject to disciplinary action up to and possibly including separation from the University.

Members of the University Community who believe that this policy has been violated are strongly encouraged to report the allegations of sexual harassment a

s promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the University to investigate the allegations.

### **II. 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 assaults and 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 victims/survivors. 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 assaults and misconduct on campus. Additionally, SMART provides sexual assaults crisis counseling referrals for alleged victims/survivors of sexual assaults or misconduct.

Other University offices have differing obligations with regard to reporting requirements of sexual assault and misconduct. While the University recognizes that a survivor may wish to preserve his or her privacy after a traumatic experience, it should also be understood that the University has a responsibility to maintain the integrity and safety of the campus as a whole. Where circumstances exist that are deemed a danger to the University community at large, pertinent details about a sexual assault will immediately be publicly released. Further, the Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults known to have occurred within the University’s jurisdiction. Incidents reported to the Latasha Norman Center for Counseling & Disability Services and Student Health Center are included in these statistics, along with statistics from the Department of Public Safety. However, the survivor’s identity is not disclosed in any such statistical reporting.

Additionally, other inappropriate conduct may be reported confidentially to the Latasha Norman Center for Counseling & Services and Student Health Center or reported formally to the Department of Public Safety and/or the Jackson Police Department. Such other inappropriate conduct may include: repeated unwanted telephone calls, social media, and/or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence and sexual harassment.

### **III. Definitions**

#### **Alleged Violator**

Anyone against whom a report or allegation of sexual misconduct is made.

#### **Bystander**

Someone present but not taking part in a situation or event.

#### **Consent**

Clear and unmistakable agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity.

Consent may be questioned if the consenter is found to have been under the influence of drugs and/or alcohol when consent was given. Consent CANNOT be given by a person who was incapacitated at the time due to alcohol, drugs or other factors.

#### **Diminished Capacity**

Diminished capacity exists when an individual does not have the capacity to consent. Reasons for this inability to consent include, but are not limited to: sleeping, drugged, passed out, unconscious, mentally incapacitated, etc. It is important to understand diminished capacity because often times victims of sexual assault in these situations blame themselves because they drank, consumed drugs, etc. It is essential to emphasize that it is not his or her fault, that the aggressor is the one who took advantage of his or her diminished capacity.

#### **Domestic Violence**

Violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

(<http://www.ovw.usdoj.gov/domviolence.htm>)

#### **Incapacitation**

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. This definition also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of predatory drugs.

#### **Sexual Assault**

Any sexual act perpetrated upon a person without her or his consent, where the assailant uses physical force, threat, coercion, or intimidation to overpower or control the survivor; where the survivor fears that she or he or another person

will be injured or otherwise harmed if she or he does not submit; where the survivor is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping.

## **Sexual Contact**

Sexual contact includes, but is not limited to intentional sexual contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch another or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

## **Sexual Harassment**

It is unlawful to harass a person (an employee or student) because of the individual's gender. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same gender.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive living, classroom, social, dining, recreational, and/or work environment. The harasser can be a student and/or employee affiliated with the University or someone who is not associated with the University. ([http://www.eeoc.gov/laws/types/sexual\\_harassment.cfm](http://www.eeoc.gov/laws/types/sexual_harassment.cfm))

**Sexual Intercourse** ([http://www.oxforddictionaries.com/us/definition/american\\_english/sexual-intercourse](http://www.oxforddictionaries.com/us/definition/american_english/sexual-intercourse))

Intercourse includes, but is not limited to vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-Consensual Sexual Contact is any intentional sexual touching. However slight, with any object or body part, by an individual upon another individual. That is without consent and/or by force.

Non-Consensual Sexual Intercourse is any sexual intercourse (vaginal, anal, or oral). However slight, with any object or body part by an individual upon another individual. That is without consent and/or by force.

## **Sexual Misconduct**

Sexual misconduct incorporates a range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct. (<http://smr.yale.edu/definitions-sexual-misconduct-consent-and-harassment>)

## **Stalking**

Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state/mississippi>)

## **Sexual Assault**

For the purposes of this policy, sexual assault is classified as rape when vaginal, anal, oral intercourse and/or penetration by a foreign object takes place without the consent of the person penetrated.

## **Under the Influence**

A person is under the influence when, as a result of drinking any amount of alcohol or taking any amount of drug, his or her mental or physical faculties are so impaired as to reduce his or her ability to think and act with ordinary care

## **Use of alcohol/drugs**

Drugs and/or alcohol are often used to compromise an individual's ability to consent to sexual activity as well as to minimize the resistance and memory of the victim of a sexual assault.

(<https://www.rainn.org/get-information/types-of-sexual-assault/drug-facilitated-assault>)

## **Victim**

A person who has been threatened, coerced, or forced to engage against their will in any non-consensual sexual activity.

## **Witness**

A person who directly observes the alleged incident.

## **III. Response to Reports of Sexual Misconduct/Assault**

The University is committed to creating and maintaining a campus environment that is free of harassment, exploitation and/or intimidation for every individual in our community. Furthermore, the University is committed to creating and maintaining a campus environment that both promotes and expedites prompt reporting and timely and fair adjudication of sexual assault cases. This commitment and policy complies with the applicable law and with the University's standards of ethical conduct.

Students who are sexually assaulted are provided support services and are entitled to certain rights that shall be accorded by University officers, administrators, and employees. The "alleged violator" will be referred to as the "named student(s)" and the student filing the report of sexual assault will be referred to as the "reporting student(s)."

## **Victim Rights**

- The University will provide a timely and thorough investigation, and will treat the complainant with respect before, during, and after the student conduct process. Barring any unforeseen circumstances, cases of sexual misconduct or sexual harassment shall be resolved within a 60 day period once the incident has been reported.

- The victim will be informed of the University's conduct process and possible outcomes. The University will also inform the victim of available counseling services, medical services, mental health services, and other campus and off campus resources for victims of sexual assault.
- The victim may request changes to academic and living situations after a sexual assault occurs. Judicial Services may be able to help facilitate such changes.
- Victims have the right to report a sexual assault to local law enforcement, which will not prevent University disciplinary action.
- Victims may request changes to academic and living situations after a sexual assault occurs. Judicial Services may be able to help facilitate such changes.
- Victims have the right to have one advisor throughout the student conduct process, including meetings and hearings. The advisor may not be a witness in the case. In meetings with Judicial Services or in a hearing, the advisor may not participate directly and may only communicate with the victim via whispering or writing notes.
- A victim has a right to a campus "no-contact order," which prohibits the alleged violator from having contact of any kind (including electronic contact or contact from third parties acting on the alleged violator student's behalf) with you.
- The University will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974), HIPAA (Health Insurance Portability and Accountability Act of 1996) and the University conduct process.
- The victim is afforded the right to be updated on the investigation and be informed of the outcome of a hearing.
- The victim has the right to have prior, irrelevant sexual behavior or history with other individuals excluded from a hearing. As a reminder, prior consensual behavior with the alleged violator does not indicate consent on subsequent occasions.
- Prior to a hearing, the victim is allowed to inform the hearing officer of relevant witnesses the victim wishes to include at the hearing and to what the witnesses plan to testify.
- Prior to a hearing, the victim may also meet with a hearing officer to discuss hearing procedures.
- During a hearing, the victim has the right to give opening and closing statements and ask questions of the alleged violator, via the hearing officer.
- Once a decision has been rendered to the alleged violator by the University, the victim will be notified. A victim will also have the right to appeal the decision within 1 business days of receiving notification of the decision.

### **Rights of the Alleged Violator**

- The alleged violator has similar rights to the victim. The University will provide a timely and thorough investigation, and will treat the alleged violator with respect before, during, and after the student conduct process.
- The alleged violator will be informed of the University's conduct process and possible outcomes. The University will also inform the alleged violator of available resources, including counseling services, and other campus and off campus resources to assist with the process.
- The alleged violator has the right to have one advisor throughout the student conduct process, including meetings and hearings. The advisor may not be a witness in the case. In meetings with Judicial Services or in a hearing, the advisor may not participate directly and may only communicate with the alleged violator via whispers or writing notes.
- The University will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974), HIPAA (Health Insurance Portability and Accountability Act of 1996), and the University conduct process.
- The alleged violator is afforded the right to be updated on the investigation and be informed of the outcomes of the process.
- Prior to a hearing, the alleged violator is allowed to inform the hearing officer of relevant witnesses the alleged violator wishes to include at the hearing and to what the witnesses plan to testify.
- Prior to a hearing, the alleged violator may also meet with a hearing officer to discuss hearing procedures.
- During a hearing, the alleged violator has the right to give opening and closing statements and ask questions of the witnesses and victim, via a hearing officer.
- The alleged violator has the right to timely notice of a hearing as indicated in the Student Code of Conduct. The alleged violator may waive the period of notice if desired.

## **Student Conduct Hearings for Sexual Assault/Misconduct Cases**

The student conduct committee comprised for these types of hearings will not be identical to the Student Affairs Disciplinary Committee, due to the sensitivity of each case. As a result, the hearing body for cases of this nature may include faculty, staff and a minimum of one student representative currently serving as a Student Justice within the Student Government Association. The Vice President of Student Affairs or designee reserves the right to comprise a committee as he/she deems 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 (FERPA).

## **IV. What to do if you are sexually assaulted on or off campus:**

- Go to a safe location immediately.
- To report the crime or request services, notify the Department of Public Safety (DPS) at 601.979.2580 (24 hours), or Housing and Residence Life Staff, or Campus Resource Advocate at 601.540.4383. You can file a formal report with the Department of Public Safety
  - The alleged violator may be one of the following:
    - JSU student or non-student
    - Faculty/Staff
    - Administrator
    - JSU Campus Affiliate
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Contact the Title IX Coordinator (601.979.6883). This person is investigating all allegations of sexual misconduct perpetrated against a JSU student.
- Call a trusted friend, family member, Campus Resource Advocate (601.540.4383) or someone who can provide support.
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Jackson include the Rape Crisis Center, 601.982.7273 (24 hours), and the Domestic Violence Program, 601.948.4495 (24 hours). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, Student Health Center, 601.979.2260, provides medical care, including contraception, morning after pill, and testing for sexually transmitted infections. Hours of operation are Monday – Friday 8:00 am – 5:00 pm.
- If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample.
- Talk to a counselor for emotional support and advocacy. You can speak with a Campus Resource Advocate on campus confidentially at the Latasha Norman Center for Counseling & Disability Services, 601.979.0374 or Student Health Center, 601.979.2260. If you prefer to seek counseling off campus, call Rape Crisis Center at Catholic Charities, Inc., 601.355.8634 (24 hours).

## **V. Confidentiality**

Students who have been sexually assaulted or are survivors of other gender-based abuse or harm should be reminded that they may receive confidential assistance from the Latasha Norman Center for Counseling & Disability Services and from the Student Health Center. All other University personnel who have been deemed Campus Resource Advocates are required to notify the Department of Public Safety upon receiving a report of sexual assault.

## **VI. Title IX Complaint Procedures**

### **A. Reporting Sexual Harassment**

A member of the University community who wishes to file a complaint about sexual harassment by an employee or student of the University should take the following action:

- **If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator or to the University's Title IX Coordinator.**
- **If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator's superior or to the University's Title IX Coordinator.**
- **If the alleged harasser is a student, the complaint should be made to the Vice President for Student Affairs or to the University's Title IX Coordinator.**

The University can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs.

The University can only take corrective action when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced sexual harassment to come forward with their complaints and seek assistance within the University. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of sexual assault and other crimes should be directed to the JSU Department of Public Safety, regardless of whether the matter is also reported and being investigated as sexual harassment.

### **B. Contact Information**

#### **Title IX Coordinator:**

**Thomas Hudson, Chief Diversity and EEO/AA Officer**  
**Ayer Hall, Room 315**  
**(601) 979-6883**  
**thomas.k.hudson@jsums.edu**

#### **Associate Vice President for Student Affairs/Dean of Students:**

**JSU Student Center 3<sup>rd</sup> Floor, Suite 3200**  
**P: 601-979-2329 F: 601-979-2327**  
**deanofstudents@jsums.edu**

#### **Department of Public Safety:**

**(601) 979-2580**

## **C. Processing Complaints**

All complaints of alleged sexual harassment are investigated under the oversight of the University's Title IX Coordinator. The University will process all formal complaints of sexual harassment it receives; regardless of where the conduct which is the basis for the complaint allegedly occurred. The Title IX Coordinator may also determine that an investigation is warranted without a formal complaint if the University has sufficient notice that sexual harassment may have occurred.

### **1. Investigation Timelines**

Investigations of sexual harassment will normally be completed within 60 calendar days, with an additional 15 calendar days to complete a formal report where appropriate. If the investigation cannot be completed within that timeframe, the complainant and the respondent will be informed of the reasons for the delay and an estimated date of completion.

### **2. Interim Measures**

The University may take interim measures it deems necessary during an investigation. Interim measures will be taken within the context of University policies and might include changes to class or housing assignments for students or work assignments for employees.

### **3. Complaints in Which a Student is the Alleged Harasser**

Complaints of alleged sexual harassment by a student will be investigated under the oversight of the University's Title IX Coordinator. If that investigation results in a finding that sexual harassment has occurred, the Title IX Coordinator will file a complaint with the Department of Student Life and such complaint will be processed under the student disciplinary code. In those cases, the Title IX Coordinator will be identified as the Complainant and it will be the prerogative of the victim to determine in what capacity, if any, he/she will participate (i.e., co-complainant, witness, or no participation).

### **4. Complaints in Which an Employee is the Alleged Harasser**

Complaints of alleged sexual harassment by a faculty or staff member will be investigated under the oversight of the University's Title IX Coordinator.

## **D. Investigations Generally**

Each complaint of sexual harassment will result in an investigation, including interviews and the review of evidence, such as electronic and written material, if any exists. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial action, including, where appropriate, disciplinary action, to eliminate the harassment and prevent its recurrence. The Title IX Coordinator, in cooperation with the relevant University officials, will continue to monitor the matter to assure that harassment does not recur.

## **E. Confidentiality**

Investigations of sexual harassment complaints, including formal investigation, will be conducted confidentially to the extent permitted by law, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective action.

## **F. Retaliation**

Persons who complain about sexual harassment, or who cooperate in the University's investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, even if the University finds that no sexual harassment occurred. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Vice President for Student Affairs, or the Title IX Coordinator.



## **G. Cooperation**

Members of the University community are expected to cooperate in the University's investigations of alleged sexual harassment by University officials.

## **H. Assistance with Processing Complaints**

The Chief Diversity and EEO/AA Officer is responsible for monitoring the University's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. Unit administrators set the tone regarding acceptable conduct and climate within their units. Unit administrators who need assistance in applying this Policy, education and training with respect to the Policy and who have questions about sexual harassment prevention may contact: the Vice President for Student Affairs; the Title IX Coordinator; and/or the Division of General Counsel.

## **I. University Investigation without a Complaint**

When necessary to meet its commitment to provide an environment free of unlawful harassment, the University may investigate alleged incidents of sexual harassment of which it becomes aware, even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation. If a University employee becomes aware of specific and credible allegations of sexual harassment, whether through a complainant or otherwise, the allegation should be reported promptly to the Title IX Coordinator.

## **J. Reporting Requirements**

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 harassment and their resolution. The Chief Diversity and EEO/AA Officer will monitor repeated claims within the same unit or against the same individual, where identified, to assure that such claims are appropriately handled.

## **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.

