

Part III: Rules, Rules, and More Rules

General Policies and Procedures

Administrative regulations governing the conduct of students enrolled at Southern University are contained in this handbook's *Code of Conduct*. Included in this publication are rules and regulations governing student rights and responsibilities, the University's judiciary system, disciplinary sanctions, penalties, violations, and types of offenses. But before you read the student *Code of Conduct*, please read the following statements regarding a few of your campus' general policies:

Alcoholic Beverage Policy

The Chancellor of the Baton Rouge campus, on the recommendation of the vice chancellor for student affairs, may grant permission to any person, group of persons, or organization to serve, or permit the serving of, alcoholic beverages in university facilities during social events.

No alcoholic beverage shall be served to any person under the age of 21, nor shall any person under the age of 21 be permitted to consume any alcoholic beverage within the confines of university facilities. The consumption of alcoholic beverages in the restrooms and hallways of university facilities is prohibited.

Fund-Raising/Solicitation

The University does not permit unauthorized fund-raising activities by individual students or by student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the director of student programs. Students are not permitted to sell merchandise on an individual basis.

Further, if the University's administration agrees that a project merits funds contributed by the campus, then a university activity is planned and approved through appropriate committees.

Noise Policy

Please see this handbook's *Code of Conduct*, Code One, Offense Six, Disruption/Obstruction, Page 80; and Code Two, Offense Two, Disruption/Obstruction, Page 85.

October 2008

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- Online Registration Spring 2009

- Birthdays:

- Appointments:

Personal Checks and Credit Cards

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

Semester/Summer Breaks

Students are required to remove all personal belongings from residence halls during breaks between semesters or sessions.

Student Activities Fee

The activity fees collected during registration help support student extracurricular activities, events, and organizations, including athletics, the student newspaper and yearbook, Smith-Brown Memorial Union activities, the Student Loan Fund, student insurance, the Student Government Association, social activities, concerts and lyceum events, Lacumba (live mascot), class fees, etc.

Student Identification

Identification (ID) Cards

All students are required to have valid identification (ID) cards for the semester in which they are registered. These cards are the property of the University and must be relinquished to the Office of Student Life when students withdraw from the University. ID cards are issued to students when they complete registration. The cards are not transferable, and damaged or altered cards are invalid. Valid ID cards are required for admission to specific activities. If misused, cards may be rendered invalid for the remainder of the semester or summer session with regard to specific university-sponsored activities.

Replacement of Lost or Stolen ID Cards

1. Pay \$2.00 for police report and \$20.00 for duplicate ID.
2. Obtain a police report at campus police.
3. Report to the ID section for a duplicate ID in Collections and Receivables.
4. You must have billing statement and picture ID at all of the above places.

ID Section Operating Hours: Monday and Thursday

9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m.

771-3813 or 771-3814

Student Identification and Privacy

Southern University-Baton Rouge complies with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, Section 513, and, amending the General Education Provision Act, Section 438). The act informs students of restrictions imposed by the federal government on the release and disclosure of information relative to students' education records without the written consent of students. However, the University is permitted to publish or provide "directory information" as defined by the Family Educational Rights and Privacy Act. This includes the following categories of information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (for members of athletic teams), dates of attendance, degree and awards received, and the most recent previous education agency or institution attended by the student. The University will make public information about each student, limited to these categories, in ways such as described above. Information from all of these categories is not made public in every listing. A campus directory, for example, publishes only a student's name, address, and telephone number.

November 2008

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- Thanksgiving Holidays
- Final Exams
- Deadline to withdraw from classes and University
- Birthdays:

- Appointments:

- Special Events/Assignments:

Students who do not wish to have any or all such directory information made public without prior consent must notify the University's Office of the Registrar via a signed and dated statement specifying which items are not to be published. This notice must be received by the Office of the Registrar by the end of the registration period of the semester or session of first enrollment, or by the end of each fall registration period after an absence.

Student Organizations

The student programs office issues a policy and procedures manual during the fall semester of each academic year. During that semester, one of the Vice Chancellor's Roundtable discussions is dedicated to the manual and its policies. A synopsis of the manual's policies is as follows:

Organizations Serving the General Study Body

The largest student organization on campus is the Student Government Association (SGA). All full-time students automatically become members of the SGA upon registration and payment of the SGA fee. All students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring. Any vacancies will be filled during freshman fall elections.

Residential Housing Associations are open to all students, except where specific policies of exclusion are set by the organization. The same policies apply to non-resident student associations.

Access to Membership

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws. If the organization is a nationally affiliated one, its guidelines and policies must be adjusted to conform to the University's policies and procedures. Most national organizations are eager to comply with university regulations.

Pledging of any kind is prohibited at Southern University-Baton Rouge. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions. (See Student Organizations Policy, Page 77.)

Auditions or try-outs are held by some groups which require members to have certain skills or performing abilities. These auditions or try-outs are not intended as pledge activities. Organizations in this category are athletic teams; bands, choirs, and other musical groups; cheerleaders, Dancing Dolls, debate societies, military organizations, and quiz bowl teams.

Any other organization wishing to hold auditions or try-outs must receive written permission from the department involved and the student programs office. At no time shall auditions or try-outs be conducted in a manner which causes injury or bodily harm to a student.

Membership in honors societies and departmental clubs shall not include any form of pledging. Induction ceremonies should be of a caliber appropriate to honors societies.

Departmental Clubs

Departmental clubs are basically local. While they do not usually require a minimum cumulative grade-point average (gpa) or a particular field of study, the majority of students who join are usually department majors in good academic standing.

December 2008

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- Continued Spring Registration
- Fall Commencement
- Christmas and New Year's Holiday
- Birthdays:
 - _____
 - _____
- Appointments:
 - _____
 - _____
- Special Events/Assignments:
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 - _____

General Membership Requirements

Most student organizations are open to any student in good academic standing (2.0 gpa) who does not have any judicial judgments or pending cases. Student Government Association officers or appointed staff are required to have a minimum cumulative average of 2.5 and no judicial judgments or pending cases. Residence-hall officers, Residence Hall Judicial Board members, and Commuter Student Council members must have a minimum cumulative gpa of 2.0 and no judicial judgments or pending cases.

Social/Service, Greek-letter Fraternities and Sororities

In order to be considered for membership in any of the nine social Greek-letter fraternities or sororities, a student must meet the following minimum requirements:

- Cumulative gpa of 2.5 (Some organizations may require a higher average but not a lower one)
- No judicial judgments or pending cases
- Documented university service
- Documented community service
- Written recommendation as stipulated by the organization
- Approval vote from the organization's financial membership

In order to maintain active membership in a social Greek-letter organization, a student must maintain a minimum gpa of 2.3. Each organization must have a minimum of nine members to be current financial members of the Pan-Hellenic Council and to be considered a chapter of the campus.

Service Organizations

Service organizations are designed to foster community- and university-service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. Minimum academic requirements for membership in these organizations is a gpa of 2.0. All members must be free from any judicial judgments or pending cases.

Honors Societies

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

Organization Registration

Each student organization is required to secure a registration form from the student programs office on the second floor of the Smith-Brown Memorial Union. Programs, clubs, and organizations must be registered with this office to have official university recognition; before an organization is considered duly registered, it must have the approval of the student programs director and the vice chancellor for student affairs.

The official registration period begins the first week of each school year and ends on the second Friday in September. Only registered student organizations are permitted to hold meetings and activities in the buildings on campus. Also, the student programs office must approve any document before it can be posted on university property. All organizations' calendars of events must be approved by this office at the beginning of each semester.

January 2009

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- Freshman Registration
- Martin Luther King Day Observance
- Birthdays:

- Appointments:

- Special Events/Assignments:

Organization Advisors

All organizations' advisors of record must be full-time members of the Southern University-Baton Rouge faculty or professional staff.

Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record).

Each organization can recommend an advisor to the student programs office for approval. In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group.

The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Scheduling Activities

All activities held by student organizations should be approved by the organization's advisor, the director of student programs, the Southern University Police Department, and by the person in charge of the facility before the activity can be considered for approval by the administration.

Any activity must be scheduled in accordance with university policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University.

All activities held off-campus must have the approval of the director of student programs and the vice chancellor for student affairs. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus, and students will be dealt with according to judicial policies and procedures.

Use of University Facilities

The use of university facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis.

Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied.

Conduct at Activities

Organizations are responsible for the conduct of those attending their activities. If security is needed for any activity, the organization must pay for the security from its own funds. This should be considered when budgeting the organization's funds.

Organizations can be suspended for the misconduct of their members.

February 2009

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- Deadline for receiving applications for graduation for Summer 2009
- Mardi Gras Holiday
- Spring Career Fair
- Birthdays:

- Appointments:

- Special Events/Assignments:

Lines of Authority

The president and advisor of each organization serve as the official representatives of that organization. These two individuals must ensure that all university regulations are followed. They also represent the organization before the University administration. Members should channel their concerns through the president and advisor of the organization.

Student Organizations' Challenge

Organizations represent both students and the University. The success of the organization depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities. Prospective members should be made aware of the purposes of the organization during the organization's application process.



Travel Policy

All students and student groups who travel off campus to represent the University at specific functions must adhere to the University's travel policy for student organizations. A copy of this policy can be obtained from the student programs office.

Vehicle Registration

Students, faculty, staff, administrators, and visitors to the campus must register their vehicles in order to drive or park on university property. Anyone who fails to register a vehicle will be subject to the penalties printed on any citation received, as well as to penalties named in the *Traffic and Parking Regulations* guide provided by the Southern University Police Department.

Motor vehicles can be registered at the E.G. Clark Activity Center during registration or at the Southern University Police Department at W.L. Pass Station, 8 a.m.-4 p.m., Monday through Friday, except holidays.

All motor vehicles operated by persons affiliated with the University must be registered immediately after the vehicle is brought on campus. The University requires all faculty, staff, and students (day or night) to register any vehicle operated on campus, regardless of ownership.

The person in whose name the vehicle is registered with the Southern University Police Department will be held liable for all citations issued to the vehicle.

At the time of registration, an applicant must present his or her driver's license, vehicle registration slip, paid billing statement, and cash receipt for payment. Drivers of new cars will be allowed to register without license-tag registrations, but they will be required to present them as soon as possible. Failure to comply constitutes a violation of traffic regulations.

Parking permits are not transferable and must be removed promptly upon change of ownership of a vehicle or when leaving the University.

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- Founders' Day Observance
- Mid-Semester Examination Period
- Easter Holiday
- Spring Break
- Online Registration for Maymester, Summer, and Fall 2009
- First Deadline for receiving applications for graduation for Fall 2009
- Preferred filing deadline for FAFSA application

A parking decal must be properly affixed to the lower part of the windshield on the passenger side. No tape, cellophane, or other adhesive may be used. Student decals are valid for fall and spring semesters and should not be changed until expiration, unless the student's on-campus/off-campus status changes or the residence hall location changes.

Restriction to assigned parking zones will begin immediately upon registration of the vehicle and will continue until the permit expires. Vehicles are restricted to assigned zones between the hours of 7:30 a.m. and 5 p.m., Monday through Friday. Campus parking for residence hall students is restricted to residence halls between 7:30 a.m. and 5 p.m., Monday through Friday.

Vehicle Registration Fee

Faculty, staff, and students are assessed a fee when they register their vehicles.

Parking and Traffic Regulations

Rules and regulations for operating a vehicle on campus have been published in the *Traffic and Parking Regulations* guide, which can be obtained at the Southern University Police Department.

Resident Student Automobile Policy

A student must have earned at least 24 hours credit with a minimum 2.0 cumulative grade-point average in order to receive permission to operate an automobile on campus.

Disabled Student Exemptions

All students with disabilities are eligible for exemption from the above policy. To receive an exemption, the student's impairment must be either clearly visible or certified by a physician. A "handicapped" license plate is not sufficient for an exemption.

A disabled student must have a special license plate for the disabled in order to use campus parking spaces designated for disabled persons. Students who do not operate automobiles will be given priority for campus housing.

The University will consider extenuating circumstances should a student who is otherwise ineligible to operate an automobile on campus feel a need for special consideration. Applications should be completed and returned to

Director of Student Life

J.S. Clark Hall Annex

Southern University

Baton Rouge, Louisiana 70813

Applications will be reviewed and applicants will be informed of a committee decision within ten days of receipt of the application.

Bicycles and Motorcycles

Students or university employees who own motorcycles are required to register their vehicles with the Southern University Police Department and are expected to follow the traffic and parking regulations outlined for motor vehicles.

Bicycles and motorcycles should be parked in bicycle racks and not inside buildings.

April 2009

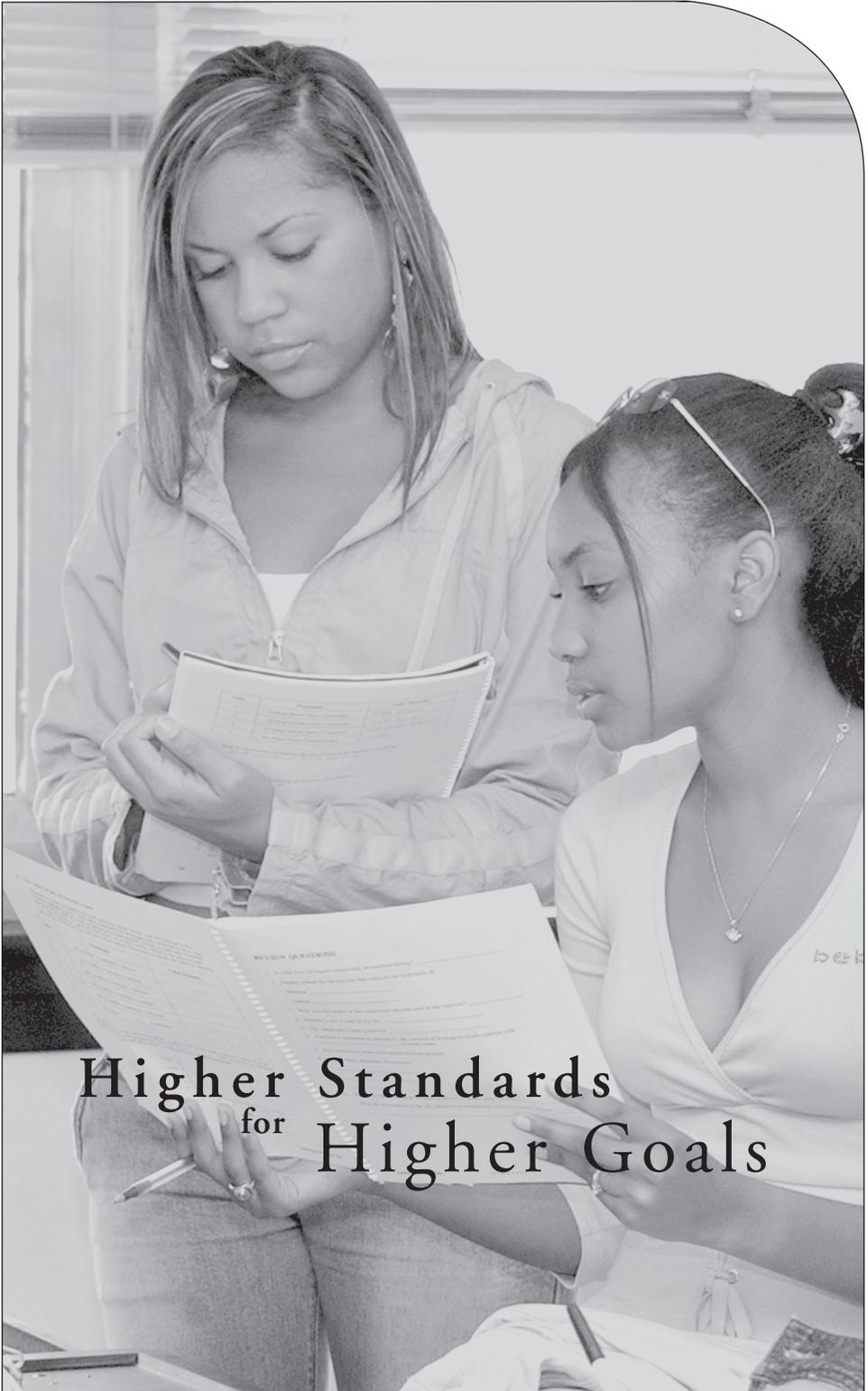
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- Deadline for withdrawing from classes or the University
 - Last day of classes
 - Final Examinations
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- Appointments:
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- Special Events/Assignments:
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Visitor Parking

After registering a vehicle from 7 to 5 p.m., Monday-Friday, visitors may park in any *non-reserved* parking zone available. Upon entering the campus, a visitor should register by securing a visitor's pass from the Southern University Police Department. Visitors receiving parking citations for vehicles not registered should comply with procedures listed on back of the citation.





Higher Standards
for Higher Goals

Part IV: Hitting the Books

Academic Policies and Procedures

Admission to the University

The Office of Admissions determines acceptance for admission to the University in accordance with policies established by the Southern University Board of Supervisors. In compliance with Title VI of the Civil Rights Act of 1964, Southern University is open to all persons who are eligible for admission, regardless of race, color, sex, religion, or ethnic origin. No applicant to the University shall be denied admission on the basis of race, creed, sex, national origin, or physical handicap.

Freshman Admission

Students who have earned diplomas from approved high schools in the United States should meet the following requirements for admission. Beginning fall 2008, high school graduates will have to complete 17.5 units. The additional unit must be chosen from Advanced Math or Science.

- Completion of the Board of Regent's high school core curriculum *and*
- High School GPA of 2.0 or higher *or*
- an ACT composite score of 20 *or*
- High School graduation rank top 50% of class *and*
- Require no more than one remedial course

Tops Curriculum

| Units | Courses |
|-------|--|
| 4 | English I, II, III and IV |
| 1 | Algebra I (one unit) or Applied Algebra IA and IB (two units) |
| 1 | Algebra II |
| 1 | Geometry, Trigonometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III (formerly referred to as Applied Geometry), or comparable advanced math |
| 1 | Biology |
| 1 | Chemistry |
| 1 | Earth Science, Environmental Science, Physical Science, General Science, Biology II, Chemistry II, Physics, Physics II or Physics for Technology (one unit) |
| 1 | American History |

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- **Spring Commencement**

- **Birthdays:**

- **Appointments:**

- **Special Events/Assignments:**

- 1 World History, Western Civilization, or World Geography
- 1 Civics and Free Enterprise (one unite combined) or Civics (one unit, non- public)
- 1 Fine Arts Survey (or substitute two units of performance courses in music, dance and/or theater; or two units of visual art; or substitute two units of studio art; or substitute one unit of an elective among the other subjects listed in this core curriculum)
- 2 Foreign Languages (two units in the same language)
- 1/2 Computer Science, Computer Literacy, or Business Computer Applications (or substitute an elective course related to computers approved by the state; or 1/2 unit of Computer Technology Literacy, Desktop Publishing, Digital Graphics, and Animation or Web Mastering; or a 1/2 unit as an elective from the other subjects listed in this core curriculum)

16.5 Total Core Curriculum Units



Honors Admission

Students who complete a college-preparatory curriculum from an accredited or state-approved high school with a minimum of 16 units, high-school gpa of 3.0 or better, and ACT score of 23 or above (SAT of 1070 or above) may apply for regular admission and will be eligible for enrollment in the Honors College.

The 16 units required include

- English I, II, III, and IV (4 units) with no substitutions;
- Mathematics taken from Algebra, Geometry, Trigonometry, Advanced Mathematics, or Calculus (3 units);
- Natural science including Biology, Chemistry, and Earth Science or Physics (3 units);
- Social science, including United States History or World History and World Geography or Western Civilization (3 units); *and*
- Foreign languages (2 units in the same language), visual or performing arts, computer science, or mathematics beyond College Algebra (depending on above choice in mathematics) (3 units).

Added requirements are a 250-word essay on a special topic, and two letters of recommendation.

International Student Admission

All admitted students must have sufficient knowledge of the English language to benefit from a program of study. All undergraduates whose first language is not English must take the Test of English as Foreign Language (TOEFL). International applications should meet the following requirements:

- A score of 500 or above on the TOEFL,
- High-school gpa of 2.5 or better, *and*
- A strong high-school record in mathematics (4 units), natural science (3 units), social science (3 units), and elective courses (3 units) in arts, foreign languages, and computer science.

Applications from foreign countries must meet all other requirements for admission of international students as set forth in the University's most recently published two-year course catalog.

Non-degree-earning Adult Student Admission

Students who are at least 21 years old may apply for "non-matriculating" status. Non-matricu-

June 2009

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- **Deadline for adding courses and paying fees**
- **Final deadline for receiving applications for graduation for Fall 2009**
- **Summer Registration**
- **Birthdays:**

- **Appointments:**

- **Special Events/Assignments:**

lating students are those students who are not working toward a degree but must meet the admissions requirements for entering freshman. Non-matriculating students can complete no more than 18 total semester hours, are limited to three terms, and may take no more than six hours per term. (College credits earned by non-matriculating students will be evaluated by an admissions committee to determine regular admission.)

Admission for Students Who Have Earned The GED

Students who have successfully completed the General Education Development (GED) program must have an ACT composite score of 19 or higher (SAT of 900 or higher), meet class unit requirements, and submit a transcript with satisfactory grades.

For further information about admission to the University, please contact the Office of Admissions. Please also refer to the University's most recently published two-year course catalog.

Intellectual Property

The university has an official Intellectual Property document that has been approved by the Southern University Board of Supervisors. This document includes all policies and procedures related to the handling or processing of intellectual property individually or collaboratively produced, created, discovered or developed by faculty, staff and, in some instances, students. The document in its entirety is housed in the Office of Research and Strategic Initiatives. Additional guidance and information is available in that office for faculty, staff and students.

Registration

All students are required to register in accordance with registration guidelines established for the current term. Guidelines may be listed in the University's current class schedule book. Registration after deadlines must be by special permission. The late registration fee is \$50. A student may add courses for credit, make section changes, or drop courses with approval of the appropriate advisor and dean within a period provided by the Office of Academic Affairs, as outlined in the current class schedule book.

Early Registration

Early registration dates should appear in your current class schedule book. A \$30 penalty will be assessed to each continuing student who fails to participate in early registration. No fees will be assessed for schedule changes during early-registration or schedule-adjustment periods.

Cross-Registration

Students at Southern University-Baton Rouge may take courses each semester at Louisiana State University (LSU) in Baton Rouge, Southeastern Louisiana University (SLU) in Hammond, Southern University-New Orleans (SUNO), and Baton Rouge Community College (BRCC). Students are permitted to enroll at SLU, SUNO, or BRCC only for courses not offered, or that are closed, at Southern University.

Students who wish to participate in the cross-registration program must have approval of their college dean. Additional enrollment fees may be required of part-time students. Part-time students participating in the program pay fees only for the number of hours they are registered.

Students participating in the cross-registration program cannot cross-register for more than two courses per semester or summer term, unless they are enrolled in a formal cooperative program.

Exceptions may be made only upon recommendation of the dean of the college and the vice chancellor for academic affairs. Violation of this policy by a student will result in posting a minimum of six to eight semester hours' credit toward the degree in that semester or summer term. Details may be obtained from the Office of the Registrar.

July 2009

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- Independence Day Holiday
- Deadline for withdrawing from classes or the university
- Final Examination Period
- Birthdays:

- Appointments:

- Special Events/Assignments:

JAGCALL Telephone Registration

All students who are currently enrolled in the University are eligible to participate in telephone registration. If you entered the University for the first time during a summer term, you can use JAGCALL for the fall term. JAGCALL will inform you of holds, delinquencies, closed classes, class-time conflicts, course repetition, and unmet prerequisites.

Hours of JAGCALL Operation: 8 a.m.-7 p.m., Monday through Sunday

Limit: 15 minutes per call

Problems must be resolved in person at the Office of the Registrar during the office's Special Registration Period. If the University places a hold on your academic records, you will be unable to use telephone registration until the hold is removed. If you wish to remove such holds from your records, you must report to the office identified by the telephone voice response (TVR) system.

JAGNET Online Registration

In addition to registering for class, students are able to access their academic records utilizing JAGNET, online (computer) registration. See the campus's current class schedule book for JAGCALL and JAGNET directions.

Class Attendance

Students are required to attend classes regularly and punctually as a minimum academic obligation. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student.

The following class-attendance policies apply:

- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor and, if required, present excuses. The instructor should make clear to the student that excuses explain absences but do not remove the absences. If the number of absences places the student's academic status in jeopardy, the student's dean should be notified by the instructor, excuses notwithstanding.
- Students are required to adhere to attendance policies established by their colleges and stated by instructors on the course syllabi.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by the college dean and the Office of Academic Affairs.
- Students who wish to be absent from classes for reasons not covered by these regulations must apply to their department head for a leave of absence. All excuses or explanations must be submitted in writing to the student's department head within three school days of the student's return to classes.

Class Schedule Changes

Students must consult with assigned advisors before initiating any changes in registration.

Adding Courses for Credit

Courses may be added for credit, using an official Student Schedule Change Form, through the last day of late registration. Approval of the student's advisor is required. The appropriate college dean's approval must be obtained, and the form must be processed through the Office of the Registrar by a deadline date.

Each student will be held responsible for all courses appearing on his or her schedule, unless changes were made in accordance with the regulations stated above. Each student should check midterm grade reports and request that the Office of the Registrar clear from the student's record courses or grades that appear in error, by the deadline.

Section Changes

A student may change a course section in the same manner and time frame provided for adding courses. A justifiable reason for a change of course section must be given at the time of request.

In all cases, a Student Schedule Change Form must be used. The proposed change will not become official until the form is completed with proper approvals and validated by the Office of the Registrar.

Dropping Courses

Courses dropped prior to the 14th class day will not appear on the student's record. For courses dropped after the 14th class day and within the time limit specified in the academic calendar published by the Office of the Registrar in class schedule books, the student will receive the grade of "W." It is the student's responsibility to complete a Student Schedule Change Form, have it validated by the Office of the Registrar after receiving approvals from the appropriate academic advisor and dean, and pay appropriate fees at the cashier's office on the ground floor of the J.S. Clark Administration Building.

Grading System

The University uses the following letter system for grading:

- “A” - Exceptional
- “B” - Above Average
- “C” - Average
- “D” - Below Average
- “F” - Failure - Credit for any course in which a student has received a grade of “F” can be obtained only by repeating the course and earning a passing grade.
- “I” - Incomplete
- “W” - Withdrew
- “P” - Used on permanent records of undergraduate and graduate students to indicate satisfactory completion of non-traditional courses; satisfactory passage of a comprehensive examination; or to indicate that a student has successfully participated in one of the University’s workshops and has earned credit in a course.
- “AU” - Indicates that the student audited a course. No credit is given for audited courses.

Determining Grade-point Average (gpa)

To determine grade-point average, quality points are assigned to a student’s letter grades:

- Quality points for an “A” are four points per semester credit hour.
- Quality points for a “B” are three points per semester credit hour.
- Quality points for a “C” are two points per semester credit hour.
- Quality points for a “D” are one point per semester credit hour.
- Quality points for an “F” are 0.

When a student repeats a course for credit, the last grade earned is the official grade for that course. Both grades appear on the transcript, however, only the final grade earned for the course

is used to determine the student's cumulative grade-point-average. *Note: Some departments require that students pass certain courses with a "C" or better; this means a student may be required to repeat courses in order to complete his or her chosen degree.*

The resulting grade-point average (gpa) is determined as follows:

Semester Average — The semester gpa is the total number of quality points earned divided by the total number of semester credit hours carried by the student. The grades of "A," "B," "C," "D," and "F" are included in the computation of the semester gpa. Grades of "AU," "P," "I," and "W" are not included in the computation of the semester gpa.

Cumulative Averages — Grades of "A," "B," "C," "D," and "F" are included in the computation of cumulative averages; grades of "AU," "P," "I," and "W" are excluded.

Cumulative grade-point averages are calculated using two methods:

Method I: The cumulative gpa is total quality points divided by total hours pursued.

Hours pursued equal the total number of hours completed. Method I is used to determine eligibility for holding student offices and graduation honors.

Method II: The cumulative gpa is total quality points divided by total hours pursued, excluding repeated courses. This method is used to determine financial aid and graduation eligibility. This average appears on each student's academic transcript.

When a course is repeated at Southern University or at another college or university, hours pursued, hours earned, and quality points of previous attempt(s) are excluded in the calculation of cumulative averages. All courses pursued and grades earned at Southern University or transferred to Southern University shall become and remain a part of the permanent record.

Assignment of Grades

It is the responsibility of the instructor to determine and assign grades for each student in a course, except those students who withdraw before the final date for withdrawing with a “W.”

Individual instructors are expected to assign grades equitably and consistently, in accordance with standards established by the faculties of the various Southern University colleges and schools. There is no “University curve” or other table of numeric equivalents of letter grades to which a faculty member must adhere. In extraordinary circumstances that make it impossible for instructors to fulfill the responsibility of determining course grades, the administrative officer having immediate jurisdiction (usually the department chairperson) shall assign the grades.

At the beginning of each semester, faculty members are required to provide students with course syllabi outlining the general components and approximate values which will determine final grades. An instructor should be able to explain a student’s standing in the course.

Upon completion of the course, the student may request to review examinations, and may request explanations, such as a review of the method through which the final grade was determined. Such reviews are to account for any unreturned work. Faculty members are responsible for returning to students on a timely basis the work (examinations, term papers, assignments, etc.) completed throughout the semester. Unreturned students’ work (final examinations, term papers, class projects, etc.) must be kept for at least one regular (i.e., fall or spring) semester following completion of the course.

Grading must be based on work that is assigned and evaluated equitably and fairly, with no special consideration given to individual students unless justified by disability or by excused absences. Individual students shall not, for example, be allowed to take on “extra credit” projects, spend extra hours in laboratories, or present themselves for re-examination or special examination unless the same options are available to the entire class on the same terms.

Grades must not be used as coercive or punitive measures reflective of a student’s behavior, attitude, personal philosophy, or other personal characteristics, except as those qualities relate directly to the student’s level of mastery of the course materials.

Incomplete Grades

Work that is of passing quality but, because of extenuating circumstances, is not complete, may be graded “I”-Incomplete. Students must initiate an incomplete grade request and must secure appropriate approval of the excuse by the instructor, department head, and dean of the college in which the course is taken. If an excuse is not received prior to issuing a final grade, the instructor is to consider the delinquent work to be of failing quality and an “I” grade should not be given.

Incomplete grades are removed only by completion of the course work, not by repeating the course. A grade of “I” becomes a grade of “F” if not removed by the end of the first six weeks of the following semester, if the student is in residence; or within one year, if the student is not in residence. The grade of “I” shall not be calculated in the cumulative grade-point average for retention purposes. Graduating seniors are not permitted to receive “I” grades.

An instructor must submit the proper Incomplete Grade Report Form and file the form with the Office of the Registrar.

Change of Grades

Grades that have been submitted to the Office of the Registrar can be changed only by submitting an official Change of Grade Form certifying that an error was made in recording the grade. An instructor must submit the proper Change of Grade Form and file the form with the Office of the Registrar. Such petitions require the approval of the appropriate department head and dean before the Office of the Registrar will make changes on the student’s record.

Any grade change must be received in the Office of the Registrar no later than 60 calendar days from the first day of classes in the semester following course completion. (For example, if a grade was given or omitted during a summer term, changes to that grade are due in the Office of the Registrar during the first 60 days of the fall semester, that same year.) However, if a student does not enroll for classes the semester in which the grade change is due, then the grade change is submitted instead during the first 60 calendar days of the next regular (i.e., spring or fall) semester.

Materials submitted after the official completion of a course by means of the final examination, or otherwise, may not be used as a means of continuing the course and thus changing a previously submitted grade.

Withdrawal from the University

Students who must discontinue enrollment prior to the end of a semester or summer term must complete a withdrawal form obtained from and validated by the Office of the Registrar. All university accounts must be cleared. Grading for students who withdraw from the University is as follows:

- A student who withdraws on or before the 14th class day of any semester will not receive any grades.
- A student who withdraws on or before the 7th class day of any summer session will not receive any grades.
- A student who withdraws after the 14th class day of any semester and two calendar weeks before the first day of final examinations will receive a grade of “W.”
- A student who withdraws after the 7th class day of any summer session and two calendar weeks before the first day of final examinations will receive a grade of “W.”

A student who fails to officially withdraw and does not clear university accounts will receive a grade of “F” in all courses. The student will also forfeit the right to a statement of honorable dismissal, thereby jeopardizing the choice to re-enroll at the University or to transfer to another accredited institution.

A student cannot withdraw from the University via the telephone or Internet; withdrawal must be conducted at the Office of the Registrar.

Academic Dishonesty

The University defines academic dishonesty in two categories: premeditated fraudulent behavior and unpremeditated fraudulent behavior.

Premeditated Fraud — conscious, pre-planned, deliberate cheating with materials prepared in advance. Premeditated fraud may consist of

- Collaborating during an examination without authority;
- Stealing, buying, or otherwise obtaining all or part of an examination;
- Using specially prepared materials;
- Selling or giving away all or part of an examination or examination information;
- Bribing another person to obtain an examination or information;
- Substituting for another student, or permitting another person to substitute for oneself to take an examination;
- Submitting as one's own any work prepared totally or in part by another;
- Selling, giving, or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.);
- Breaking and/or entering a building or office for the purpose of obtaining examinations (regardless of whether or not the exam will be or has been administered);
- Changing, or being an accessory to the changing of, grades in a grade book, on an examination paper, on other work for which a grade is given, on a "drop slip" or other official academic records of the University which involve grades;
- Proposing and/or entering into an arrangement with an instructor to receive a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty under the student *Code of Conduct*;
- Committing plagiarism (i.e., failing to identify sources, published or unpublished, copyrighted or uncopyrighted, from which information was taken);
- Acquiring answers for any assigned work or examination from an unauthorized source;
- Falsifying references and/or listing sources not used in the academic assignment;
- Inventing data or source information for research or other academic endeavors;
- Forging the signature of a faculty member or any academic officer on an academic document;
- Altering or being an accessory to altering contents of an academic document (i.e., registration/pre-registration forms, add/drop forms, transcripts, fee-exemption forms, etc.).

Unpremeditated Fraud — cheating without benefit of materials prepared in advance; this may be

- Copying from another student's examination paper;
- Allowing another student to copy from an examination paper; or
- Using textbook(s) or materials brought to class but not authorized for use during an examination.

Academic Grievances

If a student has a grievance that cannot be settled in the ordinary course of immediate post-class discussion, the following procedures are suggested:

- A special conference between the faculty member and the student.
- Discussion before the faculty member's department head.
- Grievance presented in writing to the faculty member's dean.
- Discussion before the faculty member's dean.

As a final option, the matter should be brought to the Office of Academic Affairs in writing.

Information regarding policies governing academic probation/suspension is available through the Office of Academic Affairs. Also see Q&A on Page 107 of this handbook.



Regulations Governing Student Records

Campuses comprising the Southern University System shall comply fully with regulations of Section 438 (Privacy Rights of Parents and Students) of the General Education Provisions Act, which ensures students access to their educational records maintained by the University and which prohibits the release of personally identifiable information except as specified by the law. Each chancellor shall inform students of the rights accorded them by law.

To gain access to their academic records, students must submit written requests or present themselves to the Office of the Registrar.

Personally identifiable information from educational records cannot be released without the student's permission except

- To Southern University personnel who have a legitimate educational interest as determined by the University;
- To other educational institutions in which the student seeks to enroll (the student may obtain a copy of the record that was transferred);
- To public agencies as specified in the Act;
- To agencies and offices requesting records in connection with a student's application for financial aid;
- To organizations for use in developing, validating, or administering standardized tests, administering student aid programs, and/or improving instruction;
- To accrediting agencies;
- To parents of students who are dependents, for income tax purposes;
- To appropriate persons in the case of health and safety emergencies, and
- To courts of law in response to court orders or subpoenas.

Requests for access to educational records by any person other than those listed above shall be refused unless the student has submitted a written, dated, and signed waiver to allow access to the records. The waiver must specify the records to be released, the reasons for such release, and names of the persons to whom records should be released.

Routine Release of Grades

Final grades for each semester are officially recorded and filed in the Office of the Registrar. Grade reports are submitted to students, parents or guardians, and deans at the end of each semester.

Students may also obtain certified statements of their academic records from the Office of the Registrar upon written request.

Transcripts

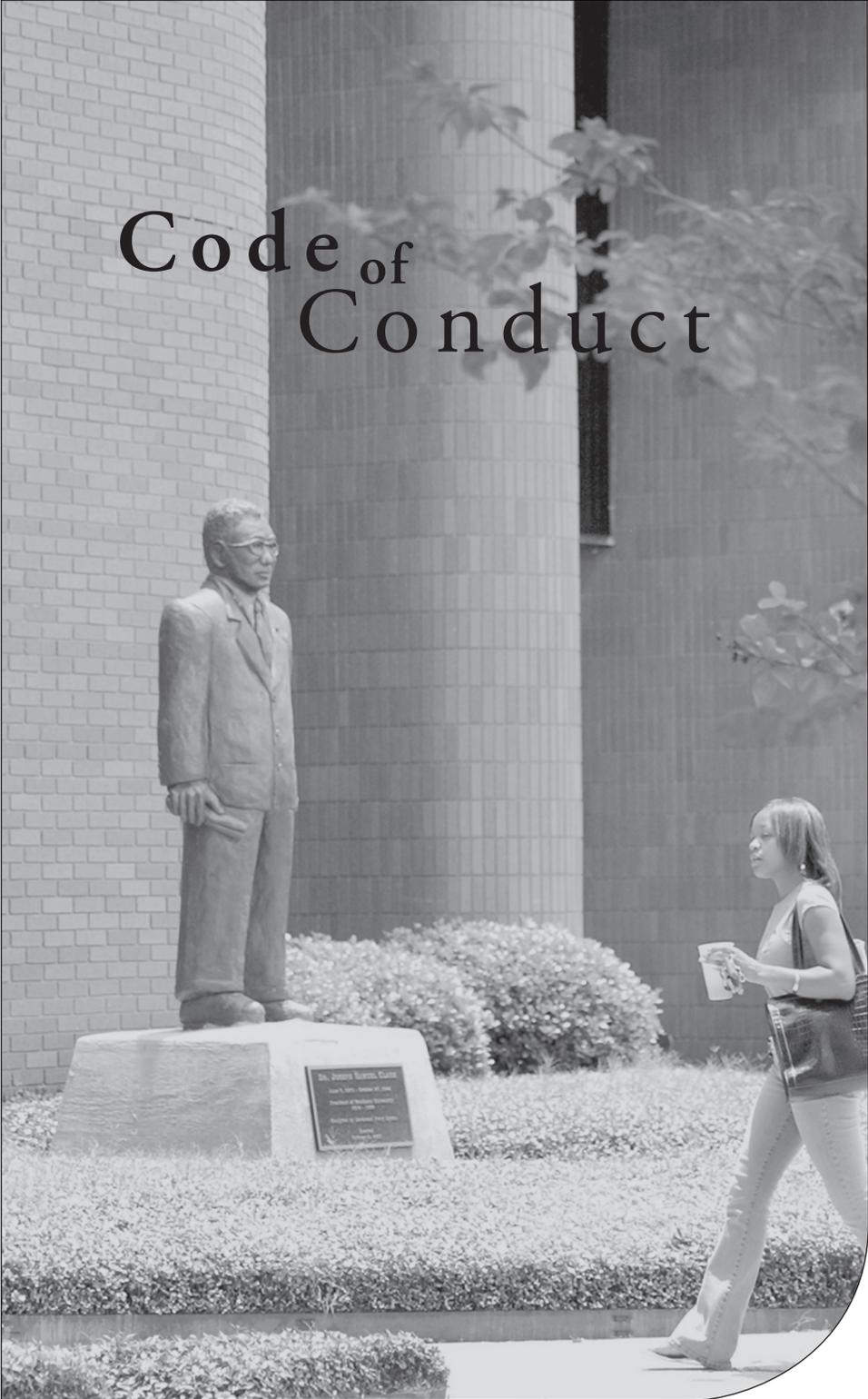
Requests for transcripts must be made in person or in writing to the Office of the Registrar. Every effort is made to issue transcripts within two days after a request is received. At the close of a semester, however, approximately 10 days will be required to post grades and issue transcripts for students who recently have completed courses and wish this work included on their transcripts.

The first transcript is furnished without charge. For each additional copy, students must submit a written request along with \$2 (cashier's check or money order).

Transcripts cannot be released until all indebtedness to the University is paid in full.



Code of Conduct



Part V: Southern University Student *Code of Conduct*

Purpose

The Southern University student *Code of Conduct* is published to set forth, in a concise and uniform manner, responsibilities which members of the University community owe one another. The code also sets forth administrative and judicial procedures whereby those students who are accused of violating rules, policies, and regulations may be afforded due process and fair and just sanctions.

Southern University is committed to protecting the full constitutional rights of its students. Southern University and the members of its community have equal obligations to one another in protecting the educational environment. The University has equal obligations to protect the integrity of its educational mission and the interests of its student body.

The following policies, penalties, and sanctions have been established to protect the rights and interests of all members of the University community. Disciplinary, judicial, and appellate procedures are outlined.

The authority to administer the *Code of Conduct* and its judicial system is delegated to the vice chancellor for student affairs. This document will be updated periodically, as laws in higher education change and state laws regarding the rights of students attending a state institution in Louisiana are enforced.

This document supersedes any previously published *Code of Conduct*. It is intended for internal distribution (i.e., use within the University community).

Student Rights: Responsibilities to the University

Southern University students have the same rights, privileges, and freedoms granted to every United States citizen. With these rights, privileges, and freedoms come the responsibility to obey federal, state, and local laws, as well as university rules and regulations.

Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes, including

- The opportunity of students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the University;
- The protections of the health, safety, welfare, property, and human rights of all members of the University community;
- The right to privacy in accord with policy expressed in the Family Educational Rights and Privacy Act of 1974, and
- The protection and reputation of the University itself.

Students enrolled at Southern University must ultimately assume full responsibility for their actions and must adhere to *Code of Conduct* regulations set by the University. Students should read and become familiar with the *Code of Conduct*, as well as adhere to rules and regulations set forth by the code. Violations of these regulations and/or a demonstrated unwillingness to obey rules governing conduct may lead to sanctions or disciplinary action by the University.

When students are away from the Southern University campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to university officials or which become public knowledge may be cause for disciplinary action.

As members of an educational institution, students have a responsibility to the institution to protect and preserve the academic process. Students have the right and the responsibility to report code violations, or any violation of university policy.

Student Rights: When Accused

An accused Southern University student has the following rights:

- The right to the presumption of innocence until proven guilty.
- The right to a fair and impartial hearing.
- The right to be notified in writing.
(See Notification of an Alleged Judicial Violation, Page 99.)
- The right to an advisor of his/her choice, provided that person is willing to assist and advise the student during the investigation. The advisor must be a Southern University faculty or staff member. A student also may have an attorney present if the Office of Student Life is notified within 48 hours of the student's hearing. An advisor or attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
- The right to present witnesses to testify in his or her defense. A judicial committee (see The Judiciary System, Page 95) shall have the authority to limit the number of witnesses (i.e., five to seven witnesses) in order to avoid unreasonable delays, where testimony would be repetitious or unnecessary.
- The right to question all witnesses who testify at the hearing.
- The right to be present during the entire hearing, except during judicial deliberations.
- The right to examine all evidence used in the judicial proceeding, including investigative findings, recordings, or transcripts of his or her hearing, for the purpose of preparing an appeal.
- The right to accept or reject the decision of a judicial committee. (See The Judicial Process, Pages 99-101, and The Appellate Process, Pages 102-104.)
- The right to be notified in writing of a University Judicial Committee decision.
(See The Appellate Process, Pages 102-104.)
- The right to attend classes and required university functions until a hearing is held and a decision is rendered. Exceptions to this right would be made if a student's presence would create a clear and present threat or interference with normal operations, judicial processes, or disciplinary sanctions.

University Policies

In an effort to provide students with an atmosphere conducive to wholesome living, through the comprehensive *Code of Conduct* by which students are governed, the following administrative policies have been established:

Academic Policy

Regulations governing academic dishonesty and probation of students enrolled at Southern University are contained in the University's two-year course catalog. Included in this publication are rules, procedures, and regulations governing academic grievance procedures and students' academic performance. The University catalog is issued to freshmen through University College and to some other students through various academic departments, which receive the catalog from the Office of Academic Affairs. Students may purchase the University catalog at the University bookstore. For a *summary* of academic policy, see the *Code of Conduct*, Page 75.

Drug-Free Campus Policy

Any student in possession of drugs on the Southern University campus shall be *expelled* immediately. The vice chancellor for student affairs will advise on individual rights and will ensure that due process is afforded by the University.

Drug-Free Workplace Policy

The Drug-free Workplace Act of 1988 requires the institution, as a federal grantee, certify that the institution will provide a drug-free workplace. [The institution certifies it is a drug-free workplace by using a federal Fiscal Operations Report and Application to Participate (FISAP) form.] The drug-free workplace requirement applies to all offices and departments of an institution that receives campus-based funds. Sub-grantees, such as organizations that contract with the institution, are excluded from these provisions.

The certification lists a number of steps that the institution must take in order to provide a drug-free workplace, including distributing a notice to its employees of unlawful activities and the actions the institution will take against an employee who violates these provisions; establishing a drug-free awareness program to provide information to employees; and notifying the

U.S. Department of Education and taking appropriate action when the institution learns that an employee has been convicted under any criminal drug statute.

The more recent Drug-free Schools and Communities Act Amendments of 1989 requires an institution to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees. Unlike the annual drug-free workplace certification, an institution will usually submit this new certification to the U.S. Department of Education only once. (An exception would be a school that changes ownership.) This obligation corresponds with steps that must be taken by schools that receive campus-based funding under the Drug-free Workplace Act of 1988, but the new legislation expands required steps by the institution to include providing information concerning alcohol and drug abuse to students, as well as employees. The new law includes

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities.
- A description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and alcohol.
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- A clear statement that the school will impose sanctions on students and employees (consistent with applicable laws) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution.

An institution is required to review its drug prevention program once every two years to determine its effectiveness and ensure that its sanctions are being enforced. The development of a drug prevention program, although a condition of receiving SPA or other federal funds, is usually a responsibility undertaken by the institution and does not certify that the institution has a drug prevention program. If the institution fails to carry out a drug prevention program, the institution may lose its eligibility for federal funds as discussed in the regulations.