

# **Xavier University of Louisiana**



## **Student Handbook**

***WHAT EVERY STUDENT SHOULD KNOW***

*PEOPLE ... PLACES ... RESOURCES  
EXPECTATIONS ... RIGHTS ... RESPONSIBILITIES ... POLICIES*

**2017 - 2018**

# FACTS ABOUT THE UNIVERSITY

<b>Date Established:</b>	1925 by Saint Katharine Drexel and Sisters of the Blessed Sacrament
<b>Type of Institution:</b>	The only American Historically Black Catholic University
<b>Major Function:</b>	Teaching, Research & Community Service
<b>Accreditation:</b>	Xavier University of Louisiana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Xavier University of Louisiana.
<b>Major Divisions:</b>	College of Arts and Sciences, College of Pharmacy
<b>Degrees Offered:</b>	Bachelor of Arts, Bachelor of Science, Bachelor of Music, Master of Arts, Master of Arts in Teaching, Master of Theology, Doctor of Pharmacy
<b>President:</b>	Dr. C. Reynold Verrett
<b>Provost/Senior Vice President for Academic Affairs:</b>	Dr. Anne McCall
<b>Vice President for Enrollment Management</b>	Dr. Keyana Scales
<b>Vice President for Facility Planning &amp; Management:</b>	Mr. Marion Bracy
<b>Vice President for Fiscal Services:</b>	Mr. Edward Phillips
<b>Vice President for Institutional Advancement:</b>	Ms. Gia Soublet
<b>Vice President for Planning &amp; Institutional Research:</b>	Dr. Ronald Durnford
<b>Vice President for Student Services:</b>	Mr. Joseph K. Byrd
<b>Vice President for Technology Administration:</b>	Mr. Tony Moore
<b>Dean, College of Arts &amp; Sciences:</b>	Dr. Anil Kukreja
<b>Dean, College of Pharmacy:</b>	Dr. Kathleen Kennedy
<b>Dean of Students:</b>	Ms. Nedra Alcorn
<b>Enrollment:</b>	3000
<b>Traditions:</b>	Lagniappe Preview, New Student Orientation, SGA Welcome Week, Student Organization Fair, Volunteer Fair, Founder's Day Convocation, Wellness Week, , Octoberfest, Class Spirit Weeks, Greek Step Show, Homecoming and Coronation of Miss Xavier, MLK Week for Peace, Black History Convocation, Family Weekend, SpringFest, Hall Pride, Hall Step-Off, Volunteer Appreciation Week, Senior Grad Finale/Week, Commencement
<b>Colors:</b>	Gold and White
<b>Mascot:</b>	Gold Rush (Men); Gold Nuggets (Women)
<b>Motto:</b>	“Deo Adjuvante Non Timendum” “With God Helping Us, There is Nothing to Fear”
<b>Varsity Sports:</b>	Men & Women's Basketball, Cross Country, Tennis, Track and Field, Women's Volleyball

# UNIVERSITY MISSION STATEMENT

Xavier University of Louisiana, founded by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

## ALMA MATER

In the Mississippi Valley, In the Crescent Bend  
Stands our loved and noble Xavier, Far her praises send.

CHORUS: Wave her colors, bear them onward  
Gold and White so true  
Hail to thee, all hail, dear Xavier  
Hail, all hail, X. U.!

Xavier, ever be our guide, And lead us on the way  
Through life's journey, Onward, Upward, to the eternal day.

*Note: The Alma Mater is sung at the close of Convocations, assemblies and ceremonies.  
All rise when the Alma Mater is sung, and no one is to applaud afterward.*

## UNIVERSITY SEAL



The Xavier seal is composed of a shield inscribed in a circle. On one side of the shield is a lion rampant in a field of white. His claws are tinged with gold. On the other side of the shield, on a green field is a crescent and above the crescent a gold spear of wheat. The gold and white are Xavier's colors. The green field signifies confidence in God; the lion, symbol of courage and strength, stands for the Xavier student nourished with the wheat. The wheat may also stand for the Sisters of the Blessed Sacrament, who founded Xavier University. The Crescent represents the city of New Orleans; it may also symbolize Mary, the Virgin Mother of God, from who the Second Divine Person (Jesus Christ) arose.

**Xavier University of Louisiana**  
**Student Handbook**

**August 2017**



**Xavier University of Louisiana**  
Office of Student Services  
1 Drexel Drive  
New Orleans, LA 70125  
Main: 504-520-7357 Fax: 504-520-7929

Dear Xavierite:

On behalf of the Division of Student Services, I wish to welcome you to Xavier University during the “Era of the Xavier Renaissance.” This is one of the most exciting times in our history and we are honored that you have chosen Xavier for the “next leg of the journey” in your educational pursuits.

The Division of Student Services is well prepared to enhance your development through the out-of-class experience. In order to become a well-rounded student, the in-class and the out-of-class experience must complement each other.

The programs, services and learning experiences are provided by the Division of Student Services through **Athletics and Recreation, Campus Activities, Counseling and Wellness Program, Student Health Services, Housing and Residence Life, Student Leadership and Service, University Center, and University Police.**

We seek to assist you in your overall development in a caring, Christian atmosphere as we prepare you for the challenges and opportunities in the 21<sup>st</sup> century.

The Student Services Staff are talented and dedicated individuals ready to assist the Student Government and all of its constituencies in preparation for a life of leadership and service.

Our goal is to have a partnership with you, your parents, the faculty and staff in your total development as a Xavierite. **WELCOME!**

Sincerely,

A handwritten signature in black ink that reads "Joseph K. Byrd". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Joseph K. Byrd  
Vice President for Student Services

## FOREWORD

The Xavier University Student Handbook has been designed to provide general information that should facilitate your adjustment to college life. This Handbook describes the various non-academic services, resources, organizations, and co-curricular programs that are available to students and provides a ready reference for University policies, statements and procedures and outlines student rights and university standards for behavior.

Xavier University seeks to foster a knowledge community where student rights are valued and recognized, but balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his/her acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards that includes respect for all and adherence to the law.

This Handbook does not contain all the standards or regulations of the University. Students should also be familiar with what is included in the University catalog. The staff of Student Services is ready to help students locate any additional information needed or desired. Failure to access and to become familiar with the stated guidelines will not excuse any student from failing to know and/or observe the information contained herein.

The 2016-2018 Xavier University Student Handbook contains the most current information available as of the date of publication and supersedes all previous editions.

The University reserves the right to modify, or discontinue, without notice, any of its policies, regulations and procedures, which will apply to any student without regard to date of admission application or enrollment.

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# Student Services Department Directory

## STUDENT SERVICES

Vice President  
Associate V-P/Dean of Students  
Assistant Dean of Students

**University Center 305B** 520-7357

Joseph K. Byrd, M.Ed.  
Nedra J. Alcorn, M.A.  
Deon Ridgell, M.A.

## ATHLETICS and RECREATION

Athletic Director  
Associate Athletic Director/Senior Women's Coor  
Assistant Athletic Director/Sports Information  
Head Basketball Coach - Men  
Head Basketball Coach - Women  
Assistant Basketball Coach- Men  
Assistant Basketball Coach - Women  
Tennis Coach  
Cross Country Coach  
Volleyball Coach  
Assistant Volleyball Coach  
Director, Campus Recreational Sports  
Coordinator of Intramurals

**Convocation Annex** 520-7329

Jason Horn, B.A.  
Ashley Baker, Ph.D.  
Ed Cassiere, B.J.  
Alfred Williams, B.A.  
Robert Browder, B.S.  
Tyrone Mitchell  
Tarniesha Scott  
Alan Green, B.S.  
Joseph Moses, Jr., B.A.  
Pat Kendrick  
Hilary Lobenstein, M.A.  
vacant.  
Kermit Smith, B.A.

## CAMPUS ACTIVITIES

Director  
Assistant Director

**University Center 208** 520-7360

Amber Davis-Prince, M.Ed.  
Sharrone Godfrey, B.S.

## CENTER for STUDENT LEADERSHIP and SERVICE

Director  
Asst. Director, Community Engagement  
Asst. Director, Leadership/Transition Programs  
Outreach Coordinator

**University Center 316** 520-5133

Typhanie Jasper-Butler, M.S.  
Kimberly Hutchings, M.Ed.  
D. Jamar Simmons, M. Ed.  
Kendra Warren, B.S.

## COUNSELING CENTER

Director  
Assistant Director  
Counselor /Disability Services Coordinator  
Counselor  
Counselor  
Psychologist

**St. Joseph A & HRC 202** 520-7315

Shirley Labbe, M.A./ NCP-BCCP  
Chantel Gant, M.Ed./LPC-S,LAC,NCC  
Shelia August, M.A.  
Bracely Williams, M.A./ LMFT,LPC  
vacant  
Ariel Lloyd, Ph.D.

## HOUSING and RESIDENCE LIFE

Director  
Housing Coordinator  
Residence Hall Mgr, Living Learning Center  
Residence Hall Mgr, St. Katharine Drexel  
Residence Hall Mgr, St. Martin DePorres  
Residence Hall Mgr, St. Michael

**University Center 316R** 520-7321

Judy E. Bracy, B.S.  
Viola Spencer, B.A.  
  
Shirelle Perkins, B.A.  
Richard Sanchez  
Cedric Keys, M.S.

## STUDENT HEALTH SERVICES

Administrative Director  
Medical Director  
Nurse Practitioner

**St. Joseph A & HRC 217** 520-7396

Virginia Pellerin, R.N.  
Robert Mercadel, M.D.  
Kameka James, APRN, FNP-C

## UNIVERSITY CENTER

Director

**University Center 208** 520-7362

Darryl J. Keller, M.B.A.

## UNIVERSITY POLICE

Director, Public Safety/Chief, University Police  
Assistant Chief

**801 S. Carrollton Ave.** 520-7490

Jacques Battiste, J.D.  
Albert Cornish

# Welcome to Student Life!



The University offers students various services, resources and co-curricular programs to enhance student engagement and involvement. These services and programs fall under the supervision of the *Division of Student Services*. Student Services at Xavier is committed to an active participation in student success and learning both in and out of class. All programs and services are designed to encourage and link learning experiences and student development goals. Our philosophy is based upon the principle that the strongest education integrates the existing academic program with a supportive, caring atmosphere for each student to learn and grow outside the classroom. Responsibilities of staff extend to ensure students' personal growth and development:

- to advocate for students,
- to enlist student involvement in University programs and processes,
- to guide student transition to college life,
- to advise on policies and procedures, and
- to assist students in their learning and development as students, emerging leaders, engaged citizens and aspiring professionals.

Staff is available to assist in advising student organizations, aid in problem-solving and any special needs programs. Our doors are open and students may feel free to stop by the offices to share their ideas and concerns.

## **Summary of Student Responsibilities and Rights**

As a Catholic institution, Xavier University seeks to foster an environment where student rights are valued and recognized, balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards. Students are expected and required to abide by local, state and federal laws. Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, presenting their individual work, respecting themselves in decorum and dress, respecting the rights of others, and refraining from any conduct which obstructs the work of the university or may be injurious to the welfare of the University or any of its members on campus, at university-sponsored activities and off-campus. Students have right to a free will to learn, to exercise inquiry, to privacy and confidentiality of records under FERPA, HIPPA and ADA, and to voice protest or grievance. While this expression is viewed as essential to student development, it is required that students display responsible actions and maintain an orderly educational environment demonstrating respect for self and others.

**It is imperative that students become thoroughly familiar with the Student Handbook in order to avoid jeopardizing their relationship with the University and local community and to fully understand their rights and responsibilities as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions in accordance with Student Conduct Guidelines.**

## **Release of Information/Privacy of Education Records**

The Family Educational Rights and Privacy Act (**FERPA**) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- 1) the right to inspect and review education records
- 2) the right to seek to amend education records
- 3) the right to have some control over the disclosure of information from those education records
- 4) the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

## **Student and Parent Rights Relating to Educational Records**

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and Parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of this Student Handbook in its entirety online at <http://www.xula.edu/student-handbook> and at <http://www.xula.edu/student-accounts/documents/FERPA>

Students can complete a FERPA waiver to allow parent/guardian access to information at <http://www.xula.edu/registrar/ferpa>

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students and parents on its website – [www.ed.gov](http://www.ed.gov).

## **Complaints/Grievances**

Students with general complaints are urged to resolve the concern informally by discussing with the party identified as causing or contributing to the grievance (student, faculty member, administrator, staff, other) or their supervisor. If the student is unable to resolve the matter at the informal level, a written complaint may be filed by completing the online [Student Complaint Form](#) and submit to the Vice President of Student Services, 305 University Center providing the following information: Name and contact information; A description of the concern or complaint and supporting documentation; A description previous attempts to resolve by the student or the university; and A description of the desired outcome. The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint. , and state the nature of the grievance and the remedy being sought. The current policy for non-academic complaints is available online at [Student Complaint Policy](#)

*NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone or email will not be considered as submitted for review.*

## Complaints Alleging Sexual Harassment or Discrimination

It is the policy of XULA that harassment or discrimination of any form is prohibited and will not be tolerated. Each student, faculty and staff member has a responsibility to maintain a collegial environment that is free of any form of harassment or discrimination. **Title IX, of the Education Amendments of 1972, prohibits discrimination on the basis of gender from an education program or activity receiving federal financial assistance, including athletics and sports**, sexual harassment, gender-based discrimination and sexual violence that occur on and off-campus.

The **Campus Sexual Violence Elimination (SaVE) Act** increases transparency on campus about incidents of sexual violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention and education programs. The Campus SaVE Act amends the Clery Act, which requires campuses to provide annual statistics on incidents of campus crimes and broadens this requirement to mandate fuller reporting of sexual violence to include domestic violence, dating violence, and stalking.

Xavier University of Louisiana is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. The University does not discriminate on the basis of sex in its education programs and activities, and it encourages any student or non-student who thinks that he or she has been subjected to gender discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individuals or offices listed below.

### TITLE IX COORDINATORS – WHERE TO REPORT

**For Complaints against a Xavier student** for sexual harassment, gender discrimination, or sexual assault, please contact:

#### **Institutional Title IX Coordinator**

Kevin E. Wolf, Associate Vice President  
Human Resources  
909 S. Jefferson Davis Pkwy., Ste 410  
504-520-7537 [kwolf@xula.edu](mailto:kwolf@xula.edu)

#### **Deputy Title IX Coordinator**

Nedra J. Alcorn, Associate Vice President  
Office of Student Services  
University Center, Room 305  
504-520-7359 [nalcorn@xula.edu](mailto:nalcorn@xula.edu)

**For Complaints against Faculty or Staff** or individuals who do business with Xavier University) please contact: Kevin E. Wolf, **Title IX Coordinator**

**Gender Equity in Athletics** programs, please contact:

Kevin E. Wolf, Title IX Coordinator

Jason Horn, Director  
Athletics & Recreation  
Convocation Center Annex  
504-520-7329 [jhorn1@xula.edu](mailto:jhorn1@xula.edu)

#### **Investigations and Outreach**

Deon Ridgell, Assistant Dean, Student Life  
504-520-7357 [dridgell@xula.edu](mailto:dridgell@xula.edu)

Judy Bracy, Director, Residence Life  
504-520-7321 [jbracy@xula.edu](mailto:jbracy@xula.edu)

Adicia Waddell, Assistant Director, Human Resources  
504-520-7537 [awaddel@xula.edu](mailto:awaddel@xula.edu)

#### **Campus Security and Clery Reporting**

Jacques Batiste,  
Director, Public Safety/Chief of University Police  
3801 S. Carrollton  
504-520-7490 [jbattis2@xula.edu](mailto:jbattis2@xula.edu)

The University provides resources to assist in addressing issues involving gender discrimination and sexual misconduct at [Counseling-Sexual Assault Resources](#) and [Safeguard Options - Guide to Reporting Sexual Assault](#). For more information, please contact the Dean of Students at 504-520-7357 or Associate Vice President of Human Resources, at 504-520-7537.

## Cyber-Harassment, Threats and Bullying

Recent events have placed the issue of cyber bullying, cyber stalking and cyber harassment at the forefront of campus conduct concerns. Xavier University of Louisiana is committed to each student's success and establishes a caring, responsive, and safe learning environment that is free of discrimination, violence, and bullying. The Office of Student Services establishes student's rights and responsibilities and responds to such behaviors through our Code of Conduct, [www.xula.edu-studenthandbook.php](http://www.xula.edu-studenthandbook.php). The following is an amendment to the 2012-2014 Student Handbook effective January 1, 2014, under Specific Regulations (Prohibited Behavior).

**Harassment, Threats, and Bullying:** Persistent, severe, or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm. This includes conduct whether physical, verbal or electronic, written or video—

- (1) which is beyond the bounds of protected free speech, directed at a specific individual(s), and likely to cause an immediate breach of the peace, and
- (2) including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.

**Cyber Bullying:** Cyber bullying is the willful and repeated bullying that takes place with the use of different kinds of technology and social media. It can be used on various sorts of devices such as computers, cell phones, tablets and other electronic communication devices. It often occurs through the use of social media sites such as Facebook or Twitter. However, it also happens through texting, online chatting, instant messaging, emails and other various forms of communication. Messages and images inflict emotional pain and degrade another person or persons and can quickly spread to a vast audience.

### Examples of Bullying

Examples of specific behavior that constitutes bullying include:

- Wearing gang paraphernalia and other clothing meant to intimidate or exclude another;
- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status;
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status; and
- Physical acts of bullying, such as punching, slapping, or tripping someone.

### Examples of Cyber Bullying

- Sending mean or inappropriate text messages and emails
- Posting embarrassing pictures of someone else online for others to see
- Starting or perpetuating degrading rumors about another person
- Creating a fake profile of someone that contains inaccurate information
- Impersonating the victim online by sending derogatory, degrading, or controversial messages which causes others to respond negatively to the victim
- Harassing the victim during a live chat.
- Encouraging others to send the victim threatening e-mails or to overwhelm the victim with offensive e-mail messages
- Sending anonymous messages to inflict the above

## **Student Conduct Process**

Sexual violence, Sexual harassment, and Bullying are all a violation of the Student Code of Conduct as amended above. Anyone feeling he/she is a victim of any of the above conduct should take action; however, a student always has the option to decline to report to authorities and have identity remain confidential.

### **File a Report**

- A complaint of a suspected violation should be filed with the Office of Student Services or Campus Police as soon as possible, preferably within 10 calendar days of the incident. To submit a report of any concerning behavior or to allege that the Code of Conduct has been violated, the complaint must be in writing specifying the basis and details of the behavior, including individuals involved, date, time, location and any witnesses.

### **Request a No Contact Order or Accommodation**

- The Office of Student Services can assist in completing a “No Contact Order” between the complainant and the accused. This would prohibit contact between the parties through any means of communication. This would also prohibit others contacting the complainant on behalf of the accused. Interim changes in room, courses, transportation and work environments may be made.

### **Seek Out Assistance and Resources**

[Safeguard Options - Guide to Reporting Sexual Assault](#)  
[Counseling-Sexual Assault Resources](#)

### **Retaliation**

Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual’s participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual’s participation in a court proceeding relating to suspected wrongful conduct is prohibited.

### **Consent**

Consent is a voluntary agreement. Someone who is incapacitated cannot consent. Consent is not transferrable to another person, is not silence or the absence of resistance, can be withdrawn at any time and coercion, force or threat invalidates consent. Past consent does not imply future consent.

### **How to Represent Yourself on Social Media Sites**

- Represent yourself professionally – would you want a future employer to see what’s out there
- Be aware of not only what you have posted but what others have as well – make sure there are not any embarrassing or inappropriate pictures of you, etc.
- Remember that once it’s out there, it is out there for good – think to yourself if you would be happy about reading a post or seeing a picture ten years from now
- Use your privacy settings – check them regularly to make sure the only people who are seeing your pages are those you approve of
- Note that the internet is not a private place – make sure you are represented in a way that you are proud of and do not have to regret later

## **Zero Tolerance**

### **UNLAWFUL USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES**

Substance abuse affects the individual and the community. The University expects all students to abide by Louisiana state laws and university policies regarding the unlawful use of alcoholic beverages and controlled substances. The University does not permit or condone the unlawful possession, use, manufacture, distribution, or sale of a controlled substance; or abuse of alcohol, or aiding and abetting underage drinking. Violation of this prohibition will result in disciplinary action, including separation from the University. Those in violation may also be required to participate in a substance abuse program.

### **SEXUAL MISCONDUCT**

Sexual misconduct is non-consensual physical contact of a sexual nature, and can occur between acquaintances or parties unknown to each other. Xavier University of Louisiana will not tolerate sexual misconduct. The University strives to create an environment that is free of acts of violence. It is important to note that a person may be unable to give consent if they are under the influence of alcohol or drugs. The decision to charge and sanction a student for violating the Student Code of Conduct is based upon this information.

## **Dress and Decorum**

The Student Code of Conduct is fully outlined in the Student Handbook. While the University does not have a formal dress code, it is our belief that each student's actions and appearance should reflect a positive image of the university and contribute to a distraction-free learning environment. Appropriate behavior, dress and grooming are central to the orderly operation of the campus environment. Any behavior or style that detracts from the learning environment is unacceptable.

Student Services administrators, with input and support from faculty and staff, have the final decision in determining and enforcing student conduct, dress and grooming standards on campus and at all university-related activities.

- Clothing, Pictures, Social media postings and Language/Gestures that are offensive, objectionable, profane, and obscene or that promotes or advertises illegal substances are unacceptable.
- Wearing any clothing that is associated with or denotes any gang or gang-related activity is prohibited.
- Pajamas/loungewear is prohibited outside of the residence hall.
- Students not dressed appropriately will be asked to change clothes and/or will be refused entry/asked to leave an event.

Exceptions will be permitted for bona fide religious reasons.

## **Student Governance**

All full-time and part-time undergraduate students are automatically members of the SGA. The mission of the Student Government Association is to provide experience in the democratic process; to encourage students to participate in all facets of the institution; and to promote and assist in the planning and implementation of student programs and activities. SGA is the liaison between the students, faculty and University administration, providing appointments to a variety of internal and University committees, task forces and boards that establish or influence a wide range of policies, procedures and the general direction of academic and nonacademic programs and services offered at Xavier. SGA also functions as the avenue through which grievances by students may be channeled to the administration of the University. The SGA office is located in the second floor of the University Center.



## **Policy Statements**

Xavier University of Louisiana approves, issues, and maintains university wide policies to provide continuity, ease of access, understanding and guidance to the university community. For a full disclosure of all Policy Statements, please refer to the Policy Statement section in the Student Handbook, pages 82-109:

Anti-Hazing

Behavioral Health Emergencies

Cyber-Bullying, Threats and Harassment

Drug Free Campus

Emergency Preparedness

Emotional Support/Service Animal

Grievance/Written Student Complaints

Intellectual Property Policy

Loss of Personal Property

Missing Student Protocol

Religious Activity

Responsible Use of Technology and Network

Room and Board Refund

Sexual Harassment

Statement on Non-Discrimination

Student Information and Privacy (FERPA)

Student Publications

# DIVISION OF STUDENT SERVICES

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## **Office of the Vice President for Student Services**

**University Center 305B**

The Vice President for Student Services (VPSS) provides administrative leadership, support and direction for all matters related to student services and student life and participates as a member of the President's cabinet in planning, budgeting, and policymaking for the university. The VPSS oversees the areas of Athletics and Campus Recreational Sports, Campus Activities, Campus Ministry, Career Services, Counseling and Wellness, Health Services, Housing and Residence Life, New Student Orientation and Student Leadership, University Center, Community Service/Service Learning and University Police. Other areas of responsibility include student conduct, student government, student organizations, and Greek life.

The Associate Vice President for Student Services assists the VPSS in matters of program implementation and policy/resource development, monitors safety and risk management practices, and provides leadership and guidance to the campus community through the supervision of those offices that address student life – student government, student organizations, housing and residence life, orientation, university center, campus activities, student conduct services, and student leadership development. The Assistant Dean of Students reports to the AVPSS and assists with the adjudication of campus conduct reports, serves as an adviser and offers mediation as an alternative to the conduct process and coordinates a comprehensive student life program (campus clearing house) for student voice, rights and responsibilities.

## **Athletics and Recreation**

**Convocation Annex 322**

The Athletics program at Xavier University has a rich tradition of excellence in intercollegiate athletics, including post-season tournament competition in Men's and Women's Basketball, Tennis, Cross Country, Track and Field and Women's Volleyball. The Athletics program provides a safe and motivating environment for student-athletes to excel, but also recognizes the need for students to pursue and achieve academic excellence. This combination of athletic achievement and academic excellence is the foundation of a sound athletic program with long-term success where coaches share the responsibility of educating student-athletes.

The Campus Recreational Sports program is designed to provide opportunities for all Xavier students, faculty, and staff to participate in competitive, organized, and free-play sporting activities, informal recreation and fitness programs for which all participants, regardless of degrees of athletic abilities, may benefit physically, mentally, emotionally and socially. The sports offered are: Flag football, Volleyball, Horseshoe, Basketball, Softball, Table tennis, Billiards, Tennis, Track and Swimming. All sports are open to both men and women. There are also various indoor games which are also available for competition. All Xavier students, faculty, and staff are eligible to participate in club sports, intramural activities, informal recreation and fitness programs. This includes all campus organizations recognized by the University. Varsity players may not participate in the sports in which they are lettering.

## **Campus Activities**

**University Center 208**

This office promotes a comprehensive co-curricular program that aids in the personal development of students and enhances their educational experience through student life activities. Our staff encourages sponsorship of out-of-class programs that offer opportunities to link academic, professional and personal development goals with campus/ community involvement. This unit also coordinates the development of, and supervises the procedures and activities of University-recognized student clubs and organizations. The mission of the Campus Activities Office is to support the academic goals of Xavier University by providing services and programs designed to enhance and maximize students' co-curricular educational opportunities. This office will promote a positive campus environment that empowers students

to interact and share common interests, fosters opportunities for leadership development, and broadens awareness of their social and civic responsibility. Through various programming, this department strives to increase student satisfaction on campus and assists in the retention of students leading to graduation

## **Center for Student Leadership and Service**

**University Center 316**

The Center houses New Student Orientation/ the First Year Experience Program, Community Service/ Service-learning, XU LEADS (Leadership Education and Developmental Skills) and Volunteer Services. The Center for Student Leadership and Service promotes student leadership and civic engagement by complementing the academic curriculum with practical application of classroom theory and methodology. The Center for Student Leadership and Service contributes directly to the University Mission by implementing programs that will prepare students to assume roles of leadership and service in society. The ultimate purpose of the Center is to educate students to become facilitators of social change.

### *NEW STUDENT ORIENTATION PROGRAM*

*New Student Orientation* assists the University's "new" students – entering freshmen, transfers and nontraditional students – in maximizing their potential and achieving personal and academic growth. Students are provided with a suitable referral source; a vital support system away from home; and a liaison with all areas of the University community. These efforts are facilitated by PEER DEANS, student volunteers who mentor and act as liaisons to new students on campus and assist in planning Orientation. The ultimate goal is to instill in new students the importance of taking advantage of all resources available to them and becoming well-rounded students.

### *FIRST YEAR EXPERIENCE PROGRAM (FYE)*

Student Services and Academic Affairs collaborate in planning and implementation of a holistic, year-long series of curricular and co-curricular activities focused on internalization of, and identification with, what it means to be a Xavierite.

*FYE* begins with the completion of the application and ends with the beginning of the sophomore year at Xavier. All components of the FYE are based in the unique history, mission and core values of Xavier. Each is designed to enhance the transition of the student from dependence to independence and interdependence. The components emphasize the knowledge, skills, and values that characterize a Xavierite. More details may be found in the upcoming FYE Handbook.

### *VOLUNTEER SERVICES*

*Volunteer Services* guides, supports, and encourages community involvement and gives public recognition to those students actively involved in community service. Participation and involvement in community service activities can eliminate a students' self-doubt on career decisions, positively impact on class performance, and affect personal attitude on life---promoting competence, self confidence and experience in problem- solving. Community Service provides an array of opportunities for students based upon their interest, skills, and time commitment. Students can chose to participate in MAX (Mobilization At Xavier), Agency Clearinghouse, or one-time Special Event opportunities.

### *XU LEADS*

*XU LEADS* (Leadership Education and Developmental Skills) prepares students for leadership roles and responsibilities through the use of multiple techniques such as training workshops, community service, panel/discussion forums and retreats. The emergent and advanced leaders develop skills in team building, ethics, conflict resolution, motivation, critical thinking, and positive regard for others. XU LEADS calendars are distributed at the beginning of each semester.

### *SERVICE-LEARNING*

Service-Learning is a teaching and learning method that connects meaningful community service with academic learning, personal growth, community involvement, and civic responsibility. Students are engaged in thoughtfully organized service experiences connected with an academic course throughout disciplines and university departments. Service-learning is a joint effort between Student Services and Academic Affairs.

## **Counseling Center and Wellness Program**

**St. Joseph A & HRC 202**

### *COUNSELING SERVICES*

The Counseling Center provides a wide range of programs and experiences designed to facilitate academic, personal, and social development. Our professionally trained and licensed staff includes counselors and social workers who offer individual and group counseling to all students. The staff is available to assist students in a variety of concerns: college survival, relationship and roommate concerns, making important decisions about one's personal life, dealing with concerns related to alcohol use, adult/child issues, eating disorders, familial issues, academic concerns, issues related to physical, emotional or sexual abuse, date rape, etc. and crisis counseling when the need arises. Referral services are also available when appropriate. Workshops are offered throughout the year on topics such as human relations, test anxiety management, assertive behavior development, stress reduction, and study skills development. Career and personality testing are also available. A personal development library is available on a variety of topics and is accessible with or without counselor contact. *All counseling services are free and confidential.* The Center is open Monday – Thursday, 9:00 a.m. – 8:00 p.m. and Friday, 9:00 a.m.–5:00 p.m. (fall, spring). 9:00 a.m.–5:00 p.m. Monday – Friday (summer). Appointments are recommended for counseling needs other than emergencies.

### *WELLNESS PROGRAM*

Maintaining health and wellness is important for academic and professional success. The Wellness Program encourages students, faculty, staff, and administrators to be the best that they can be in every aspect of their lives—physical, mental, emotional, social, spiritual, and intellectual. The Wellness Network (Counseling Center, Health Services, Campus Activities, Pharmacy, Psychology and Campus Recreational Sports) sponsors Wellness Awareness Week, the Biggest Loser weight loss contest, Recovery Month, Denim Day, and many activities throughout the year to promote healthy lifestyles. The Wellness Peer Counselors are trained student volunteers who are available to assist students, faculty and staff in learning how to live a wellness lifestyle. Students, in particular, who are interested in losing weight, stop smoking, eating more nutritiously, and managing stress should avail themselves of the wide array of health promotion activities in the Center.

### *DISABILITY SERVICES*

The Office of Disability Services (ODS), located in the Counseling Center, coordinates all services and programs for the disabled student population. Support and assistance is given to students with physical or mental/emotional impairments, learning differences, chronic illnesses, and temporary disabilities. The ODS office encourages student empowerment through self-advocacy, program accessibility/accommodations, and a psychologically supportive environment.

## **Housing and Residence Life**

**University Center 316R**

Residence Life provides services, programs and activities for residential students. Four residence halls provide a variety of facilities for students. Through its professional and paraprofessional staff, the Office of Residence Life provides opportunities to create and experience community in a true living-learning environment. The Residence Life programs and policies are designed to provide opportunities for lifelong learning; offering an

environment which promotes community living with emphasis on educational and social interaction. All resident students are members of the **Residence Hall Association (RHA)**. Each residence hall is represented on the **RHA Hall Council, Student Conduct Board**, which has primary responsibility for the monitoring of student conduct in campus housing, and the **Nutrition Advisory Council (NAC)**, which advises Xavier Dining Services on student needs and concerns regarding menus, customer service, hours of operation, etc.

### **Student Health Services**

### **St. Joseph A & HRC 217**

Student Health Services provides for the maintenance and improvement of the health and welfare of enrolled students with emphasis placed on mitigating illness. The on-campus health care facility offers a range of medical care services including primary health care, acute care (non-life threatening), women's clinic, allergy shots, and health and wellness education. All currently enrolled Xavier students are eligible for unlimited office visits at no charge. A minimal fee is assessed for certain services offered ([shs info\shs fee list.pdf](#) e.g. TB Skin test, certain clinical procedures and medical supplies). These charges can be added to the student's account and paid at a later date. All medical information is confidential. Magazines, pamphlets and brochures on health-related issues are also on display and distributed by Student Health. Health and Wellness programs are scheduled throughout each semester and include Breast Cancer Awareness, World Aids Day, Great American Smoke-out, Nutrition and American Heart Month. Student Health Services is a member of the **American College Health Association** and **Southwest College Health Association**.

### **University Center**

### **University Center 208**

The University Center is the center of campus life at Xavier. The University Center serves students, faculty, staff, alumni and guests offering a variety of programs, activities, services, and facilities to complement the academic experience. An extensive array of cultural, educational, social and recreational programs provides students, in particular, the opportunity to balance course work and free time as cooperative factors in education. The University Center functions as the gathering place of the university community as it provides services and conveniences in offices for student organizations, student services, e-conference rooms, campus card center, campus mail service, campus dining service, a game room, a café, and a large study area that converts to a showcase lounge and much more.

### **University Police**

### **S. Carrollton and Drexel Drive**

University Police maintains the campus as a safe and secure environment. The Office of University Police is open 24 hours and serves as the information center to visitors entering the campus. Officers patrol the campus on a regular schedule by foot, bicycle, and vehicles. Officers also avail themselves as crime prevention practitioners by re-enforcing safety & security information to students, faculty and staff of the university. Major emphasis is placed upon personal safety and security beginning with the individual. The Office of University Police oversees parking and traffic control and offers several crime prevention and safety awareness programs throughout the year.

Members of the Xavier University Police department are trained officers who hold a Special Officers commission by the New Orleans Police Department and many have attained an additional certification, P.O.S.T. (Peace Officers Standards Training), commissioned by the State of Louisiana, Office of State Police.

University Police is responsible for responding to and investigating all violations of law. To assure safe access to the University, officers need the cooperation and support of all members of the Xavier community. Any suspicious or potential criminal activity or other emergencies should be reported immediately at 520-7490. Other services provided by University Police: *investigation of auto accidents (on XU property); access to university facilities; medical emergency first responder; investigation of suspicious or criminal acts; vehicular & foot patrol of all XU properties enforcement of university guidelines.*

# CAMPUS RESOURCES

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## ATMs

Chase Bank

Library foyer (near Pharmacy)

Liberty Bank

Lounge, University Center 1<sup>st</sup> floor  
St. Martin Deporres Hall

## Academic Computing Services

There are academic computer labs across campus available to Xavier students. Xavier operates four open Computer Labs – Library RMC, NCF Computer Lab, St. Joseph Computer Lab, Xavier South Computer Lab--and Mini Labs in the Residence Halls. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. Information Technology Services trains students to work in the labs, answer questions and help students with printing and access problems.

## Bank Accounts, Direct Deposit and Check Cashing

Xavier University will cash one-party checks for students up to \$25.00. Students are urged to open an account with a local bank in order to avoid complications in the management of funds. Numerous banks are located within a five-mile radius of campus. All refunds, work-study and student employment earnings must be direct deposited into bank accounts. Keep careful records of credit and point of sale purchases to avoid fees for insufficient funds.

## Bookstore

The University Bookstore is located on the second floor of the University Center. It supplies all university required textbooks and school supplies. Also available are various school insignia clothing, novels, books and magazines and other gift/souvenir items for the entire family and campus community. In addition, limited snack, beverage and toiletry items are offered.

### REFUND POLICY

#### TEXTBOOKS:

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

#### GENERAL READING BOOKS, SOFTWARE, AUDIO, VIDEO AND SMALL ELECTRONICS:

- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be original condition.
- No refunds or exchanges without original receipt.

#### ALL OTHER MERCHANDISE:

- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gifts cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be original condition.

For more information on returns and exchanges by mail or for online purchases, please see <http://xula.bncollege.com>. Purchases may be made with cash, check, major credit cards or on the XCard/Rush-Buck\$ account.

## Campus Card Office/Auxiliary Services

The Office of Auxiliary and Support Services houses the Campus Card office and also oversees contracted services for the university---Bookstore, Dining Services, Document Centre, Post Office, Graduation Attire and Vending, ATM and Laundry machines. Auxiliary Services also is the campus lost and found location. All students may obtain an XCARD/ID card from the Campus Card Office, University Center, Room 122, Monday – Friday, 9:00 a.m. – 4:00 p.m. A new student (i.e., first time attending Xavier University) may obtain an XCARD/ID card only after he/she (1) has registered for classes for the current semester and (2) has been fiscally cleared via a Student Accounts representative/cashier. See ID Card in this listing for more information.

## Campus Ministry

Campus Ministry encourages students, faculty, and staff to grow in their own faith and to find support within the University community. It offers a variety of programs and opportunities for faith development through one-on-one interaction and group settings. Opportunities are provided for students, faculty and staff to meet with the Campus Ministry staff to plan and prepare spiritual activities that will meet the needs of the Xavier community—fostering fellowship, community outreach, leadership development and values clarification. Campus Ministry is staffed by a Director, fulltime Chaplain, Administrative Assistant, and Peer Leaders (student volunteers). Other opportunities for student involvement in Campus Ministry:

LITURGY - Weekdays 12 noon; Sunday 12:30pm		
Eucharistic Ministers	Liturgical Dancers	Music Ministry
Lectors	Environmentalists	Christian Drama
Liturgy Planning	Ushers	Bible Study
Prayer Service Committee	Revival Committee	Retreat Team

## Copy Services/Document Center

Coin/card operated copy machines for student use are available in the University Center, University Library, Pharmacy Library, Chemistry Dept., Xavier South 2<sup>nd</sup> floor, St. Katharine Drexel Hall and the Living Learning Center. Students may deposit RUSHBUCK\$ and use the XCard/ID Card to make copies.

The XU Document Center is located on the 1st floor of the University Center. It provides “While You Wait” services for all print jobs up to 300 sheets and 24 hour service for up to 5000 sheets, business cards and typesetting jobs. Copy services include black and white/full color copies on letter, legal, tabloid (12 x 18) on white, pastel, bright, resume paper or card stock. Stationary/graphic services include: brochures, envelopes, flyers, invitations, letterhead and newsletters. Binding/finishing services include: automated folding, cutting, stapling and spiral binding. The Centre also provides special services such as digital printing, faxing, laminating, scanning and transparencies.

## Dining on Campus

The dining experience at Xavier offers a variety of menu choices catered to the casual diner and residential students. Xavier Campus Dining Services operates the UC Dining Hall, Jazzman’s Café, Flambeaux’s Grill, Simply to Go, Freshens and Xavier Catering. Xavier Campus Dining menus are planned around the greatest variety possible to meet the most diverse range of individual preferences. Diners are encouraged to choose from a wide variety of food everyday for the healthiest and most balanced diet. Students who are interested in more information, have special needs or concerns about nutrition, are invited to call and schedule a meeting with the General Manager, or email to [dining@xula.edu](mailto:dining@xula.edu).

*Note: Inappropriate attire which includes, but is not limited to sleepwear or loungewear, will not be permitted in the dining hall of Xavier University.*

*UC DINING HALL – Xavier’s 650-seat residential restaurant features a traditional all-you-can-eat dining program. The menu offers students more variety and greater selections on the salad*

bar, fresh baked breads, and soups made daily, deli and grilled sandwiches, and an array of desserts.

*JAZZMAN'S CAFÉ & BAKERY* – Located on the 1st floor of the University Center, Jazzman's café offers menu favorites such as fresh brewed specialty coffee beverages and fresh baked breads, muffins, pastries and gourmet salads or hearty sandwiches, in a casual, relaxed setting to soothing jazz sounds.

Also featured in this location is “*SIMPLY TO GO* “. Specifically designed for those on the run, the grab and go menu offers deli sandwiches, assorted beverages, fresh soups, fruit and garden salads and microwaveable foods. Jazzman's is the perfect place for everything from a hearty lunch to a re-energizing snack and to grab 'n go or hang out with your friends after class or meet for a study break.

*FLAMBEAUX'S GRILL* – features a variety of sandwiches and delicious side items. Menu favorites include mozzarella cheese sticks, sweet potato fries, and a selection of sandwiches such as hamburger, hot sausage, and shrimp Po-Boys. Located on the 1<sup>st</sup> floor of the University Center.

*SubCONNECTION* – offers classic and premium subs, wraps and flatbread pizzas made to order. A special \$5 deal is featured daily. Located on the 1<sup>st</sup> floor of the University Center.

*XAVIER CATERING SERVICES* – Xavier University Catering Services understand that student organizations work with limited budgets and are committed to work to fulfill the dining needs for your student event. No matter how basic or large scale, you will be provided a full range of quality and innovative catering services. The catering coordinator will gladly work with you to create your special event or to tailor a menu for a theme party or reception. For arrangements, stop by the catering office located in the University Center, Room 113, email [catering@xula.edu](mailto:catering@xula.edu) or call (504) 520-6758.

## **Disability Services**

The Office of Disability Services (ODS) is a resource for the accommodation of students regarding academic and non-academic accessibility issues relevant to campus life, personal growth and career development. Personalized support services, programs, and referrals are coordinated through the Counseling Center and are available to reasonably accommodate students with the special needs who self-identify. Some of the services available include registration assistance, orientation assistance, accessibility assistance, referral to testing services and coordination of academic or non-academic accommodations, such as extended time for testing, a distraction-reduced environment, and housing and dining accommodation. All services are confidential and in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Please see the Handbook in its entirety at <http://www.xula.edu/counseling/documents/DSS.pdf>

## **Emergency Assistance**

The university maintains an emergency system that will assist students in times of need. If assistance is needed, students should contact the Office of University Police at ext. 7490 (520-7490 if off campus) or 911 if the situation is life threatening and provide the following information:

- Name
- Location
- Phone number
- Brief nature of the emergency.

University Police staff will dispatch appropriate emergency personnel and/or the Student Services Administrator on-call.



Other emergency alert systems:

- Six **Emergency Blue Light** call stations are located throughout the campus and connect directly to the Xavier Police Dept. to report any emergency or suspicious activity.
- An Emergency alert messaging system is extended to the campus community to receive notification of weather alerts and other emergencies via text, email and voice mail after and registration of wireless device and email address. Students in on-campus housing must register for this service.

### **Fax Services**

Fax service is available at the XU Document Center and NCF Computer Lab.

### **Financial Aid**

The university provides financial assistance for eligible students who, without such aid, would be unable to attend. Xavier students who wish to apply for assistance must submit an application online at <http://www.fafsa.ed.gov> and select Xavier University.

### **Health Services**

Student Health Services provides physician and nursing services throughout the semester. The general clinic is a “walk-in” service. Nursing and nurse practitioner services are available Monday-Friday from 8:30am – 4:30pm. Physicians are available at scheduled times. **The Primary Care Clinic** offers care for a wide range of acute and chronic conditions including assisting with management of allergy injections. Proper documentation is required (<http://www.xula.edu/student-health/allergy-injections.html>). Staff is also available to provide medical consultations.

**A Women’s Health Clinic** is offered twice weekly by appointment only. Services such as annual exams, counseling and treatment are available for a number of health concerns. Student Health also maintains a **Lactation room** for nursing mothers located in UC 305E.

A student who requires the services of a physician or nurse practitioner after hours will be referred to an off-campus physician or emergency room at his/her expense. In the event of an accident or medical emergency, please refer to the **CAMPUS ACCIDENT PROCEDURES** listed later in this handbook.

**Off – campus services**, e.g. laboratory test, x-rays, prescriptions, etc., are the responsibility of the student. Payment or proof of current insurance is required at time of treatment.

**Class Absences due to illness:** If a student is absent from class due to an illness/injury, he/she must notify Student Health Services. The student must also be seen on that day or within 24 hours of the absence. A medical excuse for an absence will only be issued under those circumstances. *Note: An Excused Absence document may be issued, but the faculty member actually determines whether or not the absence is “excused”.*

*Note: see Health Policies for information relating to health procedures for registration, campus accident procedures and emergency illness/absence from class.*

### **Identification Card (XCard)**

Each student should carry his/her ID card (**the XCard**). It provides identification for tracking class attendance, checking out library books, gaining entry to University sponsored events, and gaining entry into the cafeteria for those who have a Meal Plan or RUSHBUCK\$. Students may not lend their cards to anyone else; permitting another person to use a card or using someone else's card is considered fraud. The XCard is your personal ID card but is the property of Xavier University and should be carried at all times while on campus and presented upon request by any University official and can be confiscated from bearer as a

result of inappropriate conduct or abuse. The XCard is also financial transaction card. The XCard RushBuck\$ refers to a stored value account established by pre-depositing funds via (1) the Blackboard Community System (online), (2) the PHIL Station, located on the first floor of the University Center near the cafeteria entrance, or (3) in the Campus Card Office, University Center, Room 122. As a cash alternative, RushBuck\$ can be used for purchasing services/goods from selected copy and vending machines, merchandise from the bookstore as well as meals from Xavier food services.

#### *PROCEDURES FOR LOST, DAMAGED or STOLEN OR CARDS*

If your XCard has been lost or stolen, immediately access your XCard/RushBuck\$ account via the Blackboard Community system and deactivate the card OR visit the campus card office for deactivation at University Center 122G, 9:00am – 4:00 pm. There is a nonrefundable \$10 fee to issue a replacement XCard. *(Please note that the University is not responsible for any loss/damage/theft or expenses resulting from loss/damage/theft or misuse of this card. Therefore, you should have your card deactivated as soon as possible to prevent any unauthorized use.)* Report immediately any lost or stolen card, or unauthorized card usage to the Campus Card Office in University Center 122G or by phone at (504)520-5780 during the business hours of 9:00 a.m. - 4:00 p.m., Monday through Friday. After hours, you may notify Office of University Police, Student Services or residence hall staff. **If you are a resident living on campus you are eligible to get a "TEMPORARY CARD"**. See your Resident Hall Director and receive a temporary card that will give you access to your meal plan until the next business day.

#### **Inclement Weather**

The university remains open during times of storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. The most accurate and up-to-date information about the status of classes and campus services can be found on the university website ([www.xula.edu](http://www.xula.edu)). Please Note that in the event of an actual emergency, especially one that causes the campus to be closed the XULA emergency web site and/or the toll-free telephone number are the only official sources for information regarding Xavier University of Louisiana.

**Emergency site:** <http://www.xulaemergency.com>

#### **Toll free number 1-866-520-XULA (9852)**

Students are encouraged to check the website frequently for updates, schedule changes and closures. You can also access important bulletins through local media and national weather service via links on the university emergency web site. All resident students are *required* to complete and submit a Personal Emergency Evacuation Plan to the Office of Housing and Residence Life.

#### **Insurance**

All full time undergraduate students are REQUIRED to show proof of health insurance which provides coverage in the New Orleans metropolitan area. A full time undergraduate student, who does not fulfill the criteria for a waiver, will be billed for the student health insurance. **Any registered student is eligible to purchase this insurance.** Please see insurance policy and waiver information: <http://www.xula.edu/student-health/insurance.php>

#### **International and Intercultural Programs**

International Student advising and liaison for immigration and visa paperwork are some of the services to provide assistance to enrolled international students. The Director of the Center for Intercultural and International Programs serves as advisor and works with international students to provide counseling on socio-cultural matters and coordinate and plan events where students can engage in social and cross-cultural activities.

## **Liability**

The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Xavier University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls. The student is encouraged to carry insurance for protection against such losses.

## **Library**

The Xavier University Library/Resource Center provides services to students, faculty, staff and alumni. A Federal Documents Depository since 1991, the Library houses federal publications, Archives and Special Collections division, Instructional Media Services, and specially designed class/viewing rooms and wet study carrels. Inter-library loans are available to students, faculty and staff. The Library is open until midnight five nights a week, and special hours during final exams, holidays and summer months.

## **Lost and Found**

Items lost and found on the main campus are usually returned to the University Police Office or Auxiliary Services, UC 122G. Items are kept for 30 days and disposed of after that time. Individuals may inquire of lost and found items at either office between the hours of 9 a.m. and 9p.m. Monday - Friday, except holidays.

## **Non-University Religious Groups**

Non-university religious groups that wish to come to the campus to present programs or otherwise encounter students must have the approval of the Vice President for Student Services. The vice president (or designee) will grant such approval after consultation with the Office of Campus Ministry.

## **Notices/Announcements/Publicity**

All signs or posters which are to be placed on the campus must be approved in the appropriate office. Please bring the sign or poster to be approved before it has been duplicated. Student Services (UC 305B) manages the posting/publicity policy and is responsible for approving posters and flyers on campus in for confirmed and scheduled events. Requests for banners and oversized posters must be submitted to the Campus Activities office. Requests for outdoor banners and signs must be submitted to Building Services. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting or reservation privileges.

## **Packaged Items - Express Mail & Pick-up**

Non-U.S.P.S. Express Mail and packaged items shipped via UPS (United Parcel Services) are handled through the Receiving Department (504-520-7345), UC 212.

## **Post Office/Contract Postal Unit (CPU)**

The University Post Office is located on the 1st floor of the University Center. You may purchase stamps, mail letters and packages during window service hours M – F, 8:30 am – 4:30 pm. All other services (e.g. on-campus mail pick-up) are available M – F, 8:00am – 5:00pm, Saturday, 9:00am – 12:00pm. Please note that the Post Office is closed on Sunday and any designated University holidays/closures. Also, incoming/outgoing off-campus mail services are suspended on Federal mandated holidays (e.g. Labor Day).

*Federal Express Mail, DHL Mail, and items shipped via United Parcel Services (UPS) are handled through the Receiving Department (504-520-7345). The Post Office/Contract Postal Unit only handles mail for the United States Postal Services (USPS).*

## Students living in the following residence halls should have incoming mail addressed as:

Student's Name

**Living Learning Center**, Room: #  
801 South Jefferson Davis Parkway  
New Orleans, LA 70125-1098

Student's Name

**St. Martin de Porres Hall**, Room: #  
1001 S. Jefferson Davis Parkway  
New Orleans, LA 70125-1098

Student's Name

**St. Katharine Drexel Hall**, Room: #  
1 Drexel Drive  
New Orleans, LA 70125-1098

Student's Name

**St. Michael Hall**, Room: #  
Drexel Drive  
New Orleans, LA 70125-1098

## Publications

Student publications include the *Xavier Herald* newspaper and the University Yearbook "Xavierite." Students are encouraged to seek positions on the newspaper and yearbook staffs. *This Month at Xavier (TMAX)*, a monthly newsletter, is published by University and Media Relations (UMR). This newsletter is circulated to alumni, students, staff and parents. UMR also emails the weekly e-news to all students, faculty and staff.

## Religious Life

Xavier University is a Roman Catholic institution and through the Office of Campus Ministry offers religious programs and activities for the entire University community, regardless of religious affiliation. Mass is held daily and all religious observances of the Catholic Church are followed. Non-Catholic students are invited to attend all of the religious services, but are also provided information on Protestant services. All activities of a religious nature must be in accordance with the "Policy on Religious Activities."

## Safety/Crime Reporting

The Office of University Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educational programming for the campus community related to safety and security issues and provides an escort service. All thefts, traffic accidents and offenses that occur on campus should be reported immediately to the University Police office or an officer on duty.

Students assist in their effort to provide a safe and secure environment by staying alert. This means, making sure to lock their residence hall doors and take their keys with them; not go anywhere alone at night; report all suspicious persons immediately to a university police officer, residence life staff member or one of the deans; never leave personal possessions, including books, unattended; file a room inventory with the Office of Housing and Residence Life and engrave all valuables in a conspicuous place. Remember, the university does not assume responsibility for personal property. Students should check any home insurance policies which they or their parents carry to see if the policies cover their belongings while they are in college. Many homeowner policies cover belongings while at college. During any crisis or time of need, seconds count. Xavier has installed emergency phones at strategic points around campus. On the way to class, to campus offices or travel around the campus, become familiar with the locations of the phones. When activated, the phones contact the university police communication center.

The Office of University Police also provides an escort service 24 hours a day. Students on campus can call ext. 7490 for this service; those off campus who need an escort upon returning to campus should dial 520-7490.

## University Cashier

All bills for tuition, fees and transcripts can be paid at the Cashier in the Fiscal Services Office located on the 3rd floor of the Xavier South Building. Reimbursements and other direct pay checks are also available at the cashier.

### **Vans and Use of Personal Vehicles**

The Student Government Association maintains a 15-passenger van for use by recognized student groups for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van. Drivers must be 21 years of age, complete the university's "Van Safety Driving Course" and pass a background check prior to being placed on the list of approved drivers. Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside the metropolitan area. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

### **Vehicle Registration/Parking**

The University Police Department oversees parking and traffic control on campus. All vehicles using University parking facilities must be registered with the University Police Office and properly display a parking permit. All parking zones have restricted access weekdays, 9 a.m. – 5 p.m. Reserved and Authorized Personnel only zones have restricted access 24 hours. Parking decals are issued for one academic year and summer semester. Please refer to the Parking and Traffic Guide for more specific regulations at <http://www.xula.edu/university-police/parking.php>

### **Voter Registration**

The National Voter Registration Act of 1993 (NVRA) and Act 10 of the 1994 Louisiana Legislative Session encourages voter registration by providing new and innovative ways to register to vote—mail, motor voter, and agency-based registration.

The Office of Student Services offers students the opportunity to register to vote as part of Orientation and when reporting for an Identification Card. Voter registration applications are available in the Office of Student Services, University Center 305B.

# STUDENT INVOLVEMENT

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## **STUDENT GOVERNMENT**

The Student Government Association (SGA) is the official representative of students in University policy-making and administration. This organization establishes an accountable self-government and provides the opportunity for responsible, individual and collective action. Its purpose is to plan, promote, and make recommendations for the interests and welfare of the student body as well as the University. It is charged with enacting legislation which regulates other student organizations and the general conduct of student life.

## **STUDENT LIFE COUNCIL**

The Student Life Council advises the Vice President of Student Services on the current issues regarding student housing, welfare, guidance, counseling, career services and employment, and student activities to help students forge educationally relevant campus experiences of a non-academic nature. The Student Life Council sets the standards for student elections; recommends guidelines for student housing, welfare, utilization of student facilities; and provides advisory support to programs related to varsity athletics, intramurals, residence halls, and student organizations. Membership in the Student Life Council includes: student government leadership, residence hall association leadership, university center governing board, the three faculty representatives appointed by the President from among recommendations submitted by the Academic Assembly, guidance counselors, residence hall and faculty advisors and membership in major student organizations.

## **UNIVERSITY CENTER ADVISORY BOARD**

The University Center Advisory Board is composed of students, staff, and faculty members. It makes recommendations affecting the overall functioning of the Center; periodically evaluates the Center's activities in relation to programs, facilities, and staff; and encourages social, cultural, and recreational programs for the University community. It serves in an advisory capacity in matters pertaining to the University Center. The Advisory Board is composed of students (6) appointed by the Student Government Association from students nominated to the Board from the Student Body at Large; the Associate Vice President of Student Services; and the UC Director. All offices are held by students. All meetings are open to the general University community.

## **XAVIER ACTIVITIES BOARD**

The Xavier Activities Board (XAB) serves as the planning body for major student activities. This student-run group provides diverse programming that appeals to the entire student body and aids in the development of the well-rounded student. Membership in XAB includes an Executive Board, Program Chairs, and representatives from the student body. XAB holds weekly meetings and all students are encouraged to attend and provide varied ideas. XAB operates under the Campus Activities office and is advised by the Director of Campus Activities.

## **COMMUTER/OFF-CAMPUS STUDENT NETWORK**

The purpose of the Commuter Student Network is to provide services and activities for local and off-campus students as well as serve a vehicle to voice their issues and concerns. All non-resident students are eligible and encouraged to get involved in this group. For more information, the Campus Activities Office is located in the University Center, Suite 208.

## **RESIDENCE HALL ASSOCIATION**

The Residence Hall Association (RHA) is the student organization that serves the on-campus student exclusively. Every student who lives on campus is a member of the Residence Hall Association. The Association is made up of a council in each residence hall as well as a

central Residence Hall Association Council. It offers on-campus students an opportunity to get involved in a pro-active way to strive to transform the Xavier University Residence Halls into true living-learning centers.

### **PHARMACY STUDENT ASSOCIATION (PSA)**

PSA promotes cooperation between pre-pharmacy and pharmacy student body, faculty, administration, and SGA. Supervise student affairs consistent with the particular needs of the pre-pharmacy pharmacy students. Concern itself with the work in the interest of the pre-pharmacy pharmacy students as they relate to the College of Pharmacy and Xavier University. Endeavor to support the High standards of the profession of Pharmacy at XU and in the surrounding community.

### **GREEK LIFE / NATIONAL PAN-HELLENIC COUNCIL (NPHC)**

The National Pan-Hellenic Council (NPHC) is the advisory and governing body of Xavier University's eight (8) social Greek organizations. NPHC provides a forum for the exchange of ideas, to coordinate matters of common interest, to plan cooperative service and academic programs and to formulate membership intake rules, policies, and plans. Individual member organizations offer leadership, service, cultural and personal development opportunities. Information may be obtained from the NPHC Advisor, UC 305b.

# **Student Government Association Constitution**

## **Preamble**

We, the students of Xavier University of Louisiana, desiring to promote the welfare of the Student Body; to develop a sense of leadership and responsibility for growth through initiative, discipline and self-direction; to assume the fullest powers and responsibilities of self-government, not inconsistent with the responsibilities and policies of the University administration; to encourage a clear and continuous exchange of ideas between students, faculty, and administration of this University; to promote academic freedom and responsibility; believing that these ideas are essential to the welfare of this Catholic University, and, recognizing the need of guidance from the Lord Jesus Christ in the attainment of these goals; establish this constitution in an exercise of the authority delegated to us by the Board of Trustees and the President of Xavier University of Louisiana.

## **Article I. Name and Membership**

**Section One** – This organization shall be known as the Student Government Association of Xavier University of Louisiana.

**Section Two** – Every regularly enrolled student who pays the Student Activity fee, as defined by the regulations of this University, shall be a member of the Student Government Association and shall have a voice and vote therein.

## **Article II. Structure and Composition**

The Student Government Association (SGA) of Xavier University of Louisiana shall provide for its own self-government by means of three primary branches: the SGA Senate (legislative authority, formerly Congress); Student Judicial Council (judicial authority); and the Executive Branch (executive authority). In addition to the three branches, SGA is comprised of its standing and ad-hoc committees; the Election Board,; the Presidential Cabinet and its standing and ad-hoc committees, the Inter-Organizational Council, the Xavier Activities Board and various other committees, councils and boards.

## **Article III. Powers and Jurisdiction**

**Section One** - The SGA shall have the power to make and implement policy in areas of concern to students and to otherwise promote the welfare of the student body and the Xavier community. In the exercise of such powers and privileges, the student body acts through itself, its officers, other committees, councils and boards established in these by-laws, and other entities as may be established under the guidance of the Vice President of Student Services, or his/her designee, in compliance with University, municipal, state and federal laws.

**Section Two** - The SGA may adopt rules and procedures for its further self-government. The parliamentary authority is the current edition of Robert's Rules of Order, unless superseded by these by-laws.

**Section Three** – Members of the Student Body are entitled to attend all meetings of the SGA Senate, unless excluded by the Senate for a specific matter as stipulated by by-laws. Non-Senate members of the student body have full privileges of the floor but may not vote.

**Section Four** – No person may concurrently serve in more than one position in any of the three branches (executive, legislative, and judicial), or other auxiliaries, with the exception of the Election Board.



## **Article IV. Executive Branch**

**Section One** – The executive powers shall be vested in the SGA President. The president shall:

1. Serve as a liaison between the students and the University Administration, and execute the provision of the SGA Constitution
2. Oversee the operations of the Student Government Association and represent students at dedications, receptions and other university events.
3. Recommend for consideration by the Student Senate such measures as he or she shall judge necessary and expedient in the performance of his or her executive duty;
4. Approve bills and resolutions passed by the Student Senate while reserving the right to veto entire bills and resolutions and also line-item vetoes, provided that he or she exercises such power within seven (7) calendar days. If the SGA President does not act on a measure within this period of time, the measure shall be considered adopted.
5. Be responsible for the implementation of all legislation passed by the Student Senate;
6. Appoint a cabinet of regularly enrolled students to assist him or her;
7. Call meetings of the Student Senate;
8. Make all appointments provided for by this constitution subject to Article VI Section 9.4;
9. Serve on all university councils and committees where stated or assigned;
10. Preside over all student body, President's Board and IOC meetings subject to by-laws Article I;
11. Review records and documents kept by the Secretary and Treasurer;
12. Perform all additional executive functions proper to the office and consistent with the by-laws or assigned by the Vice President of Student Services, or designee.

**Section Two** – The SGA Vice-President shall:

1. Serve as presiding officer of the Student Senate;
2. Manage committees established to consider all questions of student welfare and general student interests;
3. Uphold the SGA Constitution and serve as Chief Parliamentarian to resolve constitutional inquiries
4. Monitor that procedures are carried out to enforce and enact a bill or resolution passed by the Student Senate;
5. Assist the SGA President in the execution of duties and assume said duties in the event of the absence of the President, including chairing Executive Officer meetings;
6. Approve the Agenda for senate meetings;
7. Serve on all university councils and committees where stated;
8. Perform all additional executive functions proper to the office and consistent with the by-laws or assigned by the Vice President of Student Services, or designee.

**Section Three** – Succession within the Executive Branch shall be as follows:

1. In the event the office of the SGA President becomes vacant, the new Student Government Association President shall be the Vice President of SGA, who shall then appoint a new Vice-President from the Student Senate;
2. In the event the office of the SGA President and the office of the Vice-President become simultaneously vacant, a general election shall be held by the Student Senate to fill said vacancies, not less than six days and no more than 14 days from the occurrence of said vacancies;
3. In the event of any other vacancies, the SGA President shall make appointments as set forth in By-laws Article III.

**Section Four** – The SGA Treasurer shall:

1. Keep an accurate record of all SGA financial transactions, including collecting and maintaining records of monies collected at SGA events;

2. Provide a mid-term and end-of-semester treasury report to the Student Senate ,at monthly Student body and IOC meetings, and upon request by the SGA President or Student Senate;
3. 4. Chair the SGA Treasury Board as provided for in Article VI, Section I.
5. Establish and maintain an audit system for the SGA
6. Perform all additional executive functions proper to the office and consistent with the by-laws or assigned by the Vice President of Student Services, or designee

**Section Five** – The SGA Secretary shall:

1. Be responsible for the recording, processing and maintenance of the official business of the Student Government Association
2. Document attendance and record minutes of all SGA official Executive Board meetings, Emergency meetings, IOC meetings, and all other General meetings of SGA.
2. Prepare, present, and distribute all the minutes of the above meetings to appropriate SGA staff, board, and advisors.
3. Inform all Executive Board members of all meetings.
4. Keep Clerk of Senate abreast of all happenings in SGA General Body meetings, IOC meetings, the official Homecoming and Festival committee meetings.
5. Serve as Co-Chairperson of the Publicity committee for SGA and coordinate all internal and external communication, including social media and SGA website.
6. Serve as SGA Office Manager, reserving meeting rooms and equipment
7. Serve both as recording and corresponding Secretary of the Inter-Organizational Council
8. Keep and make available to the Student Senate a permanent record of the Constitution of the Student Government Association and all actions of the Inter-Organizational Council.
9. Publish all pertinent acts and decisions of the SGA, IOC and Student Senate in the official student newspaper or SGA Newsletter following approval of advisor. •
10. Perform such duties as the President of the SGA may assign to him/her subject to Senate approval

**Section Six** – Miss Xavier shall:

1. Serve as University Ambassador;
2. Preside over all Homecoming activities and events with Mr. Xavier;
3. Serve as a member of the SGA Executive Board;
4. Serve on any other university council or committee where stated;
5. Perform all additional executive functions proper to the office and consistent with the by-laws or assigned by the Vice President of Student Services, or designee.

**Section Seven** – Mister Xavier shall:

1. Serve as a University Ambassador;
2. Preside over all Homecoming activities and events with Miss Xavier;
3. Serve as a member of the SGA Executive Board;
4. Serve on any other University Councils or Committees where stated or assigned;
5. Perform all additional executive functions proper to the office and consistent with the by-laws or assigned by the Vice President of Student Services, or designee.

**Article V. Legislative Branch**

**Section One** – The legislative power of the Student Government Association shall be vested in the Student Senate.

**Section Two** – The Student Senate shall be composed of the following officers:

1. The Vice-President of the SGA;
2. Eight (8) Senators from the Arts and Sciences, with two coming from each class;
3. Two (2) Senators representing Pharmacy; and
4. Four (4) At-Large Senators representing members of the following groups---minority, commuter, graduate and part-time students as determined by percentage of the even year fall headcount.

**Section Three** – The Senators at-large shall:

1. Serve as a member of the Student Senate, representing all members of the SGA;
2. Alternate as chairperson of the Student Senate in the absence of the Vice- President;

**Section Four** – The Senate Clerk shall:

1. Keep the official records of the Student Senate;
2. Record all bills and resolutions passed at Senate meetings;
2. Distribute senate minutes to the SGA Executive Officers, Senators and advisors.
3. Inform all Senators of all Senate Meetings and Budget Hearings
4. Keep SGA Secretary abreast of all bills and resolutions passed by Senate.
5. Coordinate and monitor with the SGA Treasurer the Allocated Funds approved by the Senate to ensure proper spending.

**Section Five** – The term of office of each member of the Student Senate shall run from the date of his/her installation as a member of the Student Senate to the date of the installation following the Spring General Elections at which time elected officers shall be installed and all other positions shall become vacant.

**Section Six** – A member of the Student Senate shall be removed from said body:

1. Because he or she has accumulated a total of more than two (2) absences and one (1) proxy per semester from the regular Student Senate meetings during a congressional year. An absence shall be defined as a voting member or proxy not being present at any time in the duration of a regular meeting. A member removed for excessive absences cannot be reappointed during the academic year.
2. Because he or she resigns, is convicted of impeachment charges, or is recalled from office by virtue of which he or she holds a position on the Student Senate.
3. Because he or she ceases to be an official member of the group he or she represents except where otherwise provided for in this constitution.

**Section Seven** – There shall be bi-monthly meetings of the Student Senate during the regular school year.

**Section Eight – Quorum**

A quorum shall be declared at any meeting of the Student Senate when a roll call shows 60 percent of the duly elected and duly- appointed voting members of the Student Senate or official proxies present.

**Section Nine** – The Student Senate shall within the area of student authority act as follows:

1. Legislate on matters concerning students and student affairs, including university policy and community affairs;
2. Make recommendations by a two-thirds (2/3) vote of those present at a duly constituted meeting, for appropriation of SGA funds;
3. By a two-thirds (2/3) vote of those present at a duly- constituted meeting of the Student Senate override, when necessary, the Presidential veto.
4. Pass on any appointment made by the SGA President;
5. Remove, for cause, any person appointed by the SGA President; a two-thirds (2/3) vote of those present at a duly-constituted meeting of the Student Senate being required except where otherwise provided for in this constitution;
6. By majority vote, elect a

successor to any vacant office, except where otherwise provided for in the constitution; and; 7. Adopt such rules and procedures (not inconsistent with this constitution) as are necessary for the efficient and orderly conduct of the Student Senate affairs.

**Section Ten** – Succession shall be of a Vice-President to President immediately upon the occurrence of said vacancy.

## **Article VI. Judicial Branch**

**Section One** – The Judicial powers shall be vested in the Judicial Council.

**Section Two** – The Judicial Council shall be composed of the following members who shall be appointed by the President of the S.G.A. and approved by the Student Senate:

1. Chief Justice who shall be chosen from the Associate Justices by the President with concurrence of the Student Senate
2. Associate Justices (5)
  - a. Senior Class
  - b. Junior Class
  - c. Sophomore Class
  - d. Freshman Class
  - e. College of Pharmacy

**Section Three** – College of Arts and Sciences Justices can serve no longer than eight (8) academic semesters and the College of Pharmacy Justice can serve no longer than eight (8) academic semesters in office.

**Section Four** – The Judicial power of the S.G.A. shall extend over all cases involving violation of this Constitution and the By-laws of the S.G.A. and the policies and regulations of this University as they pertain to the organizations

**Section Five** – The Judicial Council shall have supreme jurisdiction in all cases of impeachment. It shall serve as a disciplinary hearing committee and shall serve as the Student Judicial Board in cases referred by the Associate Vice President of Student Services. It shall hear cases of a minor nature as referred by the Vice President of Student Services.

**Section Six** – Each student appointed as a member of the Judicial Council must have an overall scholastic average of 2.75\* or higher at the time of appointment. The student shall not hold any other elective or appointive office under this constitution.

**Section Seven** – Any member of the Judicial Council may be removed for cause by four-fifths (4/5) of the voting members of that body.

**Section Eight** – A duly-constituted meeting of the Judicial Council shall consist of the presence of four fifths (4/5) of the voting members of that body.

**Section Nine** – The duties of the Judicial Council shall be:

1. To pass on all questions concerning campaigns, balloting, elections, nominations, qualifications, removal and succession of candidates or officeholders;
2. Upon the filing of a complaint, to render decision upon any election dispute or irregularity within seventy-two (72) hours after the filing of such complaint;
3. To verify all election returns, such verifications being final unless contested within seventy-two hours (72) after the election; and
4. To pass upon the validity of a recall election.

**Section Ten** – In order to be eligible for elections to an SGA office, a Judicial Council member must first resign from said body.

## **Article VII. Committees, Boards, Councils**

### **Section One – Committees**

Committees consider matters referred to them and make recommendations to the SGA President or Senate. The student body exercises student voice in university matters through nominations to various university committees and in SGA as part of the Cabinet. The SGA President refers students for nomination to university committees. The Chief of Staff in consultation with the SGA President appoints a Cabinet of Committee Chairs that address student life, academic, housing and dining services, financial aid, and other areas that impact students. All appointments shall be approved by the Senate.

### **Section Two – Boards**

Boards are autonomous from the SGA branches but are regulated by these bylaws.

1. **Class Executive Boards:** Class Executive Board officers shall be elected by the student body in each class. Sophomore, Junior and Senior class officers will be elected during the spring semester and begin their term the following fall. The Freshman class officers shall be elected during their incoming fall semester and shall begin their term once elected. The executive board positions include president, vice-president, treasurer, secretary, and Mr./Miss class representatives who are fully enrolled students of that particular class.
2. **Election Board** - The Election Board shall have the power to conduct all student body elections and other official election business consistent with this constitution. The Election Board shall consist of a chair appointed by the SGA President and one representative per class and PSA, approved by the Senate. The Board shall serve from the time of appointment until a new board is appointed, but not more than two academic years.
3. **Xavier Activities Board (XAB)** – The XAB has the authority to present the allocation of the programming fees in accordance with the XAB by-laws by the fifth week of each fall and spring term. The Board will report to the student body through the Senate. XAB currently has the following offices: President, Vice-President, Treasurer, Secretary, Special Events Chairperson, Lecture and Culture Chairperson, Comedy and Novelty Chairperson, Publicity Chairperson, Concert and Music Chairperson

### **Section Three – Councils**

Councils are self-governing, but are ultimately subject to the SGA President and/or Senate at all times:

1. **Inter-Organizational Council** – The IOC functions to provide effective student leadership and self-government; to provide a communication link among the various organizations; and to provide a broader scope of student activities. The president of each University-approved and active organization and class is a member of the IOC
2. **Class Councils** – The class council includes the elected class officers, the Executive Board and two Senators, and a class cabinet. Each class President should appoint a cabinet of committee chairs to assist with planning class events and addressing concerns.
3. **Residence Hall Councils** - Each Hall Council shall have the power and responsibility to discuss and act on issues facing the hall or individual residents, bring campus-wide issues to the attention of the residence life staff, support the activities of the Residence Hall Association and provide programming for the hall.

## **Article VIII. Elections**

\* The University, through the Office of the Vice President for Student Services, establishes the qualifying GPA and eligibility for student leadership positions. The current minimum qualifying GPA, currently 2.75 semester/cumulative is inserted into the SGA Constitution, but is subject to change. An alternate GPA of 2.5 semester/3.0 cumulative may also be

considered. All students qualifying for student leadership positions MUST have completed Emergent / Advanced Leader Program or enroll at time of appointment or service. All elected and appointed representatives must meet and maintain the same academic and conduct standards for the entire term of office or be subject to removal from office.

### **Section One – Eligibility and Term of Office**

1. Only regularly enrolled students, as defined by the official regulations of this University shall be eligible to vote in any election.
2. All officers are elected in spring for one academic year. Each candidates eligibility to seek an elective office will be determined by requirements established by the Vice President of Student Services

**Section Two** – In order to be eligible for election to the offices of SGA President, Vice-President, Secretary, Treasurer, and Miss Xavier, a student must meet the following qualifications:

1. He or she must have completed at least 42 hours of college with a minimum 2.75\* previous semester/cumulative GPA at the time of the nomination; Miss/Mr. Xavier nominees must complete at least 95 hours in the semester of nomination;
2. He or she must pass a written examination on the SGA constitution, such examination to be conducted by the Election Board;
3. He or she shall not be on conduct, scholastic, or attendance probation at the time of his or her examination;
4. He or she shall have earned twelve (12) semester hours at Xavier University of Louisiana the semester prior to the election;
5. The SGA President and Vice President shall have served at least two (2) semesters in SGA (class, organizations, council or board) as an appointed or elected officer prior to running for an office;
6. SGA Treasurer, Secretary and Miss Xavier shall have served in SGA for at least one (1) semester in SGA (class, organizations, council or board) as appointed or elected officer prior to running for office.

**Section Three** – A candidate for class offices, Senator and Clerk of Senate shall:

1. Have earned at least 30 semester hours of college work (except for the freshmen class officers) with a minimum of 2.75\* previous semester/cumulative GPA at the time of the nomination.
2. Meet the requirements of paragraphs 2, 3, and 4 of Section Two of this Article, Except for the freshmen officers who are subject to the provisions of paragraphs 2 and 3 of Section Two of this Article.

**Section Four** – The term of office which has been established by the articles of this constitution for all SGA officers shall be terminated:

1. Upon the installation of the student's duly elected successor;
2. Upon the recall as provided for in Section 9 of this article;
3. Upon resignation from office; or
4. If the officer ceases to be a member of the group he or she represents.

### **Section Five**

1. In elections in which two or more positions are to be filled from the list of candidates, and there are more candidates running than there are positions open, voters shall be allowed to cast one vote for each position that is open.
2. In election for Miss/Mr. Xavier and the Class Court, in which only one position (University Queen/King or Class Queen/King) is to be filled from the list of candidates, and there are more candidates running than there are positions open, voters

shall be all allowed to cast one vote. Only a plurality vote is required. There will be no run-off elections for Court positions.

3. Except where otherwise provided, all officers elected under this constitution must receive a majority of the votes cast in the election. If in an election in which one position is to be filled, no one candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes in the primary shall be given the opportunity to qualify for the runoff election. If the runoff election is necessary, it shall be held not less than six (6) days and not more than eight (8) days following the date of the primary.

**Section Six** – Nominations shall be made by:

1. A candidates filing his or her intentions to run and choice of office during the filing period established by the Election board;
2. The Judicial Council confirmation of his or her eligibility in accordance with other sections of Article 5. A seven-day period of filing shall be opened twenty-one (21) days before the date of the election.

**Section Seven** – A special election shall be conducted by the Election Board within four weeks or the commencement of the Fall semester to fill the Freshmen Positions, to pass on any referendum or constitutional changes, or any other items which may require a vote of the student body.

**Section Eight** – A general campus election shall be conducted by the Election Board beginning no later than April 1 and concluded by April 15 of each year. The SGA President, Vice President, Secretary, Treasurer, Senators-at-large, sophomore, Junior and Senior Class Senators, the Clerk of Senate and all Class officers shall be elected at this time. All elections shall be held campus-wide for two (2) consecutive days.

**Section Nine** – The term of office of any officer under this constitution may be terminated by either of the following procedures and steps outlined therein:

1. **Impeachment**
  - a. By the filing of formal impeachment charges of one-fifth (1/5) of the members of the Student Senate at a regular meeting of the senate, and
  - b. By a formal hearing at the next regularly scheduled Senate meeting, to be presided over by the Chief Justice of the Judicial Council (or by the President in case the Chief Justice is the officer charged with impeachment), and
  - c. By a three-fourths (3/4) affirmative vote for conviction of those present at the Student Senate meeting, voting by secret ballot, or
2. **Recall:**
  - a. By submission of a petition to the Election Board signed by fifteen percent (15%) of the Electorate of the office concerned, and
  - b. By the Election Board setting provisions for a recall election within two weeks after the petition is submitted, and
  - c. By a majority of those voting in accordance with the provisions of this Constitution.

**Section Ten – Transition and Installation of Officers**

All officers elected under this constitution shall be installed within thirty (30) days after the elections are completed.

**Section Eleven** – The Election Board

1. There shall be an Election Board consisting of a cabinet member appointed by the President to serve as chairperson, two persons appointed and three persons Appointed and approved by the Senate, subject to Presidential veto.
2. The chairperson of the Election Board shall be the cabinet member appointed by the President.

3. The Election Board shall be appointed at the end of each Fall and Spring semester, and shall serve from the time of their appointment until a new board is appointed.
4. Should a vacancy occur on the Election Board during the course of the semester, the party making the original appointment will appoint a replacement in the same manner as the original appointment.
5. The duties of the Election Board shall be:
  - a. To conduct all Student Government elections;
  - b. To determine dates and procedures for all SGA elections and other official Elections consistent with this constitution;
  - c. To secure poll commissioners for all polling stations;
  - d. To instruct all polling commissioners as to the duties of their position;
  - e. To disqualify any candidate who shall fail to comply with election regulations.

## **Article IX. Finance**

**Section One** – A Treasury Board shall consist of the SGA Treasurer, all Class Treasurers, and the Clerk of Senate. The Treasury board shall assist the SGA Treasurer in bookkeeping for the Student Activity Fund collected by the University for the operation of SGA functions and which funds shall be appropriated by the Student Senate.

**Section Two** – Requisition for the expenditure of SGA funds shall be signed by the President, Vice-President, and duly-appointed University advisor to the SGA. Class and student organization requisitions shall be signed by the President, Treasurer and duly appointed University advisor.

**Section Three** – Budget hearings shall be scheduled by the SGA President with proper notification being given to the members of the student body and Student Senate at least two weeks in advance of the hearings. These hearings are to be conducted within the first three weeks of the fall semester.

**Section Four** – The Student Government Association shall appropriate and disburse monies according to funds collected from the Student Activity fee.

**Section Five** – The SGA funds shall be calculated at the beginning of each semester. The funds shall equal to the number of full-time students enrolled in the College of Arts and Sciences times the student activity fee per student plus 60% of the student activity fee times the number of full-time students enrolled in the College of Pharmacy.

**Section Six** – The SGA funds shall be itemized as follows:

- a. 25% per full-time enrolled student as an official member of the perspective classes (Freshman, Sophomore, Junior, Senior) and 40% per full-time enrolled student in the College of Pharmacy.
- b. SGA stipends shall not exceed 10% of the actual total SGA funds.
- c. Funds available for budget hearings shall not be less than 10% of the actual total SGA funds.
- d. Discretionary Funds – The SGA President’s discretionary fund shall not exceed 5% total of SGA Budget **and** any incoming revenues, and shall be under the control of the SGA President, not to be allotted by Senate.

## **Article X. Legislation, By-Laws**

**Section One** – Any legislation not inconsistent with this constitution which has more than a temporary effect must be considered a by-law.



**Section Two** – Any proposed by-law must be presented in writing to duly-constituted meeting of the Student Senate. The vote on this by-law may not be taken until the next duly-constituted meeting of the Student Senate.

**Section Three** – A two-thirds (2/3) vote of the membership of the Student Senate at a duly-constituted meeting of the same is required to pass a by-law.

**Article XI. Amendments**

**Section One** – Amendments may be proposed to this constitution by two-thirds (2/3) vote of the Student Senate.

**Section Two** – At least seven days must elapse between the date of passage of proposed amendments by the Student Senate and their submission for ratifications to the SGA membership.

**Section Three** – Proposed amendments shall become a part of this constitution after they are ratified by a majority of those voting at an election designated for that purpose.

**Section Four** – The right of initiative is hereby given to the student body. If a petition signed by 15 percent (15%) of qualified voters requesting an election for the consideration of a constitutional amendment must be held between 14 and 21 days following the presentation of the petition to the SGA President.

**Section Five** – All proposed amendments must be certified as not inconsistent with the University policy by the appropriate University officials prior to their submission to the electorate.

**Article XII. Oath of Office**

I \_\_\_\_\_, hereby solemnly affirm that I will carry out the duties of my office to the best of my ability in accordance with the Constitution of the Xavier University Student Government Association and the regulations of Xavier University of Louisiana.

## **BY-LAWS**

### **Article I. The Inter-Organizational Council**

**Section One** – Upon assuming his/her office, the president of the SGA shall assemble the Inter-Organizational Council (IOC).

**Section Two** – The Inter-Organizational Council shall:

- a. Insure that all recognized organizations of this university are structured and maintained according to the principles established in this constitution and its by-laws, as well as the policies of this university;
- b. Communicate with and provide for the annual registration of all organizations;
- c. Establish procedures for the recognition and functioning of newly formed organizations;
- d. Recommend to the Office of Student Activities the suspension of any organization that acts contrary to its approved constitution, or the policies of the university; and
- e. Sponsor such activities which require a joint effort of all member organizations.
- f. The president of each University-approved and active organization and class is a member of the IOC. Each representative of a University- recognized organization shall be empowered to cast one vote within the council.
- g. In every clause where organization is mentioned, organization shall automatically include all organizations, honor societies, and classes recognized by IOC.

**Section Three** – All organizations which have been recommended for suspension shall have the right to appeal to the Judiciary Committee of the SGA.

**Section Four** – The composition of IOC shall be:

- a. One (1) representative of each organization and class recognized by the IOC
- b. The President of the SGA, whom shall have voice but no vote
- c. The Vice-Chairperson of IOC
- d. IOC Secretary of who shall have voice but no vote
- e. The Vice President of Student Services or his/her representative, currently the Director of Campus Activities (sp 2014), of whom shall have voice but no vote.

**Section Five** –

- a. The president of the SGA shall chair all IOC meetings
- b. If both the president of the SGA and the Vice Chairperson of IOC are unable to chair a meeting, the SGA president may appoint a representative to chair the meeting of IOC.
- c. The Vice Chairperson shall be appointed by the President of the SGA subject to the approval of the Executive Board of SGA.
- d. The SGA Secretary shall keep the minutes of all IOC meetings.

### **Article II. Verification of Elections**

**Section One** – Two (2) members of the Judiciary Council shall be present for the tabulating of ballots for all elections conducted by the SGA. They shall affix their signature to the official tabulation as a verification of the election returns. This section in no way shall void appeals by candidates concerning matters set forth in Article V of this constitution.

**Section Two** – All organizations recognized by the Inter-Organizational Council should select their officers (for the coming year) by a democratic process no later than two weeks after the SGA elections are held.

### **Article III. Appointments and Hearings**

**Section One** – All appointments to be made by the President of the SGA shall be accompanied by a brief biographical statement which shall be delivered to members of the Student Senate two weeks in advance of the proposed vote on the nominations.

**Section Two** – The president of the SGA or his/her representative and the candidate(s) shall appear before the Student Senate in order to answer any questions pertinent to the nomination(s).

**Section Three** – Nominations shall be published for members of the SGA in an appropriate form of communication.

**Section Four** – Interested parties may appear before the Student Senate in support or opposition to nominations.

**Section Five** – A simple majority vote of the Student Senate shall be sufficient for appointment.

**Section Six** – All individuals appointed to normally elected positions must meet all requirements of that position as stated in this constitution and its by-laws.

### **Article IV. Budget Procedures**

**Section One** – Budget hearings shall be publicized in the university publications and other appropriate forms of communication.

**Section Two** – Members of the Budget Hearing Committee shall include three (3) members of the Student Senate, the president of the SGA, and the Vice President of Student Services, or his/her representative.

**Section Three** – The income provided by the university (Student Activities Fees) shall be determined by the fourth week of each semester.

**Section Four** – All requests for expenditures shall be made in writing at the budget hearings.

**Section Five** – All awards of funds shall be strictly accounted for, with a financial statement and evaluation form completed within two weeks following the sanctioned activity. These forms shall be provided by the SGA.

**Section Six** – The Student Senate shall receive from the president of the SGA a prepared budget including receipts and expenditures by September 15th of the Fall Semester and January 31st of the Spring Semester.

**Section Seven** – The Student Senate shall pass on its finalized budget by September 30th of the Fall Semester and February 15th of the Spring Semester.

**Section Eight** – The budget adopted by the Student Senate shall be a balanced budget.

**Section Nine** – No loans will be granted by the SGA Student Senate to any organizations and/or individuals. No IOC monies shall be allocated to individuals.

**Section Ten** – In order to provide compensation for the time, energy and effort spent working for the SGA, the following officers, President, Vice President, Treasurer, Secretary, Clerk of Senate, and Miss/Mr. Xavier will be proposed a stipend subject to senate approval. Stipends shall not exceed 10% of the total SGA funds.

**Section Eleven** – The availability of SGA funds to a student organization shall be based upon (1) active attendance at IOC and Student Body meetings – attending at least three-fourths (3/4) of both IOC and Student Body meetings called, and (2) active participation in community service – a minimum of three community service projects per semester with prior notification to and registration with the XU Volunteer Center. At least two service projects must be off-campus per semester.

**Section Twelve** – The For Spring Budget Hearings, active attendance and active participation shall be a prerequisite for eligibility.

## **Article V. Meeting Procedures**

**Section One** – Class meetings are to be held once per month on a date and at a time set forth by the University calendar and communicated in appropriate form to constituents.

**Section Two** – Student body meetings are to be held once per month on a date and time set forth by the University calendar and communicated in appropriate form to constituents.

**Section Three** – Treasury reports and congressional reports are to be given during the above mentioned meetings. General activity planning shall be discussed and decisions for the academic year shall be made.

# STUDENT ORGANIZATION GUIDELINES

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The University recognizes the roles in which organized activities serve in enhancing the educational, professional, and social experiences of the Xavier community. Intellectual and personal growth takes place in student organizations which have effective leaders and cooperative members. Organizations and groups may be established for any legal purposes, provided these groups do not discriminate with regard to race, creed, color, religion, or disabling condition. Students are encouraged to participate in the programs provided by these organizations. The Office of Campus Activities maintains records of all student organizations.

## **Operating License**

Only officially registered and University-approved organizations shall operate on campus. Existing organizations must maintain Inter-Organization Council (I.O.C.) standards in order to retain University recognition and shall meet all prerequisites before obtaining complete accreditation and charters are issued. Membership in recognized student organizations must be open to ALL registered students at the University. Student Organizations that are granted exemption to have members of only one gender under Title IX of the Educational Amendment of 1972 are granted the same exemption by the University.

In order for an organization to be approved, it must be sanctioned by the Inter-Organizational Council. All registering student organizations will agree, at the time of registration with the University, to the policies and procedures promulgated herein relating to activities on campus. While members of the faculty and staff serve as advisors to assist student organizations in their programs, the Director of Campus Activities supervises all campus clubs and organizations. Detailed guidelines governing all university organizations are further outlined in the Student Organization Guide Book.

## **Rights and Benefits of Campus Organizations**

Upon receipt of its charter, an organization will attain all rights and privileges and immunities conferred by such a charter:

1. The use of the University's name and visual identity in association with the name of the organization.  
*Note: use of University seal and logo requires prior approval*
2. Use of University facilities in accordance with policies governing them.
3. Listing of the organization in the official publications of the University.
4. Solicitation of members on campus.
5. Use of campus mail box.
6. Use of University calendar and reservations system, to schedule and publicize events.
7. Right to request student activity funding from the appropriate source.
8. Ability to establish membership dues and raise funds
9. Use of the Student Organization Resource Room, equipment and supplies to promote programs, events and activities.
10. Use of campus copy center
11. Use of cashbox and storage/security
12. Use of Student Government van (when available).

## **Responsibilities of Campus Organizations**

Xavier University Student Organization:

1. shall not discriminate against membership of individuals based upon race, creed, age, ability, national origin, gender or sexual orientation.
2. must adhere to national, state local and college policies, procedures and laws.
3. must be responsible for all activities and/or damage at any event sponsored by or involving the organization.

4. president and officers must attend leadership programs throughout the academic year. For example, the SGA Leadership Retreat, spring Regional Leadership conference, Organizational Workshop series, Emergent and Advanced Leadership programs.
5. president must attend IOC and student body meetings.
6. must participate in the annual UNCF walk/run.
7. shall be responsible for all information included in the Student Organization Guide
8. must renew registration each spring for the next academic year and update information whenever new officers are elected or appointed and must submit semester packets to the Office of Campus Activities
9. shall maintain a copy of the organization's charter on file in the Office of Campus Activities
10. may not use Xavier University insignia, seal, logo or any other form of visual identity without prior approval from the Vice President of Student Services, or designee

## **INTER-ORGANIZATIONAL COUNCIL (I.O.C.)**

### **Purpose**

The purpose of the Inter-Organizational Council is to work under the supervision of the Student Government Association in cooperation with the Office of Student Activities in furthering the goals and objectives of the University by insuring that all University Organizations are properly structured, maintained, and functioning in such a way as to provide effective student leadership and self government; to provide a communication link among the various organizations; and to provide a broader scope of student activities.

### **Implementation**

The I.O.C. shall carry out its aims by consistently and objectively reviewing all University-recognized organizations relative to their constitutional purpose and governing procedures, in keeping with University standards and requirements for recognition.

### **Memberships**

The President of each chartered student organization is a member of the I.O.C. Each representative of a University-recognized organization shall be empowered to cast one vote within the council. The I.O.C. shall be chaired by the President of the Student Government Association.

### **Advisor**

The Director of Campus Activities shall serve as advisor to the I.O.C. and is available to assist students in planning events that help build community on campus.

## **PETITIONING FOR RECOGNITION ON CAMPUS**

### **General Requirements for Recognition**

Registration of student organizations shall be with the Vice President of Student Services, or designee, currently the Director of Campus Activities. Upon initial contact the feasibility and mechanics for starting and organization shall be discussed with the Director of Campus Activities. Any organization which limits their membership on the basis of race, religion, color, disabling condition or national origin will not be granted recognition. An organization must have a minimum of ten (10) students of Xavier University interested in the goals of the organization.

All newly recognized organizations shall be granted *temporary* charters for one academic year. Until chartered, all such groups will be designated as *Interest* groups and may utilize University facilities for meetings, but they can not be authorized to hold fund raisers or dances, sponsor speakers or any other type of program, nor utilize the University's name.

### **Procedures and Requirements for Local Chartering**

Any organization who has met the above requirements must make a formal application following procedures to obtain a charter.

1. Submit three copies each of Petition to Organize, Proposed Constitution, Member Roster and Letters of Support (if applicable).
2. The proposed constitution shall define its types of membership and designate that each member be enrolled in the University for twelve (12) hours or more and have an overall GPA of 2.000 or better.
3. An academic organization must submit evidence, certified by the Department Chairman and Dean of College, of approval of the constitution.
4. A Religious organization must submit evidence certified by the Office of Campus Ministry of approval of the constitution.

## **Procedures and Requirements for National Affiliation**

A chartered local organization or a group of students interested in having national affiliation shall meet the same requirements as for local chartering. The organization must also meet the following additional requirements.

1. Submit three brochures or other publications of the national organization.
2. Submit at least one copy of the national constitution and by-laws.
3. Group must secure and submit a letter of approval from the regional or national office before it can be recognized on campus.

## **Requirements for Social Greek Organizations**

To merit continued existence, an organization must:

- a. substantially fulfill the purpose for which it was chartered;
- b. be an active member of the Pan Hellenic Council;
- c. maintain at least ten (10) active members unless otherwise approved by the Office of Student Services
- d. maintain a semester and cumulative gpa of 2.00 membership; 2.80 leadership/officer;
- e. complete the annual charter renewal form and any other information requested by the Vice President of Students, Campus Activities Director and the Student Government Association.

Failure to maintain the academic requirements for two consecutive semesters may result in the suspension of the organization and possible revocation of its University charter.

### **MEMBERSHIP INTAKE**

The University requires a resident and cumulative minimum GPA of 2.80 the semester of intake and the semester immediately following to maintain active membership. The immediate past summer GPA is not considered in the calculation.

*note: some organization national affiliates may have additional requirements.*

## **Final Recognition**

### **ACCEPTANCE**

After all requirements have been met and procedures properly followed, the Office of Student Services and the Inter-Organizational Council of the Student Government Association will review the organization's petition for recognition and their constitution. If approved the above bodies, the organization is recognized as an Interest Group for one probationary year. Upon approval the Office of Student Services must be notified and supplied with a copy of the constitution, the name of the proposed faculty advisor(s), and the names and addresses of elected offices.

### **DENIAL OF RECOGNITION**

If disapproved by the Student Government Association, the Vice-President must inform the organization in writing of the reasons of the objection. The organization may resubmit its documents at the next meeting with a representative present. If it is denied a second time and the organization can show prejudicial treatment, it may appeal to the Director of Student Activities.

### **EVALUATION/REVIEW/APPEAL**

At the end of approximately one year the organization will be evaluated by the Inter-Organizational Council. A written evaluation will be submitted to the Office of Campus Activities and the Student Government Association. The evaluation will either recommend or deny final recognition listing its reasons or objection(s). If recommended and accepted by both the Director of Student Activities and the Student Government Association, the organization may continue to function with all the rights and privileges so granted. If denied final recognition, a public hearing may be called with presentations made by the Student Government Association and the organization's President and Advisor. At the conclusion of the hearing, the committee appointed by the Director of Campus Activities or the President of the Student Government Association will discuss, debate, and vote on the organization. The



action of the committee is expressed as a recommendation to the Student Government Association and the Director of Student Activities.

### **Registration of Members**

After elections each spring semester an organization must submit to the Office of Campus Activities an Organization Roster. This roster should include Active, Inactive, Association, and Honorary members. The form can be obtained online or in the Office of Campus Activities and submitted no later than April 15 or within the last two weeks of the spring semester. An organization with national affiliation must submit proof of membership from the national office in order to be considered a campus affiliate member. An organization failing to submit its roster on time will have its charter **revoked** for a minimum of one semester. Once the membership roster has been submitted, any change in this membership should be reported immediately. An organization having less than ten (10) active members will have the charter suspended for a period no less than one semester or until the total active members are at least ten.

### **Registration and Requirements for Officers**

Each organization must register its officers with the Office of Student Services within 72 hours of their election or by May 1st. Any student seeking or holding office in any chartered organization on Xavier's campus must meet the following requirements:

1. Full time enrollment status.
2. Resident GPA of 2.80\* or better.
3. No University sanctions – academic or disciplinary.

The officers are responsible for assuring that the organization adheres to all governing regulations.

Eligibility requirements for the Student Government Association, Classes, and other organizations, only where the GPA is higher and/or other requirements are necessary, will supersede or be added to the minimum listed above.

### **Suspension and Revocation of Organization Charter**

An organization which fails to meet the necessary requirements as outlined in this manual or violates any university guidelines or regulations, will have its charter revoked for a period of no less than one semester. Organizations should refer to specific University guidelines governing Greek Letter organizations, Inter-Organizational Council and Professional Societies/Fraternities.

Copies of each set of guidelines are available to relevant organizations in the Office of Campus Activities.

## **USE OF UNIVERSITY FACILITIES**

### **Activity Clearance**

EMS, Event Management Services, is the online Event Information and Master Calendar system for the university. It operates under the Office of the Vice President for Student Services, coordinated by the Dean of Students. University Scheduling assists all XU faculty, staff and students needing to reserve university facilities. Student organizations should have Advisors submit activity requests at [www.xula.edu/EventCalendar](http://www.xula.edu/EventCalendar) .

Event Scheduling is operated daily by the University Scheduler (UC 305B) who serves as central processing and manages the general distribution of information related to the use of university facilities. University facilities are assigned a Location Manager whose office should be contacted directly for questions about room set-ups, capacity and specific building resources

or requirements. For additional questions or comments, please email [events@xula.edu](mailto:events@xula.edu) or visit the University Center 305B.

### **Reservation Requests**

All requests for use of university facilities other than courses scheduled through the Registrar's office are considered events. Events can be requested and viewed online from the university website [www.xula.edu/EventCalendar](http://www.xula.edu/EventCalendar). Event requests should be submitted at least two weeks prior to the desired date to allow time for processing and event promotion. You must be an officially recognized student organization or group to have use of university facilities.

### **To Request an Event:**

- 1) Meet with Campus Activities to discuss programs/annual budgets for the semester/year if necessary.
- 2) Advisor submits event request online.
- 3) Submit event set-up form to University Event Center office (UC Room 208).
- 4) The room requested will be assigned if available. The University reserves the right, however, to assign another room or facility to meet overall space requests.
- 5) Decisions are made based on information supplied in your request. Please be accurate and complete in your event request and set-up. Material alterations in either may result in cancellation, room change or fees assessed.
- 6) Confirmation is sent electronically to Organization Advisor usually within three business days.
- 7) Meeting rooms are available 30 minutes prior to scheduled meeting time. Misuse of facilities may result in refusal of permission for future requests.

NO ACTIVITY SHALL BE PUBLICIZED PRIOR TO FINAL CLEARANCE!

### **Contracts**

All contracts for campus entertainment, vendors, etc. must be reviewed and approved in the Office of Student Services. No student may agree to verbal or written contracts on behalf of any student organization or the University.

### **Alcoholic Beverages**

The serving of alcoholic beverages at any student function is strictly prohibited.

### **Public Safety**

All organizations must provide University Police at activities that are open to the public and/or charge a fee. Arrangements must be made with the Student Services Office.

## STUDENT CLUBS and ORGANIZATIONS

A number of chartered student organizations are available to students, offering something for everyone. The organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Included are governmental, academic, professional, service, religious, social, and special interest groups. The following is a list of the many diverse clubs and organizations that are registered with the University. A detailed description of these and other organizations is listed in the Student Organization Directory.

Note: *Because the University requires clubs and organizations to register each fall semester, this listing may not be current. \*Inactive 2014-2015 \*\*New Organization Interest group 2014-2015*

### ACADEMIC/DEPARTMENTAL CLUBS

Closely associated with respective academic departments, these clubs focus on study and research; exposure to career options; and foster fellowship among majors and other interested students.

Academy of Students of Pharmacy	Math Club
ACS/Chemistry Club	Psychology Club
American Marketing Association	Public Health Student Organization**
Biology Club	Sociology Club
English Majors Club*	Students Exceling in Enterprise and Leadership (SEEL)*
Foreign Language Club	Theology Club
History Club	
XU Division of Education Network (XUDOE)	

### HONOR SOCIETIES

These groups encourage and recognize outstanding academic achievement as their primary purpose.

Alpha Epsilon Delta ( <i>Pre-med</i> )	National History Honors Society
Alpha Kappa Mu ( <i>University</i> )	Phi Alpha Delta ( <i>Law</i> )
Alpha Lambda Delta ( <i>Freshmen</i> )	Phi Sigma Iota ( <i>Foreign Language</i> )
Beta Beta Beta ( <i>Biology</i> )	Psi Chi ( <i>Psychology</i> )
Kappa Delta Pi ( <i>Education</i> )	Rho Chi ( <i>Pharmacy</i> )
Sigma Tau Delta ( <i>English</i> )	

### PROFESSIONAL GREEK ORGANIZATIONS

These organizations provide pre-professional association and contacts while focusing on scholarship, professional development, and ethical leadership.

Kappa Epsilon ( <i>Pharmacy</i> )	Phi Beta Lambda ( <i>Business</i> )
Kappa Psi ( <i>Pharmacy</i> )	Phi Lambda Sigma ( <i>Pharmacy</i> )

### RESIDENCE HALL COUNCILS

Each residence hall council operates from a committee structure with goals varying depending on the challenges and projects taken on by the group.

St. Katharine Drexel Hall	St. Michael Hall
Living Learning Center	St. Martin DePorres Hall

### SOCIAL GREEK ORGANIZATIONS

Founded on the principle of Brotherhood and Sisterhood, these nationally-affiliated organizations stress scholarship, leadership, and service through well-balanced social programming.

<i>Sororities</i>	<i>Fraternities</i>
Alpha Kappa Alpha	Alpha Phi Alpha *
Delta Sigma Theta	Kappa Alpha Psi *
Sigma Gamma Rho	Omega Psi Phi
Zeta Phi Beta	Phi Beta Sigma

## SPECIAL INTEREST ORGANIZATIONS

These groups provide interaction and various activities based upon mutual interests who cooperate with and contribute to the general welfare and programs of the University.

African Students Union	Caribbean Students Association
C.A.N. (Celibacy Action Network)	Chinese Mahjong Club
Collegiate 100 Black Men	ENACTUS
Gender Equity Club	Gold Star Dance Team
Golden Girls Pom Squad	Habitat for Humanity
Inter-Professional Student Alliance**	
Louisiana Assn of Health Systems Pharmacists	MAPS (Minority Assn Pre-Health Students)
M.A.X. (Mobilization At. Xavier)	Muslim Students Association
NABA (National Association of Black Accountants)	NAACP
National Association of Black Journalists (NABJ)	
NOBBCCHE (National Organization of Black Chemists and Chemical Engineers)	
NSBE (National Society of Black Engineers)	
National Student Speech, Language, Hearing Association (NSLHA)	
Nubian Xpressions	One Sound
Pre-Alumni Association	Pre-Dental Club
Pre-Pharmacy Student Association	Pre-Veterinary Club
Public Policy Club*	Public Relations Student Society of Am
Student National Pharmacy Assn	Xavier Debate Team
XU Vietnamese Association	

## OTHER STUDENT GROUPS

There are other student groups which do not operate on the basis of self-government, but are under the umbrella of University departments. A partial list of these groups appears below.

### Intercollegiate Athletics

Gold Rush Men's Basketball	Gold Nuggets Women's Basketball
Gold Rush Men's Tennis	Gold Nuggets Women's Tennis
Gold Rush Men's Cross Country	Gold Nuggets Women's Cross Country
Gold Rush Men's Track & Field	Gold Nuggets Women's Track & Field
	Gold Nuggets Women's Volleyball

### Performing Groups

	Cheerleading Squad
Instrumental**	Symphonic Band
	Jazz Ensemble
Vocal**	University Chorus
	Concert Choir
	Opera Workshop
	Campus Ministry Gospel Choir

\*\*Students are not required to be Music majors to participate

# HEALTH POLICIES

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## HEALTH PROCEDURES FOR UNIVERSITY REGISTRATION

### New Entrants:

- A. Each accepted applicant will receive a health packet which should be completed and returned to the Office of Student Health Services prior to registration.
- B. Parental consent (page 2 of required Immunization form) must be completed for students 17 years or younger for medical/emergency treatment.
- C. Xavier University of Louisiana is committed to providing our students a safe environment for learning. To establish this environment the university follows the guidelines of the [Louisiana Law \(R.S. 17:170 - Schools of Higher Learning\)](#), **Centers for Disease Control (CDC)**, and the **American College Health Association** immunization requirements/recommendations for students entering institutions of higher learning and a tuberculosis questionnaire. In attaining this goal, students' will be required to submit Louisiana State required immunizations and complete a tuberculosis questionnaire.

### State of Louisiana required Immunizations / Tuberculosis Questionnaire:

- 1. **Measles, Mumps, Rubella (MMR) requirement:** Two (2) doses of live vaccine required at least 28 days apart, 1st MMR dose must be given on or after the first birthday. If born prior to 1957, vaccine not required. Documentation of immunity by serologic test is also acceptable.
- 2. **Tetanus-Diphtheria-Pertussis (Td, T-dap)** One (1) dose of vaccine given within the past ten (10) years
- 3. **Meningococcal Meningitis (Quadrivalent vaccine A, C, Y, W-135):** One (1) dose required at 16 years of age or older. Not required for those 55yrs. or older.
- 4. **Tuberculosis Questionnaire:** All students entering the university must complete the tuberculosis questionnaire (Tb).
- 5. **Exception:**  
Students who enroll in **online classes only** will be excluded from submitting the state required immunizations and the tuberculosis questionnaire.

### Re-Admitted Students:

- A. Xavier University and Louisiana State law require all returning students to update those immunizations that are outdated. Please contact Student Health Services (504-520-7396) to confirm which immunizations you will need to update.
- B. You must also complete the Immunization Compliance form and submit it to Student Health Services prior to registration.

### All Resident Students:

- A. Resident students must comply with State and University immunization requirements. **No Exceptions!**
- B. All documentation must be submitted to the Office of Student Health Services prior to registration to obtain Health Clearance.
- C. **STUDENTS CHECKING INTO HOUSING MUST BE HEALTH CLEARED – NO EXCEPTIONS!**

ALL FULL TIME STUDENTS AND RESIDENT STUDENTS ARE REQUIRED TO SHOW HEALTH INSURANCE EVIDENCE WHICH PROVIDES COMPREHENSIVE COVERAGE IN THE NEW ORLEANS METROPOLITAN AREA. OTHERWISE, THE STUDENT WILL BE REQUIRED TO ENROLL IN THE UNIVERSITY'S HEALTH INSURANCE PLAN.

## MEDICAL EMERGENCY PROTOCOL

### IF THE SITUATION IS LIFE-THREATENING – (During or After Hours)

- Call 911
- Notify University Police @ 520-7490 (**this office is open 24 hours a day**)
- Notify Student Health Services @ 520-7396 (**a nurse will also go to the site if available**)
- An accident or acute life-threatening illness occurring during office hours **MUST** be reported to Student Health Services.

*Note: Campus visitors should be handled through the University Liability coverage.*

#### A. Family Notification

- Every effort will be made to notify the student's family of the emergency situation.
- If the student is a hall resident the Resident Hall Director will also be notified.
- The Office of Student Health Services (during hours of operation) and the V.P. of Student Services **MUST** be notified of any serious injury or illness involving a Xavier student.

#### B. Hospitals

- Ochsner Baptist Medical Center (504) 899-9311  
2700 Napoleon Ave, New Orleans, LA 70115
- Touro Infirmary (504) 897-7011  
1401 Foucher Street, New Orleans, LA. 70115
- Children's Hospital (through age 21) (504) 899-9511  
200 Henry Clay Ave., New Orleans, LA. 70118
- Ochsner Medical Center (504) 842-3000  
1514 Jefferson Hwy., New Orleans, LA. 70121
- Tulane Medical Center (504) 988-5800  
1415 Tulane Ave., New Orleans, LA. 70112
- University Medical Center (504) 702-3000  
2000 Cana Street, New Orleans, LA 70112
- Local Hospitals/Urgent Care Centers  
<http://www.xula.edu/student-health/Medical%20Emergencies/hospitals.html>

## NON-EMERGENCY/ ILLNESSES

- Students should report to Student Health Services during the hours of operation, if unable to report to Student Health a nurse will be called to evaluate and determine if care should be rendered by Student Health, off campus physician's office or emergency room.

- If after hours, students must report to the Resident Director/Hall Advisor. Student Health Services must be notified by the Resident Director/Hall Advisor on the next day of operation.

## **AFTER HOURS EMERGENCY SERVICE/ILLNESS**

### **(Resident Students)**

- Any serious illness or injury must be reported to the Housing staff on duty and the Hall Director. An injury of a criminal nature must be reported to University Police @ 520-7490. A minor illness or injury must be reported to the Resident Director / Hall Advisor.

### **OFF CAMPUS ILLNESS/INJURY**

- An illness or injury, occurring off-campus and after hours, should be reported to the Office of Student Health on the next day of operation. If a criminal act is involved, the police department must also be notified (**911**) at the time of occurrence or as soon as possible.
- Any student (**resident or commuter**) whose illness warrants an emergency room visit or hospitalization should notify Student Health Services within 24 hours. The appropriate dean will be notified of an extended illness which causes absence from class.

## **REPORTING OF ACCIDENTS/ILLNESSES**

- A written report **must** be sent to the Office of Student Health Services, **immediately** following the emergency situation. The report can be left in the mail box after hours.

**NOTE:** Campus visitors' should be handled through University Liability Coverage.

## **EMERGENCY TRANSPORTATION SERVICES**

**(Payment of the transportation is the student's responsibility.)**

- If EMS (ambulance) personnel evaluates the student and determines that ambulance transport is not warranted, then a cab can be called for transportation to a local ER.
- Cab Service is provided by: New Orleans Elite Cab Corp. (504)207-7676
- **Please request New Orleans Carriage Cab Service Only**

## **ON CAMPUS TRANSPORTATION**

- A student who is ill / injured and is unable to get to Student Health Services may call the clinic @ 520-7396 or Campus Police @ 520-7490. Campus Police will bring a nurse to the site and transport nurse and student to the Student Health Services. This service is reserved only for situations where the student is too ill/injured to ambulate or drive him/herself to the Student Health Services.

## **ILLNESS MEAL SERVICES**

- A resident student with a serious illness, or who is on bed rest, needing meal assistance will be given a take-out meal letter from Health Services to be given to the Resident Hall Director/ Hall Advisor. With this take-out meal letter along with the ill student meal card a sick tray can be obtained from the cafeteria. Resident Hall Director/ Hall Advisor will assist the **sick student** with returning trays and dishes to the cafeteria.

## **RETURN TO SCHOOL**

### **ABSENCE FROM CLASS (Resident or Commuter Students)**

- A student whose illness warrants an absence from class, will be issued a **Report of Absence** slip, if he/she has been seen by a physician or nurse on campus or private physician office off campus and has documentation of illness.
- **Student must call** Student Health Services, **prior to class** on the **day of illness**. This call will be documented by the staff in Student Health Services.
  - In order to obtain an absence slip for illness, the student **Must** be seen by a physician or the nurse practitioner in Student Health within 24hrs. of the absence.
  - If the student has been seen off campus he/she must submit a **Return to School** statement to Student Health Services from that physician's office.
  - A Report of Absence slip will only be issued At the Time of Occurrence.
  - **(IT WILL NOT BE ISSUED AT THE END OF THE SEMESTER, FOR AN EARLIER**
  - **ILLNESS.)**

### **ABSENCE AFTER HOSPITALIZATION/LENGTHY ILLNESS**

- Students who have been hospitalized or absent due to a lengthy illness or injury must submit a **Return to School** statement from his/her physician indicating activity status/limitations to Student Health Services.
- The absence slip should be presented to the professor of each "missed" class and finally submitted to the respective dean.

**NOTE: AN ABSENCE SLIP DOES NOT GUARANTEE AN EXCUSE FROM CLASS, DUTIES, OR ASSIGNMENTS. THIS IS THE PRIVILEGE OF THE RESPECTIVE PROFESSOR/DEAN.**

## **PRESCRIPTION DRUG USE**

- Students are advised to use only those drugs prescribed by the medical authorities. Medicines and dangerous drugs so prescribed **SHOULD NOT BE EXCHANGED BY STUDENTS!!!**

## **FIRE AND EMERGENCY PROCEDURES**

- The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are **NOT** to be used in the event of a fire/fire drill. Use designated stairways only.



# RESIDENCE LIFE

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## **The Residence Life Staff**

The Residence Staff assumes major responsibility in the overall functioning of the Residence Facilities. The staff has a responsibility to:

1. establish a pleasant and growth-promoting living environment;
2. assist individual students in their needs and problems;
3. advise student organizations, committees, or other groups;
4. enforce rules and regulations; and
5. perform administrative duties required in the functioning of the residence facilities.

## **Residence Government**

Each student is a member of the Residence Hall Association and fees for diverse programming and resources are collected as part of semester tuition and fees. Residence Hall government consists of the Inter-Hall Council, each individual Hall Council and the Residence Life Student Conduct Board. Each student is an important part of this process. The extent and effectiveness of the Councils and Conduct Board depend mainly on individual student efforts in self-governance and their interest in Residence affairs.

The *Inter-Hall Council* is organized to coordinate joint programs and activities of the residence halls. It is comprised of representatives from each hall.

Each *Hall Council* consists of the unit representatives. It functions as an executive and legislative body, establishing regulations and representing student residents to conduct residence hall business.

The *Residence Hall Conduct Board* hears referred cases. It also reviews and interprets the residence guidelines and constitution. The responsibility for deciding cases involving residence hall violations referred to in this handbook is granted to the Conduct Board of the residence unit. This board will assess the facts and recommend the disposition in all cases. Those infractions which subject a student to suspension or dismissal from the University will be handled by the Office of Student Services or referred to the University Hearing Committee. Appeals from the residence board may be made to the Office of Student Services. The Hall Council, in conjunction with Student Services, determines policies designed to insure a favorable living environment for all students.

The *Nutrition Advisory Committee (NAC)* is responsible for monitoring food service operations and encourages nutrition awareness among residents, faculty and staff.

There will be mandatory *Hall Meetings* held in the residence hall to inform students of important information regarding resident living, emergency situations and other concerns of the University. These meetings will be scheduled by the residence life staff. Residents will be notified and held responsible for the information distributed. The meetings may be held for the entire hall or on each floor. Failure to attend or submit a request for an official excuse prior to the meeting will result in a Student Code of Conduct violation.

## **Residence Hall Facilities**

There are four major facilities to house resident students. Three halls house female students—St. Katharine Drexel, Living Learning Center and St. Martin DePorres. Two residence halls house male students—St. Michael Hall and St. Martin DePorres Hall.

## ADDRESS

The general address of the residence hall is posted on the bulletin board in the lobby of residence unit. In order for students to receive mail, the assigned P.O. Box or room number must be added to this general address.

### Curfew Regulations

**Freshmen** Sunday - Thursday 2:00a.m.  
Friday & Saturday 4:00 a.m.

**Sophomores** Sunday - Thursday 2:00 a.m.  
Friday & Saturday 4:00 a.m.

### Juniors and Seniors and 21 Year Old Students

Sunday – Saturday 4:00 a.m.

## SPECIAL OVERNIGHT

An overnight may be used when a student wishes to remain out of the residence unit until the following morning. The residence unit telephone numbers are listed in the New Orleans directory. Students should contact the residence unit if emergencies arise which necessitate their being out later than the curfew. Students under the age of 18 years are not permitted to sign out without parent/guardian permission. The Housing staff will contact the parent/guardian at time of request from resident.

## LATENESS

When a resident returns late, disciplinary action by the Conduct Board or fine may result.

## SIGN-IN - SIGN OUT

A Sign out must be used any time a resident will be out of the residence hall overnight. The resident must sign in promptly upon returning to the hall. A student who violates this regulation will face disciplinary action. Students under the age of 18 years are not permitted to sign out without parent/guardian permission. The Housing staff will contact the parent/guardian at time of request from resident.

## SPECIAL CURFEW REGULATIONS

- a. After any campus social activity the curfew is extended one half hour past the close of the event for those in attendance.
- b. On nights preceding class holidays, the curfew is the same as for weekends.

## CURFEW PENALTIES

Frequent violations of curfew will be considered serious acts of insubordination and subject the student to dismissal from the residence facility and the University.

## “CAMPUS”

There are two types of “Campuses” imposed:

1. The student is confined to the grounds of the University with no restricted privileges.
2. The student is confined to the campus grounds and is restricted from all social and athletic activities.

A “campus” is in effect 24 hours a day. All emergencies must be cleared through the Director or Hall Advisor on duty.

## Residence Hall Dining Services

### UNIVERSITY DINING HALL

The University Cafeteria is open seven days a week, serving both resident and commuting students. The housing contract includes cafeteria services. These may not be separated. The cafeteria offers a 19-meal plan which offers three meals Monday through Friday and brunch

plus dinner on Saturday and Sunday. Food cannot be carried out of the dining hall without approval. Meal hours and menus are posted in the dining hall and online. When it becomes necessary to alter meal hours for any special purpose, notices will be posted at least 24 hours in advance. If a student's class schedule does not permit him/her to eat during the scheduled meal hours he/she should take his/her schedule to the Dining Services manager and make other arrangements. If the conflict cannot be resolved by the manager he/she is to contact the Office of Housing and Residence Life and/or Office of Student Services.

On holidays or days when the University does not have classes scheduled, the dining hall will serve 2 meals (brunch and dinner). All meals begin with lunch on the first day of hall check-in and will end with breakfast on the last day of hall check-out for the fall and spring semesters (except for graduating seniors) and the first day of finals for the summer sessions.

#### HALL DECORUM/DRESS

In keeping with the significant improvement in the setting of the dining hall, horseplay, inappropriate attire and revealing garments (which includes, but is not limited to loungewear and sleepwear) will not be permitted in the dining hall of Xavier University.

#### MEAL ACCOMMODATION

If a student requires a meal accommodation due to a medical condition, s/he must first register with the Office of Disability Services.

#### MEAL CARD

The Campus XCard serves as the multi-purpose ID/meal card. The card must be presented for verification to the cashier at each meal, or the student must pay cash. For resident students, loss of a meal card should be reported immediately to the Campus Card office or if after business hours, to the residence director in your Hall, and to the dining hall manager. A lost meal card will be replaced for a fee payable in cash to the Campus Card office.

**If you are a resident living on campus you are eligible to get a "TEMPORARY CARD"**

See your Resident Hall Director to receive a temporary card that will give you access to your meal plan until the next business day.

### **Residence Hall Policies**

#### CONDUCT CODES (also see Campus Code of Conduct)

The campus Student Conduct code and following additional regulations will govern student conduct in the residence facilities. The willful violation of any of these regulations will subject the offender to possible suspension or dismissal from the facility and/or the University.

#### *Hall Decorum*

#### GENERAL AREAS

We expect each resident to be considerate of the staff as well as his/her fellow residents by maintaining the cleanliness of the general areas of the residence hall including bathrooms, utility rooms, corridors, laundry rooms, etc. Each resident is responsible for the condition of the lounge. Furnishings may not be removed or interchanged from the lounge or any other areas. Removal of any such item is a conduct violation.

#### NOISE

Students are expected to respect the rights of others 24 hours per day. Shouting, screaming, cursing and other types of boisterous behavior are strictly forbidden at all times. Any resident has the right to tactfully and courteously approach another resident regarding noise. Excessive noise which indicates disrespect for the rights of others will not be tolerated.

Noise is any sound that can be heard outside of the confines of a room. Radios and stereo sets are to be modulated in such a way that they entertain only the occupants of the room in which they are located. The use of earphones is encouraged. The playing of stereos and radios

or any equipment at a level which falls into the scope of the definition of noise may result in the confiscation of the set and/or the loss of the privilege to play the set.

#### STUDY HOURS

All class periods are considered periods of study. The evening study period begins at 7:00 p.m. and lasts for the entire evening Sunday through Friday. During this time, the study atmosphere must be maintained.

#### ATHLETIC CONTESTS AND HORSE PLAY

Athletic activities are confined to the gymnasium, activity fields and other designated areas. Active game play of any type on the grounds surrounding and/or in the residence halls is prohibited.

#### LOUNGES/RECEPTION AREA

The main lounge is the reception area of the residence. The following Lounge regulations are in effect:

1. Dress: Pajamas and robes are not permitted until the residence hall closes.
2. Eating and dancing are permitted only on approved occasions.
3. Furniture Removal: Removal of Furniture from the lounge for use elsewhere or on the patio is not permitted.
4. Co-ed visitation is permitted in the lounge until closing hours.
5. Braiding, Combing, Styling hair is not permitted in the hall lounges, porches or patios.

#### EXTERIOR HALL DECORUM

Since eating is not permitted on the porches, students are encouraged to use the patio and courtyard areas in the rear of the residence halls for outdoor lounging. The noise level should be kept at a minimum so as not to disturb the other residents. Climbing, repelling or related activity is prohibited on campus buildings and structures.

#### PATIO

The Patio is for hall residents, however students can utilize as guests. Grill cooking is allowed under supervision of Housing or other designated University staff and the following conditions are observed:

- a. The patio area must be cleaned, fires extinguished and all equipment should be placed in the proper storage area.
- b. Cooking and eating are to be confined to the patio area. Food is not to be brought into the lounge.
- c. The use of electronic equipment (Stereos, radios, etc.) is permitted only if the volume is kept at a level which will not disturb the residential quarters and the neighbors.
- d. Permission is given by Residence Hall Director.

#### *Decorations*

The occupants of each room will be held accountable for any damage incurred during their tenure. Students causing damage through the use of these items will be assessed for damages, and will be fined the cost of repairs. Only notices and signs approved by Student Services and Residence Hall Director may be posted inside or outside the residence hall.

Additional floor coverings and personal window coverings may be used, however, the following are forbidden:

1. The installation of traverse drapery rods, or any permanent objects.
2. The painting of, or otherwise altering, the appearance of the wall.
3. The use of combustible materials in decorating areas. All decorations must be approved by the Residence Hall Director and Building Services Director.

#### *Use of Electrical Appliances / Cooking*

Electric hot plates, hot pots, ovens and electric heaters constitute a fire and health safety hazard. Use of these and any other cooking devices within a resident's room is expressly prohibited. Individual microwaves are prohibited as well.

### ***Furniture and Equipment***

Furniture and Equipment provided in each resident's room and all other areas of the building are the property of the University and are provided for the convenience of the occupant. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building, any equipment of this nature unless granted permission by the Director Housing.

### FURNISHINGS AND ROOM INVENTORY

You are responsible for all of the furnishings and items in your care. Each room is provided with suitable furnishings which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. Plastic liners purchased by the room occupants are to be placed in the trash cans. At registration time each resident will be provided with a "Room Condition Form" which should be filled out and returned to the hall office the first day of occupancy.

Whenever a resident moves from an assigned room or checks out of the hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the "Room Condition Form" will be charged to the resident. ***FIRE DOORS & LOUNGE DOORS ARE TO BE KEPT CLOSED AT ALL TIMES.***

University property is not to be removed and transported elsewhere without the approval of the Residence Hall Director. Students with non-approved property found in their possession will face **disciplinary sanctions and fines.**

### PAYMENT OF ROOM DAMAGES

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement (to be determined by Building Services) and \$50.00 negligence fee. Payments for damages must be made in full before the resident is permitted to register for the next semester. All payments are to be made at the Fiscal Office.

The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the Office – cost of materials only.
2. Damages caused by a resident accidentally but not reported to the Residence Hall Office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the general resident body.

### ***Guests***

Each resident is responsible for the conduct of his/her guest(s). Residents may not entertain guest(s) in their rooms overnight. You must refer to the Residence Hall Welcome Packet for visiting hours. Extension of visiting hours for reasons of study, etc., will usually be granted at the discretion of the Housing staff. Because of security considerations, all visitors to the residence hall are required to register at the main desk *and* leave identification until the visit is concluded. ***HOSTS WILL BE FINED FOR ANY UNAUTHORIZED GUEST, AND WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY RESULT IN DISMISSAL FROM THE HALL.***

Overnight visitation is a courtesy usually extended to parents and relatives, or in emergency situations. Students desiring accommodations for the above will contact the Residence Hall Director and the Director of Housing and Residence Life for authorization or clearance at least two weeks prior to proposed visit. A nominal fee of \$25.00 per night will be charged to all overnight guests.

Guests are not allowed during University Holidays or break.

### ***Co-ed Visitation***

Co-ed residence hall visitation is determined by the Residence Hall staff and approved by the Director of the Office of Housing and Residence Life. Visitation hours and guidelines are posted on the bulletin boards and announced. Acceptance of campus residency is construed as an endorsement of the policy. ***Violation of the coed visitation rule will result in the imposition of disciplinary sanctions up to and including dismissal from the residence hall.***

### ***Keys***

Each resident is issued a key to his/her room and a key to the Security doors and is cautioned to lock the door upon leaving. Persons wishing added protection may purchase lock-out locks from a lock company at his/her own expense, however, a key must be given to the Residence Hall Director so that the room may be entered by him/her. Staff members are not obligated to open a room door for a resident who is without his/her key. As mall charge may be levied for this service. Staff will not open any room for anyone, except for the occupants of that room and by authorization of the Dean of Student Services (see section on privacy). The University is not responsible for any theft; consequently, any key lost should be reported to the Residence Director. The costs for first key replacements are \$25.00.

The University is not responsible for keys left in mailboxes, at the mailboxes, or at the office desk. ***UNAUTHORIZED DUPLICATION OF A ROOM KEY BY A STUDENT OR ALLOWING SOMEONE ELSE TO USE YOUR KEYS TO GAIN ENTRANCE WILL RESULT IN AUTOMATIC DISMISSAL FROM THE HALL.*** A defective key may be returned for replacement. No fee will be charged if the key is defective through normal wear and tear.

### ***Meetings***

Residents are expected to attend **all** official residence hall meetings and are held accountable for all official information disseminated at these meetings. Continuous absences will be considered an offense and will follow the Student Conduct Process.

### ***Room Changes***

During the consolidation period after the residence hall opens, one room change may be granted with the approval of the Residence Director. Residents who change rooms or specific hall assignments without the approval of the Residence Staff will be assessed a fee of \$100.00 and will face disciplinary action. The University reserves the right to make room changes without the prior consent of the student resident.

### ***Room Cleanliness and Order***

All students will be individually and jointly responsible for the care of their rooms. They are expected to keep it clean, orderly and aesthetic in appearance. The University reserves the right to hold periodic health and safety room inspections. All illegal or unauthorized items found in the room will be confiscated by the Hall Staff and/or University Police. The student must correct within twenty-four (24) hours all discrepancies noted in the inspection. Cooking in individual rooms is forbidden. To discourage rodents and other pests, food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the hall, and denied future housing.

### ***Room Entry/ Invasion of Privacy***

The general rule is that no one may enter a student's room or general area without explicit permission from the occupants of that room. Doors should be kept locked when the occupants of that room are absent. However, when an advisor must enter a room for some good reason he/she is expected to knock. See Specific Policies below:

#### **ENTRY INTO RESIDENCE HALL ROOM**

Entry by a student into another student's room without his/her permission is prohibited. As a private institution, Xavier University has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room

searches if warranted. Entrance into any residential room/apartment /suite will follow the protocol established by the Office for Residence Life and University Police. Entrance into student living spaces is categorized into three levels: General Entry, Investigative Entry (Reasonable Cause), and Imminent Entry (Critical). See Guide to Residence Living for a full description of Room Search Protocol.

I. *General Entry:*

1. Non-emergency maintenance repairs: By requesting a maintenance repair, a student has granted permission for a member of the facilities staff to come into the room/suite/apartment and make the necessary repair. In addition, facilities staff may enter student living spaces to verify damages or to perform other maintenance services during normal business hours (M-F, 9:00 am - 6:00 pm).
2. Periodic health and safety inspections: Several times during the year, Residence Life staff will conduct routine inspections of all student living spaces.
3. Fire alarm inspections/issues: Rooms, suites, lounges and bathrooms may be entered when an alarm sounds to make sure all students have vacated those areas. Rooms may also be entered when the alarm system indicates a smoke detector has been activated.
4. Housekeeping: Housekeeping staff may enter rooms for the purpose of cleaning, in cases of emergency or cases when a new occupant is moving into a vacated space.
5. General Courtesy Issues: Rooms may be entered to turn off alarms and stereos or other items which are causing a disturbance for other members of the college community when there has been no response by the occupants.

II. *Investigative Entry (Reasonable Cause)*

Violations of Student Conduct Code or Local, State or Federal Laws: If staff members from the Office for Residence Life or University Police have reason to believe a law or university policy is going to be, is in the process of being, or has been broken, a decision to conduct a room search may be obtained (see "Protocol for Room Search Procedure" in the Student Handbook). Such possible violation of the laws and policies include but are not limited to: all policies pertaining to alcohol and other drugs, weapons/fireworks, fire safety, theft, pets, smoking, unregistered person, guests, violation of the NRUP (Network Responsible Use Policy), and noise.

III. *Imminent Entry (Critical)*

1. Life-threatening situation: A University Police Officer and/or Student Services administrator or Residence Life staff member may use a passkey to enter a room/suite/apartment if it is believed an emergency situation exists. Such situations may include but are not limited to: endangerment of person(s) relating to mental/physical illness, sexual assault, physical assault, alcohol or drugs.
2. Emergency maintenance repairs: Facilities staff may enter a room at any time to handle concerns that include but are not limited to: loss of power, heat, AC, plumbing issues, etc.

***Solicitation*** (also see *Personal Business Enterprises*)

The University will not allow salesmen from outside businesses, including insurance salesmen, to confront residents within the halls. Should there be any violation of the latter provision, your cooperation is asked in bringing it to the attention of the residence staff or the Office of Student Services.

***Smoking***

**Xavier University is a Tobacco-free campus.** SMOKING OF ANY SUBSTANCE IS NOT ALLOWED IN RESIDENCE HALLS. As well, state and safety regulations prohibit burning of candles or incense in the Residence Halls. No flammable liquids may be stored or kept in a resident's room.

## Residence Hall Services

### BULLETIN BOARDS

Residence bulletin boards are the most important single means of communication on campus. Residents are responsible for knowledge of all notices posted on official bulletin boards. Campaign posters, commercial posters, etc are not to be placed in these areas of posting.

### LAUNDRY

Laundries are equipped with washers and dryers. Inside drying racks are provided. The hanging of clothing in hall windows or from window sills is prohibited. Since all machines are set to operate for timed minutes, students should time the laundry and remove their clothes when dry. Out of consideration for others, clothing should not be left soaking for long periods in the sinks. ***THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGES TO OR LOSS OF CLOTHING RESULTING FROM THE USE OF THE LAUNDRY FACILITIES PROVIDED IN THE RESIDENCE HALL.*** Be certain that all electrical appliances are off, lights off and the general area is in order before you leave it. If you are in doubt as to the operation of laundry appliances, please ask a residence staff member for assistance. Machines that are out of order should be reported to the residence hall office immediately, and a sign placed over the machine.

### MAIL

A notice will be placed in your P.O. Box when you receive packages, special deliveries, telegrams etc. These items may be picked up at the Post Office. The University is not responsible for the reimbursement of cash mailed to you.

### MAINTENANCE AND REPAIRS

All reports of needed maintenance, e.g., locks, electrical fixtures, door closures, etc., are to be reported immediately to the hall office using the repair request form available at the office desk. Notify the director when the repairs are completed.

### PEST CONTROL

All rooms will be sprayed for insects on a regular monthly schedule. Each resident is required to have his/her room sprayed whether or not he/she is present.

### STORAGE

Personal property will not be stored in the living quarters over the summer when the University is not in session and/or the student-owner is not residing in the residence facility.

### SUPPLIES

Each residence hall is equipped with limited cleaning supplies (vacuum, broom, mop, etc.) which, after usage, should be returned promptly to hall information desk in clean condition. All items may be obtained using your XCard (ID).

### TELEPHONES/COMMUNICATION/ENTERTAINMENT CABLE

Residents should check the bulletin board regularly for any telephone calls or messages. Each room is equipped with a local telephone, internet and basic entertainment cable service. Residents must furnish their own equipment

### VENDING MACHINES

In all residence halls, vending machines are provided for the convenience of the residents. These machines are controlled and regulated by the companies that own and service them. Any abuse or damage to these machines will result in their removal by the vending companies. Loss of money in a vending machine should be reported to the unit office. Refunds will be made by the vending company.



## **Residence Hall Security and Safety Procedures**

### **UNIVERSITY POLICE**

The University Police are responsible for protecting all University property as well as the safety of the students, faculty, staff, and visitors on the Campus. Students returning late to campus may be stopped for identification purposes. You are expected to cooperate by showing your I.D. Card and furnishing any other information requested of you. Should the policeman request the surrender of your I.D. Card, you are expected to comply. For your protection certain campus areas may be declared off limits. Please cooperate.

### **FIRE AND EMERGENCY PROCEDURES**

The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet, and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are not to be used in the event of a fire/fire drill. Use designated stairways only.

### **FIRE ALARMS AND EQUIPMENT**

Tampering with the fire equipment or fire alarm is strictly prohibited. Violators of this regulation may also be prosecuted under civil laws of Louisiana. The cost for resetting of the fire alarm is \$100.00. The use of Fire Doors except in emergencies is prohibited. Persons violating this regulation are subject to immediate dismissal or a fine to reset.

## **Other Important Information**

### **CHECK-IN PROCEDURES**

The residence halls will open for upperclassmen for the Fall and Spring sessions at noon of the day prior to the first day of their scheduled registration. Upperclassmen arriving for accommodations prior to this date may be refused admittance or if granted permission to enter by the Hall Director will be charged daily. Students must check into reserved room in the residence hall by the last day of *regular* registration for the term or forfeit the space.

### **CHECK-OUT PROCEDURES**

***THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY LEFT ON THE PREMISES.***

#### ***Holiday Check-Out***

Resident students leaving to spend a holiday (Thanksgiving, Mardi Gras, Easter, etc.) period off-campus with friends or relatives must officially sign-out and indicate the intended destination and date of return on the Holiday Log.

#### ***Semester Check-Out***

A log will be provided at the end of the semester for Check-Out purposes. Detailed check out procedures will be sent to individual students and posted in the residence halls. It is the student's responsibility to review and adhere to the cancellation policy.

#### ***General Check-Out***

- a. All unwanted paper, notes, posters, etc., must be placed in the Janitor's receptacle. All personal property must be packed and ready for departure.

*Note: Any personal property left in rooms by occupants will be confiscated.*

- b. Rooms are to be left completely cleaned, floors are to be cleaned. Waste baskets are to be emptied and washed out; desk drawers and closet shelves emptied and cleaned
- c. Furniture is to be left in an orderly arrangement; the covers should be removed from the mattress and left on the center of the bed; windows should be closed and locked; and blinds should be fully lowered and closed.

## HOUSING AGREEMENT

Any student requesting campus housing accommodations will be required to electronically accept or submit a signed housing agreement. Students in campus housing will be required to re-submit a housing application in the Spring of each year for the next academic year. Students, who have not met fiscal responsibilities and whose contracts and room reservation fees have not been received by the established deadline, forfeit any prior claim to residence hall space and will be treated as new applicants. Students making their initial application for campus housing or those returning to campus housing after a period of absence will be required to submit the signed housing agreement and the room reservation fee within 10 days of notification of acceptance into campus housing. The room reservation fee will be held in escrow by the University.

## REFUNDS

The percentage of refund of the Room Reservation Fee will be determined by the date on which you check out of the hall and submission of the cancellation form. A cancellation form must be on file in the Office of Housing and Residence Life. The refund policy, indicating deadlines, is a part of the Housing Agreement, on the housing website, and will be posted in both the residence Halls and the Office of Housing and Residence Life. This policy also appears in the University Catalog as part of the general refund policy.

## Honor Statement

**Honor** and **integrity** have been an integral part of Xavier University's history. Our **Honor System**, though not officially stated until recently, is an institution that has always carried with it the underlying tenets of honor and trust. It is our belief that honor and trust are moral ideals that **true "Xavierites"** have and should display at all times during their matriculation at Xavier and beyond. Within the **Xavier Honor System** is a moral ideal by which students live and guide their lives. This ideal is **absolute honesty** to oneself, others, Xavier and in all aspects of life. We believe this principle is fundamental in ethical life, both during and after college.

The **Honor System** at Xavier is a *tradition*, an *inheritance*, and an *opportunity* all in one. It is a *tradition*, because it is and has been a valued, intangible possession of Xavier students since the University was founded. It is an *inheritance* because each entering class will receive it from the previous class as a gift to be proud of and respected. Above all, it is an *opportunity* because it allows the fullest possible expression of individual life in harmony with community life.

The objective of the **Honor System** is to develop the student spiritually, morally, and intellectually. This is promoted and encouraged by the freedom and responsibility the student gains by virtue of living within the **Honor System**. **Students are personally responsible for their work, their actions, and their word.** To ensure that individual liberty is protected and enforced, students must encourage adherence to the **Honor Code** by reporting any violations of which they are aware. In order to preserve an atmosphere of **honor** and **trust** at Xavier, it is necessary that all cases of dishonesty which is associated with academic or campus life be fully and immediately investigated, with proper disciplinary action taken. All members of the Xavier community must fulfill their obligation to the **Honor System** because it is vital to the spiritual, moral, and intellectual development of Xavier University of Louisiana.

# CODE OF CONDUCT

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The authority over student behavior, academic and non-academic, rests with the Vice President of the respective division of the University. The Vice President for Academic Affairs delegates authority over academic behavior to the Dean of the college or school. In all other areas, whether on or off campus, the Vice President for Student Services delegates authority in matters of conduct to the Associate Vice President/ Dean of Students and the Student Conduct system of the University. The Vice President for Student Services is responsible for formulating appropriate procedures and regulations concerning student behavior and for the conduct consideration of violations.

The Student Code of Conduct applies to all students enrolled at Xavier University and incidents occurring on campus and in most situations off the campus, if an infraction involves a student or a student organization that has an affiliation with the University. If an enrolled student is charged with a violation of the Code, he/she may have to resolve the charge(s) before registering for a subsequent term or receiving a transcript or diploma. If a student is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve the charge(s) arising from an alleged violation of the Code while enrolled. Incidents and events that violate this Code and that involve Xavier University students or organizations occurring at institutions part of a Xavier University consortium are subject to Xavier University student conduct action.

Please refer to the [Statement on Student Rights and Responsibilities](#) that appears in the beginning of this Handbook. These guidelines cannot specify every circumstance, but define the practices necessary for an orderly educational environment and are subject to change without notification.

## **Alcoholic Beverages, Illegal Use/Abuse of Drugs**

Substance abuse affects the individual and the community. The University expects all students to abide by Louisiana state laws and university policies regarding the unlawful use of alcoholic beverages and controlled substances. The University does not permit or condone the unlawful possession, use, manufacture, distribution, or sale of a controlled substance; or abuse of alcohol, or aiding and abetting underage drinking. Violation of this prohibition will result in disciplinary action, including separation from the University. Those in violation may also be required to participate in a substance abuse program off-campus.

**Alcohol:** Federal, state and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of Act 33, RS 14.91.2, Sections .1 and .5] The presence or consumption of alcoholic beverages on campus and off-campus at university-sponsored or related activities is prohibited. Any student in the presence of alcohol on campus (regardless of who actually owns it or who brought it to campus) will be considered in violation of this policy.

Alcoholic beverages will not be served at University-sponsored events for students. (All exceptions must be approved by the VPSS.) The possession or consumption of alcoholic beverages and other drugs on campus or in buildings is strictly prohibited. Any infraction will result in disciplinary sanctions up to, and including, expulsion.

**Drugs:** In association with the Drug-Free Schools and Communities Act, Xavier University has implemented policies that are intended to prevent the unlawful possession, use, manufacture or distribution of unlawful drugs and the abuse of controlled substances by students and employees. University policy prohibits the use or presence of all controlled

substances and any related paraphernalia. Students and employees are also prohibited from exceeding the dosage of physician prescribed medications.

The University will cooperate in criminal investigations pertaining to violations of laws concerning alcohol abuse and the use, aiding and abetting, possession and/or distribution of illegal substances or misuse of prescribed medications on- or off-campus. In all instances the university reserves the right to refer violations of law for appropriate disciplinary action on campus.

### **SPECIFIC REGULATIONS**

**The University has zero tolerance for illegal drugs, alcohol abuse and weapons on campus. Violation of university policy with respect to the possession, use, misuse, distribution or aiding and abetting of any of the above is a serious breach of expected conduct and students who violate this policy will be subject to a full range of disciplinary consequences and may face immediate dismissal from the University.**

**The following are examples of misconduct; they are not intended to exclusively define misconduct and should be interpreted in the broadest terms. The following actions or any actions that violate the principles and standards stated or implied herein violate University standards of conduct, as do attempts to commit any of the following actions. Jurisdiction over violations of the Code of Conduct includes actions on University premises, at University-sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.**

#### **Academic Integrity**

Students may not engage in plagiarism, receive or give assistance during examinations, term papers, assignments, seminars, etc., or obtain without authorization an examination or parts of an examination before taking the examination. Students must adhere to university, college or specific course guidelines regarding the use and documentation of sources of information, specifically information accessed on the internet. *Refer to College or Graduate School for Academic Integrity policies*

#### **Alcohol, Illegal Use/Abuse Drugs – (Refer to section under Code of Conduct)**

All students are expected to abide by Louisiana state laws and university policies regarding alcoholic beverages and illegal use/abuse of drugs. The university does not permit or condone the illegal possession, use, distribution, or sale of drugs, abuse of prescription drugs, or abuse of alcohol, or aiding and abetting underage drinking.

#### **Co-Ed Visitation**

Unauthorized co-ed visitation in the living quarters of its residence halls is strictly prohibited.

#### **Disorderly Conduct**

Disorderly conduct includes any student behavior, actions, and/or activities that interfere with teaching, studying, research, administration or other University activities. Common examples include, but are not limited to: Disruptive and Disorderly, Riotous or Unlawful Behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, inciting action or engaging in fights, assaults, riots, unlawful assemblies, actual or threatened damage/destruction of property, menacing/abusive/harassing or intimidating behavior; inappropriate behavior such as profanity or harassment on social media networks, e-mail, and other electronic communications; lewd or obscene conduct; inappropriate communication with faculty or staff; disrespecting faculty or staff; misrepresenting a faculty member or staff; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.), or the violation of FERPA,

HIPPA, ADA or any civil, municipal, state, or federal law on or off campus, or failure to identify upon request or comply with directives of University Police or any University official while performing their duties or hindering, impeding or obstructing a university official, university police or emergency personnel in the performance of their duties is prohibited.

### **Endangering Health or Safety**

1. **Endangering behavior** - Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or abuse may constitute endangering behavior.
2. **Stalking** - Engaging in a pattern of unwanted conduct, directly or indirectly, towards a specific person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action (follows, monitors, observes, surveils, or communicates about a person or interferes with his/her property)

### **Falsification of Records**

The falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of Identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; and furnishing false information to the University is prohibited.

### **Firearms and Weapons**

Use, possession, or storage of any weapon, device or substance, including but not limited to firearms, ammunition, explosives or fireworks, knives, or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited, even if otherwise permitted by law.

### **Fire Equipment**

Tampering with/damage of fire-safety equipment and false fire alarms are prohibited and are subject to prosecution under the civil laws of Louisiana. The use of fire doors except in emergencies is also prohibited.

### **Gambling**

The playing of cards or any other games of skill or chance for money or other items of value is prohibited. Fund-raising activities must be cleared by the Office of Student Services.

### **Hazing**

Doing, requiring or encouraging any act, whether or not voluntarily agreed upon that causes or creates a substantial risk of causing mental or physical harm or humiliation. These acts, such as excessive physical effort, financial demands, use of alcohol, paddling, punching or kicking in any form, or mental abuse of students, in conjunction with rites and ceremonies of induction, initiation, or orientation into the life of any college group is prohibited. See Student Organization Guidelines for more information.

### **(University) Key Duplication or Possession**

The unauthorized possession or duplication of any University key is prohibited.

### **Name Change**

Any official name change with appropriate documents must be on file in the Registrar's Office.

### **Personal Business Enterprise**

Use of the University's name for personal business enterprise or activity without authorization is prohibited.

## **Posting**

All posting of flyers, banners, posters, and stickers on University property must be approved by the Office of Student Services.

## **Recording of Images without knowledge**

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

## **Retaliation**

Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct is prohibited.

## **Room Search Protocol**

As a private institution, Xavier University has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room searches if warranted. Please see "Entry into Residence Hall Areas" for information on reasons the college may choose to enter a student's living space (room, suite, apartment, alternative house).

### *Individuals involved in the search:*

1. All searches must be approved by the Dean of Students and a member of the Residence Life staff must be informed.
2. All searches must be conducted by at least one University Police officer in the presence of a member of the Residence Life staff.

### *Responsibilities of those conducting the search:*

1. University Police officers and Residence Life staff must announce their presence before entering the room to be searched and identify themselves for the students present.
2. If the residents of the room are present at the time of the search, they are permitted to remain and given notice of the reasons for the search. Non-residents present at the time of the search may be asked to leave the area.
3. Once a search has been conducted, no University Police Officer or Residence Life staff member will re-enter the area without again obtaining permission. All personal items and furniture will be returned to their original location following a search. Any violation of the college policies will be documented, including health and safety violations.
4. After the search has been conducted a "Notice of Entry" form will be completed and left with the resident(s) or in a conspicuous place in the room, suite or apartment.

### *Evidence Collection:*

1. All areas of the room as well as personal belongings are subject to search. An opportunity will be given for the residents of the room to turn over any items that may be in violation of the student conduct code or that may be illegal.
2. A search may also be conducted of a person.
3. Any illegal items or items in violation of the student conduct code will be confiscated, labeled and bagged by the University Police officers as evidence for the search.
4. Photographs may be taken during the search or after the items have been confiscated.
5. All confiscated items will be placed in the designated vault in the University Police office.

6. The confiscated items will be reviewed after 30 days by the Director of University Police and the Assistant Dean for Campus Life and Student Conduct and then destroyed.

### **Creating a Safety Hazard**

Any behavior that threatens the health, safety, and welfare of our community, threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, or behavior that runs counterproductive to creating an environment that is conducive to learning; or

Common examples of violations include the following:

1. arson, starting a fire or providing the conditions where a fire is likely to occur or continue;
2. open burning, including bonfires or ceremonial fires (without appropriate permits);
3. pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment or intentional activation of any safety alarm. Intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency;
4. failing to cooperate with staff during a fire alarm, drill, including emergency (weather or other) or scheduled evacuation from a residence hall or other University building;
5. possession or use of dangerous chemicals or any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others;
6. action(s) that endanger one's own health or safety, or the safety of others;
7. creating a safety hazard, including throwing objects in, at, or out of university buildings;
8. illegal and unauthorized access to building roofs or ledges on residence halls and other university buildings;
9. posting or hanging signs, notices, banners, etc., on trees, light fixtures, fire safety equipment, fire doors, door windows, rooftops, balconies, windows or other elevated areas; and
10. accessing rooftops, balconies, window ledges or any other elevated areas.

### **Sexual Misconduct and Abuse**

Sexual misconduct and abuse includes, but is not limited to, nonconsensual touching, exhibitionism/voyeurism, or other nonconsensual physical contact, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse (including intoxication), captivity, sleep or disability, or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent. Victim support resources are available through the University Counseling Center.

### **(Misuse of) Social Media**

Posting misleading or derogatory information about the University, students, faculty, staff or administrators that is considered to be illegal, abusive, unethical, or defamatory in nature will be considered in violation of the Student Code of Conduct and will be grounds for disciplinary action, up to and including, dismissal from the university. Additionally, students posting personal content exhibiting attitudes and/or behaviors that are not consistent with the high expectations (sexually explicit, substance use/abuse, unethical, dishonest, etc.) are also at risk of disciplinary action. This also extends to taunting or making sexual slurs about a person's gender orientation or sexual status; name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.

### **Solicitation**

Any unauthorized solicitation on campus is prohibited. Should there be any violation of this rule, each student's co-operation is requested in bringing it to the attention of the Residence Hall staff, Student Services staff or the Vice President of Student Services.



**Student Discipline**

The University reserves the right to request withdrawal of any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations shall be made with regard for reasonable due process in each case. The Vice President of Student Services, or designee, shall have ultimate administrative responsibility.

**Theft or Unauthorized Use of Property**

Theft and/or unauthorized use of University property, resources or services, or property, resources or services belonging to another member of the community, or the knowing possession or sale of stolen property are strictly prohibited.

**Tobacco-free/Smoke-free Campus**

The use of tobacco is prohibited on the campus of Xavier University of Louisiana. This includes all buildings, facilities or property owned, leased or operated by Xavier University (including residence halls and university owned residential properties), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This applies to all students and visitors to all university properties, all events held on university properties, all officially sanctioned, university sponsored, or affiliated events that are held off-campus. Students found in violation of the policy will be subject to fines and the university student conduct process. Parents/guardians of minors will be notified of all violations and actions taken by the institution.

**Use of University Facilities**

The property and facilities of Xavier University are available to students for educational, cultural, and social, etc. activities by organizations formally approved and recognized by the University. Activity Clearance and room reservation is through the Office of Student Services. Violation of University principles, policies, or rules concerning entry and use of university facilities, and vehicles is prohibited.

**Violation of University Rules or federal, state, and local laws**

Violation of other published university regulations, guidelines, policies, or rules, or violations of federal, state, or local law. These university regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations. When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial University Interest, the student may be charged within the Code of Conduct for Violation of Law.

## **DISCIPLINARY SANCTIONS AND NOTIFICATION OF PARENTS**

When a student is placed on disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges, the student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can prove independent status. The notification will specify when the violations involve the alcohol or drug policy. Students who do not complete sanctions by the assigned due date will not be returned to "good standing" status until the sanctions are completed.

## **UNIVERSITY SANCTIONS**

Sanctions should be commensurate with the violations found to have occurred. In determining the sanction(s) to be imposed, the hearing officer or board should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor.

One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct. These sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

### **Alcohol Education Class**

Students found in violation of the Xavier University Alcohol Policy may be required to attend the alcohol education class, or other approved program, at a cost.

### **Campus Restitution Hours**

Campus restitution hours are intended to benefit the individual and the campus. Any student who plans to enter a responsible plea is encouraged to propose a constructive or educational task to be considered by the student conduct body hearing the case. It may include, but will not require, uncompensated university service. Those not wishing to perform campus restitution hours may request and will be given a sanctioning option. If the student does not complete the assigned campus restitution hours by the required date, the student's records will be withheld until verification of completion of the hours is provided to the Dean of Students.

NOTE: Service provided through programs coordinated by the Xavier Volunteer Services office may not be used to satisfy a restitution hour requirement.

### **Disciplinary Censure**

An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

### **Disciplinary Probation**

A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all special stipulations associated with the sanction, further student conduct action will be taken, which may include suspension or expulsion from the University. A letter will be sent home to the parent(s) or legal guardians of a student placed on disciplinary probation with notification of probationary status. Alcohol and/or drug violations will be specified in this letter to the parents.

### **Disciplinary Suspension**

The removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of Students. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension.

### **Dismissal (Expulsion)**

The student is permanently separated from the university without opportunity to re-enroll in the future. A permanent notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter. The student is also barred from University activities, services, facilities and grounds.

### **Conditions of Suspension or Dismissal**

A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or board. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of expressed written permission from the vice president for student services or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student services for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.

The Vice President of Student Services reviews all recommendations for suspension or dismissal. Separation may be approved, altered, deferred, or withheld at the discretion of the Vice President of Student Services

### **Educational/Developmental Sanctions**

The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

### **Emergency or Interim Suspension**

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

### **Fines**

Students may be required to pay a reasonable sum of money as a sanction for conduct violations and behavior that results in damage, destruction, or loss of property belonging to the University and others or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

### **Loss of University Housing**

Administrative hearing officers or Student Conduct Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period will *not* be refunded.

### **Loss of Financial Aid**

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

### **Official Warning**

An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action is taken.

### **Preliminary Suspension**

A unique probationary status, in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete. If a student is placed on preliminary suspension, a letter is sent home to parent(s) or guardian(s) with notification of preliminary suspension status. Alcohol and/or drug violations will be specified in this letter.

### **Referral for Counseling**

If, in the opinion of the hearing officer or hearing/honor board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

### **Residence Hall Probation**

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified. A letter is sent home to his/her parent(s) or legal guardian(s) with notification of probationary status.

### **Residence Hall Relocation**

This is a recommendation to the Dean of Students from Residence Life that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the hearing board or hearing officer feels the student would benefit from a change of environment in order to conform to acceptable group living standards. It will also be recommended if deemed necessary for the safety of the resident or others and as an interim measure for accusers of sexual misconduct/harassment/violence.

### **Restitution**

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

### **Suspension of Social Privileges**

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis. The administrative officer or student conduct board may impose other sanctions deemed appropriate.

### **Other sanctions**

Other appropriate sanctions may be imposed by a hearing officer or board singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

The Dean of Students may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action. All sanctions are subject to review by the Vice President for Student Services.

# STUDENT CONDUCT GUIDELINES

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## **Preamble:**

Self-discipline is the aim of the University in its policies on student conduct. Xavier expects of all students responsible and mature conduct that shall reflect credit upon them and upon the University; it requires behavior that is consistent with laws of decency and with the generally accepted morals and manners of an advanced society. In order that Xavier maintain its educational purposes for the entire academic community, the responsibility to preserve the balance between the individual student or group rights and the general welfare is ultimately the University's. Hence in cooperation with faculty and students, the University will be the final judge of the excesses, the appropriateness, or the undesirability of student conduct on campus. Concurrently, obligation to establish and promulgate the reasonable norms to be applied in the adjudication of charges of student misconduct is also reserved to the University. All student conduct boards and/or committees who serve the University will be guided in their determination and recommendations by these norms.

## **Description, Function, Operation and Procedures of the University Student Conduct System for Students**

### **Article I. Authority**

Students committing violations of the Student Code of Conduct at off-campus sites may be subject to University student conduct action. Student conduct action against any student committing a misdemeanor will be considered on a case-by-case basis upon filing by a complaint of an Incident Report. The filing of a report must occur within 10 working days of the offense. Student conduct action will be taken against any student committing a felony. All persons who are not members of the Xavier University community who violate the Code are subject to being barred from all University-owned and operated property and all university-sponsored events.

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system. University Police (UP) officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first respondents to calls for police services on campus. However, complainants may request the NOPD respond to any reported offense or incident. UP investigators also cooperate fully with specialized units of the NOPD in coordinating efforts to solve crimes of mutual concern.

**Section One** – University reserves the right to impose sanctions on any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations will be made with regard for reasonable due process of each case. The Vice President for Student Services, or his designee, will have ultimate administrative responsibility.

**Section Two** – The University may delegate authority to various administrators, faculty-student groups, and committees to assist in enforcing regulations governing student life. To this end, the following components of the University Student Conduct System have been established and charged by the President of the University with the responsibility of hearing, adjudication, and/or reviewing cases of students charged with the violation of University regulations.

- a. Resident Hall Conduct Board
- b. The Student Conduct Board
- c. The University Hearing Board
- d. The University Appeal Board

## **Article II. Composition**

**Section One** – The University Hearing Board is an eight-member joint hearing board consisting of 3 students, 3 faculty, and 2 administrators. Recommendations for appointment of these members shall be as follows: Faculty members by the University Academic Assembly; Administrators by the Vice President of Student Services; and student representatives by the President of the Student Government Association. The Associate Vice President of Student Services is the chair or his/her designee and votes only in the event of a tie. A quorum shall consist of five members (2 faculty, 2 students, and 1 administrator).

**Section Two** – The SGA Judicial Council serves as the Student Judicial Board. All are voting members. (See Article IV, Section 5, SGA Constitution, Judicial Branch) Appointments are for one year.

**Section Three** – The Resident Hall Student Conduct Boards shall be established. This is a student committee consisting of two voting members from each hall and two alternates.

- a. The two alternate members, who shall serve on the board in place of absent members or in cases where a member is the complainant or the respondent, must be a member of the junior or senior class
- b. Members of each board will be selected by open balloting of the residents of the hall to be served by the board and appointed by the Director of the Housing and Residence Life of designated representative.

**Section Four** – The University Appeal Board is a five member committee consisting of the Vice President of Student Services, who serves as the permanent chair, Student Government Association President, Faculty member, Staff member and an Administrator. The latter three members will be selected based upon the procedures under Section I. New members must attend an orientation session on the standards of conduct, sanctions, and the Student Conduct system. All decisions of Student Hearing Boards are recommendations to the chief Student Conduct officer or designated representative. Sanctions may be approved, altered, or withheld at the discretion of the chief Student Conduct officer or designee.

## **Article III. Jurisdiction**

**Section One** – Any case of student violation of University policy is subject to possible review and a hearing that may result in disciplinary or corrective action by the appropriate Student Conduct Board.

**Section Two** – The University Hearing Board has original jurisdiction in cases in which a student is charged with a serious breach of University policy and his/her continued presence and participation in the academic and social life of the institution is not in the best interest and welfare of the University community.

**Section Three** – The Student Conduct Board is delegated original jurisdiction and power to appeal and review cases involving general infractions of University rules and regulations with the following exception: those offenses which merit suspension or dismissal. This Board has jurisdiction in reviewing minor offenses involving violation of residence hall rules and regulations.

**Section Four** – The Residence Hall Student Conduct Boards have jurisdiction in cases involving violation of rules governing resident hall living except those which merit suspension or dismissal.

**Section Five** – The Appeals Board has appellate jurisdiction in cases where:

- a. An individual requests that the Appeals Board review the judgment of a Student Conduct Board.
- b. The action of a Student Conduct Board is considered to be procedurally or substantively faulty.

#### **Article IV. Channeling of Cases:**

**Section One** – Incidents of misconduct may be reported to Student Services or to other University officials by students, resident directors, faculty members or administrators. The report must specify the person(s) implicated, the alleged violation, and the facts of the situation.

**Section Two** – The Associate Vice President of Student Services will employ one of the following options in processing cases:

- a. The Associate Vice President of Student Services or designee may assume original jurisdiction in a case. In this instance the student will be given the option of having the case referred to the appropriate Student Conduct body or of accepting the jurisdiction of the Associate Vice President of Student Services. If the student selects the latter option, he/she will be required to sign a statement waiving his right to a hearing and is required to abide by the decision rendered by the Associate Vice President of Student Services (or designee).
- b. The Associate Vice President of Student Services may refer minor cases to either the Student Conduct Board or to one of the Residence Hall Conduct Boards.
- c. In the event that the case involves a violation of the moral codes of behavior or constitutes a grave violation of University policy, the Associate Vice President of Student Services will institute a thorough investigation of the matter and assume jurisdiction in the matter, or he/she may refer the case directly to the University Hearing Board. The Associate Vice President of Student Services will assume original jurisdiction in those cases in which strict confidentiality is required to prevent undue harm to the name and reputation of the student or when the safety of the campus community is endangered.

**Section Three** – The Vice President of Student Services reserves the right to refer back to a Conduct board any decision in which the penalty imposed is excessive or in which there is evidence that the hearing was procedurally faulty.

#### **Article V.**

##### **Section One – Procedural Review**

A student who is charged with a violation of the Code of Conduct is required to attend a procedural review with the chief Conduct officer or designated representative and provide a response to the charges.

The chief Conduct officer or designated representative reviews the case and determines whether it should be referred to a Joint Hearing Board. If the violation is less serious, the chief Conduct officer or designee will give the student a choice between having the case heard by a Student Hearing Board or a Disciplinary Conference, particularly if the student had admitted Responsibility to the violation. A student charged with a violation of residence hall policies which has not been referred to a Joint Hearing Board, will be asked to meet with a staff member of the Department of Housing and Residence Life. The charged student will then be given a choice between having the case heard by the Residence Hall Conduct Board or a Disciplinary Conference.

##### **Section Two – Procedural Rights and Freedoms**

###### **Rights of the Charged Student (Respondent)**

The chairman of each Conduct board shall upon assignment of a case to his board execute the procedures below. All students accused of inappropriate behavior that violates the Student Code of Conduct have the right to:

- a. An official notice informing the charged student of the time and place of the specific charge and the code allegedly violated.
- b. Written notification of the charged student's basic right as listed below and at the student's request, verbally reviews with him.



- c. The right to be informed of the nature of the allegations charges or reports brought against him at least 48 hours before a hearing.
- b. The right to waive notice and proceed with an Administrative Conference after receiving charges.
- c. The right to refuse to appear, provide a statement and/or answer questions; however the Administrative conference or hearing will proceed.
- d. The right to challenge the Board members by showing proof of bias on the part of the members prior to the time of the hearing; the other Board members must vote on the relevance of the challenge.
- e. The right to present witnesses and evidence that addresses the complaint of formal charge.
- f. The right to be notified of decisions reached.
- g. The right to appeal a decision of the Board based upon the reasons listed in Article VII, Section Three

### **Rights of the Complainant Student (Accuser)**

The chairman of each Conduct board shall upon assignment of a case to his board execute the procedures below. All students reporting inappropriate behavior that violates the Student Code of Conduct have the right to:

- a. An official notice informing of the charge and code violated, time and place of the proceeding.
- b. Written notification of the complainant student's basic rights and at the student's request, verbally reviews with him/her.
- c. The right to refuse to appear, provide a statement and/or answer questions; however the Administrative conference or hearing will proceed.
- d. The right to present witnesses and evidence that addresses the complaint of formal charge.
- e. The right to challenge the Board members by showing proof of bias on the part of the members prior to the time of the hearing; the other Board members must vote on the relevance of the challenge.

*Note: Complainants do not have the right to be notified of decisions reached or appeal except in sexual misconduct cases.*

### **Section Two – Procedural Rights and Freedoms for a Sexual Misconduct Proceeding\***

Students involved in a Sexual Misconduct violation are afforded additional rights according to Title IX and Campus SaVE Act.

- a. Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving training on domestic violence, sexual assault, and stalking.
- b. Both parties may have an advocate present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice, but the advocate may not actively participate in the hearing process.
- c. Parties have a right to have a decision reached based upon the preponderance of evidence gathered during the informal and formal procedures (What most likely occurred? What seems reasonable?)
- d. Both parties will receive written outcomes of all disciplinary proceedings at the same time
- e. Both parties has right of appeal of the outcome of the disciplinary proceeding.

### **Additional Complainant Rights - Sexual Misconduct Hearing**

- a. To protect confidentiality and the option to decline making a formal report
- b. To be notified of available resources for medical, mental health, legal assistance and other advocacy resources.

- c. To have an Administrative Directive sent immediately to the accused that forbids him/her from contacting the accuser by any method, including through friends or acquaintances.
- d. If an Administrative Directive is violated the accused may receive an Interim Suspension.
- e. To alter academic, living, transportation or work environment(s) if a threat is present or, in some cases, to have the accused's environment(s) changed.
- f. To be protected from retaliation.
- g. To choose to appear or present a statement in person or by other media

## **Article VI. Student Conduct Procedure**

**Section One** – All voting members are necessary for hearings. Hearings are held in closed session and all proceedings of the board are confidential.

**Section Two** – The accused is responsible for presenting their own case, and advisors\*/lawyers are not permitted to speak or to participate in any hearing before a student conduct body.

**Section Three** – The general order of the hearing shall be as follows:

- 1. The hearing is called to order by the chairperson.
- 2. The Board Chair reads the charges and if necessary witnesses are called.
- 3. Each party presents his/her case, which may include calling of witnesses and the use of evidence.
- 4. The Board deliberates on the facts of the case and renders a decision. All decisions of the Board shall be made in closed session and shall be determined by majority vote.
- 5. The Summary of the Hearing is forwarded to the Vice President of Student Services for review and implementation of the Board's decision.
- 6. The Associate Vice President of Student Services officially notifies the accused students of the Board's decision and when necessary imposes the restrictions embodied in the Board's decision.

## **Article VII. Appeal Procedures**

**Section One** – In the interest of fairness, only the recipient of disciplinary action has the right to appeal, except where noted in sexual misconduct violations. Requests for an appeal must be in writing and submitted through the same channels of authority and jurisdiction as outlined in Article IV within 48 hours of official notification of the Board's decision.

**Section Two** – Appeals concerning decisions of the University Hearing Board or the Student Conduct Board should be addressed to the Vice President of Student Services. Appeals for sexual misconduct cases should be addressed to the Title IX Administrator.

**Section Three** – The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision shall not be accorded as a basis for consideration of an appeal. The only basis for considering an appeal is the presentation of facts that include:

- 1. an error in procedural due process by the original body,
- 2. the emergence of compelling evidence that could not have been previously discovered,
- 3. the appropriateness of sanction(s), condition(s), and/or restriction(s) to the violation.

### **Section Four**

- 1. Appeals will be limited to a review of the record of the hearing, written statement submitted by parties, and any new evidence. Appeals based upon new evidence shall be treated as grounds for a new proceeding by the original body.

2. The Vice President for Student Services serves as the appellate officer in all cases except those under Title IX jurisdiction. The appellate officer shall make an initial determination as to whether or not sufficient grounds for appeal, based upon the standard enunciated above, have been alleged. Appeals that do not allege sufficient grounds shall be denied consideration and shall be dismissed. Appeals that do allege sufficient grounds shall be accepted for consideration.
3. If the appeal is allowed, its presiding officer represents the Student Conduct body that rendered the decision under appeal so those questions of procedure or sanction may be clarified. The appellate officer shall not conduct a de novo hearing (a rehearing) but will consider only the record made by the adjudicating body. The appellate officer may, at his/her own discretion, permit written or oral statements from the concerned parties at the time the appeal is considered; but the appeals officer will review only that portion of the original hearing that is addressed by the appeal.
4. The decision shall be communicated in writing to all parties concerned within seven class days. The alternatives available to the appellate body are:
  - a. to sustain the recommended penalty;
  - b. to reverse the verdict; or
  - c. return it to the original Student Conduct body (to consider new evidence or reconsider the penalty, not finding of responsibility).

#### **Article VIII. Confidentiality Standards and Records – Policy/Procedures**

All proceedings under the Code are confidential. All proceedings and all documents generated by the process form a part of the charged student's records and are, therefore, confidential under the federal Family Educational Rights and Privacy Act (FERPA). Participants in the process, including the charged, the complainant, witnesses, hearing board members, and staff members are advised to preserve the confidentiality of all proceedings and all documents under this Code. Any breach of the confidentiality may subject the responsible party to charges under this Code.

#### **Article IX. Interpretation and Revision**

**Section One** – The Vice President of Student Services or his/her designated representative resolves any question of interpretation regarding the Student Code of Conduct.

**Section Two** – The Student Code of Conduct shall be reviewed every three years under the direction of the chief Student Conduct officer.

**Section Three** – Policies, procedures, sanctions outlined in this Code are subject to change without notice.



## **XAVIER UNIVERSITY OF LOUISIANA**

Office of the President

1 Drexel Drive

New Orleans, Louisiana 70125-1098

(504) 520-7541 • FAX (504) 520-7904

To: Students, Faculty and Staff

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226, the attached statement of the Xavier University Policy and Sanctions Relating to Use of Illicit Drugs and the Abuse of Alcohol, has been published and is being sent to Students, Faculty and Staff. The information contained therein refers to the use of illicit drugs and the abuse of alcohol; the institutional policy and sanctions; the Federal and State Laws applicable to such use: health risks; and on-campus and community counseling and treatment resources. Prior to this latest law we established a committee on the subject. A plan was designed, in keeping with the guidelines at the time.

In compliance with the amendment of 1989, the committee has been expanded and an even more formal policy has been developed, with more vigorous monitoring, to assure compliance with the Law. This Committee will review the effectiveness of this program annually and report to me the University's effectiveness in addressing the use of illicit drugs and the issue of alcohol abuse and the consistency of application of sanctions for any violations of institutional policy.

The use of illicit drugs and the abuse of alcohol are national problems of epidemic proportions. The abuse of alcohol and drugs is inconsistent with and detrimental to the academic community.

Xavier University is committed to providing a drug-free campus environment.

Sincerely,

A handwritten signature in black ink that reads "Norman C. Francis". The signature is written in a cursive style.

Norman C. Francis  
President

## Xavier University of Louisiana Drug Free Campus Policy Statement

Xavier University of Louisiana, in its concern for the physical and emotional health, development and well-being of its students and employees, and to be in compliance with regulations of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Section 22, provides a program of prevention and early intervention for alcohol abuse and other drug use, misuse, and dependency.

**REGULATIONS: Section 1213 “Drug And Alcohol Abuse Prevention”** *Section 1213 Subpart B (a) (1) requires annual distribution to each student and employee of: “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;”* Policies regarding the drug free campus will be disseminated to faculty and staff at the required fall and/or spring Institutes and to students at the time of registration. These policies are as follows: Xavier University of LA neither permits nor condones the illegal possession, use, manufacture, dispensing, distribution, and/or sale of drugs, narcotics, or alcohol. Students and employees (individually and as members of groups or organizations) are subject to criminal prosecution for violations of local, state and federal laws concerning the unlawful possession, use, manufacture, dispensing, distribution and/or sale of drugs and alcohol both on and off campus. The responsibility for knowing and abiding by the provisions of the University’s alcohol and drug policies rest with each individual. Precise regulations and standards of conduct may be found in the handbook appropriate to each individual’s status on campus.

*Section 1213 Subpart B (a) (2) requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;”* State and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons 18 years or older and under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of State Act 33, RS 14.91.2, Sections .1 and .5]. State law provides that anyone who is found guilty of manufacturing or distributing illicit drugs could be sentenced to a term of imprisonment at hard labor for a period not to exceed 30 years and may in addition be sentenced to pay a fine of not more than \$15,000. A person over the age of 25 who is found guilty of distributing illicit drugs to a person under the age of 18 is automatically sentenced to life imprisonment at hard labor. Any person convicted of an offense as a second or subsequent offense shall be sentenced to a term for twice the amount authorized by the original statute. Any property used in the distribution or manufacture of controlled substances is subject to forfeiture under Louisiana law.

*Section 1213 Subpart B (a) (3) requires: “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;”* Illicit drugs and alcohol abuse are a threat to the physical and mental well being of individuals and clearly are an impediment to the learning process and environment. The use of illicit drugs and the abuse of alcohol may contribute to birth defects in children, health hazards and other debilitating conditions.

*Section 1213 Subpart B (a) (4) requires: “a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;”* Individuals who seek assistance with substance abuse problems are provided health and counseling referral for evaluation, treatment, rehabilitation, or re-entry programs. These referral services are available through the Counseling Center or Student Health Service Center. Off campus referrals may be made to one of several agencies based on an individual’s personal situation. Participation in assistance programs will be viewed positively by the University, but will not prevent disciplinary action for acts which have occurred, nor will it relieve the employee of the responsibility to perform assigned duties in a safe and effective manner. Failure to successfully complete an assistance or rehabilitation program will constitute grounds for dismissal.

*Section 1213 Subpart B (a) (5) requires: “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1).”*

The University will cooperate in criminal investigations of violations of the law and will administer upon students and employees disciplinary sanctions of suspension, dismissal, expulsion, termination of employment and/or referral for prosecution. Sanctions may also include treatment assistance and/or rehabilitation programs. Employees and students must notify the University within five days of any arrest or conviction under a criminal drug statute. Any individual with the presence of drugs in his or her body for non-medical reasons or a blood alcohol level in excess of .05% is prohibited from University premises.

# POLICY STATEMENTS

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## **I. STATEMENT ON NON-DISCRIMINATION**

Xavier University of Louisiana is a private Catholic institution whose programs and activities are open to all qualified persons regardless of race, color, national and ethnic origin, sex, handicapping condition or religion.

## **II. STATEMENT ON RELIGIOUS ACTIVITY**

Xavier University, founded in the Roman Catholic tradition, is committed to encouraging the personal faith life of its members. The University affirms the spirituality of its faculty, students, and staff members of varying religious backgrounds and persuasions. Xavier continues its primary religious institutional commitment to the Roman Catholic Church. The University prohibits any activity by other individuals or organizations which proselytize (to make converts of) members of the University community to a church or religious organization.

### **GUIDELINES**

1. All activities of student organizations and groups on the campus must follow the regular requirements for organizations as defined in the Student Handbook and be duly recognized and registered through the Office of Student Services. In addition, all religious activities must be cleared by the Office of Campus Ministry.
2. When a religious-affiliated group becomes an officially chartered student organization, the Office of Campus Ministry guidelines supersedes those of the Inter-Organizational Council.
3. University reserves the right to limit or restrict the on-campus activity of any organization or individual whose purposes are directly contrary to the University's religious values as stated in the University Catalog, the Student Handbook, and the Faculty Handbook.

This policy is not meant to discourage or inhibit the sharing and discussions of religious beliefs between members of the University community in the variety of contexts the education the community provides.

## **III. ROOM AND BOARD CHARGES**

Students contracting to live in University residence facilities automatically agree to the combined room and board charges as outlined in the fee schedule. A health condition might be cause for an exception. A written statement by the attending physician, enumerating the diagnosis, medication and food items necessary for the prescribed diet, must be submitted each semester that conditions of exception exist. This information will be furnished to the cafeteria management for their cooperation in having available a variety of choices for the students. A request for exception to this policy should be directed to the Student Health Center. The request must be made within two weeks of the date of regular registration so that if conditions are not acceptable to parties concerned, the student will have time to seek off-campus accommodations.

## **IV. STUDENT INFORMATION AND PRIVACY OF RECORDS**

The Family Educational Rights and Privacy Act of 1974 (**FERPA**) as Amended was enacted by Congress effective November 19, 1974. In brief, this Act grants to students, and to parents of students under the age of 18, the right to inspect and/or challenge their school or college files.

IN COMPLIANCE WITH THE REQUIREMENTS OF THIS ACT, XAVIER UNIVERSITY HAS ADOPTED THE FOLLOWING POLICY PROVISIONS:

1. Xavier University will inform students annually of the rights accorded them by the Privacy Act. This will be done through publication in the Student Handbook and in the Fall/Spring online registration.
2. Xavier University recognizes the right of students to review their records.
  - a. Request must be made in writing.
  - b. Review of records will be made in the presence of a University Official.
  - c. Upon request, copy of record(s) will be made at a nominal cost.
    1. Transcripts may not be copied if:
      - a. Financial obligations to the University are not cleared;
      - b. Deficit appears on Federal Loan repayments.
        2. Copies will not be made of transcripts from other universities.
3. Xavier University recognizes the right of students to challenge their records for inaccuracy, being misleading or incomplete, violating their right to privacy.
4. Xavier University recognizes the right of students to seek amendment/correction of their education records.
  - a. Requests must be made in writing.
  - b. Students have the right to a hearing if records are not corrected or amended.
  - c. Students dissatisfied with results or the hearing may place a statement in the education record commenting on the information therein, and/or setting forth any reason for disagreement with Xavier's decision not to correct or amend the record.
5. Xavier University will provide an all-inclusive list of types and locations of education records. The list is available in the Office of the Registrar as well as in the Office of Student Services.
6. Xavier University will not disclose personally identifiable information from education records with prior written consent of the students except when this written consent is not required by the Act.

**RECORDS WILL BE RELEASED WITHOUT STUDENT'S PRIOR WRITTEN CONSENT TO:**

**(Records released will be determined by individual's "need to know.")**

- a. Authorized Federal and State Authorities who require information in connection with the audit and evaluation of Federal and State supported education programs, or in connection with the enforcement of or compliance with the legal requirements which relate to these programs:
  - (1) Representatives of the Comptroller General
  - (2) Secretary of Health & Human Services
  - (3) Secretary of Department of Education
  - (4) Director of National Institute of Education
  - (5) State educational authorities
  - (6) Federal Inspector Generals;
- b. State or local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- c. Representatives of the Veterans Administration;
- d. Accrediting organizations in order to carry out accrediting functions;
- e. Persons/organizations providing financial aid or determining financial aid eligibility;
- f. University Officials with "legitimate educational interest;"
  - Persons having "legitimate educational interest" are those who perform tasks related to the education of students or work with students' records in performing tasks related to their job descriptions.
  - Faculty and administrative officers who have a legitimate interest in the material and demonstrate a need to know for purposes related to the performance of their official duties will be permitted to look over students' records.
- g. Persons in compliance with conduct order/lawfully issued subpoena (provided Xavier makes reasonable attempt to

- notify student in advance of the compliance);
- h. Parents of undergraduate students who have established students' status as dependent according to Internal Revenue Code of 1954, Section 152;
    - All undergraduate students are considered as "dependent" unless they inform Xavier before the fifteenth day of classes each semester that they consider themselves to be "independent."
    - If the student declares to be "independent" and the parent submits a certified copy of the most recent Federal Income Tax Form, information will be released to the parent.
- Xavier University maintains records of requests for disclosure of personally identifiable information and permits students to view those records.

## TYPES AND LOCATIONS OF EDUCATION RECORDS AT XAVIER UNIVERSITY

1. **OFFICE OF THE REGISTRAR** (University Registrar - Xavier South 630)
  - a. Admissions data
  - b. Courses attempted/completed
  - c. Grades earned
  - d. Enrollment/withdrawal/graduation dates
  - e. Schools attended
  - f. Changes made in student's name/social security #/address/grades/major
  - g. Requests for disclosure of personally identifiable information
  - h. Academic actions
2. **ACADEMIC DEPARTMENTS** - advising records  
(Chairpersons of departments - Departmental offices)
3. **OFFICE OF FINANCIAL AID** - financial aid data  
(Consultant Financial Aid - Xavier South)
4. **OFFICE OF STUDENT ACCOUNTS**  
(Vice President, Fiscal Services - Xavier South 300)  
(Office Manager, Student Accounts - Xavier South 300)
  - a. Charges
  - b. Payments
  - c. Disciplinary actions
5. **OFFICE OF STUDENT SERVICES**  
(Vice President of Student Services – University Center 305b)
  - a. Disciplinary actions
  - b. Housing records
  - c. Disability Accommodation records
6. **STUDENT HEALTH SERVICES** Health records  
(Director, Student Health - Health Center)
7. **WORK STUDY PROGRAM** – Employment records of work study students  
(Coordinator, Student Work Program - Xavier South, room 360)
8. During Fall and Spring registration periods, Xavier University will notify students of Directory Information it intends to make available to the general public. Student must inform the UNIVERSITY within fifteen days of notification if any or all of the Directory Information should be released.
9. **DIRECTORY INFORMATION** - Xavier University will release Directory Information of students not currently enrolled without the students' prior written consent.– "Directory Information" for both current and former students is defined as:
  - a. Student's name
  - b. Address
  - c. Telephone number
  - d. Date and place of birth
  - e. Major field(s) of study
  - f. Dates of attendance
  - g. Enrollment status
  - h. Classification



- i. Degree(s)
  - j. Awards/honors received (includes Dean's list)
  - k. Most recent previous educational agency or institution attended by student
  - l. Past and president participation in officially recognized sports and activities
  - m. Height and weight of members of athletic teams.
  - n. Email address
10. Documents submitted by or for the student in support of his/her application for admission or for transfer credit will not be returned to the student, nor sent elsewhere at his/her request. For example, a transcript from another college, or a high school record will not be sent to a third institution. In exceptional cases; however, where another transcript is unobtainable or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student must present a signed request. Usually, the copy, marked as a certified copy will not be released.

## **V. GUIDELINES FOR STUDENT PUBLICATIONS**

### **Publications**

1. All articles should be signed. The editor assumes the responsibility for all articles which do not bear a signature.
2. On each edition of a printing a definitive statement should be made indicating that the views and ideas expressed are those of the writer and/or the editor, and do not necessarily reflect the views of the University – its students, faculty, or administrators.
3. Each issue should indicate the name of its editor, the publishing address, the mailing address or any contact address of the publishers.
4. Editors are expected to subscribe to the canons of responsible journalism, namely: responsibility, independence, sincerity, truthfulness, accuracy, impartiality, fair play, decency and freedom of the press.
5. At the same time it is expected that editors will be protected from arbitrary suspension and removal. Only for proper and stated causes will editors be subject to removal and then by orderly and prescribed procedures.  
(Proper cause for action against an editor will be determined by a Publications Board which would consider the canons of responsible journalism as these relate to the avoidance of libel, slander, obscenity, vulgarity, etc.)

### **Publications Board**

1. The Board shall consist of nine members: four (4) students, two (2) faculty, two (2) administrators and a chairman named by the Vice President of Student Services.
2. For this time only, the members will be appointed by the Vice President of Student Services upon recommendations from the students and faculty.
3. The board will serve the University in the responsibility of judging whether or not an article is considered in bad taste or in violation of the canons of responsible journalism, as these relate to the University community. It is understood that the Publications Board will take into consideration the fundamental rights and responsibilities that the student possesses as a member of the society at large.
4. Any ruling against an editor or writer by the board may form the basis for disciplinary proceedings. The University reserves the right to refer such cases for further appropriate action. Nothing contained in these procedures preempt any individual group or agency, which may claim to be aggrieved from pursuing outside legal redress.

### **Outside Publications**

1. All outside publications of any kind must be cleared by the Office of Student Services before distribution or posting.
2. Failure to receive clearance may be appealed to the Publication Board.
3. The same basic standards applicable to campus publications will be required of outside publications.

The Office of Student Services is charged with the responsibility of supervising the overall mechanics of these guidelines, and the power to act on and then refer cases involving violations. It is understood that the Publications Board, the Office of Student Services, as well as all other board and offices of the University are subject to the final review of the Vice President of Student Services.

#### **For Independently Published Newspapers/Newsletters**

In order to emphasize that a student newspaper/newsletter does not speak officially for the institution, it should carry neither the institutional seal, official motto, nor the name of the University. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

### **VI. LOSS OF PERSONAL PROPERTY**

The University is not responsible for loss of or damage to personal property in the residence hall including equipment and appliances, due to fire, theft, interruption of water, heat, utilities, power surges, or other causes. Students residing in residence halls are required to provide a power surge protector with a *minimum* joule rating of at least 600 to assist in protecting computing equipment, audio/video equipment and appliances.

### **VII. WRITTEN STUDENT COMPLAINTS**

Xavier University philosophically and in practice advocates providing optimum equality and opportunity in educational offerings, employment and in access to educational programs. Xavier does, however, realize that certain practices may be perceived to or may, in fact, unintentionally discriminate against certain members of the community which we serve, or do not meet satisfactory expectations.

#### **PURPOSE**

The University's mission is to provide a mutually respectful environment conducive to student learning and development. In doing so, the University acknowledges that students can offer valuable information about the performance of the university in meeting goals and providing services as part of our mission. Consistent with this aim, the University invites feedback and is committed to addressing student dissatisfaction. When a problem or issue arises, students are advised to seek information and assistance through the various processes and procedures, including student governance organizations, instituted to receive and respond to student complaints regarding faculty/staff, another student, programs or services.

When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Students at (504) 520-7359 or [studentservices@xula.edu](mailto:studentservices@xula.edu). Discussions may remain confidential until a student decides to take more formal action.

#### **APPLICATION**

The policy provisions outlined apply to all students currently enrolled at Xavier University of Louisiana who choose to make a formal written complaint.

#### **EXEMPTIONS**

**If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:**

- A. Academic Integrity Policy (College of Arts and Sciences / College of Pharmacy).

Any student who wants to dispute a decision made regarding academic misconduct or academic dishonesty

- B. Student Code of Conduct (Non-Academic). Any student misconduct that violates University Policy, Procedures or Standards
- C. Policy Against Discrimination and Harassment. Any student who has experienced treatment or consideration based upon ethnicity, gender, age, religion, sexual orientation or disability or any form of sexual misconduct, including sexual harassment and sexual assault. (contact Title IX Coordinator, Human Resources or Dean of Students)
- D. Scope and Authority Complaints about individuals who are not full or part-time members of staff or enrolled at the University or that are outside the scope of University operations

## **POLICY PROVISIONS**

### ***Procedures for Filing a Written Complaint***

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University faculty/staff member that does not fall within any of the categories listed above, or dissatisfaction with a specific college experience, the complaint will be handled as follows:

#### ***1) Informal Resolution – Student Concern or Dissatisfaction Communicated***

Students are encouraged to speak directly with the individual (faculty/staff member) or office (financial aid, housing, etc.) involved with or responsible for the situation that is the cause of the complaint.

Appropriate University staff will review the matter presented by the student and determine whether any action is required. The Dean of Students, or designee, may serve as an advocate and/or third party mediator if agreed by all parties and the situation warrants.

Options for Informal Resolution:

- a. Take no further action
- b. Make comments or suggestions regarding the issue, or
- c. If this communication does not lead to a satisfactory resolution, or such a discussion is not deemed appropriate, the student may file a formal written complaint.

#### ***2) Formal Resolution - Filing a Formal Written Complaint / Grievance***

- a. After an attempt for informal resolution of the matter is unresolved and there are irreconcilable differences, or informal resolution was deemed not appropriate, a formal complaint may be filed
- b. Complete the Student Complaint form (online format available spring 2017) and mail or campus delivery to:

Vice President of Student Services  
Attn: Dean of Students  
4801 Dixon Street  
305 University Center (campus delivery)  
New Orleans, LA 70125  
Email: [studentservices@xula.edu](mailto:studentservices@xula.edu)  
Phone: 504.520.7359

You will need the following information:

- Name and contact information

- A clear description of the concern or complaint
- Appropriate supporting documentation that is directly related to the complaint
- A description of any subsequent action taken by the student or the university
- A description of the desired outcome

The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

*NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone will not be considered as submitted for review.*

### ***Complaint Review and Resolution Process***

Receipt of the complaint will be acknowledged within fourteen (14) days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within sixty (60) days of the receipt of the complaint or other reasonable period depending on the complexity of the complaint and those involved.

If there is new evidence/statements that could have impacted the original decision, the complainant may appeal the decision to the next highest administrative level within seven (7) days. If that officer does not find substantial basis for appeal, the case is closed. If the appeal is granted, the Administrative officer or College Dean will provide a final resolution to uphold or overturn the decision. The office of the appropriate Vice President is the highest level to which appeals may be made. If a complaint is against a Vice President, the Director of Human Resources will have oversight.

### ***Complaint Tracking***

**Record Retention:** A complete record (paper copy) of formal complaints will be retained by the relevant University office up to five (5) years after final disposition:

- Date of complaint
- Student identified with the complaint
- Nature of the complaint
- University official who addressed the complaint and steps taken to resolve
- Final resolution or disposition
- Any external actions taken by the complainant

Records of the final outcome of all formal complaints will also be stored in a centralized database in the student's electronic file (effective spring 2017). The database logs and tracks each complaint.

Each Office of the College Dean and the Dean of Students (Associate Vice President for Student Services) will meet in order to conduct an annual review of complaints to identify any persistent patterns and, if such emerge, establish a process to address them.

### ***Withdrawing a Complaint***

Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. If the complaint was made in writing, the withdrawal should also be in writing to the person handling the complaint. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal. Staff may still decide to initiate appropriate corrective action as a result of the complaint.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded and no further correspondence will be required.

Students who choose to withdraw complaints must include their reasons for withdrawal.

### ***Complaints to External Entities***

If there is evidence that appears to support significant non-compliance with a university requirement or standard, the student may file a complaint with the appropriate accrediting or compliance agency:

For unresolved complaints concerning university compliance with accrediting standards or against the Commission

The [Southern Association of College and Schools, Commission on Colleges](#) (SACSCOC)

The Accreditation Councils for unresolved complaints regarding program requirements or standards

[Accreditation Council for Pharmacy Education](#) (ACPE)

[National Council for the Accreditation of Teacher Education](#) (NCATE)

[The Council for Accreditation of Counseling & Related Educational Programs](#) (CACREP)

Harassment, Discrimination and Sexual Misconduct Complaints

[The Office of Civil Rights of the U.S. Department of Education](#) for complaints concerning federal laws prohibiting discrimination and harassment

### ***Definitions***

*Student:* A currently enrolled individual, or enrolled within the two previous semesters (one academic year) when the circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise separated from the university.

*Informal Complaint:* An expression of a problem, concern or dissatisfaction by a student to any staff, office or department. Complaints may be expressed and discussed with the most immediate before any grievance is filed. If the complaint cannot be resolved, a formal complaint may be filed.

*Formal Complaint/Grievance:* A formal statement of complaint that specifies a misinterpretation, misapplication, or unreasonable application of an official University policy, procedure, rule, or regulation or behavior regarding the student. Student Complaints can be made in four areas: Academic, Non-Academic (Student Conduct), Discrimination/Harassment or Appeal of any of the previously stated areas.

*Complainant:* The person expressing the concern or complaint

*Respondent:* The individual responding to, or involved in addressing, the concern or complaint

### ***Amendments or Termination of Policy***

The University reserves the right to modify, amend or terminate this policy at any time.

## VIII. SEXUAL MISCONDUCT POLICY (final adoption February 2016)

**Introduction:** Students of Xavier University of Louisiana (hereafter referred to as University) have a right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in a zero tolerance policy for gender based misconduct. When an allegation of misconduct is brought to the appropriate Title IX Coordinator's attention, and a respondent is found to have violated this policy, serious sanctions will be implemented to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define the University's expectations and to establish a process for determining when those expectations have been violated. This policy is intended to define the University's expectations and to establish a process for determining when those expectations have been violated. This policy should not be construed as creating any kind of contract because, among other reasons, Xavier retains the right to prospectively add, change, delete or modify policies it deems appropriate without obtaining another person's consent or agreement.

### I. Policy on Sexual Misconduct

Xavier University is committed to complying with Title IX, Clery and Campus Sexual Violence Elimination Act (SaVE) by providing students with an environment that is free of discrimination on the basis of gender in its programs and activities. Gender and sex based discrimination includes harassment and all forms of sexual violence as described in the Campus SaVE and Clery Acts. Title IX and this policy also prohibit retaliation for asserting claims of gender and sex discrimination, sexual violence, stalking and relationship violence which have a profound impact on an individual's learning, working and personal life. To reduce the recurrence of these acts and/or behaviors, the University provides a variety of resources and educational programs designed to prevent these behaviors. The University provides information about what to do when an incident has occurred, and increases awareness of campus and community resources for support and response.

The Title IX Coordinator and the Deputy Title IX Coordinator will ensure that relevant information is disseminated to students, faculty and staff on the University's Sexual Misconduct policy and its implementation.

If a student, faculty, staff or third party believes that there is a violation of this policy he or she must file a complaint with the Title IX Coordinator or the Deputy Title IX Coordinator. All complaints will be investigated in a prompt, thorough, and equitable manner.

Upon notice, as described in more detail below, the University will take prompt and effective steps to end gender and sex based discrimination, sexual violence, eliminate the hostile environment, and take effective action to prevent its recurrence.

The University complies with all federal mandates related to Title IX. Additional information about the federal mandates and compliance requirements can be found in the following documents:

- [The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990](#)
- [U.S. Department of Education's Office of Civil Rights \(OCR\) "Dear Colleague" letter \(April, 2011\)](#)
- [OCR's "Questions and Answers on Title IX and Sexual Violence" \(April, 2014\)](#)
- [The Campus Sexual Violence Elimination Act \(March, 2013\)/VAWA](#)

## **II. SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Sexual Harassment.
2. Non-consensual Sexual Contact (or attempts to commit same).
3. Non Consensual Penetration (or attempts to commit same)
4. Sexual Exploitation.

## **III. Reporting Gender Based Harassment and Sexual Misconduct including Violence or Assault**

If a student believes that he or she is the victim of gender based harassment or sexual misconduct as defined in one of the definitions of sexual misconduct the student may choose to disclose the behavior to a confidential staff of faculty member or make an official report to a non-confidential resource.

## **IV. Confidential Disclosure**

The University will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe environment to all members of its community. The University will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim.

If a complainant (accuser) of sexual misconduct desires that details of the incident be kept completely confidential, the complainant should speak with one of the Counselors in the Counseling and Wellness Center, St. Joseph Academic and Health Resource Center, 2nd Floor, Suite 202, (504.520.7315), the University Chaplain/Campus Minister Administration building, 1st Floor, Suite 101A, (504.520.7593) or an authorized person at an off-campus sexual assault crisis resource center such as the New Orleans Family Justice Center, 701 Loyola Ave., Suite 201, New Orleans, LA, (504.866.9554).

## **V. Non-Confidential Reporting**

All University community members are encouraged to report an incident of misconduct of sexual harassment or misconduct to the Title IX Coordinator or Deputy Title IX Coordinator. Employees in the following positions have been designated as "responsible employees of the University:" all Senior Vice Presidents, Vice Presidents, Associate and Assistant Vice Presidents, Deans and Associate Deans, Administrative Directors, Associate and Assistant Directors, University Police Officers and Faculty members. A report of gender based harassment or sexual misconduct is an official notice to the University that an Incident has occurred. The person can expect to have all incidents of sexual misconduct taken seriously by the University when formally reported to a responsible employee and to have those incidents investigated and properly resolved through administrative procedures.

## **VI. Responsible Employee Reporting**

All responsible employees, as described above, who become aware of an instance of alleged Sexual Misconduct, through a report or otherwise, must promptly report that information to the Title IX Coordinator. A responsible employee must report to the University's Title IX Coordinator, all relevant details about the sexual misconduct or sexual harassment incident that the complainant has shared so that the University may proceed with an appropriate response and or resolution. Failure to report an incident of sexual misconduct or sexual harassment to the University's Title IX Coordinator may result in disciplinary action.

## VII. Investigating Reports Of Sexual Discrimination Including Sexual Misconduct Or Harassment

The University will investigate reports of violations of this Policy to the extent appropriate.

Investigations must begin no later than five days after a complaint has been given to an Investigator by the Title IX Coordinator or Deputy Title IX Coordinator. Generally, investigations of complaints must conclude within fifteen work days. Extensions may be granted by the Title IX or Deputy Title IX Coordinator.

Resolution of all complaints made under this Policy will be conducted in a prompt and equitable manner by an Investigator who has received appropriate Title IX training for Investigators. The Title IX Investigator will be appointed by the Title IX Coordinator.

To initiate an Investigation, the complainant or a Responsible employee must submit a written statement to the Title IX Coordinator that contains:

- The name of the respondent, if known,
- A description of the alleged policy violation and
- The date, approximate time, and location of the alleged violation, if known.

The Title IX Coordinator will provide the complainant with a copy of this policy, review University procedures, and inform the Complainant of available resources, support services, and options, including the option to be assisted by an adviser of choice. The Title IX Coordinator will meet with the respondent to notify the respondent that a complaint has been filed and will be investigated.

The Title IX Coordinator will provide the respondent with a copy of this Policy, review University procedures, and inform the Respondent of available resources, support services and options, including the option to be assisted by an Advisor of choice.

The advisor of choice may be an attorney to advise the complainant's or respondent. An advisor may participate as a silent observer in any meeting or proceeding outlined in the Policy's process.

**Investigative Report:** After a complaint is filed, the Investigator will conduct an Investigation and prepare an Investigative Report, which may be accompanied by supporting documentation or items (for example, statements, photographs, etc.). If the Investigator determines that a hearing should be held the Investigator will inform the Title IX Coordinator, complainant and respondent in writing of their decision.

**Acceptance of Responsibility:** If the respondent chooses to accept responsibility for the alleged violation(s), the respondent will provide the Investigator with a written statement identifying the specific violation(s) and/ or conduct to which the respondent admits. The Investigator will share the respondent's statement with the complainant and the Hearing Panel. Sanctions will be determined by the Hearing Panel, which may hold a hearing solely for the purpose of determining sanctions.

The Title IX Coordinator has sole discretion to change the time frames provided in this Policy for good cause and with written notice of the reason for the change to the Complainant and respondent (hereafter referred to as Parties or Party). Prior to the hearing, the Title IX Coordinator will offer to meet with each Party to review hearing procedures, the alleged violation(s), and the list of witnesses and other information that will be presented at the hearing to the Hearing Panel Chairperson.



## VIII. Hearings

When the Title IX Investigator(s) submit their report to the Title IX Coordinator with a recommendation that a complaint of sexual discrimination (including sexual misconduct) sexual harassment, relationship violence or stalking should be heard by the Title IX Hearing Panel, the Title IX Coordinator will select a Title IX Hearing Panel consisting of the Title IX Hearing Panel Chairperson and three Hearing Panel members from the pool of Hearing Panel members. The Hearing Panel will be faculty and staff members who have received training in the Title IX hearing process and procedures. The Title IX Hearing Panel may consist of all faculty members, all staff employees or a combination of faculty and staff members. Title IX Hearing Panel members will receive ongoing training to ensure they are current in all Title IX regulations and guidelines.

The complainant and the respondent shall have an opportunity to challenge Hearing Panel members for bias or conflict of interest. The challenge must be rooted in a specific bias or conflict of interest (e.g., the proposed Hearing Panel member has had a previous conflict or relationship with the complainant or respondent) rather than a general objection (race, religion, gender, etc.). A challenge must be made in writing to the Title IX Coordinator within two (2) calendar days of notification of the composition of the Hearing Panel. The Title IX Coordinator in his/her sole discretion shall determine whether a Hearing Panel member will be removed for possible bias or conflict of interest.

Title IX hearings will take place in a private location, and are not open to members of the University community or the public. Witnesses will be kept in a separate room, only entering the hearing room to present information. The complainant and the respondent are to make their presentations and answer questions from the Hearing Panel separately. An audio tape will be used by the Hearing Panel to record the presentations of the complainant, respondent or witnesses, however neither the complainant nor respondent may record the hearing. Neither the complainant nor the respondent will be allowed to be present when the presentation of the other is made before the Hearing Panel.

Irrelevant information that is not pertinent to the incident involving the complainant and respondent is not to be admitted in the Hearing. Likewise, information that is lacking in credibility will not be considered by the Hearing Panel.

**Timeframes for Hearing:** A hearing panel must be appointed by the Title IX Coordinator no later than ten days after receiving the Investigator's report that there is sufficient cause to move forward with the complaint to the Hearing Panel level.

The hearing panel will schedule their first meeting after receiving information, documents and instructions from the Title IX Coordinator.

**Attendance at Hearings:** If a complainant or respondent fails to attend a hearing, the hearing may be held in the complainant's or respondent's absence. The Hearing Panel Chairperson has discretion to reschedule a hearing if he/she determines that it is necessary in order to achieve a prompt and equitable resolution.

**Standard of Proof:** The Hearing Panel will find the respondent responsible if a preponderance of the evidence indicates that the respondent violated this Policy. This means the Hearing Panel must determine whether it is more likely than not, based on the information presented at the hearing, that the respondent is responsible.

**Supplemental Material:** If the Hearing Panel Chairperson believes further information is necessary to make an informed decision, the Chairperson may allow additional information to be presented and/or call additional witnesses, regardless of whether or not such information or individuals were previously identified.

**Audio Recording:** The Hearing Panel Chairperson will audio-record the hearing, but not the deliberations of the Hearing Panel. The audio recording is created for two limited purposes only: for reference by the Hearing Panel during deliberations and for review by the Appeal Panel during an appeal. The audio recording is kept for thirty (30) days after all appeal options are exhausted. After that time, the audio recording is destroyed by the Hearing Panel Chairperson unless there is an obligation to preserve it.

**Hearing Procedures:** The following procedures are meant to be general guidelines for conducting a Title IX Hearing. The Hearing Panel Chairperson may vary the procedures, including adjourning the hearing, if the Chairperson determines it is appropriate to do so in order to reach a full and fair understanding of the facts. Procedural issues that arise during the hearing (e.g., relevancy determinations) will be resolved by the Hearing Panel Chairperson, who may consult with the Hearing Panel, the Investigator, and/or Title IX Coordinator before making a determination.

The Hearing Panel Chairperson will review the Investigative Report with the Title IX Coordinator and will determine which witnesses, documentation, and other information will be called or presented at the hearing. No later than five (5) calendar days prior to the hearing, the Title IX Coordinator will provide the complainant, respondent and hearing panel members with a copy of the alleged violation(s), the Investigative Report, the list of witnesses, and any other information that will be presented at the hearing.

*Hearing Panel members are required to keep the information learned in preparation for the hearing and at the hearing confidential.* No copies of documents provided are to be made or shared with any third parties. All copies provided to hearing panel members must be returned to the Title IX Coordinator or deleted if provided in electronic form, at the conclusion of the hearing or, if applicable, the appeal. The Title IX Coordinator will advise when materials are to be returned or deleted.

- 1. Introduction:** The Hearing Panel Chair will call the hearing to order and introduce all of the hearing panel members present and provide an opportunity for the complainant and respondent to separately ask procedural questions. The Hearing Panel Chairperson will inform the complainant, respondent and witnesses that the hearing is being recorded.
- 2. Reading of the Alleged Violation(s):** The Hearing Panel Chairperson will read the alleged violation(s) to the respondent. To each alleged violation, the respondent will either accept or deny responsibility. If the Respondent declines to answer, the hearing will still proceed. If the Respondent admits responsibility, the Hearing Panel Chairperson may question the respondent to identify the conduct to which the Respondent is admitting. If the respondent admits responsibility to the conduct giving rise to all of the alleged violations, the Hearing Panel will abbreviate the hearing and only consider information relevant to sanctioning. If the respondent admits responsibility to some but not all of the alleged violations, the Hearing Panel may abbreviate the hearing, considering information that is relevant both to responsibility and sanctioning on the disputed violation(s).
- 3. Presentation of Information:** The Hearing Panel Chairperson will call and question all witnesses. The complainant and respondent may ask the Hearing Panel Chairperson to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Hearing Panel Chairperson. The Hearing Panel Chairperson is empowered to reframe or disallow any questions that are irrelevant, redundant, or otherwise inappropriate. The Hearing Board Panel may pose additional questions or inquire further into specific matters.

The complainant, respondent and witnesses are expected to respond honestly, and to the best of their knowledge.

The Complainant and respondent have the option not to provide information at the hearing. The Hearing Panel will base its decision on the Investigative Report and the information provided at the Hearing.

4. **Complainant Presentation:** Generally, the complainant will be questioned first and is encouraged to provide all pertinent information to the Hearing Panel regarding the alleged violation(s). The complainant may also be questioned about written statements, documents, items, or oral information.
5. **Respondent Presentation:** After the complainant has been questioned, the respondent will be questioned and encouraged to provide all pertinent information regarding the alleged violation(s) or any defense thereto. The Respondent may also be questioned about written statements, documents, items, or oral information.
6. **Witness Presentations:** A similar process will be followed for each witness called by the Hearing Panel Chairperson. Questions about the complainant's sexual history with anyone other than the respondent are not permitted. The Hearing Panel Chairperson reserves the right to recall the complainant, respondent or witness for further questions and to seek additional information.
7. **Closing Statements:** After all information is presented, the complainant and respondent will have a separate opportunity to make a brief closing statement. The Hearing Panel Chairperson has the authority to limit lengthy or irrelevant statements.
8. **Determination of Responsibility:** After the closing statements, everyone will be dismissed from the hearing room and the audio- recording device will be turned off so that the Hearing Panel may deliberate in private. The Investigator is not an active member of deliberations but is available to answer questions during the deliberations. In determining responsibility, the Hearing Panel is not limited to a consideration of only the violations alleged, and may find the respondent responsible for other violations of this Policy. The Hearing Panel must reach a decision on responsibility by majority vote. The vote itself will not be shared with the parties.
9. **Determination of Sanction:** If the Hearing Panel finds the respondent responsible, it will immediately deliberate sanctions. Only the Hearing Panel members are present for the deliberations. The Investigator will share the respondent's prior disciplinary conduct record and the sanctioning statements with the Hearing Panel. Any sanction imposed upon the respondent must be selected from the sanctions identified in the Policy. The determination of sanctions is based upon a number of factors, including: the nature of the violation; the harm suffered by the complainant; any ongoing risk to either the complainant or the community posed by respondent; the impact of the violation on the University community; any previous conduct violations; and any mitigating or aggravating circumstances. The Hearing Panel will determine sanctions by majority vote.
10. **Notification of Outcome:** Within three (3) calendar days from the date of the conclusion of the hearing, the Investigator will communicate in writing to the complainant and respondent the results of the hearing (consistent with the University's obligations under federal law) and procedures for appeal.

11. **Relevant Information:** Information relevant to the alleged violation(s) or defenses may be presented at the hearing. Statements concerning the complainant or respondent's character do not constitute Information.

12. **Statements Relevant to Sanctioning:** On or before the day of the hearing to determine sanctions, the respondent may submit a written statement relevant to sanctioning and the complainant may submit a written impact statement for consideration by the Hearing Panel. The statement must be provided to the Investigator in a sealed envelope. The statements will be read by the Hearing Panel only if it has found the respondent responsible. If the Hearing Panel does not find the respondent responsible, the envelopes will be destroyed, unopened, by the Hearing Panel.

13. **Voting** on the outcome of a hearing will be done by majority vote of the Title IX Hearing Panelists and the Panel chair will prepare the report that is submitted to the Title IX Coordinator.

## **IX. Timeframes**

The Department of Education, Office of Civil Rights Dear Colleague Letter requires that the University endeavor to comply with a 60 day timeframe to resolving complaints of sexual misconduct that includes the entire investigation process, holding a hearing or engaging in an alternative decision making process to determine whether the sexual violence occurred and created a hostile environment, and determining what actions the University will take to eliminate the hostile environment and prevent its recurrence, including imposing sanction against the respondent and providing remedies for the complainant and University community, as appropriate. Both parties may be given updates during the investigation or hearing process.

The 60-day timeframe does not include the time for completing the appeals process.

## **X. Interim Measures**

During the investigation and prior to a final determination, the Title IX Coordinator or designee will take appropriate interim measures to protect the complainant. These measures may include, but are not limited to, the imposition of a no-contact order and /or modifications in employment, transportation, residence, and academic modifications.

The University will take these steps promptly once it has notice of policy violation and will provide the complainant with periodic updates on the status of the investigation. The University will notify the complainant of his or her options to avoid contact with the 13 respondent and allow the complainant to change academic and extracurricular activities or his or her living, transportation, dining, and working situation as appropriate. The University will ensure that the complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and the right to report a crime to University Police or the New Orleans Police Department.

The Title IX Coordinator or designee may limit a student or employee access to certain University facilities or activities pending resolution of the complaint. The Title IX Coordinator or designee may impose an interim suspension on the respondent pending the resolution of an alleged violation when the Title IX Coordinator determines, in the Title IX Coordinator's sole discretion, that it is necessary in order to protect the safety and wellbeing of members of the University community, to protect the complainant's own physical or emotional safety and wellbeing, or if the respondent poses an ongoing threat of disruption or interference with the normal operation of the University..

## **XI. Remedies and Notice of Outcome**

The University will implement effective remedial actions including disciplinary actions against the respondent, remedies for the complainant and others, as well as changes to the University's services or policies. All resources needed to remedy the hostile environment will be offered to the complainant and all other impacted members of the university community. Remedies for the broader University community may include but are not limited to, training and education, support services, review and if appropriate, revision of policy, assessment of campus climate, and other measures to promote safety.

## **XII. Sanctions**

A Hearing Panel will impose at least one of the sanctions listed below for any student respondent found responsible of a violation of this Policy. At the recommendation of the Hearing Panel, respondents may also be subject to an accountability plan, as described below.

The accountability plan is developed by the Vice President or Associate Vice President for Student Services if the respondent is a student. The Accountability plan is designed to educate and encourage reflection on the part of the respondent regarding their behavior and their effect on the Xavier Community.

### **Types of Sanctions**

- a. **Letter of Censure:** official disciplinary action conveying to the respondent that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Disciplinary Probation, Suspension, or Expulsion.
- c. **Disciplinary Probation:** pre-suspension period in which the student's behavior is under University review, conveying that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Suspension or Expulsion.

**Deferred Suspension:** although suspension is sanctioned, the student is permitted to remain on campus and enrolled in classes. The initial sanction of suspension (for a period of time no less than the remainder of the current semester and no more than one academic year) shall be imposed immediately if any other conduct prohibited by this Policy or the Code of Conduct occurs during the deferred suspension period. A student on deferred suspension may continue to participate in student activities but shall be ineligible to represent the University in any official function or leadership position (e.g., varsity athletics, student leadership position, cheerleader, committee chair, student government member or officer, or elected office in any recognized student organization).

- d. **Suspension:** separation from the University for a period of time no less than the remainder of the current semester and no more than one academic year. Suspension may be effective immediately or deferred until the end of the current semester. During the period of suspension, the respondent is not permitted on campus without the written permission from the Vice President for Student Services. The record of suspension will be maintained by the Vice President for Student Services office in accordance with the retention of student record policy. The record will be maintained by the Office of the Registrar only during the period of Suspension. Any refund of room, board, tuition, or fees as result of the suspension shall be in accordance with applicable policies.
- e. **Expulsion:** permanent separation from the University will be effective immediately. The record of expulsion is maintained in both the Vice President for Student Services

Office and the Office of the Registrar. Any refund of room, board, tuition, or fees as result of the expulsion shall be in accordance with applicable policies. No academic credit may be earned for that semester.

#### **XV. Accountability Plan Options**

- a. Restitution for loss, damage, or actual expenses incurred as a result of the student's behavior.
- b. On-line tutorials designed to educate the student on a particular topic that is relevant to the prohibited conduct and/or designed to improve the student's decision-making.
- c. Participation in educational programming, including alcohol and other drugs evaluations, assessment, or reflection activities.
- d. Change in housing assignment or academic schedule.
- e. Loss of privileges, including housing, organization participation, or event attendance.
- f. Restriction of contact with other specified members of the University community.
- g. Any other measure determined appropriate by the Vice President for Student Services.

Faculty or staff who is found in violation of this policy will be subject to the disciplinary process that is found in the Faculty Handbook and the Resource Book for Staff employees.

#### **XVI. Appeals**

The University allows the complainant and respondent to request an appeal of the outcome of the hearing in two instances:

- (a) Where procedural error or previously unavailable relevant evidence could significantly impact the outcome of a case or
- (b) where a sanction is substantially disproportionate to the findings. The University exercises its rights to determine the type of review it will apply to appeals.

The appellate panel consists of the Senior Vice President for Academic Affairs, Senior Vice President for Administration and the Vice President for Student Services.

An appeal must be submitted to the Title IX Coordinator within forty-eight (48) hours after receiving the decision of the Hearing Panel. The decision of the Appeal Panel will be the final step in the Appeal process. Appeals will be determined by majority vote.

The outcome of the Appeal will be submitted to the Title IX Coordinator who will provide the outcome to the complainant and respondent in writing.

The appeals process ends at the Administrative staff Level.

#### **XV. Title IX Coordinator**

Xavier University students, faculty and staff with inquiries concerning the application of Title IX to the University's programs and activities, or for inquiries regarding allegations of sexual misconduct are encouraged to contact:

##### **Title IX Coordinator for Xavier University of Louisiana**

Larry L. Calvin, PHR  
Xavier South Room 410  
520-5281  
[lcalvin@xula.edu](mailto:lcalvin@xula.edu)

##### **Title IX Deputy Coordinator for Xavier University of Louisiana**

Nedra Alcorn  
University Center Suite 305 B  
520-7359

### **XVI. Responsibilities of the Title IX Coordinator**

The Title IX Coordinator's core responsibilities include overseeing the University's response to Title IX reports and complaints and identifying and addressing any pattern or systemic problems by such reports and complaints. The Title IX Coordinator and Deputy Title IX Coordinators have knowledge of the requirements of Title IX regulations, Xavier's policies and procedures on gender based harassment, sexual misconduct, and all complaints raising Title IX issues, even if the report or complaint was initially filed with another person or office or if the investigation will be conducted by another person or office.

### **XVII. Training of Persons Who Are Responsible for Implementation of the University's Policies on Sexual Harassment and Sexual Misconduct.**

The Title IX Administrator, Title IX Coordinator, Deputy Title IX Coordinator, Title IX Investigators, Responsible Employees, and Hearing Committee participants will receive appropriate training and maintain knowledge of laws and regulations pertaining to sexual harassment or sexual misconduct.

All students, faculty and staff will be provided notice of the University's Title IX policies and procedures.

### **III. DEFINITIONS**

- 1. Sexual Harassment** is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. The OCR defines harassment as conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment.
- 2. Non-consensual Sexual contact** includes any intentional sexual contact with any body part or object, or touching another person with any body parts, or making another person touch a person or themselves with or on any of their body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by body parts that is without consent and/or under conditions of force, threat of force, fear or when a person is unable to give consent.
- 3. Nonconsensual sexual penetration** is any sexual penetration however slight, with any body part or object that is without consent and/or under conditions of force, threat of force, fear or when a person is unable to give consent.
- 4. Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or for the benefit or advantage of another person, and that behavior constitutes one or more sexual misconduct offenses. Sexual exploitation includes but is not limited to, causing the incapacitation of another person for sexual purposes, causing a person to engage in prostitution, electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person or allowing third parties to observe sexual acts without the permission of the person engaged in sexual activity.

### **ADDITIONAL APPLICABLE DEFINITIONS:**

**Bullying** is unwanted aggressive behavior among individuals that involve real or perceived power imbalance and the behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone verbally or the intentionally excluding a person from a group.

**Cyberbullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phone, computers and tablets as well as communication tools including social media sites, text messages, chat and websites.

**Consent** is clear, knowing and voluntary agreement to engage in a sexual activity. Consent is active and not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity. Consent to one form of sexual activity cannot automatically imply consent to another form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, a person must be of legal age and have the mental capacity to know what he or she is consenting. Sexual activity with someone, based on the circumstances, to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

**Force** is the use of physical violence and /or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance to produce consent.

**Hazing**, are acts likely to cause physical or psychological harm or social ostracism to any person with the University community, when related to the admission, initiation, pledging, joining, or any other group affiliation activity.

**Hostile Environment** includes any situation in which there is gender based harassing conduct that is sufficiently severe, pervasive or objectively offensive.

**Incapacitation** is a condition where a person cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, when, where, why and how “of their sexual interaction.” Incapacity also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from taking of rape drugs.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Relationship Violence** is a pattern of physically, sexually, and or emotionally abusive behaviors used by one person to assert power or maintain control over another in the context of an intimate dating or long term relationship (this includes romantic dating or domestic relationships including, but not limited to those in a current or prior intimate relationship who do not live together (**Dating Violence**) and those in a current or prior intimate or family relationship who do live together (**Domestic violence**).

**Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is the repetitive and /or menacing pursuit, following, gender based harassment and/or interference with the peace and/or safety of a member of the University community, or the safety of any of the immediate family of members of the University.



## IX. BEHAVIORAL HEALTH EMERGENCY POLICY

A student who experiences a behavioral emergency, including attempts to harm himself/herself, may be required to leave campus and must submit a behavioral health assessment by a qualified professional or agency. If the emergency involves a community disturbance, disrupts the orderly functioning of the university, or requires more supervision to maintain than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The Director of Counseling Services (or designee) will prepare an evaluation of the student's capacity for remaining enrolled at the university. The Director of Counseling Services will make a recommendation to the Vice President of Student Services and/or Dean of Students regarding the student's ability to return to the university. If the situation evolves into a medical emergency, the director of Student Health services will prepare an evaluation. The student's parent(s) or guardian may also be notified. Parent(s) or guardian of dependent students must/will be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the Vice President of Student Services and the Director of Counseling Services will evaluate it each semester, including the summer term. At any of these times, the agreement may be terminated. Parents may be required to assist the student. In the event of an extreme emergency such as a suicide attempt or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

## X. NETWORK RESPONSIBLE USE POLICIES

The Network Responsible Use Policy is available on the University's website at <http://www.xula.edu/itc/network-use-policy.php>. The Information Technology Department publishes and enforces this policy which governs the use of computing facilities and network resources at Xavier University of Louisiana. You agree to abide by these policies when you access the related resources. Anyone suspected to be in violation of the policy, may have technology access blocked until resolved.

### *Rights, Privileges, and Responsibilities*

Academic and intellectual freedoms are cherished *rights*, as is freedom of expression; these rights apply to the use of University network resources. Access to these resources is a *privilege* that carries certain responsibilities and duties. These duties and responsibilities derive from the fact that all computers, hardware, software, and institutionally generated operational information stored on computers and any network resources are and remain the property of Xavier University of Louisiana. Ethical and legal uses of these resources are a *responsibility* for every user.

#### **A. Access to Resources**

All employees, faculty, staff and students of Xavier University of Louisiana as well as authorized groups and individuals shall be granted access to the University's network resources so long as such access and use is in accord with this policy.

#### **B. Privacy & Confidentiality**

Xavier University of Louisiana respects the privacy of its users and the confidentiality of their work, but there are important exceptions to this general principle. Xavier University of Louisiana makes no guarantee of privacy or confidentiality against the world at large. It is the responsibility of the user to take appropriate steps to insure his or her privacy.

#### **C. Censorship**

Free expression of ideas is central to the academic process. While Xavier University of Louisiana does not ordinarily engage in censorship of the expressions of an individual, the University reserves the right to censor the expressions of any users of any network or computer facilities of the University to the extent that the University believes that such expression violates any laws or policies of the University.

#### **D. Innovation & Creativity**

Members of the University community are encouraged to make innovative and creative use of information technologies in support of education, research and community service.

#### **E. Security & Passwords**

Users shall not disclose information (such as a password) or engage in activity that compromises the security of the network. Users are responsible for choosing a secure password for their accounts on the network.

#### **F. Legal Use**

Users of University information technology resources must comply with federal and state laws. Examples of illegal use include, but are not limited to: A user engaged in harassment of individuals or groups. A user violating copyright through the download or distribution of copyrighted materials such as music, video, and other works, including unauthorized peer-to-peer (P2P) file sharing. Go to the website below for a list of legal sites to download from: <http://www.educause.edu/Resources/Browse/LegalDownloading/33381>

#### *Penalties for violation of federal copyright laws:*

Upon identifying illegal file sharing activity, the rights-holder or agent will often file an infringement complaint with the service provider. Xavier University of Louisiana is the service provider for its students, faculty and staff. Unless these complaints are addressed promptly, the University may also be held liable for infringement. Therefore if you use the University network to make illegal copies or fail to protect legally obtained media on your computer, you put yourself and the University at risk. If the rights-holder elects to file suit against you, the law permits a claim of up to \$150,000 per infringed title. In some extreme cases, criminal penalty could apply.

It is also possible that ITC may discover copyright infringement activity while tracing the cause of network performance problems which sometimes result from high consumption of bandwidth over a prolonged period by a single user. In such cases we will take immediate action to prevent this continued activity by the violator. Any kind of illegal use of the university's technology resources will result in actions as outlined under Sanctions in Section J of this document. See below:

Violations of this policy will be dealt with seriously. Violators will be subject to the normal disciplinary codes and procedures of the University, i.e., students will be subject to applicable student discipline, faculty will be subject to applicable faculty discipline, and staff will be subject to applicable staff discipline. Any such discipline may include in the case of students expulsion from the university or in the case of faculty and staff termination of employment. Any users, including students, faculty, and staff, provided University network access who violate this policy face loss of the privilege of access to the network resources at Xavier University of Louisiana. Appeals to any disciplinary action shall be in accord with the disciplinary policies as outlined in the student, faculty, or staff handbook as appropriate. Neither student, faculty, nor staff shall be allowed legal counsel at such appeals.

#### **G. Ethical Use**

Information technology resources must be used in accordance with the high ethical standards of Xavier University of Louisiana. Faculty members are to refer to the Faculty Handbook. Students are to refer to the Student Handbook, in particular, the section entitled "Code of Conduct." The staff members are to refer to the Staff Handbook.

#### **H. Commercial Use**

Users are not to use University resources to sell or solicit sales for any goods, services, or products except by written permission of the President of the University or the President's designee.

## **I. Personal Use**

In the interest of making the use of information technology a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is permitted.

## **J. Sanctions**

Violations of this policy will be dealt with seriously. Violators will be subject to the normal disciplinary codes and procedures of the University, i.e., students will be subject to applicable student discipline, faculty will be subject to applicable faculty discipline, and staff will be subject to applicable staff discipline. Any such discipline may include in the case of students expulsion from the university or in the case of faculty and staff termination of employment. Any users, including students, faculty, and staff, provided University network access who violate this policy face loss of the privilege of access to the network resources at Xavier University of Louisiana. Appeals to any disciplinary action shall be in accord with the disciplinary policies as outlined in the student, faculty, or staff handbook as appropriate. Neither student, faculty, nor staff shall be allowed legal counsel at such appeals.

## ***WEB POLICIES***

### **A. Browsing the World Wide Web**

There is no specific University rule that prevents users from viewing any page anywhere on the World Wide Web. However, users browsing the Web are still subject to all the constraints of legal and ethical uses.

### **B. Publishing on the University's Web Servers**

All faculty, students and staff at Xavier University of Louisiana are entitled to publish unofficial pages on the University's website. There are two varieties of unofficial pages, Personal page and Instructional pages. Personal pages are authored by an individual and pertain to matters of personal interest. Instructional pages are designed by an individual to support teaching, learning, or research activities. Both varieties of unofficial pages are the intellectual property of the individual who created them.

### **C. Disclaimer**

The content included in an unofficial Web page is the responsibility of the user. As such, the use of the University seal, logos or other official emblems on unofficial pages is forbidden. So that it is clear to those viewing the unofficial pages that the University does not sponsor the content, such pages must contain a link to the standard disclaimer located at <http://webusers.xula.edu/disclaimer.html>.

### **D. Advertisement**

Paid advertisements are not allowed on unofficial pages except by permission of the President of the University or the President's designee.

### **E. Server Space**

Disk space quotas for unofficial pages are 15 megabytes for students and 50 megabytes for faculty and staff. Users who require more disk space can submit an email request for additional disk space to the appropriate Vice President.

### **F. CGI Access**

Users are permitted to run common gateway interface applications from their account.

## ***E-MAIL POLICIES***

Electronic mail is an important resource for academic and administrative communications. Its use is encouraged. However, users take full legal responsibility for all email that they send.

### **a. Server Space**

The disk space quota for email accounts is 50 megabytes for all users. For the good of the University, certain users will not be constrained by this disk space quota. Users who require more disk space can submit an email request for additional disk space to the appropriate Vice President.

### **b. Bulk E-mail**

In general, email to all University accounts should be done sparingly and for serious reason. Examples include, but are not limited to, notification of an impending network service outage or the notification of an event that would cause the University to temporarily suspend operations. *Approved October 23, 2003 by the Governance Committee for Information Technology, (rev. 12/09). The University reserves the right to edit or amend these policies. The official copy of this document supersedes any public display of the document that is not consistent with the official copy.*

## **XI. EMERGENCY PREPAREDNESS**

Xavier University of Louisiana (XULA) is located in New Orleans, Louisiana. As such, the University is susceptible to violent tropical weather systems. The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. The University maintains an up-to-date Emergency Preparedness Plan. This Plan is specifically focused on the potential threat of an extended outage related to future hurricanes. However, this plan will be implemented in the event of any emergency, including fires, chemical hazards, pandemic illnesses, and tornadoes. The overall Emergency Preparedness Plan consists of three (3) companion documents. The current Hurricane Emergency Plan is available on the University's website at [http://www.xula.edu/emergency/documents/Hurricane\\_Plan.pdf](http://www.xula.edu/emergency/documents/Hurricane_Plan.pdf)

## **XII. ANTI-HAZING POLICY (Membership Intake)**

Xavier University of LA established this Anti-Hazing statement and related information as a means to deter aspirants (those seeking organization membership) from being induced, threatened, coerced into participating in activities or allowing treatment or behavior that is strictly prohibited and in violation of National Organizations or University's guidelines.

### **Anti-Hazing Statement**

Xavier University of LA strictly prohibits hazing in any form whether physical or mental as a term or condition of membership in Social Greek Lettered or any other organizations. Hazing is illegal and a crime in most jurisdictions. Aspirants to the organization should participate only in the sanctioned Membership Intake process of the organization and the University. Aspirants must not agree to submit to hazing in order to obtain organization membership.

Pledging has been officially abolished as a means of obtaining membership in Social Greek Lettered Organizations and pledge "lines" have been officially abolished. Aspirants must not submit themselves, or agree to submit themselves, to any membership intake activities that are prohibited by the National Organization and/or University Guidelines. Members of Social Greek Lettered Organizations are forbidden from requiring any aspirant to engage in prohibited Membership activities. Members of Social Greek Lettered Organizations are not authorized to require any aspirant to engage in prohibited membership activities.

FOR YOUR INFORMATION: "HAZING...is any action taken or situation created that involves or results in abusive physical contact or mental harassment of a prospective Social Greek Organization member. Any such action is considered HAZING whether it occurs on or off the organization premises, campus or place where chapters or prospective members meet. HAZING also is described as any action that results in excessive mental or physical discomfort, embarrassment or harassment. Such activities include, but are not limited to, paddling, creation of excessive fatigue, physical or psychological shock, morally degrading or humiliating activities, late work sessions that interfere with scholastic activities, and any other activities inconsistent with fraternal law and the regulations and policies of the affiliated educational institution and federal, state or local law. The above described actions are expressly forbidden. Members or chapters involved in such infractions will be subject to disciplinary action by the organization and Xavier University"

Anyone who participates in hazing an aspirant does not represent Xavier University. Instead, that person will be considered a criminal. Any person who commits hazing is individually and personally liable to the victim and can be subject to a lawsuit for monetary damages. Individuals involved in hazing also face severe disciplinary action by the organization and the University.

### **Pledging**

NO Pledging is Allowed. Pledging is against the purposes and goals of the University and has been discontinued as a condition or manner of initiation into the membership of Social Greek Lettered Organizations. It is no longer legal within the University or the organization for members to establish a pledge line" or to require aspirants to the organization to submit to hazing".

Aspirants to the Social Greek Lettered Organizations agree to follow all rules, regulations and guidelines relating to the intake process. The aspirant further agrees to report in writing any infractions and violations of the rules, regulations and guidelines relating to the Intake process. Failure by the aspirant to abide by the intake process or to report illegal activities may exclude the aspirant from membership in the organization.

**Aspirant Acknowledgement**

I \_\_\_\_\_ have read, understand and agree to the Guidelines for Membership Intake \_\_\_\_\_ Chapter of \_\_\_\_\_. I further understand that I will not meet with any member or members of the organization which I am seeking membership without the presence of the approved advisor. I further understand that if I violate any of these rules or guidelines that I will face disciplinary sanctions which may lead to my being expelled from Xavier University.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**Member Acknowledgement**

As a member of \_\_\_\_\_ of \_\_\_\_\_, I will not meet with any aspirant who is seeking membership with out the presence of the approved advisor. I further understand that if I violate any of these rules or guidelines or if I have knowledge that these guidelines have been violated and I fail to report it to the advisor and the Office of Student Services I will face disciplinary sanctions which may lead to my being expelled from Xavier University.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

### **XIII. INTELLECTUAL PROPERTY POLICY AND PROCEDURE**

This policy and procedure is to encourage Xavier faculty, employees, students and any others covered by this policy to disclose and protect intellectual and other property resulting from their research so that the benefits of that research may reach society at the earliest opportunity.

This policy applies to all University Employees, students, and other individuals as described in the *Intellectual Property Policy and Procedure*. This policy and procedure shall become a part of the conditions of (a) the employment of every Employee and (b) the enrollment of every student, whether such Employee or student was employed or enrolled before or after its adoption. Moreover, as a condition of their impending or continuing employment with, work at, enrollment at, or support by the University, all Applicable Individuals are required upon request to execute all lawful and appropriate patent applications, assignments and other documents as may be reasonably requested by the University so that it may implement, secure and protect the Intellectual Property to which it is entitled pursuant to this policy and procedure.

The Senior Vice President for Resource Development or his/her designee(s), as appropriate, shall be responsible for the implementation and administration of this policy. Any dispute arising under this policy, involving the University and/or any Applicable Individual shall be resolved using the procedure as outlined in the *Intellectual Property Policy and Procedure*.

The complete policy can be found on the Office of Resource Development website, <http://www.xula.edu/resourcedevelopment-intellectualproperty>

### **XIV. MISSING STUDENT PROTOCOL (Policy Drafted August 2009)**

#### **Goals for Missing Students Protocol:**

1. Identify students who may be experiencing serious academic, personal, medical, behavioral health, or other challenges.
2. Intervene appropriately to address missing students and connect with campus resources.
3. Address unexplained student absences with faculty and update course rosters.

#### **Actions by Students, Parents, Faculty, and Staff**

1. Contact the Office of the Vice President for Student Services (VPSS) regarding missing students.
2. Faculty is especially encouraged to contact the VPSS and College Dean.
3. For any student who has missed 3 consecutive classes
4. When there is disturbing or other e-mails indicating unusual behaviors.
  - Faculty should document student absences and behaviors
  - If a student meets with a faculty member regarding medical and behavioral health concerns, please share this information with the VPSS.

#### **Actions taken by Xavier University Office of the Vice President for Student Services**

1. Establish immediate contact with the student
2. Contact via e-mail, phone, or cell phone to address his/her situation.
3. Inform University Police
  - If unable to locate the student in 10-20 minutes, notify University Police.
  - If the student is an off-campus student, request a wellness check at the address of record.
4. Contact Residence Life to determine housing status
  - Have RA/RHD consult with the roommate to determine the last point of contact
5. Obtain course registration and contact faculty to determine attendance and behaviors
6. Obtain record of meals from Dining Services to assist with establishing last point of contact
7. If a student athlete, consult with Athletic Coach to determine last point of contact and engagement in athletic practice and competition

8. Contact OAE to determine if the student has used academic services
9. Contact Health Services and Counseling Services to determine last appointment
10. If the student whereabouts remain unknown, contact parents to determine the last point of contact and ask the parent to have the student contact the Office of the Vice President for Student Services. In some cases, provide appropriate information without alarming parents. (FERPA- Financial Dependent Students Only) Refer to Emergency Contact information on file.
11. Identify other possible contacts who might have information regarding the student's whereabouts

**Once the student is located**

Meet with the student, determine the primary concerns

**1. Medical/Behavioral Health Concern**

If the student is not a danger to him/herself

- Refer to counseling/campus health services. Counseling/Health Services may refer for medical or behavioral consult
- Establish a follow-up meeting time with the student
- Notify faculty and coordinate coursework
- May require Extended Absence and/or Withdrawal

**2. Non-Medical/Behavioral Health Concern**

- Work with the student to develop an action plan
- Refer to counseling
- Establish a follow-up meeting time with the student
- Work with faculty to address outstanding coursework
- May require Extended Absence and/or Withdrawal

**3. Refer students to appropriate campus resource**

Document all actions for reference in enrollment concerns (Extended Absence, Withdrawal, Academic Standing, etc.) and any possible legal concerns.

**XIV. TOBACCO/SMOKE-FREE CAMPUS POLICY AND PROCEDURES**

**PURPOSE:**

The purpose of this policy is to provide guidelines for the implementation of a policy on the prohibition of smoking and tobacco use on the campus of Xavier University of Louisiana.

<i>Awareness/Education:</i>	October, 2012
<i>Policy Effective:</i>	October 21, 2013
<i>Enforcement Effective:</i>	January 1, 2014

**BACKGROUND AND RATIONALE:**

The U. S. Surgeon General's 1964 report clearly established a direct link between cigarette smoking and its harmful effects on human life. Twenty-nine subsequent Surgeon General reports have confirmed and strengthened the original Surgeon General's conclusion.

Xavier University is committed to promoting a healthy learning, working and living environment for students, staff, faculty and campus visitors; follows city and state ordinances concerning "Clean Indoor Air Act" that regulates smoking in and around buildings; and has a long history of developing partnerships on and off-campus to promote several health and wellness initiatives to encourage positive health behaviors and address health disparities.

## POLICY:

The use of tobacco is prohibited on the campus of Xavier University of Louisiana. This includes all buildings, facilities or property owned, leased or operated by Xavier University (including residence halls and university owned residential properties), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all university properties, all events held on university properties, all officially sanctioned, university sponsored, or affiliated events that are held off-campus.

## DEFINITION:

Prohibited tobacco products include, but are not limited to, cigarettes (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah-smoked products, oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, etc.) and including electronic smoking devices (cigarettes) or any type of product containing, made or derived from tobacco. This policy excludes any product that has been approved by the Food and Drug Administration for sale as a tobacco cessation product, or for other medical purposes.

## IMPLEMENTATION:

Through the university's existing health plans, Employee Assistance Program and community sponsors, Xavier University of Louisiana will consult with appropriate health organizations to provide students and employees with information to access support systems, programs and services to encourage abstinence from the use of tobacco products.

The Tobacco Free Living/Fresh Campus (TFL/Fresh Campus) Action Committee will develop a campaign for general education and awareness and to communicate the policy to students, faculty, staff and visitors; provide a statement of the policy for inclusion in the faculty, staff and student handbooks; create announcements for institutionally-sponsored or related events, and appropriate signage in buildings around campus.

1. Each faculty member and class advisor shall be encouraged to explain the University's tobacco-free, smoke-free policy at the beginning of each class term during the first year of implementation. Thereafter, the policy will be introduced at all new student and employee orientation programs.
2. The university will provide appropriate signage and other physical indicators of our policy as well as notification in both print and electronic formats.
3. Signs will be posted in a manner and location to adequately notify students, staff, faculty, visitors, vendors and contractors of the policy.
4. Signs will state that smoking and the use of tobacco products are prohibited, and will include the universal "No Smoking and Use of Tobacco Products Prohibited" symbol.
5. A tobacco policy awareness statement will be signed by all current and new employees.

## TOBACCO USE CESSATION PROGRAM:

The university is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, staff and faculty may be provided through Human Resources and Student Health Services. Please contact either of these departments for information regarding cessation programs and services. Students may also contact Health Services for information regarding medications associated with cessation. Xavier employee health and student health insurance do not cover such medications as the state of Louisiana does not mandate cessation coverage for private insurance plans; however, for cessation assistance, contact:

[\(http://smokefree.gov/;](http://smokefree.gov/)[http://quitwithusla.org/;](http://quitwithusla.org/)[http://www.ffsonline.org/;](http://www.ffsonline.org/)  
[http://www.cdc.gov/tobacco/quit\\_smoking/how\\_to\\_quit/resources/index.htm](http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/resources/index.htm)



## COMPLIANCE:

This policy is in effect for all persons on the Xavier University campus. The university expects consideration and cooperation of tobacco users and non-users to ensure success. All students, staff and faculty have collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of compliance and enforcement. The Offices of Human Resources, Environmental Health and Safety, University Police and Residence Life are authorized to issue citations for violations of the policy.

The Office of Residence Life will enforce the policy within the residential community of buildings and proximate exteriors. Any student found in violation of the policy will be submitted to the university student conduct process. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures

The Office of University Police will also enforce and implement the policy throughout the campus community and will support the actions of Residence Life.

Contractors, vendors, and other visitors in violation of the policy will be reminded in a professional and courteous manner of the university policy. University law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the individual refuses to leave the university property.

## ENFORCEMENT:

1. The twelve month "year" regarding citations begins on August 1 and ends on July 31 of each calendar year.
2. All paid citations will be purged from the system on August 1 of each year.
3. The university citation fees are as follows:
  - 1<sup>st</sup> **citation** - \$0 fee and will receive information about cessation resources;
  - 2<sup>nd</sup> **citation** - \$75 fee and referral to Employee Assistance Program (staff, faculty) and to the Student Health Services or Counseling and Wellness Center (students). It is expected that vendors and employees of contractors will work with their respective employers to provide cessation resources. Vendors and contractors may be asked to show evidence that an employee has been counseled.
  - 3<sup>rd</sup> **citation** - \$75 fee and Notice of Counseling placed in the employee file. The letter will be issued by the Director of Human Resources and a copy sent to the Vice President of the employee's area or in the case of faculty, the letter will be copied to the Dean's office. Students are referred and processed under the Student Conduct system; **thereafter**, the University will treat repeated violations beyond the third offense in accordance with the Drug Free Campus Policy. Visitors to campus may be banned if they are found to be in repeated violation of the policy.
4. Fines must be paid within 30 days of receipt of the citation or conclusion of unsuccessful appeal at the Cashier's window.
5. Citation fees will progress through the fee schedule and include all other citations on file with University Police.
6. After the second citation has been issued and remains unpaid, a block will be placed on a student's record. A Xavier University faculty and staff member's supervisor/department chair/dean will be notified of issued and unpaid citations.
7. Appeals of University citations shall be in accordance with provisions of the Xavier University Policies in the respective handbook (faculty, staff and student). To appeal a University citation:
  - a. Obtain a *Notice of Appeal* from the University Police department;
  - b. Complete the form and state the reasons for such appeal; and
  - c. Within ten (10) days after the date of the violation, submit the form to the Vice President for Student Services. The VPSS will refer the appeal to the appropriate area for consideration (i.e., Human Resources, Environmental Health and Safety).

## XV. EMOTIONAL SUPPORT/SERVICE ANIMAL

Xavier University of Louisiana complies with the **Americans with Disabilities Act of 1990 (ADA)** [see [DOJ ADA guidance \(link is external\)](#) on service animals], and **Section 504 of the Rehabilitation Act of 1973 (Section 504)**. Among other things, the ADA and Section 504 require the University to make reasonable modifications to its policies, practices, or procedures to permit the use of a Service Animal by a student, faculty, staff or visitor with a disability.

Students who seek to bring a service animal or assistance animal to campus should contact the Office of Disability Services to discuss their request.

### **In order to receive appropriate service/emotional support animal accommodations:**

1. The student should contact the Office of Disability Services (ODS) and complete the ODS Service Animal/Emotional Support Animal Request Form, Release of Information Form, and/or Documentation Request Forms.
2. The student must provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for service/emotional support animal accommodations. Documentation must be current, and provided by an appropriate qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist.
3. Documentation must be submitted, reviewed and approved **before** any accommodations are granted.
4. Before an emotional support or service animal can be allowed on campus, the student must receive an approved accommodation request notification from the Office of Disability Services. If a *service animal* is approved by the Office of Disability Services as an accommodation, the student **must** provide the documentation to his/her professors, Director of Housing, Facility Planning/Management, Student Services, Campus Police and to the Resident Hall Manager **prior** to bringing the service animal into academic or residential settings. If an *emotional support* animal is approved, documentation **must** be provided by the student to the Director of Housing, Resident Manager, Facility Planning/Management, Student Services, and Campus Police. Only service animals are allowed in class, in accordance with the ADA. Emotional support animals are only allowed in the dormitories, according to the Federal Housing Act (FHA), and they are not allowed in academic settings (e.g. class).

### **Definition of a Service Animal**

A service animal is defined by the ADA as “an individually trained dog to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other disability.” The work or task performed must be directly related to the individual’s disability. Examples include but are not limited to a dog that can be trained to assess oncoming seizures in person with Seizure Disorder, trained to assess panic attacks in a person with Post-traumatic Stress Disorder, trained to interrupt repetitive behaviors of someone with Autism Spectrum Disorder, or specifically trained for those who experience visual or hearing impairments.

A service animal is different from an emotional companion, and it is covered under the ADA. “Reasonable accommodations” will be made to assist any persons enrolled at the university in both academic and nonacademic settings.

To qualify as a service animal, the following criteria must be met:

1. The student must have a disability as defined by the ADA. Students with disabilities are encouraged to register with Disability Services.
2. The service animal must be trained to do specific tasks for the qualified individual.
3. Students must register with Disability Services if the service animal will be housed on campus so that accommodations can be coordinated and properly facilitated.
4. Students must contact Disability Services and Residential Life.

### **Responsibilities and Requirements of Owner of Service Animal, University Community, and Disability Services**

#### **Owner:**

1. Is responsible to attend to and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless the owner is unable to use such devices due to their disability, or using such devices will interfere with the animal's ability to safely and effectively perform its duties.
2. Is responsible for ensuring that the service animal is wearing a leash or harness that identifies the animal as a service animal when on campus.
3. Is responsible for the costs of care necessary for the service animal's well-being. Regular bathing, grooming, and other care procedures as needed is the sole responsibility of the owner.
4. Is responsible for the independent removal or arranging for the removal of the service animal's waste. All waste must be disposed in a sealed bag in the designated trash area of the residence hall.
5. Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Service animals should be current with immunizations and wear a rabies vaccination tag if appropriate. We highly recommend keeping this documentation on file with the ODS. Is responsible for remaining current with flea and tick treatments.
6. The service animal must leave campus with the student if the student leaves overnight and during all University breaks if the student leaves campus.
7. Is responsible for paying any damage to University property of pest treatment caused by the animal.
8. In shared living spaces, the service animal should be in an appropriate container if the owner is not in the room with the animal.
9. Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
10. Must abide by all applicable residential policies, including room inspections.
11. Is responsible for notifying Disability Services and Residential Life if the service animal is no longer needed.

#### **University Community Responsibility:**

1. Must allow service animals to accompany their owners at all times and everywhere on campus where the general public (if accompanying a visitor) or other students (if accompanying a student) are allowed, except for places where there is a health, environmental, or safety hazard. The appropriate way to ascertain that an animal is a service animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific questions about the individual's disability may not be asked.

2. Only two questions may be asked about service animals:
  - A. Is the service animal required because of a disability?
  - B. What work or task is the dog trained to performed?
3. Do not ask questions about the disability.
4. Do not pet or feed a service animal.
5. Do not attempt to separate the animal from the owner.
6. Do not startle or tease a service animal.
7. Contact Disability Services if faculty/staff have any additional questions regarding visitors to campus who have service animals.
8. Refrain from charging a fee for the service animal to reside in the residence hall, but may assess usual fees for any damages incurred.
9. Report any service animals who misbehave or any owners (or other individuals) who mistreat their service animals to the Department of Public Safety.

Disability Services:

1. Is responsible for developing the necessary procedures for the University and facilitating the use of service animals by students on campus.
2. Assists owners and the University community when questions or concerns arise relating to service animals on campus and seeks legal advice when necessary.

**Definition of an Emotional Support Animal**

An emotional support animal is defined by the Fair Housing Act as “any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability.” The animal does not have to be individually trained. Before the animal can be allowed on the university's campus, the owner **MUST** contact Disability Services no later than *60 days prior to arrival* on campus. Approval can be granted once the necessary documents have been completed, and no animals are to be brought to campus prior to approval.

All individualized assessments will be completed by Xavier University for each support animal. The use of “puppy pads” will not be permitted, and all dogs must be trained and housebroken. If the dog is less than 12 months old, but are not already residing with the individual, a letter from the breeder/adoption agency/previous owner must be provided attesting to prior training. If the animal is already known to the student, the student will be allowed to self-attest to the training status of the animal.

To qualify as an emotional support animal the following criteria must be met:

1. The student must have a disability as defined by the ADA
2. The student must provide a letter/psychological evaluation from a qualified professional with an explanation of disability. The explanation should include how the animal will address the disability.
3. The student must be registered with the Office of Disability Services.
4. The student must have already established a relationship with the animal.
5. The emotional support animal must be approved through the ODS as an official accommodation, in conjunction with other offices as needed.
6. The student must notify the Disability Services office if the animal is no longer needed and/or is no longer housed in the dormitories. For replacement animals, a new request must be filed, as each animal must be individually approved.

The emotional support animal is NOT covered under the ADA, and therefore may only be allowed in the dormitories or common areas in the dormitory. The emotional support animal may not be allowed in academic/class settings.

### **Responsibilities and Requirements of Owner of Emotional Support Animal, University Community, and Disability Services**

Owner:

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

University Community:

1. Must allow emotional support animals to reside with their owners in their residence hall room or suite once they are approved as a disability related accommodation.

2. Contact Disability Services if any questions or concerns arise relating to emotional support animals including any additional questions regarding visitors to campus who have emotional support animals.
3. Report any emotional support animals who misbehave or any owners (or other individuals) who mistreat their emotional support animals to the Department of Public Safety and Disability Services.
4. Refrain from charging a fee for the emotional support animal to reside in the residence hall, but may assess usual fees for any damages incurred.

Disability Services:

1. Is responsible for developing the necessary procedures for the University and facilitating the use of emotional support animals by students on campus.
2. Will contact potential roommates and suitemates to determine if other students have any concerns about potentially living with an animal.
3. Assists owners and the university community when questions or concerns arise relating to emotional support animals on campus and seeks legal advice when necessary.
4. If other residents raise concerns about the animal and attempts at medication are unsuccessful, the owner of the ESA will be provided with an alternate living space on campus and expected to move within a reasonable period of time.

**Removal of a Service Animal or Emotional Support Animal**

Removal can occur if:

1. The animal is found by the University to be out of control or disruptive and the animal's owner does not take immediate and/or effective action to control it.
2. The animal is not housebroken or kept in a cage where waste can be managed effectively.
3. The animal is found to be neglected or mistreated and prompt corrective action is not taken.
4. The animal is physically ill.
5. The animal is unreasonably dirty.
6. The animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/members of campus.
7. The service animal attempts to enter a place on campus where a service animal's safety is compromised.

**Process of Removal or Resolution of Violations:**

1. Student will receive a written warning if a complaint(s) is received regarding the animal.
2. The student will have an opportunity to rectify the situation and correct the behavior.
3. If a second complaint is received, Disability Services will conduct further assessment of the situation and the extent of impact to the community.
4. The student with the animal may be asked to switch rooms if there is availability on campus.
5. If a third complaint is made or incident occurs, the animal will be removed from campus. Students must identify a person who could come to campus to remove the

animal if needed within a reasonable amount of time. This person **MUST** be identified during the approval process.

6. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from campus after a first complaint, depending on the severity of any incident involving any service or support animal.

### **Restricted Areas**

1. Service animals are prohibited in certain areas due to health or safety restrictions.
2. Restricted areas may include but are not limited to food preparation areas, research laboratories or classrooms that contain research animals, areas that require protective clothing, and other areas as required by state or local laws.
3. Exceptions to these restrictions may be requested and will be considered on a case by case basis.
4. Emotional support animals are **ONLY** permitted in the residence halls.

### **Special Considerations**

1. Significant allergies to animal dander and other concerns will be considered on a case by case basis.
2. Office of Disability Services will work in conjunction with Residential Life to alert potential roommates of the fact that a service or comfort animal will be present in an effort to address concerns.
3. Owners who have concerns about any matter concerning their use of a service or emotional support animal should contact Disability Services.
4. Students and employees should contact Disability Services to discuss any concerns not covered in this policy.
5. All exceptions must be approved in writing by Disability Services.