

STUDENT HANDBOOK & CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND ETHICS 2009-2010



Each student is given a copy of this handbook when he or she enrolls in the University. Additional copies may be obtained from the Office of the Vice President for Student Affairs. A PDF version is available on line at www.savannahstate.edu. At the time of this printing, every effort has been made to accurately describe the services, rules, regulations, policies, and laws pertinent to students; however, the University does not assume any responsibility for editorial or printing errors. Savannah State University reserves the right to change the contents of this document subject to circumstances or changes in the rules and regulations within the University, changes in policy of the Board of Regents of the University System of Georgia, and changes in public law.

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FOREWORD

The Division of Student Affairs is pleased to provide you with the 2009-2010 edition of the student handbook. This handbook is indicative of our commitment to a “student centered” philosophy that puts students at the heart of what we do as a University to promote success. The handbook serves as a resource for many important University matters, including institutional traditions, student activities, strategies that promote student development and learning, and the code of student rights, responsibilities, and ethics. The handbook was developed through the cooperation of faculty, staff, students, the Division of Student Affairs, the Student Affairs Committee of the Faculty Senate, and the President’s Cabinet. You are encouraged to become familiar with the information contained in this handbook as you begin your Savannah State University experience.

The handbook is intended to introduce students to their obligations and responsibilities as members of the University community and will supplement other Savannah State publications that more completely address all policies, procedures, and regulations for every area of the University. You are strongly encouraged to use the University’s *Undergraduate General Catalog*, *Residential Living Handbook*, and other published documents in concert with this handbook. Together, these documents will help make you an informed, knowledgeable, and successful “Tiger.”

We acknowledge the use of pertinent papers and other materials of professional organizations, the University System of Georgia, state and federal agencies, and publications from other colleges and universities.

Finally, we wish you well in your academic, social, and personal pursuits. During your time at Savannah State University be sure to strike the right balance between academic and out of class activities, as the quality of your experience depends on how well you accept the responsibility of undertaking these pursuits and other adult-life endeavors.

As a Savannah State University student, you will be afforded every opportunity to learn, grow, and develop. While the student and the University are partners in student learning and development, it is up to you to take advantage of all that is offered. Have a great year!

Irvin R. Clark,

Vice President for Student Affairs



MESSAGE FROM THE UNIVERSITY PRESIDENT



As you receive this student handbook at the start of a new academic period, or for some of you, as you begin your collegiate career, I welcome you to this wonderful and historic institution. For over a century, Savannah State University has provided a high-quality education and a grand beginning to professional and academic life for many. A major component of the success of our graduates has been the impact of the learning community that constitutes campus life at Savannah State University. Student growth and development are always a function of both academic and class experiences.

We want you to grow, learn inside and outside of the classroom, form quality and long-lasting relationships, have multiple opportunities to learn, to exercise leadership, pursue meaningful service to the campus and the larger community, and yes, we want you to have fun. To enable all of this, we must be able to ensure your safety, your respect for each other, respect for Savannah State University and your respect for University personnel.

The rules, programs, and opportunities enclosed herein are designed to provide for your safety. Additionally, there are provisions to ensure the protection of your rights, individually and collectively. Please know that violence in any form will not be acceptable on this campus or anywhere by members of this campus community. Also, please know that the presence of drugs, alcohol, and hallucinogens is considered a very serious violation of the purposes of the University environment. Threats, harassment, intimidation, and other negative interpersonal behaviors are also not tolerated.

We urge you to explore the full diversity of association and opportunities available on the campus and to become fully engaged in student life activities. Please read the handbook carefully. It contains important information for your life as a student here. You will be expected to be fully aware of all rules, laws, and policies. Best wishes for a great academic year.

Earl G. Yarbrough, Sr.,

President

MESSAGE FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Dear Students:

You have chosen a great University to pursue your post-secondary education. At Savannah State University, we work hard to meet your academic needs. Yet, we expect you to work equally as hard to prepare for each course and ultimately graduation. Academic honesty and integrity are absolute expectations. We ask each student to strive to reach and maximize his/her greatest potentials. Take advantage of the vast opportunities Savannah State University has to offer. Remember that learning takes place not only in the classroom, but also in out-of-class settings.

Use this great University as your training ground for leadership and career development. Familiarize yourself with advising, registration, and all academic policies. Declare a major as early as possible. Further, I encourage you to select a mentor and follow the wise counsel of your mentor throughout your collegiate career. Being in good academic standing is a pre-requisite for participation in all clubs and organizations. Keep academics in the forefront of all that you do. Good character and a positive attitude are important characteristics to exhibit at all times. Set your priorities and make the best of your college years.

We believe in you!

Mary Wyatt,

Vice President for Academic Affairs



SAVANNAH STATE UNIVERSITY ADMINISTRATIVE OFFICERS

President.....	Earl G. Yarbrough, Sr.
Vice President for Academic Affairs.....	Mary Wyatt
Vice President for Business and Finance.....	Edward Jolley
Vice President for Student Affairs.....	Irvin R. Clark
Vice President for Institutional Advancement.....	Joandra “Joy” Haliburton
Vice President for Administration.....	Claud Flythe
Chief Information Officer.....	Jeff Delaney
Assistant Vice President for Academic Affairs.....	Larry Stokes
Special Assistant to the Vice President for Student Affairs.....	Bonita Bradley
Dean, Enrollment Management.....	Adrian Cornelius
University Counsel.....	Joe Steffen

DEANS

College of Business Administration.....	Mostafa H. Sarhan
College of Liberal Arts and Social Sciences.....	Jane Gates
College of Sciences and Technology.....	Derrek Dunn
Graduate Studies.....	Chellu Chetty
Center for Academic Success.....	Pamela Majette
Asa E. Gordon Library.....	Mary Jo Fayoyin

SAVANNAH STATE UNIVERSITY PARTIAL LISTING OF SUPPORT SERVICES

Academic Affairs.....	356-2204
Admissions.....	351-6372
Athletics.....	353-5181
Auxiliary Services.....	356-2771
Bookstore.....	356-8456
Fiscal Affairs.....	351-3812
Campus Police.....	356-2186
Campus Activities Board (CAB).....	356-2277
Cashier’s.....	356-2304
Computer Services & Information Technology.....	353-5288
Counseling & Disability Services.....	356-2202
Center for Academic Success.....	356-2178
Educational Talent Search.....	356-2799
Financial Aid.....	356-2253
Human Resources.....	356-2180
Institutional Research & Planning.....	691-6880
Library & Media Services.....	356-2183
Physical Plant & Operations.....	353-3154
Post Office.....	356-2284
President’s Office.....	356-2240
Registrar.....	356-2212
Residential Services & Programs.....	356-2324
Student Affairs.....	356-2194
Student Ethics.....	356-2194
Student Government Association.....	356-2504
Student Development.....	356-2202
Student Life.....	353-3149
Student Support Services.....	691-7414
Student Programs & Organizations.....	356-2277
Title III.....	353-3210
University Advancement.....	356-2286
Upward Bound.....	356-2196
WHCJ Radio Station.....	356-2381

For a complete listing of university offices and telephone numbers, see the on-line Faculty & Staff Directory at www.savannahstate.edu.

BRIEF HISTORY OF SAVANNAH STATE UNIVERSITY



Savannah State University was founded when enabling legislation was passed by The Georgia General Assembly on November 26, 1890, creating a normal school for the training of Black citizens. The fledgling institution, known as the Georgia State Industrial College (GSIC) for Colored Youths, began its first session in June 1891, in the Baxter Street School Building in Athens, Georgia, with Richard R. Wright, Sr., as principal, and was considered a part of the University of Georgia. Religious and educational leaders such as Professor John McIntosh, Reverend E.K. Love, James Simms,

Alexander Harris, and others met in 1891, in the basement of the First African Baptist Church and developed a proposal that convinced Judge Peter W. Meldrim, chair, and other white members of the Georgia State Industrial College Board of Commissioners to locate the new Black institution in Savannah. The College was established as a result of the Second Morrill Land Grant Act of August 30, 1890, which had specific wording mandating the development of Black land grant colleges in the southern and border states. The early educational paradigm of the College was based on the Talented Tenth philosophy of W.E.B. DuBois, the vocationalism of Booker T. Washington, and the model of the New England College espoused by Richard R. Wright, Sr., as a result of his education under the American Missionary at Atlanta University. The early curriculum had normal, agricultural, and college programs. The College opened in Savannah on October 7, 1891, with Richard R. Wright, Sr., as principal, five students from Ware High School in Augusta, and a foreman for the farm. Richard R. Wright, Jr., received the first baccalaureate degree from the College in June 1898. During Wright’s presidency, Presidents William McKinley (December 1898) and William Howard Taft (May 1, 1912) visited the campus. During Cyrus G. Wiley’s (GSIC Class of 1899) tenure (1921-26), women were admitted as boarders, and the College was established as a federal agricultural extension center. Under President Benjamin F. Hubert (1926-1947), the entire academic program was reorganized. The high school and normal departments were discontinued and the school became a four-year college. In 1931, when the University System was placed under a Board of Regents, the College began to offer additional bachelor’s degree programs with majors in English, the natural sciences, social sciences, and business administration, as well as in agriculture and home economics. President James A. Colston (1947-49) modernized the campus of Georgia State College. He built the first student center, established the first office of public relations, initiated the Campus Chest Program, and installed a campus-wide telephone system. In 1949, the College’s land-grant status was transferred to Fort Valley State College. It was during Colston’s administration that the Southern Association of Colleges and Schools (SACS) accredited Savannah State. After President Colston resigned in 1949, William Kenneth Payne, who was serving as dean of the College, became acting president. By 1950, Payne was named president. In September 1950, the Institution’s name was changed to Savannah State College. The first major building program of the modern era began during President Payne’s tenure when Richard R. Wright Hall, Colston Hall, Wiley Gymnasium, and B.F. Hubert Technical Sciences Center were constructed. Payne died during his term of office in August 1963, and was succeeded by Dr. Howard Jordan, Jr., in September 1963. President Jordan spearheaded a major building program at the College, which resulted in the construction of a modern student union, new football stadium, fine arts building, Payne Hall, and new dormitories for men and women. White students were admitted to the College after the Civil Rights Act of 1964 was passed, and the first white faculty was hired



during this time. In 1968, Savannah State College founded Savannah's first graduate program in education. The program soon received NCATE accreditation. Dr. Jordan resigned from the College in 1971 to become the first Black vice chancellor for the central office of the Board of Regents of the University System of Georgia.



In 1971, Dr. Prince A. Jackson, Jr., became the second Savannah State College graduate to become president of the Institution. His administration was responsible for the development of the Naval Reserve Officers Training Program, the establishment of WHCJ-FM Radio Station, and the institutionalization of the Title III program, SACS accreditation, and construction of new buildings. Dr. Jackson was succeeded by Dr. Clyde W. Hall (1978-80), a Savannah State graduate and professor of technical sciences. As acting president,

Dr. Hall developed plans for a new administration building and health center, and initiated improvements to the infrastructure of the College. Dr. Wendell G. Rayburn (1980-1988), eighth president of Savannah State College, led the institution through its first major building program since the 1970s. His administration worked through the Desegregation Plan of the Board of Regents and completed the building of the marine biology facilities, Jordan College of Business Administration, the president's house (later named William E. Gardner Hall), and Harris-McDew Health Services Center. In 1988, Dr. Rayburn resigned to become president of Lincoln University in Jefferson City, Missouri. Dr. Wiley S. Bolden succeeded him as acting president from 1988-1989. Dr. Bolden was instrumental in leading the College to continue its existence as a historically Black institution. Dr. William E. Gardner, Jr., (1989-1991) was selected as the ninth president of the College in September 1989, and presided over a period of unprecedented enrollment growth for the Institution. He successfully led the College to SACS accreditation for a ten-year period (1990-2000). During his tenure, Dr. Gardner established a Teacher's Certification Program in collaboration with Armstrong Atlantic State University, then Armstrong Atlantic State College. Additionally, Dr. Gardner was responsible for the replica of the Navy jet flown by Commander Donnie L. Cochran, U.S. Navy "Blue Angels" demonstration flying team, being placed in front of the McGlockton NROTC Building. He also spearheaded the Centennial Celebration of Savannah State and the restoration of Adams Hall as the College's archives building and established the Advanced Water Technology Center. Dr. Gardner died suddenly in the office in 1991, and was succeeded by Dr. Annette K. Brock, a Savannah State College graduate, and professor and chair, Department of Social and Behavioral Sciences. Dr. Brock served as acting president from 1991 until 1993. As the College's first woman president, she continued the successful work of the previous administration. During her administration, the Pathways to Teaching Program and the College's archives were established, the latter with the support of Title III funding. Dr. John T. Wolfe (1993-1997) became the tenth president of Savannah State College. During his administration, the Board of Regents of the University System of Georgia elevated Savannah State College, along with twelve other regional state colleges, to the status of state universities (1996). Also during Wolfe's administration,

graduate programs in public administration and social work were returned to the University. Dr. Carlton E. Brown (1997-2006) became the University's eleventh president. During Dr. Brown's tenure, the University experienced enormous growth in many sectors such as an expanded curricula and academic programs, recognition by accrediting bodies such as the Southern Association of Colleges and Schools (SACS) Commission on Colleges, the Council on Social Work Education (CSWE), the American Association of Collegiate Schools of Business (AACSB) International and access to high quality leadership programs and facilities such as the Tiger Arena, which opened in 2000, the University Village in 2001 and the Freshman Living and Learning Center in 2003. In July 2008, Dr. Earl G. Yarbrough, Sr., became the 12th President of the University.



SAVANNAH STATE UNIVERSITY HYMN

Written by J. Randolph Fisher and Hillary Hatchett

Let us give thanks and praises to
Our Alma Mater, S.S.U.
Thine honor, pride and eminence,
We raise in prayerful reverence.
Guide us still from day to day.
Be Thou mindful lest we lost our way;
Help us know that life, short or long,
Means unceasing work for weak and strong.

Refrain

Where Savannah meets the sea,
Where grassy plains and palms abound
Where the Flow'rs are gems of loveliness,
There S.S.U. is found.
We adore each beautiful scene and hall,
Our all we pledge to Thee!
In our hearts we'll build a shrine for You
We hail Thee, S.S.U.!

Lyrical Revision by Ms. LaGina M. Frazier



SAVANNAH STATE ETHOS

During the 2002 Spring Semester, a group of students participated in the inaugural Rites of Passage Leadership Program. The program, spearheaded by the Center for Leadership & Character Development and the Leadership Education & Development Fund, was a leadership retreat designed to focus on the distinctive values, beliefs, attitudes, and practices that men and women at the University are expected to commit to during their collegiate experience. As a historically Black institution with a rich heritage of educating the whole person, the university's culture or its ethos must be characterized by a set of principles. It was primarily for this reason men and women elected to participate in the retreat at the Penn Center on St. Helena Island, SC on April 12-14, 2002. The outcome of the program was a Statement of Ethos for Men and for Women. The students who developed the ethos statements encourage all students to dialogue and incorporate the principles daily. The University wishes to acknowledge the students who spent a substantial amount of reflective, critical, and analytical time developing the statements for their fellow students. Several retreat speakers helped students conceptualize the ethos statements: (1) Dr. Na'im Akbar, professor of psychology at Florida State University; (2) Muhammed Akil, president & chief executive officer of Lost Link Enterprises, Inc.; (3) Dr. Rubye Braye, a decision scientist and president of JIL Group; (4) Rev. Tyrone Crider, former coordinator of voter registration for the 1984 and 1988 Jesse Jackson presidential campaigns; (5) Dr. Lee Jones, associate dean of the College of Education at Florida State University; (6) Mrs. Jessica Care Moore, poet and lecturer; and (7) Dr. J. Allen Zow, executive assistant to the president and legal counsel at Savannah State University.

The Statement of Ethos for Men was written by: Olamide Aina, Zikiar V. Alvin, Khamisi Campbell, Faron Ellison, Timi Fagbohun, Melvin Hackett, Jermaine James, Villareal Johnson, Landrell Latimore, Jon M. Lattimore, Torriel Lewis, Jeremy McMullen, Christopher Moyo, Obiora Onyemelukwe, Shawn Parker, D'Andre Phillips, Jason Sanders, Ranaldo Smith, Umoja Spaulding, and Rahsheim Wright. Mr. Irvin Clark, director of residential services & programs, served as the men's coordinator.

The Statement of Ethos for Women was written by: Aiesha Bridges, Tiffany Brown, Deandra Burke, Sherella Davis, Leona Dillion, Jessica Green, Sherrlyn Hall, Kenya Hollingshed, Wequita Moss, and Ebony Walker. Ms. Tonia Brown-Dickerson, assistant to the Vice President for Student Affairs, served as the women's coordinator.

STATEMENT OF ETHOS FOR MEN

We rise this day determined for a cause and justified in its purpose that as men of Savannah State University our mission has been predestined in a history of great men to strive for excellence, both academic and personal. Further, we recognize that we are often defined by our actions; as such, we hold fast to that which is good. As we strive to emerge triumphantly, through the challenges that life may bring, our pride will be a result of the path that we have chosen. Specifically, we commit ourselves to the following:

- Self-respecting and uplifting of our fellow men;
- Providing just, equitable, and equal treatment of women;
- Engaging in personal growth and development, whether it is academic, social, cultural, spiritual, or recreational;
- Promoting the positive image of this great institution; and
- Recognizing that diverse peoples, cultures, and views will enhance the educational experience.

Therefore, in refusing to commit to failure, but in accepting our pronouncement to revolutionize our social establishments with humility, we shall strive for spiritual perfection and greater service and be an instrument for the dissemination of knowledge. We, the men of Savannah State University, pledge ourselves to these words with integrity and in good faith. Furthermore, we will diligently carry out all that is expected of us and to finally remember and give gratitude to our great alma mater.

STATEMENT OF ETHOS FOR WOMEN

Savannah State University has a community of women who are committed to excellence in all areas. The women of Savannah State University are expected to:

- Present themselves in a modest and respectable manner and understand that certain expressions of clothing in a classroom or another setting could communicate undesirable messages;
- Promote quality programs through networking, community involvement, and outreach programs; and
- Create a stimulating and intellectually challenging environment by committing to help a fellow sister excel in academic study sessions and by helping others communicate in a mature manner.

The women of Savannah State University are committed to the following:

- 1 Being accountable for our actions by demonstrating responsibilities for the choices we make;
- 2 Encouraging spiritual renewal by setting, practicing, and promoting high moral standards;
- 3 Acknowledging social change by practicing the appreciation of other cultures and beliefs;
- 4 Encouraging and supporting all in the community, especially men, as a way to nurture healthy relationships; and
- 5 Encouraging individualism, self-pride, and the mental stability to handle the challenges that we encounter.

Finally, we submit that the following words describe women at Savannah State University elegant, ambitious, dignified, honest, blessed, diversified, intellectual and individualistic.

STUDENT LIFE

THE IMPORTANCE OF STUDENT INVOLVEMENT



The experts in the area of student affairs suggest that the typical undergraduate student – one who attends the institution on a full-time basis, resides on-campus, and is between the ages of 18-22 – spends approximately 15 hours per week in the classroom. Although the bulk of the remaining 153 hours is typically spent on personal matters and with peers, Savannah State University expects that students will devote a considerable amount of this time to academic pursuits. After all, the purpose of institutions of higher education is the pursuit of knowledge and truth and the development of critical, analytical, reflective, and other skills. The University also recognizes that important student development takes place outside the classroom and laboratory settings. The University seeks to provide an environment where there are rich opportunities for interpersonal, social, cultural, and recreational activities. Inasmuch as Savannah State University will provide the facilities, resources, programs, and activities for these learning and developmental opportunities to occur, it is ultimately up to the student to take advantage of what is provided. The effectiveness of student life – the 153 hours or so spent outside of the classroom is directly linked to the extent to which students are engaged in quality co-curricular events, whether informally or formally and whether student-or University-provided. This section of the handbook describes certain areas of student life. Students are encouraged to become familiar with these areas, but also to create their own meaningful student life experiences.

ACADEMICS

The Savannah State University Undergraduate Catalog provides you with the latest academic information. Your personal copy may be obtained from the Registrar's Office or view a copy at: <http://www.savannahstate.edu>. Each semester the Registrar's Office also publishes a schedule of courses which informs you of the time, place and instructor of each course offered during a particular semester and contains information about registering for courses, dropping a course, withdrawing from the College and other pertinent academic information. You are urged to read both publications with care since you are responsible for knowing all academic regulations and requirements. Certain academic regulations are listed in these pages and in the Student Handbook. You are expected to know them and refer to them when the occasion dictates.

ACADEMIC INTEGRITY

Academic integrity is founded upon and encompasses the following five values: honesty; trust; fairness; respect; and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and will not be tolerated. Members of the academic community are expected to foster their own work in the spirit of academic honesty and not to tolerate its abuse by others. Responsibility for academic integrity lies with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all other students, faculty and, ultimately, the institution.



Classification

Students are classified on the basis of earned academic credit hours as follows:

Freshman – fewer than 30

Sophomore – 31- 60

Junior – 61- 90

Senior – 91 or more

Throughout the semester, students remain in their classification.

Dean's List

To acknowledge publicly the high scholastic achievement of its students, Savannah State follows the traditional practice of publishing at the end of each semester a Dean's List. Placement on this list is merited by a minimum of 12 hours enrollment with a semester average of 3.5. Part-time students qualify provided they have completed 15 semester hours with an accumulative average of 3.5 for no less than two courses and six semester hours. Students doing their student teaching are eligible for the Dean's List if they have a 3.5 in course for that one semester and if they have been on the Dean's List for the two semesters immediately preceding the semester of student teaching.

Adding or Dropping a Course

If you change your mind about the classes you registered for, don't panic. During the first two days of each semester you can drop or add a class in the Registrar's Office. A student who must drop a course or withdraw from college after registration must complete the proper withdrawal form. The date of withdrawal is not the day the student stops going to class but the day he/she properly fills out the withdraw form and return it to the Office of the Registrar. A student who fails to comply with this regulation will receive an "F" for all courses for which he/she has registered and forfeit all claims to tuition refunds. Any student who reduces his/her course load after the first day of class is not entitled to a refund.

Changes In Grades

Once a grade has been reported to the Registrar, it can be changed only under either of the following conditions:

- 1 The instructor presents to the dean of the college conclusive, documentary evidence that the grade was reported in error;
- 2 The instructor follows the procedure of removal of an I (Incomplete) grade; or
- 3 A committee appointed to conduct a hearing of a student's challenge of a grade recommends a change, and the Vice President Academic Affairs accepts that recommendation.

THE CO-CURRICULAR TRANSCRIPT

The purpose of the Co-Curricular Transcript is to help keep a written, cumulative record of student involvement at Savannah State University. The need for such a program is to encompass all volunteer work, community service, and service learning activities in a centralized and organized way via the Banner Student Information System. The intent of this program is to encourage more students to get involved in student activities, programs and civic duties. In return it will assist in student retention and support the overall mission of the Division of Student Affairs and Savannah State University. Students would enjoy having their entire academic as well as non-academic information on their official university transcript. As such, a Co-Curricular Transcript would be of value to students when applying to graduate schools or professional positions in the future.

INTELLECTUAL DIVERSITY

Savannah State University provides an intellectually diverse learning and living environment that enables students and all who come under its influence to become innovative and critical thinkers, problem solvers, and responsible citizens. Believing, as stated by the American Council of Education that "intellectual pluralism and academic freedom are central principles of American higher education," the university supports the rights of faculty to academic freedom as set forth by the American Association of University Professors (AAUP) and the principles of intellectual diversity as set forth in "Academic Rights and Responsibilities, a statement issued by the American Council on Education on behalf of 30 higher education organizations". In the learning and living environment at Savannah State University, the rights and responsibilities of teachers, as well as the rights and responsibilities of students, are upheld and protected.



Expectations and Responsibilities of Instructors

In classrooms and in all academic and related venues, students and instructors are encouraged to engage in the discussion and free exchange of ideas in an environment that is free of retribution or disadvantage to either. To this end, the following expectations and responsibilities are set forth for instructors in all academic venues:

1. Instructors will not use their classes as vehicles to propagate their personal views or to indoctrinate students.
2. Instructors will have a mastery of their subject matter and provide an environment in which students are exposed to a variety of ideological, social, political, and other perspectives related to the subject.
3. Instructors will permit students to challenge prevailing dissident ideologies, thoughts, and beliefs that are relevant to the subject under discussion. The expression and discussion of divergent points of view will occur in an environment of civility and mutual respect.
4. At the beginning of each semester, instructors will provide students with the policies, procedures, and methods of evaluation of their oral, written, and other work used to determine their final grades. Grading policies will reflect that students' grades are not adversely affected because of their expressions of different perspectives.
5. All course syllabi will include a statement of the university's policies with regard to intellectual diversity and will provide instructions for filing grievances when the policies are abridged.
6. Evaluations of instructors by students will include items to assess intellectual diversity in the classroom.
7. When/if instructors determine that the university is not honoring its commitment to intellectual diversity, they are obligated to report such to the university's Compliance Officer.



Student Rights and Responsibilities

In an environment that is free of intimidation or other disadvantage, students have the right to learn and inquire, including opportunities to express opinions, ideas, and/or ideologies that may be different from those of the teacher. At all times, students are expected to comport themselves in an orderly and respectful manner. To this end, the following specific rights exist for students:

1. It is the right of every student to know, at the beginning of each semester, all of the policies and procedures that will be used to determine his/her grade.
2. Students have the right to expect that teachers will demonstrate a mastery of their subject and that teachers will be open to discussions of varying points of view, perspectives, and/or ideologies in a civil and collegial environment.
3. Students have the right to classes that are not used by teachers to propagate their personal views or to indoctrinate students.
4. When students believe their rights have been violated, they have the right to seek redress following established and published procedures that are available to all members of the university family. The goal of the university is to resolve conflicts at the lowest level. Students who believe that their academic rights have been violated should first seek redress via discussion with the offending party. If the offender is the teacher, the student should first discuss his/her discontent with the teacher, followed by the department chair, the dean, and the Vice President for Academic Affairs. Should satisfactory redress still not be achieved, the student should contact the University Compliance Officer to seek mediation or to file a formal complaint.
5. When/if students determine that the university is not honoring its commitment to intellectual diversity; they are obligated to report such to the University Compliance Officer.

Institutional Expectations and Responsibilities

Savannah State University accepts its responsibility to ensure intellectual diversity beyond the classroom. To this end, the university commits to the following:

1. The award of federal financial aid funds and institutional scholarships will be made in accord with guidelines that prohibit discrimination of the basis of race, creed, color, religious, political or ideological considerations.
2. University-sponsored academic and extra-curricular activities, such as the selection of speakers or other forums, will reflect a diversity of ideologies and will not be subject to inappropriate censorship by any faculty, staff member, or administrator. Yet, expressions of divergent ideologies will not be used as a means to incite disruptive behavior.
3. In accordance with university and journalistic policies and guidelines, Savannah State University will protect the rights of students that are inherent in the concept of “freedom of the press.” The goal of intellectual diversity will be included in all university policies and publications.

The Alternative Dispute Resolution Policy will be posted on the university’s website and included in the student handbook, the faculty handbook, and university catalogs.

Sessions on intellectual diversity, including procedures for filing grievances, will be included in orientation sessions for students and faculty.

Annual surveys will be conducted to assess perceptions of intellectual diversity.

The University Compliance Officer will be charged to serve as the university’s intellectual diversity ombudsman. (Ref. SSU Academic Affairs website.2009)

ELECTRONIC COMMUNICATION & TIGERMAIL



Savannah State University considers electronic communication an official method of communication. We recognize that it allows and promotes timely delivery of information to our students and assists us in achieving our strategic objective by linking students and faculty members and fellow students and staff. Students can expect important notices about deadlines, upcoming events, and other information to be sent electronically to their e-mail accounts. Students are expected to regularly check their accounts for activity. Mass electronic mailing to students will be accomplished through the use of a *Postmaster*, which is administered by the Vice President for Student Affairs or his/her designee. Computer e-mail accounts are available to all Savannah State students and employees, and are issued automatically to new students. Students holding computer accounts are required to follow all Savannah State University policies and procedures governing the use of

Savannah State University and the University System of Georgia computer resources. Computer use must be in accordance with all applicable laws, regulations, and policies, including but not limited to the Georgia Computer Systems Protections Act, O.C.G.A. Sections 16-9-90 et seq. Students are assigned a user ID and password for their personal use only and must not cause them to be known or used by any other person. Access to any university computer resource is a privilege granted by Savannah State University and account holders are solely responsible for the security of the assigned user ID(s) and password(s). Official e-mail correspondence will have ‘Savannah State University **TIGERMAIL**’ as the subject. Because this subject line denotes an official university communication, subject lines containing “*TIGERMAIL*” should not be used for other purposes.

HOW TO CHECK YOUR TIGERMAIL: Just click on the *WEBMAIL* icon on your Savannah State homepage, www.savannahstate.edu. Enter your username and password. In addition, the Student Affairs website, www.savannahstate.edu/adm/sa/index.htm includes additional important and timely information.

PARTICIPATION IN COMMENCEMENT POLICY OF SAVANNAH STATE UNIVERSITY

Savannah State University holds two formal commencement ceremonies each year in May and December for students scheduled to graduate at the end of the spring and fall semesters. Candidates for degrees may participate in the graduation ceremony only after they have completed all of their coursework, have received passing final grades, and have met all of the academic requirements pertinent to the degree to which they aspire. This includes satisfactory completion of theses and internship requirements.

Candidates for degrees must show that they have met all general University requirements for such matters as registration, payment of fees (e.g., library, financial aid, housing) and special requirements of the college or school in which they have been registered. Accordingly, failure to meet these requirements will disqualify a candidate from participation in commencement ceremonies as well.



The opportunity for candidates completing all of their degree requirements at the end of the summer semester to participate in commencement will be in the fall (December) commencement following the completion of requirements.

The University expressly reserves the right to deny participation in commencement and withhold the degree of any student who has completed all academic requirements, when disciplinary charges are pending or when there is a pending disciplinary action equivalent to suspension or expulsion.

SSU makes every attempt to inform degree candidates prior to commencement if they have not met requirements for graduation. The inclusion of a candidate or the candidate’s name in matters related to commencement (including the commencement program) does not waive or change the requirements stated above and a candidate will be excluded from participation for failure to meet requirements when discovered. Participating in the ceremony, moreover, is not a guarantee of graduation. However, Savannah State University is committed to doing everything possible to prevent these situations from occurring.

TRADITIONS, CUSTOMS, & PRACTICES

The nature of a college or university is as much a matter of its culture – its traditions, ceremonies, customs, and practices – as its organizational structures, policies, and practices (Kuh and Associates, 1991). Savannah State University has a particularly rich culture. Through cultural perspectives, such as ceremonies, traditions, customs, and practices, one may better understand the uniqueness of the university. Below are certain cultural artifacts of Savannah State University. More exist and others will be created as the University continues to evolve. Embellish these cultural artifacts, but also get involved and participate in them.

ALMA MATER: “WE HAIL THEE S.S.U.”

The alma mater is the institution’s revered hymn. Through song, it conveys what is ideologically special about Savannah State University. Given its importance, during the alma mater, students and others are expected to stand and to be respectful by acting in civil and non-disruptive manners. Men are expected to remove their hats during the alma mater.

CLIFFORD E. HARDWICK III STUDENT ORGANIZATION OF THE YEAR AWARD

The Clifford E. Hardwick III Student Organization of the Year Award is meant to bring significant honor to a university-recognized student club or organization that has made an exceptional and distinctive impact on its members, the university, and the community. The University will recognize up to two clubs/organizations for the award annually. The club/organization selected for the award will be announced at the Outstanding Student Leadership & Service Recognition program and will have its name engraved on a plaque for permanent display at the University. The criteria for the award are available in the Office of Student Affairs.

COMMENCEMENT

A revered formal ceremony, commencement exercises are held twice each year during the months of May and December. It is a rite of graduation for the men and women who have met all of the criteria to receive a degree from Savannah State University.

FOUNDER’S DAY CONVOCATION

The University formally celebrates its founding during the Founder’s Day Convocation. Founder’s Day Convocation, which is typically held during the month of November, honors the founding of Savannah State University and the people important to its beginnings.

HOMECOMING

Homecoming is celebrated at Savannah State University during the fall semester. A week-long series of events, Homecoming culminates with a fierce intercollegiate football competition, usually followed by a rousing concert. During this spirited event, alumni, students, faculty, staff, and friends of the university gather together for the parade, reunions, tailgate parties, and other fun activities.



HONORS DAY CONVOCATION

Savannah State University recognizes the scholastic achievements of its students throughout the academic year. One such time is the Honors Day Convocation, which is typically held during the spring semester. A formal ceremony, academic awards are presented to students meeting certain criteria.

LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD) PROGRAM

The Leadership Education and Development (LEAD) Program, a program coordinated by the Division of Student Affairs and in collaboration with the Center for Leadership & Character Development, stimulates character- and values-based leadership skills for students through a series of leadership experiences, including retreats, seminars, mentoring, and a resource center.

MARTIN LUTHER KING, JR. OBSERVANCE DAY ASSEMBLY

The University recognizes the humanitarian and social justice achievements of Dr. Martin Luther King, Jr. through an observance day assembly. Typically held on the week prior to Dr. King's national holiday, students, faculty, staff, and community members gather to reflect upon how the leader shaped the Civil Rights movement.

MIDNIGHT BREAKFAST

Midnight Breakfast is an annual tradition when faculty, staff, and administrators volunteer to prepare and serve students breakfast items from 9:00 PM to midnight in the dining hall during the first day of final exams. The event is symbolic of the University's commitment to student excellence and a student-centered philosophy.

MISS SAVANNAH STATE UNIVERSITY (MISS SSU) AND COURT CORONATION

Each academic year, students elect Miss Savannah State University (Miss SSU) and attendants based on talent and certain qualifications as articulated in the Student Government Association Constitution. She is presented formally to the University community in a coronation, which is typically held during the week of Homecoming.

NEW STUDENT & PARENT ORIENTATION

At the beginning of each academic year, various University offices and programs collaborate to present a New Student & Parent Orientation program. The program is designed to introduce new students and their families to the University. Typically a three-day event, the program consists of formal and informal activities to indoctrinate students to the University's history, aims and purposes, current programs, and traditions.

OUTSTANDING STUDENT LEADERSHIP & SERVICE RECOGNITION PROGRAM

Because student leadership, service, and volunteerism is explicitly valued and promoted at Savannah State University, a campus-wide Outstanding Student Leadership & Service Recognition Program is held in the spring. The purpose of the program is to publicly honor the outstanding contributions that students have made to the University, community, and the organizations in which students are involved. The Office of Residential Services & Programs' Resident Assistants Program, The Office of Student Programs and Organizations, Student Orientation Leaders, and the Student Government Association are among the organizations that present awards. Any registered student club or organization can self-nominate and select up to two individuals to publicly honor for the outstanding contributions the individuals have made to the organization, community, or the University. Each registered student group is asked to complete and return the Outstanding Student Leadership & Service Recognition Form to the Office of Student Affairs.

PRESIDENT'S SECOND MILE AWARD

The President's Second Mile Award is meant to bring significant honor to a graduating senior who has exemplified stellar and meritorious character and values in both leadership and community service. The University will recognize up to two students. The recipient will be announced at spring commencement and will have his or her name engraved on a plaque for permanent display at the University. The criteria for the award are available in the Office of Student Affairs.

UNIVERSITY COLORS

The colors of Savannah State University are blue and orange. Students are encouraged to wear these colors to university intercollegiate activities, pep rallies, appropriate Homecoming activities and many other informal events to demonstrate school pride and spirit.

UNIVERSITY MASCOT

The "Tiger" is the official mascot of Savannah State University. Typically, the "Tiger" can be spotted at certain intercollegiate events. Beware, as the Tiger is ferocious!

STATEMENT ON PROHIBITED TRADITIONS, CUSTOMS, & PRACTICES

Savannah State University recognizes that the above-referenced and other traditions, customs, and practices, add value to the collegiate experience. These traditions are welcomed and encouraged. The University, however, strictly prohibits and will not tolerate traditions, customs, and practices that involve hazing of any kind, that interfere with the academic and personal development of students, that are anti-social, or that compromise students' safety and well-being. The University will discipline clubs and organizations, including Greek-letter organizations, that engage in underground and clandestine activities and groups that are developed for the purpose of initiation into a club or organization. Students who engage in such activities as well as any form of hazing are subject to suspension from the University, regardless of classification, status, or length at the University. Suspension in these and all other matters, when the sanction is imposed, takes effect immediately.

STUDENT ACTIVITIES ALLOCATIONS BOARD (SAAB)

Section 704.021 paragraph four of the University System of Georgia Board of Regents Policy Manual states:

All mandatory student fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least 50% students. Students shall be appointed by the institution's student government association.

The Student Activities Allocations Board (SAAB) at Savannah State University is made up of students, faculty and staff. Representatives from the student body are appointed by the Student Government Association and represent 50% of the board. The SAAB nominates a student representative to serve as chairperson to preside over the allocation processes. The SAAB will define the allocation process for student fees and make recommendations for allocations of student activities fees to the President. The Student Government Association and the Office of Student Programs and Organizations will ensure that this process occurs annually.

STUDENT ORGANIZATIONS & ACTIVITIES RESOURCES BOARD (SOAR)

Organizations not funded by student activity fees may request funds to assist with certain events or programs. The organization must be registered with the Office of Student Programs & Organizations and present a program beneficial to the student body. Participation in the programs must be open to all students. The program must also have sufficient value to warrant a more enriched collegiate environment. The Student Organizations and Activities Resources Board (SOAR) is composed of students, faculty, and staff from a cross population of the campus community. Their job is to review and hear proposals submitted before the board for special allocations. If allocations are made, the organization must agree to adhere to the regulations made by the board. In order for proposals to be reviewed, they must be submitted to the chairperson of the SOAR Board, the Student Government Association Vice President, at least one month in advance of the program/event date.



STUDENT PUBLICATIONS

Savannah State University students publish *The Tiger's Roar* (paper copy and online version), the official student newspaper, with supervision and oversight from the Department of Mass Communications. The publication is funded through student activity fees, subject to allocations by the Student Activities Allocations Board. Involvement in this publication offers practical experience and expands students' understanding of the University.

STARTING A NEW STUDENT ORGANIZATION OR CLUB

Consistent with the University's view that involvement in educationally and socially purposeful out-of-class experiences enhance the collegiate experience, students are encouraged to establish meaningful student clubs and organizations that are consonant with the goals and objectives of the University. That said, requests to create a new student organization must include:

- 1 A formal letter of application stating the organization's aims and purposes;
- 2 A copy of the proposed constitution and bylaws, which must describe qualifications for membership;
- 3 A letter of support from the faculty and/or staff advisor; and
- 4 A list of proposed members (minimum of five) and officers.

The Vice President for Student Affairs will appoint a New Student Organization Committee (NSOC), with the Director of Student Programs and Organizations serving as chairperson. Consistent with institutional practices related to appointments to university committees, the NSOC will be comprised of faculty, staff, and students. The NSOC will:

1. Receive requests through the Office of Student Programs and Organizations;
2. Determine if the organization meets established guidelines;
3. Make the appropriate recommendation to the Vice President for Student Affairs with thirty (30) days of receiving a complete application packet from the prospective student organizations; and
4. Upon the positive recommendation of the committee, the Vice President for Student Affairs will grant university recognition. New student organizations are required to abide by guidelines that govern student clubs and organizations.



WHAT YOU NEED TO KNOW ABOUT PARTICIPATING IN STUDENT CLUBS & ORGANIZATIONS

Involvement in a student club or organization tends to enhance the collegiate experience. Meaningful involvement in such out-of-class experiences is likely to provide opportunities for the development of self-governance, leadership, decision-making, and planning skills. The following is a listing of nearly all of the student clubs and organizations at the University. Guidelines are described below for students wishing to establish a new student club or organization. (Students may contact the Office Student Programs and Organizations for an up-to-date listing of student clubs and organizations.)

Honor Societies

Alpha Kappa Delta International Society
Alpha Phi Sigma Criminal Justice
Beta Beta Beta Honor Society
Beta Kappa Chi
Beta Sigma Gamma Business Honor Society
Kappa Kappa Psi Honorary Band Fraternity
Phi Beta Lambda
Phi Kappa Mu Honor Society

National Pan Hellenic Council

Alpha Kappa Alpha Sorority, Inc.
Alpha Phi Alpha Fraternity Inc.
Delta Sigma Theta Sorority, Inc.
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.

Professional

American Chemical Society
American Society of Civil Engineers
Behavioral Analysis Student Association
Criminal Justice Club
History Club
Iota Phi Lambda Business and Professional Sorority, Inc.
Mass Communication Student Association
National Society of Black Engineers
Political Science Association
Social Workers of Tomorrow
The Sociology Club

General

Achievers of Today and Tomorrow, Inc.
Amplifiers
Army ROTC
Commissioned to Love (C2L)
The Tiger's Roar
Greater Impact Ministries
Way of Real Discovery
Wesley Foundation
College Democrats of America
EJ Model United Nations Association
Flava College Ministry
Freshmen Class Council

Graduate Student Association
International Students Association
Investment for the Future
Junior Class Council
Model Organization of African Unity
NAACP College Chapter
NROTC SSU/AASU
National Council of Negro Women, Inc.
National Association of Black Accountants
New Birth Savannah College Ministry
Non-Traditional Student Association
The Nubian Elite Council of Fashion
Semper Fi Society
Sisters Striving for Excellence
Society for the Advancement of Management (SAM)
Sophia/Students Seeking Wisdom
Sophomore Class Council
SSU Concert Choir
SSU Pre-Alumni Association
SSU Varsity Cheerleaders
Student Athletic Advisory Council
Student Government Association
Student Orientation Leaders
Wesleyan Gospel Choir
Young Visionaries

ANNUAL REGISTRATION FOR CURRENT STUDENT CLUBS & ORGANIZATIONS

In order to receive university recognition as a current student club or organization, each group must register with the Office of Student Programs and Organizations by the third week of class during the fall semester. The Office of Student Programs and Organizations has a document that details the information that is needed from all student organizations that intend to register with the university. The forms require the following.

1. Each group must provide a roster of current officers, members, and advisors, with addresses, e-mail addresses, and telephone numbers.
2. Each group must provide a calendar of proposed educational, community, social, and cultural activities.
3. Each group must provide a copy of the organization's current constitution and bylaws as well as any current policies prescribed by its national organization, if applicable.
4. Each student organization MUST have two advisors and submit a Faculty/ Staff Advisor Agreement Form.
5. Each group must provide the organization's cumulative GPA, which must be a minimum of 2.50. In cases where the cumulative GPA of the group falls below 2.50, the organization will be placed on probation for one semester. If at the end of the semester of probation the organization's cumulative GPA has not reached 2.50, recognition, as a student organization will be withdrawn until such time as the group cumulative average of 2.50 has been regained.
 1. Each member of a social Greek-letter organization must attend and complete a risk-management seminar and the Annual Greek Camp before membership intake activities are permitted.
 2. The Vice President for Student Affairs, with the approval of the university President, may prescribe additional reasonable provisions for recognition of student organizations.

REQUIREMENTS FOR MEMBERSHIP IN A STUDENT CLUB OR ORGANIZATION

Students are free to reasonably join and associate with clubs and organizations of their choosing, consistent with the membership requirements of such groups. The University, however, does not condone nor expect student clubs and organizations to discriminate on the basis of race, ethnicity, religion, physical condition, national origin, sex, marital status, political affiliation, or cultural lifestyle in the selection of its members, except in cases where sex or physical condition are bona fide qualifications. Inasmuch as students may join and associate with groups of their choosing, the University has developed certain requirements for membership. These requirements are not intended to be unfair or heavy-handed; rather, the University is concerned with the personal learning and development of students and in assisting in making the experience in these groups educationally and socially purposeful. Thus, the University requires that in order to become a member of a student organization:



1. Each student must meet the academic requirements set forth by the respective organization, department, college, or the University (2.00 GPA or higher);
2. Each student must be free of disciplinary sanction (e.g., social probation) at the time he or she applies for membership;
3. Each student must be free of financial delinquency to the University;
4. Each student who seeks a position in the Student Government Association (SGA) must meet the appropriate requirements as set forth in the SGA Constitution and Bylaws; and
5. Each new student, with the exception of transfer students, who seeks membership in a social Greek-letter organization must have been in residence at the University for two consecutive semesters and must have earned at least 30 credit hours. Transfer students must be enrolled on a full-time basis with 30 credit hours, 12 of which must be from Savannah State University. Furthermore, each student must have earned a minimum institutional cumulative GPA of 2.50. Yet, if the national organization establishes a higher GPA requirement, the higher must have been earned as a condition of membership. All members must complete the Hazing Workshop before membership processes commence;
6. Freshmen who seek membership in a non-freshman club or organization (reference Club/Organization Constitution and Bylaws) must have been in residence at the University for one semester and must have earned at least 12 credit hours. Freshmen who seek membership in an ALL Freshman Club or Organization in their first semester of enrollment are exempt from grade requirements;
7. A leadership position in a recognized student club or organization at Savannah State University includes all positions defined in the club or organization's constitution for executive board or officer positions. To be eligible to hold a leadership position, a student must meet the requirements for membership in a student club or organization. At the time of election or appointment and during term of office, the student must be enrolled as a full-time student (12 credits per semester); must have/maintain a cumulative GPA of 2.3 or higher and must be free of social/disciplinary sanctions; and
8. Membership and leadership requirements are monitored by the Office of Student Programs & Organizations on a regular basis. Any exceptions to these requirements must be requested in writing and reviewed and approved by the Director of Student Programs & Organizations.

POLICY CONCERNING AUXILIARY GROUPS

1. No student organization may sponsor or support an auxiliary group in any form. An auxiliary group is viewed as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of that organization. These include, but are not limited to the following: little sisters, big brothers, favorites, friends of the chapter, etc.
2. Under no circumstances will a rush, or recruitment activity, be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of honor or recognition.
3. Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the Office of Student Ethics.

MEMBERSHIP INTAKE FOR SOCIAL FRATERNITIES AND SORORITIES

Savannah State University has had (and seeks to have) a long relationship with its collegiate social fraternities and sororities. The first social Greek-letter organization was established at the University in 1949, and since that time Greek-letter organizations have continued to flourish. The relationship between the University and the social Greek-letter organization is one that must be mutually beneficial. Social Greek-letter fraternities and sororities must enhance the quality of student life by providing a range of meaningful opportunities for individual growth and development. The University will seek to embrace such groups as integral student organizations when their principles and practices are consistent. Upon receiving written approval from the Office of Student Programs and Organizations, each social Greek-letter organization may conduct its membership intake activities in strict compliance with both University and national rules and regulations. The following are guidelines that govern membership intake:

1. Each organization will ensure that prospective members are not subject to any forms of hazing during periods that precede, throughout the program, and that follow membership intake activities. Students are expected to adhere to Georgia law on hazing and the directives and regulations of each respective organization regarding membership intake and hazing prohibitions. (Recall that per the Annual Registration of Student Clubs and Organizations, each member of a social Greek-letter organization must attend and complete a risk management seminar before membership intake activities are permitted.) Additionally, all aspects of the Code of Student Ethics govern the behavior and practices of members of all organizations.
2. Each organization is required to submit to the Office of Student Programs and Organizations the national policies and regulations that govern membership intake at least two months prior to a request to engage in membership intake activities. No social Greek-letter organization will be permitted to recruit and initiate new members without having such documents.
3. Each organization must be in strict compliance with the stated rules and regulations of its parent organization regarding membership intake.
4. Each organization must ensure that all membership intake forms are completed and returned to the Office of Student Programs and Organizations prior to beginning the processes related to the recruitment and initiating of new members.
5. Each organization must ensure that all membership intake activities be supervised by the organization's chapter advisor. No membership intake activity may take place without the attendance of the chapter advisor(s) of record.
6. Each organization is prohibited from engaging in membership intake activities during mid-semester and final examination periods. All intake activities MUST be completed one week before the final exam period starts. This includes any type of new members show(s).
7. Each prospective member must have been in residence at the University for two consecutive semesters and must have earned at least 30 credit hours. Transfer students must be enrolled on a full-time basis with 30 credit hours, 12 of which must be from Savannah State University. Furthermore, each student must have earned a minimum institutional cumulative GPA of 2.50. Yet, if the national organization establishes a higher GPA requirement, the higher must have been earned as a condition of membership.
8. Each student must be free of disciplinary sanction (i.e., social probation) at the time he or she applies for membership;
9. Each organization is subject to additional reasonable guidelines as may be issued by the Vice President for Student Affairs and with the approval of the University president.



UNIVERSITY-SPONSORED OFF-CAMPUS TRIPS



Off-campus trips that are sponsored by the University or are activities of University clubs and organizations complement the educational experience. Students and the accompanying faculty, staff and/or mentor are required to complete a Student Waiver for Educational & Cultural Trips one week and no less than 48 hours prior to departing the University and secure the approval of the Vice President for Students Affairs or designee. The purpose of the waiver is to express

that typically the student traveler assumes any and all liability for his/her personal safety and well-being. The waiver is available in the Office of Student Programs and Organizations, the Office of Student Affairs and on the Student Affairs Website (Forms). University-sponsored or related trips require that a member of the faculty or staff accompany students. Students must abide by all instructions provided by the University representative throughout the duration of the trip. Traveling on University-sponsored or related trips includes the requirement that students return with the group. One-way travel is not permitted, unless the Vice President for Student Affairs grants prior approval. More importantly, throughout the trip students are expected to demonstrate civil, responsible, and ethical behavior and follow all University rules and policies.

POLICY STATEMENT REGARDING THE SUPERVISION OF STUDENT ACTIVITIES

The Division of Student Affairs, through the Office of Student Programs and Organizations, is primarily responsible for the execution and supervision of student activities. In particular, the Office of Student Programs and Organizations assists students in establishing and maintaining student clubs and organizations and in planning and evaluating events and activities. In order for a student club or organization to receive institutional recognition, an on-campus advisor must be selected to help guide the organization in meeting its goals and objectives. The Office of Student Programs and Organizations houses the forms necessary to establish and to annually register all student clubs and organizations. Given the value the University places on involvement in student activities, Savannah State University will not tolerate student-perpetuated traditions, customs, practices, or behavior that involve hazing of any kind, that interfere with the academic and personal pursuits of students, that are anti-intellectual or anti-social, or that compromise the institution's or student's well-being. To help stimulate positive self-government, promote academic scholarship and positive interpersonal relationships, and create optimal conditions for learning and development, the University expects advisors to:

1. Complete Faculty/Staff Advisor Agreement Form annually;
2. Attend organizational meetings and events and remain in attendance throughout;
2. Keep student members abreast of their rights and responsibilities;
3. Mentor students and encourage scholastic achievement; and
4. Ensure that the organization operates in accord with university and other applicable policies and procedures.

Student organizations or members affiliated with student organizations must adhere to the Code of Student Ethics. The University reserves the right to withdraw institutional recognition of student clubs and organizations should such groups engage in practices or behaviors that work against the educational mission of the institution, including hazing. Student clubs and organizations must also be cognizant that the university itself does not discriminate on the basis of race, religion, color, physical disability, national origin, sex, marital status, political affiliation, or age. The University has high expectations that student clubs and organizations will align themselves with the institution in adhering to this policy.



POLICY STATEMENT REGARDING GUIDELINES FOR ON-CAMPUS SOCIAL EVENTS

The University takes seriously its commitment to create a pleasant campus environment conducive to the safety and well being of its students. To achieve this aim, the following guidelines for social events must be followed.

1. The advisor of record or his/her designee must be present at the social event from start to finish.
2. All Savannah State University students must show a valid student identification card at the entry point to the social event in order to gain access to the event.
3. Non-SSU students must be invited guests of the organization sponsoring the event. It is preferable that the sponsoring organization develops a guest list, which should be available at the entry point to the event. Once it has been determined that the individual is indeed a guest, he or she must present a picture identification card and log his or her name on a roster. The guest will be required to provide his or her driver's license number and/or social security number. (The log containing such information is to be treated confidentially, monitored by the advisor, and delivered to the Office of Student Programs and Organizations on the first business day following the event.)
4. Prior to each social event, student clubs and/or organizations are responsible for arranging for the appropriate presence of police officers through the Department of Public Safety. This should be arranged at least two weeks before the event is held. The Department of Public Safety will determine the appropriate number of officers, which is typically calculated by the anticipated number of attendees; the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event. If the event has to be canceled, you must give the Department of Public Safety no less than 48 hours notification of the cancellation. Otherwise, the organization will still be charged for the police officer's hours.
5. All participants are required to pass through a metal detector, which will be monitored by a law enforcement officer. Hand-held metal detectors may be used in lieu of a metal detector portal. This provision will require each organization to hire an additional law enforcement official.
6. Participants are not permitted to congregate outside or near the location of the social event, unless there is an approved outdoor activity associated with the event.
7. With the exception of members of the Savannah State University community, individuals are not permitted to congregate in any campus area after the social event.
8. In the event that disorderly behavior manifests itself during the social event, the event will end immediately. The University will exercise "zero tolerance" for fighting and other disorderly conduct during the event.
9. Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus recognition.
10. Music including profanity and/or vulgar language is strictly prohibited during on-campus social events. Organizations are responsible for notification to DJ services of this policy.



**BOARD OF REGENTS POLCY 406.01 -
WITHDRAWAL OF RECOGNITION OF STUDENT ORGANIZATIONS**

The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).



An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board’s review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board’s final decision on the matter (BR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990 (Ga. Laws, 1990, p. 2033), (Ref. <http://www.usg.edu/regents/policymanual/400.phtml>).

INTRAMURAL SPORTS & WELLNESS ACTIVITIES



The University encourages students to get involved in campus intramural and recreation activities. The University’s Intramural and Wellness Program provides activities for students who enjoy a structured approach to recreational activities. Intramural activities include flag football, basketball, volleyball, swimming, and horseshoe, 3 on 3 basketball, billiards, softball and table tennis. Because the University is affiliated with the National Intramural and Recreation Sporting Association, students at Savannah State University are eligible to compete in regional and national intramural competitions against other colleges and universities. Through the Wellness Programs, students have access to health and wellness programming that includes weight training, aerobics, jogging, and health assessments. Additional activities may be added according to student interests.

Open recreation hours provide opportunities for students to participate in activities on an informal basis. Willcox-Wiley Gymnasium, the Body Shop, Wright Stadium, the Tiger Arena Athletic Recreation Complex, swimming pool and the tennis courts are some of the venues for such leisure activities. A valid student identification card is required for access into these facilities.

LEISURE ACTIVITIES ON THE FELIX ALEXIS CIRCLE

The Felix Alexis Circle is an ideal place for leisure and informal activities, though it is occasionally used for formal programs and events. The University encourages students to take advantage of it for both informal and formal gatherings. In cases when students and/or student organizations seek to use it for formal gatherings, a space reservation form must be completed and submitted to the Office of Student Programs and Organizations. Grilling activities are only permitted in designated spaces and on approved equipment as determined by the Office of Student Programs and Organizations. The University assumes no liability for any injuries or accidents associated with grilling. Students are encouraged to exercise great care and caution. The Felix Alexis Circle is the property of the Board of Regents. Inasmuch as there are Greek-letter and other organizational plots located on the Circle, no fraternity, sorority or organization has exclusive rights to areas on the circle. All students and visitors to the University have FULL access to benches, shaded areas, and other locations throughout the Felix Alexis Circle. This includes all fraternities, sororities and/or other organizations. All fraternities, sororities and organizations that have designated plot areas must be registered with the University and must keep the area free of trash, debris and loose equipment. Music including profanity and/or vulgar language is strictly prohibited during on-campus social events. Organizations are responsible for notification to DJ services of this policy.



**GUIDELINES & TIPS FOR STUDENT
SAFETY AND SECURITY**

The University takes seriously the safety and well being of members of the University community and guests and visitors of the University. It complies with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990*, which require, in part, the University to report certain crimes to both students and the U.S. Department of Education. The Department of Public Safety is the unit responsible for public safety, though everyone is encouraged to work collaboratively to ensure the campus is a safe and comfortable environment. Below are some guidelines and practices to enhance safety efforts.

STUDENT NICKNAMES

Inasmuch as the University considers nicknames as informal terms of endearment, students are strongly urged to learn the first and last names of their friends and acquaintances. There are instances when knowing a student’s “real” name can help properly identify the student to campus police, emergency medical personnel, or residence hall staff.

EMERGENCY CALL BOX LOCATIONS

Emergency call boxes are located around the campus to provide direct immediate communication links with the Savannah State University Department of Public Safety at any time of the day or night. Emergency call boxes are identified by a blue light and red EMERGENCY lettering on each side.

REPORTING A CRIME OR SUSPICIOUS BEHAVIOR

All crimes as well as any suspicious activity that occur on the campus of Savannah State University should be reported immediately to the Department of Public Safety by calling **356-2772** or by visiting the department in-person. The Department of Public Safety, which is located in Harris Hall, operates 24 hours a day. The Department of Public Safety handles emergencies as well as routine telephone and radio communications through a radio dispatcher. Utilizing radio communication with the local 911 center, the department provides prompt response to medical, fire and other emergencies. The telephone numbers for contacting the Department of Public Safety are as follows:

EMERGENCY911 or 356-2772
NON-EMERGENCY 356-2186
INFORMATION 356-2187

Confidential and anonymous information can be reported to (912) 356-2018 (Savannah State University Department of Public Safety) or local-based Campus Crime Stoppers at (912) 234-2020. Should an assault occur, particularly of a sexual nature, contact the Department of Public Safety immediately. In such a circumstance, it is advised against clearing or removing any evidence that could be used to pursue the case for a successful adjudication in court. The Department of Public Safety in conjunction with the Office of Student Affairs will arrange treatment and counseling.

When reporting crimes or suspicious activity, be sure to provide the following information:

1. Nature of the incident;
2. Persons involved;
3. Your name and address for police record;
4. The location from which you are calling;
5. Injuries, if any;
6. Weapons, if any; and
7. Any other pertinent information you feel is important or necessary.

STUDENT IDENTIFICATION CARDS



Upon enrolling in the University, new students will receive a valid student identification card through the Office of Auxiliary Services. Returning students must have their University-issued identification card validated each semester. The student identification card must be visibly displayed at all times, presented upon request by University officials, and

reported immediately if lost. The validated identification card enables students to gain access to University services (e.g., library, health center, dining hall, athletic events). A replacement fee is charged if a duplicate identification card is lost. Students are responsible for transactions on their identification cards unless otherwise specifically stated in writing by the University. Misuse of the student identification card is addressed in the Code of Student Ethics section of the handbook.

HIGHER ONE REFUND CARD

Savannah State University offers the *Higher One*® system for student refund management. *Higher One*® provides refund management services to higher education institutions. *Higher One*® provides students with more choices and better service for receiving financial refunds. *Higher One*® also offers the OneAccount, a no minimum balance, no monthly fee checking account with the convenience of MasterCard® Debit with exclusive features. Contact the Office of Student Accounts for additional information.

GENERAL SAFETY TIPS FOR STUDENTS

Listed below are general safety tips for members of and visitors to the University campus.

1. Immediately report any crime, suspected crime, or suspicious circumstances/persons to the Department of Public Safety, day or night.
2. Never leave personal property unattended. **Lock the door when leaving your room.** Always take your possessions with you when moving about in the library, cafeteria, classrooms, or offices.
3. When walking on-or off-campus after dark, employ the “buddy system” and walk with friends. Also, let friends know when and where you are going, how long you will be gone and when you expect to return. Let your friends know with whom you will be spending time. This alerts them if you are overdue and gives them a reference point to locate you.
4. Park your vehicle in a lighted parking area designated for students. Always lock your vehicle. Never leave valuables visible inside your vehicle; instead, secure such items in the vehicle trunk. If you are planning to be away from your vehicle for an extended period, never transfer valuables to the trunk in the presence of others. Always remember to remove your keys from the ignition.
5. Properly lock and secure your bicycle to a bike rack, utilizing a strong chain and lock.

GENERAL RESIDENCE HALL & APARTMENT SAFETY TIPS

The following are highly recommended safety tips for residence hall and apartment residents and visitors.

1. Campus residents should purchase property insurance. Property and Renter’s Insurance information is available in the Office of Residential Services and Programs or have your parents/guardians consult with their homeowners insurance agents.
2. Campus residents are strongly urged to have certain property items engraved through the Department of Public Safety.
3. When leaving a residence hall room or apartment, whether for a visit to the library or another room within the hall or the community, make sure the door is properly closed and locked. Students can be fined for leaving doors unsecured.
4. Do not prop open or alter in any way doors to prevent proper closing.
5. Do not admit unauthorized or uninvited persons into residence hall or apartment rooms or into the building.
6. Lock all windows and doors.
7. Use only authorized doors. Doors with alarms should only be used during emergencies.
8. Report suspicious persons to the residence staff or to the Department of Public Safety.
9. Report maintenance deficiencies that may compromise the security of a building immediately. After business hours (i.e., after 5:00 PM), report maintenance deficiencies to the Department of Public Safety (356-2186). During normal business hours reports should be made to the Office of Residential Services and Programs at 356-2324.



INSPECTION OF RESIDENCE HALLS & APARTMENTS

The University reserves the right for its officials to make fire safety, health, and energy conservation inspections of University owned and/or leased residence hall rooms, apartments, and common areas.

SEARCHES OF RESIDENCE HALLS & APARTMENTS

In cases where the Vice President for Student Affairs has “reasonable cause to believe” that there is activity occurring or existence of dangerous or unlawful conditions, substances or devices in a University owned and/or leased residence hall room, apartment, or common area that contravenes the mission and purpose of the institution, a warrant-less search to maintain good order, safety, and discipline may be conducted by the Vice President for Student Affairs or his or her designee. Students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches and seizures in order to enforce University regulations. Savannah State University reserves the right to conduct such inspections, searches and seizures within limits of the law.

Inspections

- (1) The University reserves the right to inspect rooms for possible damage, health and safety concerns. The University reserves the right to enter rooms or other facilities at reasonable hours.
- (2) The University reserves the right to enter rooms or other facilities at any time it has reason to suspect a violation of University regulations is occurring.

Search

- (1) The University reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on the campus if there is reason to believe that a University regulation has been violated.
- (2) Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.
- (3) Efforts will be made to have the student available when a facility is searched.
- (4) Evidence seized during a University search can be used in disciplinary procedures concerning a violation of University regulations.

Seizure

Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or such item is being possessed in violation of University regulations.

Room Search Procedure/Guidelines

- (1) The need for a search must be established by a University housing staff member (suspicion of drugs, weapons, fireworks, stolen items, etc.).
- (2) In instances where illegal substances, items or conduct is reasonably suspected, the University Police may be called to conduct the search.
- (3) If the University Police establish the need for a search, they will talk with the students and request the evidence (drugs, weapons, fireworks, etc.) be turned in to them immediately. If the University Police determine that a search is warranted, they will request consent from the student to search the room. If the student denies the request, the University Police may request legal authorization to conduct a search except in instances when an emergency exists which presents an imminent threat to life.
- (4) If consent to search the room is granted by the student, the University Police will conduct the room search. A report will be filed with the Office of Student Ethics.
- (5) If the search produces evidence that constitutes a felony, the student will be arrested. If the search produces evidence that is not considered to be a felony, it will be the judgment of the University Police to file charges and send a report to the Office of Student Ethics.
- (6) If consent to search a room is not granted by the student, the University Police will request a search warrant. If a warrant is granted by judicial order, the University Police will search the room. A report will be filed with the Office of Student Ethics. If the search produces evidence that constitutes a felony, the student will be arrested.
- (7) If a search warrant is not granted to the University Police by a judicial order, Housing staff members may request permission to search a room from the Vice President for Student Affairs.
- (8) If permission to search a room is authorized by the Vice President for Student Affairs, a room search will be conducted and a report will be filed with the Office of Student Ethics. During a search authorized by the Vice President for Student Affairs, the Campus Police will remain outside the room.

MOTOR VEHICLE REGISTRATION AND OPERATION

Students who desire to park motor vehicles on the campus are required to purchase a parking decal. Students without parking decals or those improperly parked are subject to ticketing and towing at the owner's/operator's expense. Towing charges are subject to the appropriate towing company's fees. Students and their guests who drive vehicles are required to obey all parking and traffic regulations. During restricted hours, students may park only in their designated zone/lot. In cases where students violate parking and traffic regulations, tickets will be appropriately issued. In some instances, students may lose their driving privileges on campus.

Parking Review Board and Appeal of Parking Citations

The Parking Review Board (PRB) is an essential component in the Department of Public Safety as it relates to on campus parking. The duties and responsibilities of the PRB are to review parking citations initiated by the Department of Public Safety in which an appeal was requested and to initiate formal parking citation investigations. Any student, faculty, or staff member who receives a parking citation from the Department of Public Safety has a right to appeal that citation to the PRB. The PRB is responsible for reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The PRB is composed of five (5) members: (1) Sworn Police Officer of the rank of Corporal or Sergeant, the Student Government Association President, the Sophomore Class President, one (1) Staff member, and one (1) Faculty member. Only a faculty or staff member is eligible to Chair this board. The PRB Committee shall convene monthly to assess and investigate appeals. The PRB shall conduct all investigations pursuant to Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.



All appeals must be in writing and sent or hand delivered to the PRB c/o the Savannah State University Department of Auxiliary Services. The appeals must be received within ten (10) calendar days from the date of the citation. The right of appeal is forfeited after the ten (10) calendar days (strictly enforced). After the deadline expires without payment of the fine, the citation will be considered as delinquent and a late fee may be imposed. Written Appeal forms may be obtained from Student Affairs, the Department of Public Safety, and University Housing. The PRB Committee shall render a final decision in writing within five (5) business days following the appeal. The official decision will be mailed and/or e-mailed to the appellant. For complete information on the Parking Review Board or for other information about parking and transportation at SSU, visit the Parking and Transportation website: <http://www.savannahstate.edu/fa/auxiliary/pt.htm>.

Shuttle Services

The University operates a shuttle service throughout the campus. Shuttle hours are the same hours as restricted parking (currently 7:30 a.m. – 4:00 p.m. Monday through Friday on days when class is in session fall and spring semesters).

STORM AND HURRICANE EMERGENCY READINESS PLAN

In light of the fact that the Savannah area is prone to hurricanes, the University has a Hurricane Emergency Readiness Plan for use in the event of a threat of a tropical storm or hurricane. The plan governs how all members of the Savannah State University community will evacuate, tasks to be performed by certain University officials and offices, processes for the activation of the plan, and responsible University officials and/or offices. The plan is available in the Office of Student Affairs, the Office of Residential Services & Programs, and the Department of Public Safety. It is vitally important that all instructions of the plan are followed, and that each student strictly adheres to the plan for a timely and orderly accountability and evacuation of the University. Students who wish to leave the campus on their own must notify the Office of Student Affairs at 356-2194 prior to the evacuation.



SSU HOMELAND SECURITY

In accordance with University System of Georgia Board of Regents policy, Savannah State University has in place a Campus Homeland Security Task Force. The Task Force is charged by the President with providing appropriate actions for safeguarding the campus community in the event of terrorist threats.

CRISIS INTERVENTION & RESPONSE TEAM

It is Savannah State University's policy to promote a safe environment for its students. The University is committed to working with students to maintain an environment free from violence, threat of violence, harassment, intimidation, and other disruptive behavior. The Crisis Intervention & Response Team focuses on gaining or maintaining immediate safety, coping, and/or stability in an emergency situation. The Crisis Intervention & Response team is coordinated by the Student Affairs' Office of Counseling and Disability Services in cooperation with other University officials. Contact the Public Safety at 356.2186/356-2772 or Student Affairs at 356-2194 for emergency assistance.

PETS

With the exception of service animals for students with disabilities, no pets of any kind (to include all animals, reptiles, insects, amphibians, birds, etc.) are permitted in University owned or leased residence halls, in academic buildings, business/administrative offices, athletic and recreational fields, or in any other facility of the University. Students with visual disabilities requiring the use of a seeing-eye dog should make arrangements through the Counseling and Disability Services Office (356-2202).

A DRUG FREE CAMPUS

STANDARDS OF CONDUCT

Savannah State University prohibits the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101226) and the Georgia Drug-Free Postsecondary Act of 1990.

Applicable Legal Sanctions for Unlawful use of Illicit Drugs or Alcohol.

The Georgia Penal Code defines “Controlled Substances” in Drug Schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-3. This includes a list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State Board of Pharmacy may add new material to the list as required. An even broader listing of dangerous drugs is defined in O.C.G.A. Section 16-13-71. This citation describes hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

CRIMINAL PUNISHMENT

The State of Georgia

“First Offender”: A person never before convicted of possession of a small amount of controlled substance may, at the discretion of the judge, be afforded the first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2 (a)).

Possession of one ounce or less of marijuana may result in imprisonment not to exceed 12 months and /or a fine not to exceed \$1,000, or “public works” not to exceed 12 months (O.C.G.A. 16-13-2 (b)).

Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30j (2)).

Trafficking in marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from \$25,000 to \$200,000 (O.C.G.A. 16-13-31-(c)).

Penalty for violation of the dangerous drug section is a misdemeanor (O.C.G.A.16-13-79).

The penalties for violation of the “controlled substances” provision are numerous and they vary, depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics (Schedule II).

Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both.

Georgia law specifies property which is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.

Federal Sanctions for Drug Offenders

Title 21, United States Code, Sections 841-858 describes the acts and criminal penalties and civil and criminal forfeiture provisions established by Congress. Title 21, U.S.C., Section 812, contains five schedules of “controlled substances”.

Schedule I describes certain opiates;

Schedule II contains opium, cocaine, and other addictive substances;

Schedule III lists amphetamines, phencyclidine (PCP) and other like matter;

Schedule IV involves barbiturates;

Schedule V concerns codeine and atropine sulfate, among other preparations.

The Attorney General of the United States is authorized to add items to the several schedules.

The manufacture, or distribution of various controlled substances, depending upon their schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 nor more than 40 years and fines from \$2,000,000 to \$10,000,000.

The penalty for “simple possession” of illegal drugs ranges from 1 to 20 years, depending upon the substance schedule, amount possessed, and the number of convictions (Title 21, Section 844).

The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841 (b) (not less than 10 nor more than 80 years, depending upon the schedule and amount), where such offense was performed on or within one thousand feet of a college or university. Section (a) denies certain “federal benefits” to drug traffickers and possessors, such as federal grants, contracts, loans, and professional licenses.

Section 853 provides for forfeiture of possession and title to the federal government of any property used in drug offenses.

Health Risks Associated with the Use of Illicit Drugs and Alcohol



Drug and Alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace not only contributes to lost productivity, but also causes tremendous costs related to absenteeism, accidents, health care, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence. Users may develop a craving for these drugs or alcohol and their bodies may respond to the presence of drugs in ways that lead to increased drug and alcohol use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user’s life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self control that can lead users to harm others as well as themselves.

The Harris-McDew Health Service Center and the Office of Counseling and Disability Services has other information regarding the effects of drugs and alcohol.

Drug and Alcohol Educational Services and Programs

The Harris-McDew Health Service Center, the Department of Residential Services and Programs, the Office of Counseling and Disability Services, the Department of Public Safety and the Office of Student Ethics have many on-going programs that specifically address alcohol and drug abuse problems. For example, the Office of Counseling and Disability Services and the Student Health Service Center provide numerous pamphlets, confidential services, interactive programs, hand-outs on the facts of alcohol and drugs. Programs are provided promoting healthy lifestyles with emphasis on awareness of the dangers of drug and alcohol abuse.

SANCTIONS

Faculty, staff, and students are expected to adhere to the policies of the University and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state and federal laws relative to unlawful use of drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment.

Detailed sanctions are defined in the Student Handbook, Board of Regents Policy Manual, Faculty Handbook, and Classified Employee Handbook. Public Safety follows a policy of zero tolerance for violation of all laws involving alcohol and drugs. Persons found in violation of these laws will be arrested and prosecuted to the fullest extent of the law.



PARENTAL/GUARDIAN NOTIFICATION

Savannah State University is committed to the elimination of alcohol and drug abuse within the University community. The University is concerned with the safety and welfare of its students. The approach to violations of the alcohol and drug policy is designed to be pro-active. While the primary approach in response to alcohol and drug violations is educational, it should also be clear that violations of the alcohol and drug policy will result in disciplinary sanctions imposed by Savannah State University. The Higher Education Reauthorization Act of 1998 (HERA) amended the Family Educational Rights and Privacy Act (FERPA) to allow institutions of higher education to notify parents or legal guardians of students under the age of 21 of the final outcome of an alcohol or drug violation. In view of these changes, the following policies will be observed:

1. After the **second alcohol violation** or after the **first drug offense**, it will be the policy of Savannah State University to notify parents or legal guardians of students under the age of 21 of violations of the University's alcohol or drug policy.
2. When it is determined that the parents or legal guardians should be notified of an alcohol or drug violation, the Office of Student Ethics will be responsible for mailing a certified letter to the parents or legal guardians outlining the violation and the penalty imposed.
3. Under certain circumstances, the parents or legal guardians of students under 21 years of age may be notified after the **first alcohol violation**. Those circumstances may be as follows:
 - a. The incident involved significant property damage.
 - b. The incident was a DUI.
 - c. The incident involved a reckless disregard for the safety of students themselves and/or the safety of others.
 - d. The incident was accompanied by other serious violations of the *Code of Student Ethics*.
 - e. The student has been found responsible for an alcohol or drug related violation that may result in suspension or dismissal from the University, or removal from University housing.
4. Under certain circumstances, it may be necessary to personally telephone the parents or legal guardians of students under 21 years of age and inform them of a potentially serious incident requiring their immediate notification. A letter will follow up the personal telephone call from the Office of Student Ethics.
5. Students under 21 years of age whose parents or legal guardians are notified will be verbally informed by the Savannah State University's Vice President for Student Affairs' Office before parental notification occurs. This will give the student an opportunity to initiate contact with their parents or legal guardians before the parental notification letter is mailed.

Exceptions to the Policy

- a. The parent or legal guardians of students who are 21 years of age on the date of adjudication will not be notified.
- b. The parent or legal guardians of students under the age of 21 who have been declared financially independent from their parents will not be notified.
- c. The parents or legal guardians of students under 21 years of age may not be notified in view of various social, religious, or cultural customs and practices, or under extraordinary circumstances as determined on a case-by-case basis by the Vice President for Student Affairs or designee.

Note: Georgia is an Open Records State. Written requests for information under the Open Records Act will be forwarded to the Public Records Custodian.

GENERAL STUDENT EXPECTATIONS

CELLULAR PHONES, PERSONAL DIGITAL ASSISTANTS (PDAS) & PAGERS

Cellular phones, PDAs and pagers are often times important means to communicate. These devices, however, can be disruptive for the user and others when activated in classrooms, laboratories, libraries, business offices, and in certain other public areas. The University asks students and others to be mindful of this and to operate cellular phones, PDAs and pagers accordingly. In other words, these devices should be turned off when in the classroom and laboratory, library, business offices, and quiet lounges, as they can interfere with the climate for learning.

CHANGE OF ADDRESS

Students are responsible for notifying the Office of the Registrar of any change in address. The mailing of notices to the last address on record constitutes official notification.

CIVIL LANGUAGE

Savannah State University is a marketplace for ideas, conversations, and opinions. The University has high expectations that students will engage in critical discourse on a wide range of topics in conversations that take place during formal and informal discussions. Also, the University has high expectations that students engage in civil discourse. The use of profanity, indecent, and lewd language has no place in a University environment. The University recognizes that students have a constitutional right to express themselves. As a community of learning and as learners, civil language is paramount.

DRESSING FOR SUCCESS

As a member of the University community, it is expected that every student will have the opportunity to experience success inside and outside of the classroom and to learn in a safe and academically enriching environment. As such, students are encouraged to dress appropriately on the campus and will be denied admission to various functions if their manner of dress is inappropriate to the occasion. During certain University events, the dress is "business attire" (Examples: Founder's Day, Honor's Day, banquets, career fairs, awards programs, pageants, lecture series).



A student's attire while on campus and in public should never be lewd, indecent, or distracting to the educational environment nor pose any danger to the student or others. (Examples: Inappropriate dress may include, but is not limited to, halter tops, shorts or skirts revealing any portion of the buttocks or genitals, shirts with obscene language or "fighting" words (including gestures or slogans) undergarments and clothing which allows undergarments to be visually observed such as pants for men and women intended to reveal those undergarments including, sagging pants and extreme low riders.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report students after two (2) repeated violations to the Office of Student Ethics, where cases will be processed as a 'Failure to Comply' sanction as noted in the Code of Student Ethics. Faculty is encouraged to deny admittance to the classroom to students who present themselves to the classroom in violation of the above code until they bring themselves in compliance.

LOST AND FOUND

From time-to-time, members of the University misplace and lose items such as keys, cellular phones, glasses, books, and wallets. The University expects found items to be taken to the Department of Public Safety immediately. When a student misplaces or has his or her residence hall room key stolen, a report to the resident director, Office of Residential Services and Programs, or Department of Public Safety must be made expeditiously. Found items are logged in and stored at the Office of Student Affairs for safekeeping for a limited time.

POSTING DOCUMENTS ON CAMPUS



Prior to posting, documents must be approved for posting by the Office of Student Programs and Organizations. Students are encouraged to post flyers, handbills, signs, notices, posters and other documents on designated bulletin boards and other spaces designated for such purposes. In addition, Campus Channel 15 is available for electronic posts in a Microsoft Power Point format. Documents should not be posted on any exterior door of University buildings. Unapproved items and items posted in non-designated areas are subject to immediate removal. Postings that are lewd, offensive, advertise alcohol, drinking contests and that work against the purposes of the University will not be approved. The student organization or student responsible for approved postings will be responsible for removing their items once the event has occurred.

STUDENT INSURANCE

Theft and Fire. One of the greatest challenges facing colleges and universities is theft in residence halls. From time-to-time, incidents of theft in the residence halls are reported to officials at Savannah State University. Inasmuch as students are strongly encouraged to follow safety instructions and guidelines described in this handbook, it is the University's expectation that students who live on-campus purchase theft and fire insurance. Such insurance information is available in the Office of Residential Services and Programs at a very reasonable cost.

Injury and Sickness. Although students pay a health fee each semester, the fee does not pay for student health insurance. If a student is not covered under their parents' health insurance, then the insurance plan should be sought by the student immediately. Certain students are required to participate in the University System of Georgia Student Health Insurance Program (SHIP).

USG Student Health Insurance Program Requirements

All University System of Georgia institutions are required to participate in the Student Health Insurance program. Students in the categories listed below are required to have insurance that meets minimum standards set forth in Plan I (Mandatory Plan). Students who are not covered under another policy (employer, a parent or spouse) must purchase the negotiated policy. The following students are required to have health insurance that meets the minimums in Plan I (Mandatory Plan).

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award.
- All undergraduate, graduate and ESL international students holding F or J visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance.
- All graduate students receiving fellowships that fully fund their tuition.

Students who do not fall in the mandatory group (Plan I) have the option of purchasing other coverage provided through the USG Insurance Program (Plan II). For more information visit: http://www.usg.edu/student_affairs/faq/health/. Additional insurance information is available at the Health Center.

STUDENT AFFAIRS & STUDENT SERVICES

DIVISION OF STUDENT AFFAIRS

Central to the Division of Student Affairs is enhancing the holistic educational experience of students by providing educationally purposeful services and programs that bridge classroom learning with out-of-class experiences. As such, the primary focus of the Division of Student Affairs is to provide opportunities (e.g., activities, programs, resources, and well-maintained facilities) and to create environments that support the achievement of the University's educational goals. The quality of student life, however, depends on the extent to which students take advantage of what the University offers for their personal learning and social enrichment. Students can be assisted in this important task through the units that comprise the Division of Student Affairs. Visit our web site at: <http://www.savannahstate.edu/adm/sa/index.htm>

Counseling and Disability Services (356-2202) King-Frazier Student Center 233

Professional Counseling addresses students' needs related to social and emotional issues that may be affecting their day to day functioning, grades and stable school life. Some areas of concern may be:

- Relational conflicts between you and your partner.
- Feelings of isolation, as a result of being away from home and not having a strong social support on campus.
- Alcohol and other substance use or abuse.
- Anger management.
- Suicidal tendencies/ Depression/ Self injurious behaviors –cutting.
- Mental Health issues.
- Violence against the other/ Sexual offending.
- Eating Disorders.
- Communication concerns.
- Problems related to interaction with the legal system.

Disability Services is committed to providing an equal educational opportunity for all qualified students with permanent or temporary disabilities which are physical or mental. Accommodations are academic adaptations that do not compromise academic standards or the mastery of essential course elements, but provide students with disabilities, an equal opportunity to succeed. In order to receive support and accommodations in the classroom and for testing purposes, students are required to provide clinical documentation and receive prior approval through this office.

It is the student's responsibility to contact us prior to the start of the semester in order to seek accommodation and discuss his/her needs.

Career Services (356-2202)

King-Frazier Student Center 233

We provide services to students and alumni seeking employment, graduate school information, cooperative education and internship opportunities. Career Services acts as a liaison between employers, academic developments and students. The Office serves as a resource center to help students explore career opportunities and effectively use the available services.

- Employment Assistance
- Interview Techniques
- Career Fairs
- Job Announcements
- Career Planning
- Resume Writing
- Career Counseling

Leadership & Character Development (356-2195) King-Frazier Student Center 247

The development of leadership skills is a desired educational outcome at the University. As such, the University, through the Office of Student Affairs, has established the Center for Leadership & Character Development. The Center focuses primarily on developing student leadership, character development, and service through seminars, institutes, retreats, and workshops. The Center itself is located in the Office of Student Affairs suite; it houses dozens of books and videos, and DVDs on leadership, personal development, career development, and service learning. Typically, the Center engages in several major leadership programs, specifically in the fall, winter, and spring.

Previous programs included:

- The Freshman Academy: Leadership 101,
- Alternative Spring Break, and
- The Leadership Lecture Series.

All students are encouraged to utilize the Center. Students should be mindful that the major leadership programs are limited to small numbers of students.

Student Health Services (356-2217)

Harris-McDew Student Health Center

All full-time undergraduate and graduate students pay a student health fee that covers the unlimited use of student health center services without additional cost for services provided by the staff. The Harris-McDew Student Health Center is conveniently located on the SSU campus on Jasmine Avenue adjacent to Payne Hall. It seeks to maintain, improve, and safeguard the health of students. Services provided include:

- Medical and nursing examination and care;
- Alcohol and Drug Awareness Resource Center;
- Limited pharmacy services;
- Information, consultation and referrals;
- Wellness and wholesome mental and physical health habits programs;
- Day beds for temporary observation and care; and

The center, which is staffed by nurses, is open Monday through Friday. Additionally, a physician is available Monday through Friday. A resident student suffering from an injury or sudden illness during hours when the health center is closed should contact the resident hall staff, resident assistant, or the Department of Public Safety. An ambulance or paramedic unit may be dispatched to campus for an immediate evaluation or transportation to the hospital as needed at the Student's expense. Students are responsible for the cost of all services provided by any other community health care provider. All students are encouraged to be covered by an adequate health insurance plan and should follow its directions for emergency or crisis care. Information on a current student health insurance plan is maintained in the Student Health Center. Participation in the student health insurance plan is voluntary and the student is responsible for the cost.

Residential Services & Programs (356-2324)

King-Frazier Student Center 238

The Office of Residential Services and Programs provides comfortable, affordable, and secure university housing located throughout campus. In particular, the University has traditional residence hall facilities and apartment-style facilities, which are for upper-class-level students and a limited number of first year students on a first come, first served basis. Residence life programs promote academic success, student development, and leadership. For a greater understanding of residence life at the University, students are encouraged to read the Residential Living Handbook which is available in the Office of Residential Services and Programs.

Student Programs & Organizations (356-2277)

King-Frazier Student Center 129

The Office of Student Programs and Organizations is responsible for enhancing student life through co-curricular activities, which are an integral part of the physical, social, emotional, spiritual, and intellectual growth of students. Student activities at Savannah State University consist of: clubs and organizations; game room and recreational activities; movies; campus-wide and informal activities; and departmental activities. Student organizations provide opportunities for students, faculty, and staff to interact with one another during cultural, recreational, spiritual, and social activities either in formal or informal settings.

Student Government Association (SGA) (356-2504)

King-Frazier Student Center 206

The Student Government Association (SGA), which is the official representative of the student body, works closely with the University administration on matters related to student life. The SGA is a student-directed organization that provides students with a voice in the decision-making processes of the University. The SGA provides a link between students and the administration. SGA officers are elected by the student body and serve one-year terms. Students are encouraged to discuss their opinions, concerns, and expectations with SGA members, so that the organization can effectively represent them and promote the welfare of the student body. To carry out its tasks, the SGA creates various action committees and encourages students to participate in the work of these committees. Student activity fees support the SGA.

Campus Activities Board (CAB) (356-2277)

King-Frazier Student Center 129

The Campus Activities Board assists in the coordination and implementation of social, cultural, educational, and entertainment programs for the campus community. The mission of CAB is to enhance students' collegiate experience by working to unify the campus community, cultivating student leadership, contributing to retention efforts, complementing academic programs, promoting individual and group self-worth, promoting moral, and school spirit. The board is composed of 12 to 15 students selected and trained from a cross population of the student body. Their job is to serve the campus community by implementing programs in the categories of visual & performing arts, special events, comedy shows, concerts & dances, and student events for homecoming and spring fling

Intramural Sports & Wellness Programs (351-3450)

Willcox-Wiley Gym

The Intramural Sports and Wellness Program (ISWP) is designed to foster both competitive and leisure sports and fitness activities for both men and women. Activities usually include, but are not limited to, basketball, volleyball, softball, and flag football. The goals of the ISWP Office are to:

1. Provide students, faculty, and staff the opportunity to participate in a variety of structured sports and recreational activities; and
2. Provide all participants with a safe and enjoyable environment in which to participate in activities. Participants are required to fill out a Student Waiver Form with the ISWP Office. Activities may be facilitated by the accessibility of campus facilities and equipment.



OTHER STUDENT SERVICES

Described below are some additional student services available at the University. More exist throughout the campus. Students are encouraged to refer to the General Catalog, their department, and the University's Web page for information on additional student services.

Department of Public Safety (356-2186)

Harris Hall

The Department of Public Safety is primarily responsible for the safety of members and guests of the University community by providing law enforcement services throughout the campus 24 hours per day, seven days per week throughout the calendar year. Staffed by State of Georgia certified officers with specialized training, officers of the Department of Public Safety have arrest powers for offenses committed on any public or private property within 500 yards of any property under the auspices of the University System of Georgia. In emergency situations, students are instructed to contact the Department of Public Safety at 356-2186.

Document Center (356-5198)

Morgan Annex

Students are encouraged to take advantage of the University's Document Center, a facility where copying and other duplication services are provided. Computer stations are located in front of the office for student use. Student copiers in Payne Hall, Jordan Hall (2nd floor), and Colston Administration building take cash or ID card funds.

Financial Aid Office (356-2253)

Hill Hall 210

The Financial Aid Office administers all student financial aid as well as academic and athletic scholarships. The goal of the Financial Aid Office is to provide financial assistance and counseling to eligible and deserving students in a timely manner in order for them to pursue an education at Savannah State University. Financial aid programs available to undergraduates include Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs. The Federal Perkins Loan, Federal Work-Study and Federal Direct Subsidized and Unsubsidized Stafford Loan programs are available to both undergraduates and graduates. Students interested in financial aid are required to file the Free Application for Federal Student Aid (FAFSA), which is available in the Financial Aid Office and on the Internet at www.fafsa.ed.gov. Upon completion of the FAFSA, a Student Aid Report (SAR) is generated by the government, which in turn is submitted to the University's data base system. Students receive a hard copy of the SAR. Based on a formula that is developed through a need analysis, as determined by the institution's costs and a student's needs, a financial aid award is given. An Estimated Family Contribution (EFC) determines whether a student receives grant-in-aid or a loan. Academic scholarships are awarded through the scholarship committee, while the Athletic Department manages awards to student-athletes. All scholarship recipients are required to file for financial aid, starting with the FAFSA document.

Dining Services (356-2400)

King-Frazier Student Center

The University's dining service is contracted with a company skilled in providing dining services on college campuses. Dining venues include the main dining hall and Tiger Café in the King-Frazier Student Center, and the Kiosk located on the west end of campus. All residential students are required to purchase a 20-meal-a-week (freshmen) or a 14-meal-a-week (upper-class students) meal plan. Meal plans are also available to commuter students. Hours of the dining venues are posted on the university's web site and in the main dining hall. Holiday hours may vary from the regular dining hours during the academic year. Students are strongly encouraged to share their views about the quality of dining services to the director of dining services, the director of Auxiliary Services, or the Food Service Committee.

Commuter Meal Plans

Block plans are available for commuters. These plans offer students a great deal of flexibility, since meals can be used at any time during the semester. Meal plans can be used in the all-you-care-to-eat dining hall as well as in the Tiger Café and Kiosk locations through the meal equivalency. For the current meal plan options, check the University's web site (<http://www.savannahstate.edu/fa/Comptroller/bursar.htm>), or the Auxiliary Services office in King-Frazier Complex.

Food Service Committee

The Food Service Committee serves as a liaison for residential and non-residential students, Auxiliary Services, and the Dining Services Director. The Committee is responsible for gathering and processing students' concerns and/or recommendations regarding the quality of food being served. The Committee communicates with the student body as it relates to their responsibility regarding the dining venues. The Committee may recommend policy relative to meal plan exemptions. The Vice President for Student Affairs serves as Chair and makes appointments to the Committee consisting of students, faculty, and staff. Committee members will serve for one academic year.

Bookstore (356-8456)

King-Frazier Student Center

The Savannah State University Bookstore is operated under a contract with a company specializing in bookstore management. In addition to textbooks and school supplies, the bookstore carries SSU clothing, convenience store items for on-campus and off-campus students, and trade books. Bookstore hours are posted on the University's web site and at the bookstore. Signs will be posted at the beginning of each semester informing students of when the University Business Office has determined that book vouchers can be used. Signs are also posted informing students of when books may be bought back by the bookstore.

Bookstore Committee

The Bookstore Committee has representatives of faculty, staff, and students, and is co-chaired by the Bookstore General Manager and Auxiliary Services Director. The purposes of the Committee are to advise the Bookstore on improvements in products and services, and to educate the rest of the SSU community as to Bookstore policies and procedures benefiting students. Students are encouraged to share their views with the Bookstore Committee.

Mail Center (356-2284)

King-Frazier Student Center

At the mail center, students can purchase stamps and send letters and packages. Resident students receive a mail box for a nominal fee each semester. The service window is open from 8:30 a.m. to 4:30 p.m. Monday through Friday, except for University holidays. There is no delivery of mail by USPS on Federal holidays.

Student Identification Cards (691-5997)

King-Frazier 114

Upon enrolling in the University, new students will receive a student identification card through the Office of Auxiliary Services. Returning students must have their University-issued identification card validated each semester. The student identification card must be visibly displayed at all times, presented upon request by University officials, and reported immediately if lost. The validated identification card enables students to gain access to University services (e.g., library, health center, dining hall, athletic events). A replacement fee is charged if a duplicate identification card is lost. Students are responsible for transactions on their identification cards unless otherwise specifically stated in writing by the University (see additional information on the Cardholder Agreement which each card recipient must sign). Misuse of the student identification card is addressed in the Code of Student Ethics section of the handbook.

Student Support Services (691-7414)

Whiting Hall 122

The purpose of Student Support Services is to enable eligible student-participants to persist to graduation through instructional, tutorial, academic, and mentoring assistance. First-generation college and low-income students are eligible to participate in the program, as are students with certain disabilities who demonstrate an academic need for assistance.

The Center for Academic Success (356-2178)

The Center for Academic Success (CAS) located in Whiting Hall serves to advance the mission of the university community through the development of comprehensive strategies designed to enhance students' academic achievement and success. As a comprehensive center, the strategies designed to improve academic achievement and advancement rates include: Academic Advise-ment, Individual and Small Group Academic Coaching/Tutoring, USG Testing and Preparation Classes, Developmental Skill building Classes and Supplemental Learning Activities. CAS offers students assistance with their academic needs. The assistance may be in the form of general course planning, choosing a major, finding a tutor or organizing class notes. The CAS staff and faculty are ready and willing to help Savannah State University students increase their potential for academic success.

The Asa H. Gordon Library (356-2183)

Units of the library include the Asa Gordon Library, Adams Hall Archives, the Media Center and the Distance Learning component. The primary objective of each library unit is to implement, enrich, and support the educational programs of Savannah State University. The library's holdings include a diverse collection of print, non-print, and computer resources for all to use. Additional resources are made available to our users as a result of our linkage to the University System of Georgia.

Throughout our history as a USG library, the Gordon Library has collaborated with other USG libraries to share resources. This collaboration has supplemented our collection through interlibrary loan and GALILEO, an initiative of the Board of Regents of the University System of Georgia, which provides access to a web-based virtual library. Reference librarians provide bibliographic instruction to equip our students with the skills to utilize these online resources and standard reference tools to complete assignments and prepare for lifelong learning.

Vending (356-2771)

Snack and beverage vending are managed by the Department of Auxiliary Services. If you encounter a problem with the vending machines, please notify Auxiliary Services at 912-3562771, giving the type of machine, location, and problem. Vandalism or destruction to vending equipment are offenses which are subject to fines and/or disciplinary action. Joint responsibility may be assigned to residential students if the person(s) responsible is not identified.

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND ETHICS

STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

Colleges and universities are unique enterprises that value freedoms of thought, expression, and inquiry. Inasmuch as students are expected to enjoy these and other freedoms, they must respect the rights of all members and guests of the University community. In order for Savannah State University to foster an environment conducive to student learning and development, the environment must be free from behavior and conduct that works against the aims and purposes of the institution. Through appropriate procedures and guidelines, University disciplinary measures will be imposed on students for certain conduct which adversely affects the University's pursuit of its educational purposes and goals, which violates or shows a disregard for the rights of other members of the University community, or which endangers property or persons on the University's campus, its controlled or leased properties, or at University-sponsored events. The judicial system, which is administered by the Division of Student Affairs, is designed to provide a fair, educational process for accountability of student conduct. Furthermore, the judicial process aims to promote the development of individual integrity, to protect the rights of members of the University community, and to develop individual responsibility.

CLUBS AND ORGANIZATIONS

Students have the right to form, join, and participate in groups or organizations that promote the common interests of students including, but not limited to, clubs or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes. The University does require students to follow the procedures and guidelines for establishing and registering such groups through the Office of Student Programs and Organizations. The University prohibits and will not tolerate practices, traditions, or customs that involve hazing of any kind, that interfere with the academic and personal development of students, or that have the potential to put students at harm.

Every student organization **MUST** have two advisors selected by the group or appointed by the Office of Student Programs and Organizations. An advisor shall be defined as faculty, staff, or administrative officer of the University who shall offer support and advice to the organization. The role of an advisor to a Registered Student Organization (RSO) is to advise the organization concerning compliance with Savannah State University and Board of Regents policies and procedures, and to assist and advise the RSO in managing its approved activities.



DISCRIMINATION AND HARASSMENT

The University will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. As such, students have the right to be free from such discrimination arising from programs and activities of the University. Students who believe that they are victims of such discrimination may obtain information concerning the University's affirmative action policy, racial harassment, sexual harassment, and other applicable harassment policies from the Office of Student Affairs.

GUEST SPEAKERS AND PERFORMERS

Students may freely select and invite speakers and performers from various fields and genres for academic and/or cultural enrichment. When doing so, the sponsoring student group or students must notify the Office of Student Programs & Organizations. In most cases, outside speakers require certain fees and travel accommodations. The sponsoring group is responsible for the costs associated with the guest speaker or performer. The invitation of outside speakers and performers does not imply approval or sponsorship of their views by the University nor the group inviting them.

While there are no restrictions on the point of view expressed by speakers and performers, other than those imposed by federal or state law, the University will not condone language and behavior that is lewd, racially offensive, or demeaning to any groups on campus.

NOTIFICATION TO VICTIM

A student who is a victim of any misconduct for which disciplinary proceedings are conducted under the Code of Student Ethics is entitled to participate and/or be present at all proceedings, except for the final deliberative process in which the adjudicatory body weighs the evidence presented and arrives at a decision. Furthermore, a victim has the right to be notified of the outcome of the disciplinary proceeding within five business days including the sanction levied against the student(s) committing the misconduct.

PARTICIPATION IN UNIVERSITY GOVERNANCE



Savannah State University takes seriously its commitment to stimulate and maintain a student-centered environment. The institution is focused on and is committed to putting students at the center of University affairs. In the most literal sense, a student-centered environment is one where the faculty and staff exceed student expectations, ensure student satisfaction, and demonstrate that students matter. Central to the University's student-centered philosophy is the role students

play in institutional decision-making, where appropriate. This is primarily achieved through the Student Government Association (SGA), though this does not diminish the significance of other registered student organizations or the administration's right to involve other students in decision-making processes. As the representative for students, the SGA appoints students to serve on appropriate University-wide committees. Students are empowered and encouraged to voice their opinions through such committees. Additionally, the SGA is encouraged to make reports and recommendations to any of the University's directors, deans, vice presidents, and the president of the University.

PEACEFUL PROTESTS, DEMONSTRATIONS, AND PICKETING

Students are free to engage in peaceful, responsible, and orderly protests, demonstrations, and picketing; however, such activities must not disrupt the academic and business functions of the University. Protests, demonstrations, and picketing are subject to appropriate regulations concerning time, place, and manner through the Office of Student Programs & Organizations. If a student believes that his or her right to peacefully protest, demonstrate, or picket is being restricted in an inappropriate manner by a student, student group, or an office or department under the aegis of the University, the student may file a complaint with the Vice President for Student Affairs for investigation, mediation, or other appropriate action.

POLICY ON FREEDOM OF EXPRESSION

No rights are more highly regarded at Savannah State University than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Savannah State University remains firmly committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations, which do not disrupt the operation of the University. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the University being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the University can assure equal opportunity for all persons, preserve order within the University community property, and provide a secure environment to individuals exercising freedom of expression. The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:



- A.) Speeches and Demonstrations. There are selected areas designated as "Free Expression Areas or Public Forum" for speeches and demonstrations which are generally available for this purpose between 8 am and 6 pm, Monday through Friday. Use of these areas for speaking, demonstrating and other forms of expression will be scheduled through the Office of Student Life to best accommodate all interested users. Plans for speeches and demonstrations in these areas and times must be approved at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.
- B.) Distribution of Written Material. Non commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed with the permission of the Office of Student Programs and Organizations on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. No stand, table or booth shall be used in distribution except in the King-Frazier Student Center and only with the permission of the Office of Student Programs & Organizations. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. The Campus Solicitation Policy covers the distribution of commercial materials and publications.
- C.) Marches. Marches may take place on streets and sidewalks of the campus. The Vice President for Student Affairs must approve plans for an event of this nature at least 48 hours in advance.
- D.) Provisions. In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.
- E.) Events, which may obstruct vehicular, pedestrian or other traffic, must be approved at least 48 hours in advance by the Vice President for Student Affairs.
- F.) Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Vice President for Student Affairs.
- G.) There must be no obstruction of entrances or exits of buildings
- H.) There must be no interference with educational activities inside or outside of buildings.
- I.) There must be no impediment of passersby or other disruptions of normal activities.
- J.) There must be no interference with scheduled University ceremonies, events or activities.
- K.) Malicious or unwarranted damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff or guests of the University is prohibited. Persons or organizations causing such damage may be held financially responsible.
- L.) Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- M.) There must be compliance with all applicable state and federal laws and University policies, rules and regulations.

RELEASE OF DIRECTORY INFORMATION



Directory information will be treated as public information and generally will be available on all students and former students at the discretion of the University. Directory information includes the students' name, date and place of birth, major field of study, height, weight, age, hometown, hobbies, participation in officially recognized activities and sports, general interest items of members of athletic teams, dates of attendance, degree applied for or received honors and awards received, student e-mail address, and previous educational institutions attended. Students or parents of students, who are under eighteen, may refuse to permit the release of any or all of the categories of directory information until the end of spring semester by submitting a written request to the Office of the Registrar within ten days of the beginning of any academic semester during which the students are enrolled. This time requirement is necessary to insure that

directory information, which is withheld, is not included in the various University publications during the year. Requests to withhold the release of directory information will be honored at any time, while the University cannot be reasonably certain that some directory information will not be released if the aforementioned time limits are not met. The student directory is usually published during the fall semester. Requests received after press time cannot be honored. Information from this and similar publications cannot be deleted after printing, and previously released information cannot be recalled. Inquiries from news media about students or former students should be made to the Director of Communications and Community Relations. Due to the unpredictable nature and immediacy of media inquiries, notice cannot be given of media releases (non-athletic). Students or former students who wish to have directory information withheld should notify the Director of Communications and Community Relations prior to the anticipated date of any media inquiry.

RIGHT TO A HEARING AND COUNSEL/ADVISOR

Students accused of violating the Code of Student Ethics shall be entitled to an expeditious hearing of the case. Students alleged to have violated the Code of Student Ethics will be informed in writing of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time to ensure opportunity to prepare for the hearing. A student may have a non-legal advisor or member of the campus community present during the interview process and any subsequent adjudicative process. However, the advisor or support person is limited to advising the student. The advisor may not participate in presenting the case, questioning relevant parties, or making statements. An attorney may participate only when it appears that the hearing relates to a potential, or actual, civil case or criminal charge against the accused.

RIGHTS OF STUDENTS & STUDENT ORGANIZATIONS ACCUSED OF VIOLATING THE CODE OF STUDENT ETHICS

Students alleged to have violated the Code of Student Ethics have the following due process rights.

1. The right to a non-legal advisor of their choice. (An attorney may be present only when it appears that the hearing also relates to a potential, or actual, criminal charge against the accused. In such an instance, the University may exercise the option to arrange for the attendance of the University's legal counsel at any or all judicial proceedings.)
2. The right to testify on his or her own behalf.
3. The right to question the accuser(s).
4. The right to present evidence.
5. The right to call witnesses and to hear and question adverse witnesses.
6. The right to remain silent and have no inference of guilt drawn from such silence.
7. The right of cross-examination.
8. The right to appeal an adverse decision through the judicial appeals procedures.
9. The right to attend classes and University functions until a hearing is held and a decision is rendered against the accused by the appropriate judicial body. The accused may remain at the institution pending an appeal, if his or her presence does not present a threat to himself/herself, any member of the University community, or the property of the University. This determination is made by the Vice President for Student Affairs and can be appealed to the University president.
10. The role of an advisor to a Registered Student Organization (RSO) is to advise the organization concerning compliance with Savannah State University and Board of Regents policies and procedures, and to assist and advise the RSO in managing its approved activities.

RIGHTS OF VICTIMS INVOLVED IN ACTS THAT VIOLATE THE CODE OF STUDENT ETHICS

Students who are victims of acts that are in violation of the Code of Student Ethics have the following rights.

1. To submit a written account of the alleged misconduct.
2. To meet with the Vice President for Student Affairs, the Coordinator of Student Ethics, or other administrators involved in the case to discuss the disciplinary process.
3. To be advised of the date, time, and location of the disciplinary hearing, and to request rescheduling for good cause.
4. To testify as a witness during the hearing.
5. To be accompanied by an advisor of the victim's choosing during the hearing process; however, the advisor will not be able to speak on behalf of the victim.
6. To submit a written impact statement to the judicial body for consideration during the sanctioning phase.

STUDENT PUBLICATIONS

Students are free, both individually and collectively, to express their views on institutional matters and on issues that are of interest to the University's student body. The University views student publications, including *The Tiger's Roar*; as media for free and responsible discussion and intellectual discourse. Inasmuch as the University will not purposefully restrict the editorial freedom of student publications and the student press, the editors and/or those responsible for student publications and the student press must be governed by responsible journalism, which entails avoiding libelous and indecent statements, undocumented allegations, attacks on personal integrity, and on employing techniques of harassment and innuendo. To ensure this responsibility, student publications and the student press are encouraged to secure advanced approval of copy by the advisor. Additionally, because student publications and the student press are not official organs of the University, a prominent disclaimer indicating that the views expressed within the publication are not necessarily those of the institution or its faculty, staff, or students must be inserted in the masthead or in some conspicuous section of the publication.

Savannah State University is committed to a cooperative climate in which media representatives of the *Tiger's Roar* student newspaper may obtain information on criminal activity on campus. The Georgia Open Records Act and the Campus Security Act, now officially known as the Clery Act, regulated the release of criminal information. In addition to the University's annual report in accordance with the Clery Act, Savannah State University's standard operation procedure shall require the Director of Communications & Community Relations to receive any requests from the *Tiger's Roar* staff for summary reports and respond within a reasonable time frame.

Savannah State University's standard operation procedure shall require the Department of Public Safety through the Chief of Public Safety to provide the requested information to the Director of Communications & Community Relations within a reasonable time frame for transmission to the *Tiger's Roar* staff in accordance with the applicable state and federal laws as referenced herein.

STUDENT RECORDS

Savannah State University is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. It is designed to protect the students' rights with regard to education records maintained by the institution. Under the Act, students may inspect and review their own education records maintained by the institution and challenge the content of records (except grades which can only be challenged through the academic appeal procedure) on the grounds that they are inaccurate, misleading or in violation of privacy or other rights. Students may control disclosures from educational records with certain exceptions. Savannah State University's policy on "Access to Student Records" complies with the provisions of FERPA. The University complies with the University of Georgia Board of Regents Policy regarding retention of Student Records. Student Records are retained typically for 5 years after graduation or date of last attendance (See USGBOR policy at <http://www.usg.edu/usgweb/busserv/series/indexList.phtml>). For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact them at the following address: Family Policy Compliance Office, U. S. Department of Education, and 400 Maryland Avenue, SW Washington, D.C. 20202-4605.

CODE OF STUDENT ETHICS

PREAMBLE



Consistent with its mission, Savannah State University takes seriously its commitment to fostering and maintaining an environment conducive to student learning and growth through curricular and co-curricular programs. At the same time, the University has high expectations that students govern their behavior, actions, and practices responsibly and civilly. Students are, therefore, expected to conduct themselves in accordance with the objectives and standards of conduct established by Savannah State University. Finally, students are expected to know and abide by the Code of Student Ethics. A violation of any section of the code will lead to disciplinary action regardless of factors such as class level (i.e., freshman, sophomore, junior, senior, graduate student), age, race/ethnicity, place of residence (e.g., University Village, University Commons or a traditional residence hall), or whether on or off campus.

The following misconduct, which is not all-inclusive, is subject to disciplinary action.

A. Level I: “Zero Tolerance” Misconduct

Level I offenses are very serious violations of the Code of Student Ethics. The University takes a zero tolerance approach to students who violate these standards. Violating the standards of conduct in this area, as a first offense, will result in a sanction of either suspension or permanent expulsion from the University:

1. Assault, Harassment, and Fighting:

Students are subject to disciplinary action for harassing, threatening -including any terrorist acts-, intimidating, coercing, or using physical force in a manner which causes another person of the University community or a guest of the University to be reasonably apprehensive or which endangers the health or safety of oneself or another person. Harassing, assaulting, stalking, intimidating, threatening, or abusing another person by written, electronic, pictorial or oral communication or suggestions is prohibited. Students are further prohibited from violating the provisions and intent of applicable University policies on Sexual Harassment (Sexual Assault & Misconduct), Affirmative Action, the *Americans with Disabilities Act* or on the basis of race, national or ethnic origin, creed, age, sex, sexual orientation, disability, political affiliation or other ideologies.

2. Hazing:

Students are subject to disciplinary action for engaging in hazing as defined by State of Georgia law. According to the Georgia Law Enforcement Handbook, particularly 16-5-61 (Hazing students in connection with membership, etc. in a school organization):

“It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.”

For clarity, the following terms are provided:

- ‘Haze’ means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in such activity.*
- ‘School’ means any school, college, or University in this state.*
- ‘School organization’ means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.*
- ‘Student’ means any person enrolled in a school, in this state”.*

3. Theft:

Students are subject to disciplinary action for taking or attempting to take, sell or keep in one’s possession, including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups, visitors or to others within the larger community whether on or off campus.

4. Drugs:

Students are subject to disciplinary action for manufacturing, distributing, intending to distribute, selling, offering for sale, delivering, attempting to deliver, or possessing any drug controlled by federal or state laws on University property or at events sponsored by the University unless as authorized by medical prescription. Further, students are subject to disciplinary action for possessing or using drug paraphernalia on University property or at events sponsored by the University.

5. Weapons and Firearms:

Students are subject to disciplinary action for possessing handguns or any lethal or potentially destructive weapons including, but not limited to, the following:

- Guns, bow and arrows, Taser gun, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, chemical weapons, medieval weapons, darts, box-cutters, and knives.
 - Carrying a weapon onto or within 1,000 feet of property owned, controlled, or leased by the University is strictly prohibited.
 - Mace and/or Pepper Spray: A chemical compound, prepared for use in aerosol containers that has the combined effect of a tear gas and nerve gas, temporary stunning its victims; in full.
 - Except as otherwise provided in this subsection, it shall be unlawful for any person to carry, possess or have under such persons’ control mace or pepper spray while on the premises of Savannah State University, or at University sponsored activities and events.
 - The provisions of this subsection shall not apply to:
 - Persons using mace as a defensive weapon only.
 - Professionals or Training Instructors who are using mace for instructional purposes.
 - A state certified peace officer employed with an agency authorized to carry mace/pepper spray in accordance with its policy.
- 6. Explosives:** Students are subject to disciplinary action for:
- Storing, possessing, furnishing, selling, or using or threatening to use explosives of any kind on University property or at University sponsored or recognized activities; and for
 - Possessing or using fireworks or any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation on University property or at events sponsored or supervised by the University.

B. Level II: Serious Misconduct

Level II offenses are serious violations of the Code of Student Ethics. Violating these standards of conduct, as a first offense, shall result in sanctions ranging from a reprimand to permanent expulsion from the University:

1. Academic Misconduct:

Students are subject to disciplinary action for engaging in academic misconduct and academic dishonesty, which includes, but is not limited to, the following:

Cheating or academic dishonesty is defined as the deception of others about one’s own work or about the work of another.

Examples of cheating include, but are not limited to:

- Submitting another’s work as one’s own or allowing another to submit one’s work as though it were his or hers.
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work.
- Failure to properly acknowledge authorities quoted, cited or consulted in the preparation of written work (plagiarism). Specific examples of plagiarism are:
 - Copying and/or presenting the words of others as one’s own writing, including from Internet sources.



- ii. Copying words, even if you cite the sources, unless appropriate quotation is noted.
- iii. Copying words and then changing them a little, even if you give the source.
- iv. Expressing in your own words someone else's ideas as your own.
- d. The use of any materials, textbook, notes, cellular phones, MP3 players, or other electronic devices during an examination without the expressed permission of the instructor.
- e. The receiving or giving of unauthorized help on assignments.
- f. Stealing a problem solution from an instructor.
- g. Tampering with experimental data to obtain 'desired' results or creating results for experiments not done ("dry labbing").
- h. Tampering with or destroying the work of others.
- i. Submitting substantial portions of the same academic work for credit of honors more than once without permission of the present instructor.
- j. Lying about these or other academic matters.
- k. Falsifying college records, forms or other documents
- l. Unauthorized access of computer systems or files. With regard to plagiarism, themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotation of paraphrased material are used, they must be attributed to the source, and when the ideas of others are incorporated in the paper, they must be appropriately acknowledged.

2. Fire Safety:

Students are subject to disciplinary action for:

- a. Tampering with fire safety equipment and making or causing to be made a false alarm;
- b. Storing, possessing, selling, furnishing, or using any incendiary devices;
- c. Causing any unauthorized fire on University property;
- d. Refusing to vacate buildings, street walks, driveways, or other facilities of the University when directed to do so by an official of the University or any other lawful authority having just cause or failing to vacate a University building, including residence halls, when a fire alarm sounds;
- e. Igniting or burning materials that cause fire; and
- f. Violating University restrictions on smoking.

3. Criminal Conduct:

Students are subject to disciplinary action for violating local, state, or federal law, on-campus, at events sponsored by the University, or at other locations whereby the misconduct clearly contravenes the University's interests and purposes. The University does not condone the violation or attempted violation of criminal laws. Alleged violations that constitute serious misdemeanor or felonies will be referred to appropriate authorities.

4. Falsification of Records:

Students are subject to disciplinary action for falsifying information to a University official or office, for misrepresenting information, or for lying, either through written or oral mediums.

5. Damage to Property:

Students are subject to disciplinary action for damaging, destructing, or defacing University property, including library materials, or property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.

6. Alcoholic Beverages:

Students are subject to disciplinary action for possessing, manufacturing, dispensing, using, or selling alcoholic beverages on University property or at events sponsored by the University. Students are further prohibited from possessing any alcoholic paraphernalia (e.g., beer funnels), being demonstrably intoxicated from alcohol, and having empty alcoholic beverage containers on University property or at events sponsored by the University.

7. Organization/Club Offenses:

Organizations, societies, clubs, and similarly organized groups are responsible for compliance with University regulations. Upon satisfactory proof that a group encouraged or did not take satisfactory steps to prevent violations of University regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation or other action.



8. Traffic Regulations:

- a. Violation of Campus and state traffic/driving regulations.
- b. Flagrant and/or frequent parking ticket offenses.

C. Level III: Misconduct

Level III offenses are serious violations of the Code of Student Ethics. The misconduct could result in sanctions ranging from a reprimand to disciplinary probation. Second offenses, however, may lead to suspension or expulsion from the University.

1. Student Identification Cards: Students may be subject to disciplinary action for:

- a. Possession, alteration, use, or attempted use of an identification card for the purpose of identification or to receive services by anyone other than the person whose name, identification card number, and photo appears on the card is considered unauthorized use and the offender will be subject to penalties and confiscation of the identification card by University officials.
- b. Failing to present University identification upon request by an authorized University official who offered proper identification as to his or her status.

2. Disorderly Assembly: Students are subject to disciplinary action for the following acts of misconduct:

- a. Assembling on-campus for the purpose of disrupting classes, seminars, meetings, research projects, or activities of the University;
- b. Assembling on-campus for the purpose of creating a riot, attempting to create a riot, destroying property, or creating a disorderly diversion that interferes with the normal operation of the University (i.e. water balloon fights, water gun fights, egging incidents, etc.);
- c. Obstructing the freedom of movement of other persons to and from University facilities or materially interfering with the normal operation of the University; and
- d. Engaging in abuse of or unauthorized use of sound amplification equipment in-doors or outdoors during classroom hours (any use of sound amplification equipment must be cleared through the Office of Student Programs and Organizations);
- e. Violating University policies concerning the registration, scheduling and recognition of student organizations and activities.

3. Disorderly Conduct:

Students are subject to disciplinary action for engaging in conduct that is disorderly, rowdy, lewd, or indecent. Furthermore, students may be subject to disciplinary action for engaging in breach of peace or aiding, abetting, or procuring another to do the same on University property or University sponsored events.

4. Residence Hall Visitation Rules and Regulations:

- a. Students are subject to disciplinary action for violating University Housing rules and regulations related to visitation.
- b. Students are subject to disciplinary action for violating University Housing rules and regulations related to:
 - 1. Not locking your room/apartment door when you leave;
 - 2. Not locking your room/apartment door when sleeping or lounging within your room/apartment;
 - 3. Lending your room/apartment key or ID card to another person;
 - 4. Failing to report your room/apartment key as being lost or stolen in a timely manner.

5. **Joint Responsibility for Violations:**

- a. Students are subject to disciplinary action for knowingly acting in concert with others to violate University regulations.
- b. Students are subject to disciplinary action for being aware of the existence of a violation of University regulations and failing to take reasonable action to report the violation in a timely manner.
- c. Students are responsible for violations of University regulations that occur in on-campus residential facility rooms and are to report such violations in a timely manner.

6. **Gambling:**

Students are subject to disciplinary action for playing cards or any other game of skill or chance for money or other items of value.

7. **University Judicial System:** Students are subject to disciplinary action for:

- a. Attempting to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his or her use of or participation in any judicial process or proceedings;
- b. Attempting to influence the impartiality of any member of a judicial body prior to or during the course of a judicial proceeding;
- c. Failing to respond or comply with the summons of a judicial body or official;
- d. Knowingly falsifying, distorting, or misrepresenting information before a judicial body or administrator;
- e. Disrupting or interfering with a judicial proceeding; and
- f. Knowingly initiating a judicial proceeding without cause.

8. **Unauthorized Entry or Use of University Facilities and Vehicles:** Students are subject to disciplinary action for:

- a. Unauthorized entry into any University building, vehicle, residence hall, office, or other facilities. Students are further prohibited from remaining without authorization in any building after normal closing hours;
- b. Unauthorized use of any University facility;
- c. Unauthorized use of any University vehicle; and
- d. Possess keys or duplicate keys without proper authorization.

9. **Unauthorized Use of Computer Resources:** Students are subject to disciplinary action for:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;'
- b. unauthorized transfer of a file;
- c. unauthorized use of another individual's identification and password;
- d. use of computing facilities to send obscene, threatening or abusive messages;
- e. use of computing facilities that violate copyright laws
- f. use of computing facilities to interfere with the normal operation of Computer Services and Information Technology.

10. **Failure to Comply:** Students are subject to disciplinary action for:

- a. Failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties.
- b. Failing to report for a conference, meeting, or appointment with any University official or faculty member;
- c. Failing to appear as a witness in a disciplinary case when properly notified;
- d. Failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator.

11. **Solicitation and Vending:** The following examples of solicitation are prohibited:

- a. Conducting a sales campaign in a residence hall, classroom, or administrative building, or any other campus location;
- b. Placing door hangers or signs on cars on campus or in on-campus residential facilities;
- c. Any violation of the "Soliciting/Canvassing Policy" which states: "Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind, and sales of tickets or merchandise not related to SSU entities are prohibited on Savannah State University premises. (University property, although recognized as state property is considered to be "specialized use" state property and therefore subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated).

12. **Dress Code Violation:** Students are subject to disciplinary action for:

- a. Failure to adhere to University's "Dress Code Policy" which states: "A student's attire while on campus and in public should never be lewd, indecent, or distracting to the educational environment nor (Examples: Inappropriate dress may include, but is not limited to, halter tops, shorts or skirts revealing any portion of the buttocks or genitals, shirts with obscene language or "fighting" words (including gestures or slogans) undergarments and clothing which allows undergarments to be visually observed such as pants for men and women intended to reveal those undergarments including, sagging pants and extreme low riders".
- b. Failure to respond to request of faculty and/or properly identified University official to bring themselves in compliance of the Dress Code Policy.

CONDUCT AS IT RELATES TO OFF-CAMPUS ACTIVITIES AND BEHAVIORS

Although Savannah State University is not responsible or liable for student off-campus events or behaviors, it does reserve the right, in the interest of protecting students and the University from harm, to take action in response to behavior off-campus that violates University policies and when the behavior or misconduct clearly contravenes the University's interests and purposes. As such, students participating in activities including, but not limited to, social events, athletic events, field trips, student exchange, study abroad, retreats, and cooperative education, are subject to the provisions of the Code of Student Ethics. Students and student groups are expected to conduct themselves as representatives of the University.

ADJUDICATION OF ACADEMIC DISHONESTY CASES

The following procedures are designed to adjudicate violations of academic dishonesty:

I. FIRST OFFENSE– GUILTY PLEA–REQUEST FOR INSTRUCTOR OF RECORD TO ADJUDICATE

The instructor of record and student should consult the Department Chair and the Office of Student Ethics about the violation. The following sanctions will normally be imposed:

- a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Office of Student Ethics.
- b. The student will be subject to any academic sanctions imposed by the instructor of record up to and including a zero for the work involved.
- c. The imposition of one type of sanction shall not preclude the additional imposition of the other.
- d. A copy of all material involved in the case (**Academic Dishonesty Report Form and Request for Instructor to Adjudicate Form**) and a brief statement from the professor concerning the facts of the case should be mailed to the Office of Student Ethics for inclusion in the student's discipline record.

II. FIRST OFFENSE – NOT IN VIOLATION PLEA OR PLEA NOT ADJUDICATED BY THE INSTRUCTOR OF RECORD

1. The Student Ethics Board or a Hearing Officer will adjudicate the case.
2. If the student is found in violation, the following sanctions will normally be imposed:
 - a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Student Ethics Board or a Hearing Officer.
 - b. The student will be subject to any academic sanctions imposed by the professor.
 - c. The imposition of one type of sanction shall not preclude the additional imposition of the other.

III. REPEAT VIOLATION OF ACADEMIC DISHONESTY

If the student has a second violation of academic dishonesty, the following sanctions will normally be imposed:

- a. Suspension for a minimum of one semester or expulsion.
- b. The student will be subject to any academic sanctions imposed by the instructor of record up to and including a zero for the work involved.

IV. NOT IN VIOLATION FINDING

When a student is found not in violation of the Academic Dishonesty Policy, wherein discovery of evidence exonerates a student charged with academic dishonesty or mitigates the severity of an academic sanction imposed for the offense, the Board of Student Ethics or Hearing Officer forwards the recommendation to the instructor of record and to the Department Chair. The instructor of record shall reconsider his or her conclusion or sanction in light of the additional evidence. The instructor of record shall have five (5) work days to submit the final grade for the course to the Registrar. A copy of the final grade shall be forwarded to the Department Chair.

In the case of a Department Chair bringing the charges against the student, the Board of Student Ethics or Hearing Officer shall forward the recommendation to the instructor of record and to the Office of the Dean.

MENTAL HEALTH WITHDRAWAL

To ensure that Savannah State University students receive due process rights, Savannah State University has initiated the following Mental Health Withdrawal Procedure. Before a student may be withdrawn for mental health reasons there must first be the following chain of events:

1. The student displays behavioral indicators, which are determined by a mental health professional to be of danger to himself/herself or others.
2. When a mental health professional recommends that a student needs to be withdrawn from school for mental health reasons, an informal hearing will then be set up to determine whether or not the student should be withdrawn.
3. In this informal hearing, conducted by the Office of the Associate Vice President for Student Affairs, the student or his or her representative may present any pertinent information that he or she believes will have a bearing on the particular case. This procedure is enacted to insure that the student's legal rights are not violated and that the University has the right to remove any student whom it feels, based on professional evaluation, and may present a danger to himself/herself or others.

JUDICIAL AUTHORITY

The Vice President for Student Affairs is responsible to the President for the supervision, administration, and operation of University policy related to student misconduct. There are four tribunals that have authority to adjudicate certain kinds of student misconduct. These judicial bodies are as follows:

COORDINATOR OF STUDENT ETHICS

The Coordinator of Student Ethics is the University's judicial affairs administrator. The Coordinator of Student Ethics has authority to receive complaints on student misconduct, direct such investigations as may seem appropriate, summon students who are directly involved or have knowledge of misconduct, and serve as a hearing officer. At the conclusion of an investigation, it is the responsibility of the Coordinator of Student Ethics to determine whether to take no action, refer the matter to an appropriate internal or external agency/department, or issue a charge to a student for violating the Code of Student Ethics. Depending on the nature of the misconduct, the Coordinator of Student Ethics will determine if the case can be adjudicated either administratively by mutual consent of all parties involved or formally.

For clarity of purpose, less severe cases of misconduct can be resolved and/or adjudicated administratively. In such cases, the Coordinator of Student Ethics can impose any sanction on the student. Certain less severe cases may be resolved by mutual consent of all parties involved, such as, but not limited to, mediation sessions or mandatory counseling from the Office of Counseling and Disability Services, Harris-McDew Student Health Center, or other unit. In the event there is no mutual consent to resolve the incident, the case will be referred to either the Board of Student Ethics or the Student Government Association Judicial Branch, depending on the nature of the offense.

BOARD OF STUDENT ETHICS

The Board of Student Ethics, which is comprised of faculty, staff, and students, has jurisdiction for hearing cases involving alleged violations of the Code of Student Ethics falling under the categories of Level I and Level II Misconduct Violations. Through the Coordinator of Student Ethics, the Board has authority to summon any member of the University community as a witness in a case of student misconduct. The Board of Student Ethics is comprised of eight faculty members, eight staff members, and eight students for a total of 24 members. The Faculty Senate and the University president each appoint four faculty members to the Board of Student Ethics. The Staff Council and the Vice President for Student Affairs each appoint four staff members. Finally, both the Student Government Association and the Vice President for Student Affairs each appoint four students to the Board of Student Ethics. All members are appointed to a one-year term. These individuals form the pool from which the Board of Student Ethics is selected to hear cases. The adjudication panel itself consists of two faculty members, two staff members, and two students. Although this is the preferred composition, minimally one member from each constituent group must be present to conduct a hearing. The Board of Student Ethics will have a chairman who is appointed by the Vice President for Student Affairs. During the summer session, or at the end of any semester when Board members are unavailable, the Vice President for Student Affairs and the vice president for academic affairs, in consultation with the president, of the University, will have the authority to appoint temporary board members, if needed. Every effort will be made to include students to the temporary board.

STUDENT GOVERNMENT ASSOCIATION JUDICIARY

The Student Government Association (SGA) Judiciary has authority to hear and adjudicate Level III student misconduct allegations that have been referred to it in conjunction to the Residential Judicial Board. Members of the SGA Judiciary shall be available to serve on both the Residential and Student Ethics Boards. The Chief Justice shall chair such cases. In his/her absence, the senior member of the Student Judiciary will chair the hearing. The Coordinator of Student Ethics will serve as an advisor to the SGA Judiciary during all cases. The Student Judiciary consists of nine members as follows: the chief justice who is elected by the student body and eight associate justices, all of whom are appointed by the chief justice and approved by the SGA Congress. Five members of the judiciary, one of which must be the chief justice or the senior justice, must be present in order to conduct a hearing. The SGA judiciary is empowered to hear level III cases of misconduct.

HEARING OFFICERS

Hearing Officers, appointed by the Vice President for Student Affairs, are staff and faculty members who have authority to receive complaints on student misconduct, direct such investigations as may seem appropriate, and summon students who are directly involved or have knowledge of misconduct, and serve as a hearing officer. At the conclusion of an investigation, it is the responsibility of the hearing officer to determine whether to take no action, refer the matter to an appropriate internal or external agency/department, or issue a charge to a student for violating the Code of Student Ethics. Depending on the nature of the misconduct, the hearing officer will determine if the case can be adjudicated either administratively by mutual consent of all parties involved or formally. For clarity of purpose, less severe cases of misconduct can be resolved and/or adjudicated administratively. In such cases, the hearing officer can impose any sanction on the student. Certain less severe cases may be resolved by mutual consent of all parties involved, such as, but not limited to, mediation sessions or mandatory counseling from the Office of Counseling and Disability Services. In the event there is no mutual consent to resolve the incident, the case will be referred to either the Board of Student Ethics or the Student Government Association Judiciary, depending on the nature of the offense. For formal hearings, a hearing officer is empowered to issue sanctions when a student is found responsible for violating the Code of Student Ethics.

The Vice President, with the approval of the University President, appoints up to four staff members to serve as hearing officers for one-year terms. Hearing officers have authority to hear and adjudicate Level I and Level II student misconduct allegations that have been referred to it.

JUDICIAL PROCEDURES

A. Investigating and Adjudicating Violations of the Code of Student Ethics Complaint Procedures

Any member of the University community may file a complaint against any student or student organization for misconduct by contacting the Office of Student Affairs, the Office of Student Ethics, or the Department of Public Safety. Both offices work collaboratively to address complainants. While a student may make a complaint to either office, certain complainants should be directed immediately to the Department of Public Safety. In particular, complaints that are of a criminal nature or that present an immediate danger to the safety and well-being of the complainant or any other individual or any property should be directed immediately to the Department of Public Safety (356-2186), though a complainant can discuss the matter with the Office of Student Affairs or the Office of Student Ethics. If a student has any doubt about the nature or seriousness of a complaint, any of these offices are willing to receive the information. Nevertheless, complaints should be submitted as soon as possible after the incident has taken place. The administrator and/or staff person with whom the complainant discusses the incident will demonstrate an ethic of care and concern. Students and other complainants should be forthright in discussing the incident. Although the complaint can be discussed orally, it must be subsequently reduced to a written statement that sets forth the following:

- 1) The name and address of the complainant and his or her status in the University community (e.g., student, faculty, staff).
- 2) The name and address of the student against whom a complaint is lodged.
- 3) The alleged misconduct which forms the basis of the complaint.
- 4) A statement demonstrating the facts of the alleged misconduct, which should include:
 - (a) date of the occurrence,
 - (b) time of occurrence,
 - (c) place of occurrence, and
 - (d) a brief narrative of the events.

Upon receipt of a complaint, the Coordinator of Student Ethics will notify the accused student that proceedings have been instituted against him or her. The accused student is required to report to the Coordinator of Student Ethics within one day of the alleged misconduct. The purpose of the preliminary conference is to allow the Coordinator of Student Ethics, or his or her designee, to discuss the alleged misconduct with the accused student. The accused student may ask any questions he or she desires about the student judicial process. He or she will have an opportunity to present his or her interpretation of the alleged incident. The Coordinator of Student Ethics, having heard the alleged offender's interpretation and after reviewing relevant documents and statements will decide on one of the following.

- 1) **Consultation.** The coordinator for student ethics may adjourn the preliminary conference pending further consultation with the complainant. This will allow the Coordinator of Student Ethics to gather additional pertinent facts before deciding on the next step of the judicial process.
- 2) **Mediation.** Based on the nature of the incident, the coordinator may seek to address the complaint through mediation. The mediation process provides an alternative to a formal hearing. It is intended to allow the individuals involved in the matter to discuss their respective understandings of the incident with assistance of the Vice President for Student Affairs, the Coordinator of Student Ethics, a counselor, or a faculty member. Mediation is designed to encourage each person to speak directly with the other and to accept personal responsibility where appropriate. Mediation seeks to facilitate the resolution of the incident to the satisfaction of the persons involved.
- 3) **Administrative Action.** The Coordinator of Student Ethics may adjudicate the case administratively. In certain cases (i.e., Level II and III), when a student accepts responsibility for the misconduct, the Coordinator of Student Ethics can issue an administrative sanction. Cases that are administratively adjudicated do not involve formal proceedings and shall not lead to a sanction of suspension or expulsion from the University, but can include a reprimand, community service, or disciplinary probation. The disposition of the case may be appealed.
- 4) **Formal Adjudication.** Based on the nature of the misconduct, the Coordinator of Student Ethics may proceed with the case formally by referring it to one of the following judicial bodies:
 - Level I:** Coordinator of Student Ethics, Board of Student Ethics, or a Hearing Officer
 - Level II:** Coordinator of Student Ethics, Board of Student Ethics, or a Hearing Officer
 - Level III:** Coordinator of Student Ethics, Board of Student Ethics, or SGA Judiciary.

If the Coordinator of Student Ethics decides to proceed with the case formally, the accused student will be informed of the pleas available to him or her through the student judicial system. The pleas that are available to students and the subsequent outcomes are described below:

Responsible: A student who accepts responsibility for the alleged violation waives his or her right to a hearing and accepts the sanction(s) offered by the judicial body. Should the offender perceive that the sanctions are too severe, he or she may follow the appeal procedure.

No Contest: The alleged offender may plead no contest and accept the sanction(s) offered by the Coordinator of Student Ethics, hearing officer, or judicial body. (This plea is for students who are involved in either civil or criminal proceedings arising out of the same incident.)

Not Responsible: A student who denies responsibility for the alleged violation will have his or her case heard by the judicial body that has authority to hear the case. A date and time shall be set for a hearing not less than two nor more than seven class days after the student has made his or her "not responsible" declaration.

Drop the Case: The Coordinator of Student Ethics may elect to drop the case should the allegation have no merit or drop the case for lack of sufficient evidence. In these instances, both the complainant and the accused student will be notified of such in writing.

B. Summary Suspension

A student may be summarily suspended from the University and all of its grounds by the Vice President for Student Affairs or designee and without following the hearing procedures articulated in the handbook if the Vice President for Student Affairs or designee is satisfied that the student's continued presence on the campus constitutes a serious threat of harm to the student or to any other person on the campus or to the property of the University or property of other persons on the University campus. Within five business days after being summarily suspended, the student may request a hearing upon which the summary action was based. A student who has been summarily suspended from the University shall be required to leave the University's grounds immediately and shall be notified that he or she could be arrested for trespassing if he or she returns to the University without authorization from the Vice President for Student Affairs or designee.

C. Residential Summary Suspension

A student may be residentially summarily suspended from the ALL residential facilities owned/operated on behalf of Savannah State University and all of its grounds by the Vice President for Student Affairs or designee and without following the hearing procedures articulated in the handbook if the Vice President for Student Affairs or designee is satisfied that the student's continued presence within the residential facilities constitutes a serious threat of harm to the residential community, student or to any other person within University Housing or to the property of University Housing or property of other persons that resides in University Housing. Within five business days after being residentially summarily suspended, the student may request a 'basis of the residential summary suspension hearing' upon which the residential summary action was based. A student who has been residentially summarily suspended from the University Housing shall be required to leave the University Housing immediately and shall be notified that he or she could be arrested for trespassing if he or she returns to the University Housing without authorization from the Vice President for Student Affairs or designee.

The Implication for Failing to Appear Before a Tribunal

If a student notified to appear before the Coordinator of Student Ethics, the Student Government Judiciary, the Board of Student Ethics, or a Hearing Officer fails without excuse to comply, the accused will be tried in absentia. If substantial evidence is presented establishing that the violation occurred as alleged, the accused student shall be notified and an appropriate sanction will be provided by written notice. When an extension of time appears necessary to avoid undue hardship or injustice, time may be extended to enable a student to respond to an accusation or prepare a defense.

HEARING PROCEDURES

A. Order of the Hearing

In adjudicating formal cases, all tribunals will proceed in the following order:

1. Call to order by the chairperson or Coordinator of Student Ethics;
2. Reading of the charge(s) and specification of the alleged incident of misconduct by the chairperson or Coordinator of Student Ethics;
3. Presentation of the complainant's case, including presentation of witness, by the Coordinator of Student Ethics;
4. Cross examination of witnesses by the accused student;
5. Presentation of the accused student's case, including presentation of witnesses;
6. Cross examination by the Coordinator of Student Ethics and/or the complainant;
7. Closing statement by the complainant;
8. Closing statement by the accused student;
9. Adjournment; and
10. Deliberation by tribunal.

During the hearing, members of tribunal may raise questions to either the complainant or accused student as well as any witnesses. This is done at the direction of the chairperson.

B. Burden of Proof

Students will be presumed not responsible until proven otherwise by a preponderance of evidence. During the hearing, the burden of proof rests upon the University official and/or complainant bringing the charges. During the deliberation, the judicial body shall determine, by majority vote (if the judicial body consists of more than one person), whether the student violated the particular section of the Code of Student Ethics. The judicial body's determination shall be made on the basis of whether it is "more likely than not" that the accused student violated the Code of Student Ethics.

C. Rules of Evidence and Procedure

Most aspects of a college's or University's judicial system differ sharply from those found at state and other outside judicial systems. Colleges and universities, however, adhere to fairness and due process. Nevertheless, formal rules of evidence and procedures followed by courts of law shall not be applicable during hearings. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the tribunal hearing the case. The decision of the tribunal shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The adjudicating body may exclude evidence that in its judgment is immaterial, irrelevant, or unduly repetitious.

D. Privacy of Proceedings

All informal and formal hearings shall be conducted in private in order to protect the confidential nature of the proceedings, unless the defendant elects to have an open hearing. If the latter is the case, such a request must be in writing by the defendant. However, state and federal laws pertaining to open hearings takes precedence over either the defendants' or the victims' request for an open or closed hearing.

E. Record of the Proceeding

There shall be a record, such as a tape recording, of all formal hearings before a judicial body. The record shall be the property of the University.

F. The Decision

The student shall be notified in writing of the decision within three days of the judicial body's decision. All cases, except those adjudicated by the Coordinator of Student Ethics or a hearing officer, will be decided by majority vote as to both findings and sanctions. The victim or victims have the opportunity to learn of the decision through the Coordinator of Student Ethics. Every defendant shall also be advised in writing of his/her right to appeal the decision.

DISCIPLINARY SANCTIONS

Upon a determination that a student has violated the Code of Student Ethics, the disciplinary sanctions listed below may be imposed, either singularly or in a combination, by the appropriate judicial body. These sanctions are not all-inclusive.

1. **Written Reprimand.** A written statement by the Office of Student Ethics that a student's behavior has been inappropriate, and that any further violation of University standards will result in stronger disciplinary action.
2. **Probation.** The placing of a student on social and behavioral restrictions for a specified length of time or until a stated condition is met. Furthermore, a violation of the terms could result in suspension or expulsion from the University. Students serving a period of disciplinary probation are entitled to request a hearing under these procedures when accused of a subsequent violation. A student's probation may not be revoked merely because a charge has been lodged against the student.
3. **Restitution.** A monetary penalty assessed against the student to cover the cost of services or replacing physical property of the University or student or staff victims which has been stolen, damaged intentionally, or damaged as a result of gross negligence (In cases where the damage is in areas such as residence halls and lounges used jointly by groups of students, and the person responsible for the damage or theft is not known, the penalty may be applied against all students using the facility on a pro rata basis). The payment of a fine by a student or group of students shall in no way negate the right of the University to seek restitution for damages through appropriate civil proceedings.

4. **Mandatory Educational/Community Service.** A mandatory participation in a specific educational program, work assignment, or the completion of a research-related assignment. The student is responsible for all related expenses. Failure to comply with the educational/community service sanction could result in suspension from the University.
5. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
6. **Residence Hall Suspension.** Separation of the student from the residence halls or residence facilities owned by or operated for the institution for a specified length of time, after which the student may be eligible to return. In instances when a student is suspended from a residence facility, he or she may not transfer to another residence facility owned by or operated for the University.
7. **Suspension.** Separation from the University for a stated period of time, with conditions of readmission stated in the notice of suspension. Students who are suspended from the University shall be denied access to the institution, including its facilities, grounds, residence halls, activities, or privileges for which the student might otherwise be eligible. After the period of suspension has expired, a student may apply in writing to have the suspension notation on his or her transcript removed.
8. **Residence Hall Expulsion.** Permanent separation of the student from the residence halls or residence facilities owned or operated by the institution. In instances when a student is expelled from a residence facility, he or she may not transfer to another residence facility owned by or operated for the University.
9. **Expulsion.** Permanent separation of the student from the University. Students who are expelled from the University shall be denied access to the institution, including its facilities, grounds, residence halls, activities, or privileges for which the student might otherwise be eligible. The expulsion notation on the transcript may be permanently posted as determined by the president.
10. **Organization Deactivation** — Loss of privileges, including University recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to a prohibition on social events, fund-raising projects, intramural events, and completion of community service hours and special projects.

The Coordinator of Student Ethics and/or the Hearing Officer will inform the student of the sanctions in writing. The student will also be informed of the appeal procedure. The findings of the Coordinator of Student Ethics and/or the Hearing Officer will be final unless the student chooses to appeal the decision.

JUDICIAL APPEALS PROCEDURES AND BASIS FOR APPELLATE REVIEW

In each case involving imposition of a disciplinary sanction, the accused shall have the right to appeal the decision. All appeals must be in writing and submitted to the appropriate office within five business days of the original decision. The written request for review must state the grounds for appeal with precision and specify the reasons justifying the assertion of error. The Vice President for Student Affairs takes final action in every case decided by the Special Assistant to the Vice President, Coordinator of Student Ethics, Student Government Association Judicial Branch, Board of Student Ethics, or a Hearing Officer, if a student chooses to appeal the decision.

A. Appeals to the Special Assistant to the Vice President

A student may initiate an appeal to the special assistant to the vice president concerning a decision made by the coordinator of student ethics, the Student Government Association Judicial Branch, the Board of Student Ethics, or a Hearing Officer. The Director of Student Life will hear all appeals not resulting in suspension or expulsion (Level III infractions). Students who are appealing a suspension, expulsion and/or Level I and Level II infractions and feel that further action is warranted following a Coordinator of Student Ethics decision may appeal to the Special Assistant to the Vice President for Student Affairs.

1. The special assistant to the vice president need not rehear the evidence in the case; therefore, the student must submit a complete written statement based on Section C. **Guidelines For Appeals** as described below. In ordinary cases, the student may not be required to appear before the special assistant to the vice president. Such a request for appearance may be granted or denied in the sound discretion of the special assistant to the vice president.
2. The special assistant to the vice president shall review the case and make one of the following determinations:
 - i. Affirm the findings and sanctions.
 - ii. Affirm the factual findings, but raise or lower the recommended sanction.
 - iii. Reverse one or more findings of guilty, and eliminate or modify the sanction, as appropriate. If procedural error prejudiced the ability of the accused to defend himself/herself before any of the tribunals the case may be returned for a new hearing.
 - iv. Apply another action as appropriate.

B. Appeals to the Vice President for Student Affairs

If a student is not satisfied with the decision rendered by the special assistant to the vice president regarding his or her case, the student may initiate an appeal to the vice president for student affairs concerning the special assistant to the vice president's decision. An appeal to the vice president for student affairs may be made only on the grounds stated in Section C. **Guidelines For Appeals** as described below. The appellant, as appropriate, may assert additional grounds.

The vice president for student affairs need not rehear the evidence in the case; therefore, the student must submit a complete written statement as described above. In ordinary cases the student may not be required to appear before the vice president for student affairs. Such a request for appearance may be granted or denied in the sound discretion of the vice president for student affairs.

The vice president for student affairs shall review the case and make one of the following determinations:

- i. Affirm the findings and sanctions.
- ii. Affirm the factual findings, but raise or lower the recommended sanction.
- iii. Reverse one or more findings of guilty, and eliminate or modify the sanction, as appropriate. If procedural error prejudiced the ability of the accused to defend himself/herself before any of the tribunals the case may be returned for a new hearing.
- iv. Apply another action as appropriate.

After reviewing the case, the vice president for student affairs will render a decision and communicate the decision to the student. This constitutes the final appeal at the institutional level. The vice president for student affairs will communicate to the student in writing the process for appealing the decision to the Board of Regents of the University System of Georgia. Any appealed decision, including suspension or expulsion, will go into effect immediately. Exceptions to this policy will be made by the vice president for student affairs. The decision of the vice president for student affairs is final.

C. Guideline for Appeals

An appeal may be made only on the grounds stated below.

1. Failure of the judicial body to follow procedures, including failure to observe the rights of the accused, but only if such failure actually resulted in preventing the accused from adequately defending against the charge.
2. The findings are not supported by substantial evidence or the sanctions are not supported by the findings.
3. Demonstrated bias on the part of one or more members of the adjudicating body. "Bias" requires more than merely knowing the accused or knowing something about the case. Disqualification occurs only where it can be established that the Coordinator of Student Ethics, a member of the Board of Student Ethics, or SGA Judicial Branch was incapable of rendering a fair decision.

4. Whether the sanction imposed by the adjudicating body was excessive, in light of the nature of the offense and the students' disciplinary record.
5. A review the case will result in one of the following determinations:
 - i. Affirm the findings and sanctions.
 - ii. Affirm the factual findings, but raise or lower the recommended sanction.
 - iii. Reverse one or more findings of guilty, and eliminate or modify the sanction, as appropriate. If procedural error prejudiced the ability of the accused to defend himself/herself before any of the tribunals, the case may be returned for a new hearing.
 - iv. Apply another action as appropriate.

D. Appeals to the Board of Regents

Should the student be dissatisfied with the decision of the vice president for student affairs, he or she has the right to appeal in writing to the Board of Regents. The appeal to the Board shall be submitted in writing to the Executive Secretary of the Board within twenty calendar days after the institution's final decision and shall cite all the reasons for dissatisfaction with the previous decision.

SEXUAL ASSAULT

Sexual Assault, whether committed by a stranger, friend or acquaintance is a crime of violence. A student who sexually assaults another student is subject to both criminal and civil prosecution in a court of law and disciplinary action by Savannah State University. A student who commits sexual assault falls under Level I: "Zero Tolerance" Misconduct located under the Code of Student Ethics. Level I offenses are serious violations of the Code of Student Ethics. Savannah State University takes a "zero tolerance" approach to students who violate these standards.

DEFINITION OF SEXUAL ASSAULT

The Savannah State University Code of Student Ethics defines sexual assault as "sexual penetration", no matter how slight, of the genital, anal, and/or oral opening of the victim by any part of the perpetrator's body or by the use of an object, without the victim's consent or against the victim's will where the victim:

1. Is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act;
2. Is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol; or
3. Is incapable of giving consent due to mental impairment and incoherence.

DEFINITION OF SEXUAL MISCONDUCT

Sexual Misconduct is defined as the "intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body part or on the clothing covering that body part... or if the victim is forced to touch the intimate areas of the perpetrator" (Source: Weeks, K.M., 1996, *Student Handbook Policies: A Forms Manual for College Decision Makers*. College Legal Information, p 152.)

What To Do If Sexually Assaulted

If you have or think you have been sexually assaulted, or have had an unwanted sexual experience, you need to take immediate action. **If the crimes occur on the campus of Savannah State University, you should report it immediately to the Department of Public Safety by calling (912) 356-2186/356-2772 or by visiting the department in person. If the crime occurs off campus report incident to the Savannah-Chatham County Sheriff Department at (912) 652-7624.**

If you have been sexually assaulted, you should do the following:

1. Contact the Department of Public Safety located in Harris Hall immediately. The department operates 24-hours a day.
2. **It is important not to bathe, douche, or use mouthwash before receiving a medical examination. Doing so could interfere with any evidence that could be used to pursue the case for a successful adjudication in court.**

3. Go to St. Joseph's/Candler Hospital Emergency Room located on at the corner of DeRenne Avenue and Reynolds Street immediately after making a report. While there, individuals will receive a physical examination for possible internal or external injuries. The hospital staff will also conduct a pregnancy test and a test for sexually transmitted diseases.
4. At the hospital, evidence of a sexual assault will be collected by the hospital staff. A Sexual Assault Kit is used to collect medical evidence of a sexual assault. Keep in mind that going to the hospital does not mean you must press criminal or University charges.

Please Note: A Sexual Assault Kit is provided by the police officer investigating the assault at no cost. However, other tests performed by the hospital will be at your expense.

5. Unless you object, the hospital staff will contact a counselor from the Savannah State University's Office of Counseling & Disability Services. The counselor will provide support, explain what options are available to you under the law and from the University Student Ethics system, and help you decide what if anything you want to do next. You will not be judged, blamed, or told what to do. The main objective is to provide you with support, information, and options.
6. In addition, the Harris-McDew Student Health Center can provide follow up services which include medical and nursing examination and care; alcohol and drug awareness resource center; limited pharmacy services; information, consultation and referrals; wellness and wholesome mental and physical health habits program; observation; and personal consultation.
7. Always contact the police, regardless of whether you intend to press criminal or judicial charges. When it is established in a court of law that a substantial amount of time has elapsed before reporting a sexual assault to law enforcement officials, it may tend to diminish your credibility. If you decide to press criminal charges, it is necessary that a prompt report be on file with the appropriate law enforcement agency. **It is important to understand that reporting the incident to the police does not obligate you to press criminal or university charges.**
8. You may elect to file criminal charges in a court of law or charge the student with sexual assault as it is defined in the Savannah State University Code of Students Ethics.

Sanctions for Sexual Assault

Possible sanctions for a student found in violation of sexual assault or sexual misconduct include disciplinary probation, suspension, or expulsion from the university. If a student is charged with a sexual offense and is prosecuted in a court of law, criminal penalties as well as judicial sanctions may be imposed if the student is found to be responsible. In any campus disciplinary proceedings, the complaint and the accused student will be informed of the outcome of the case, including any sanctions imposed.

Your Rights As A Victim Of A Sexual Assault

1. To choose whether to charge the accused student with a violation of the law or a violation of the Student Code of Ethics. If you decide to charge the student with a violation of the Student Code of Ethics, a formal hearing will be held before the University Board or Student Ethics or a University Hearing Officer. You may decide to charge the person with a violation of the law, if the assailant is not a student, and/or with a violation of the Student Code of Ethics if the assailant is a student, or both.
2. To have a person of your choice accompany you throughout the judicial process.
3. To submit a Victim Impact Statement to the University Board or Student Ethics, a University Hearing Officer, or Judicial Officer prior to any penalty being imposed.
4. To have past unrelated behavior excluded from the hearing.
5. To be informed of the outcome of the disciplinary hearing, in compliance with the *Campus Sex Crimes Prevention Act*.
6. To have adjustments made in academic programs and campus living arrangements.

Available Resources

Rape Crisis Center Office - 233-3000

Rape Crisis Center 24-Hour Crisis Line - 233-7273

Memorial Medical University Center, 4700 Waters Avenue, - 350-8000

St. Joseph's Candler Medical Center, DeRenne Avenue @ Reynolds Street - 692-6000
 Department of Public Safety-Escort Services - 356-2186/356-2772
 Harris-McDew Student Health Services - 356-2217
 Office of Counseling and Disability Services Office - 356-2202
 Division of Student Affairs - 356-2194
 Security on Campus (Web Site) - <http://www.securityoncampus.org/>
 Rape Crisis Center (Web Site) - <http://www.rccsav.org/>

TOWN-GOWN

SAVANNAH LIFE

Savannah State University has a special town-gown relationship with the City of Savannah. The city, one of the largest urban historic districts in the United States, has a variety of resources, services, activities, and opportunities to offer students, ranging from movies to museums and from hot air balloons to horseback riding. Students are encouraged to treat the city as an extension of the campus. Given its rich history, students should involve themselves in the city's culture so as to expand learning and development. Plus, Savannah has been ranked by *Conde Nast* as one of the top ten walking cities in the country. Whether students walk on Bay Street, enjoying the fine restaurants, or stroll on Abercorn Street, observing the many squares, the sites will add spice to the collegiate experience. Below are various resources and services for students. The information has been compiled from various sources, such as the City of Savannah's Web page and the yellow pages. The information that is presented is not an exhaustive listing, as other resources are available to students.

African American-Oriented Resources and Experiences

Beach Institute (502 E. Harris Street) (912) 234-8000

The institute was established in 1865 as a school to educate newly freed Black residents of Savannah. As a cultural center, Beach Institute features art exhibits, including a unique collection of hand-carved wooden sculptures.

First African Baptist Church (23 Montgomery Street) (912) 233-6597

Recognized by many as the oldest active Black church in North America, First African Baptist Church, with its unique stained-glass windows, served a vital role in Savannah's Civil Rights Movement.

First Bryan Baptist Church (575 W. Bryan Street) (912) 232-5526

For more than 200 years, First Bryan Baptist Church has been a place of worship.

King-Tisdell Cottage (514 E. Huntington Street) (912) 234-8000

An African American cultural museum located in an 1896 restored Victorian cottage, King-Tisdell's collections demonstrate the contribution of African Americans to both Savannah and the nation.

Negro Heritage Tour (502 E. Harris Street) (912) 234-8000

The Negro Heritage Tour is a city-wide bus ride that features highlights of Savannah's rich African American history, including churches, neighborhoods, and other historic sites.

Ralph Mark Gilbert Civil Rights Museum (Alice Street & MLK Jr. Blvd.) (912) 231-8900

With civil rights themes, the museum celebrates the contributions and cultural achievements of African Americans.

Airlines That Serve Savannah

American Eagle	(www.americanair.com)	(800) 433-7300
Continental Express	(www.continental.com)	(800) 525-0280
Delta Airlines	(www.delta.com)	(800) 221-1212
Delta Connections	(www.delta.com)	(800) 221-1212
Northwest Airlin	(http://www.nwa.com)	(800) 225-2525
United Express	(www.united.com)	(800) 241-6522
US Airways	(www.usair.com)	(800) 428-4322

Other Modes of Transportation:

Amtrak	(www.amtrak.com)	(800) 872-7245 (912) 234-2611
Greyhound	(www.greyhound.com)	(912) 232-2135

Students are encouraged to keep current on other carriers and modes of transportation to and from Savannah, as services often change.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, e-mail address, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students, a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or you may contact us at the following address: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605.

Activities, Art, Culture, Music, Theater

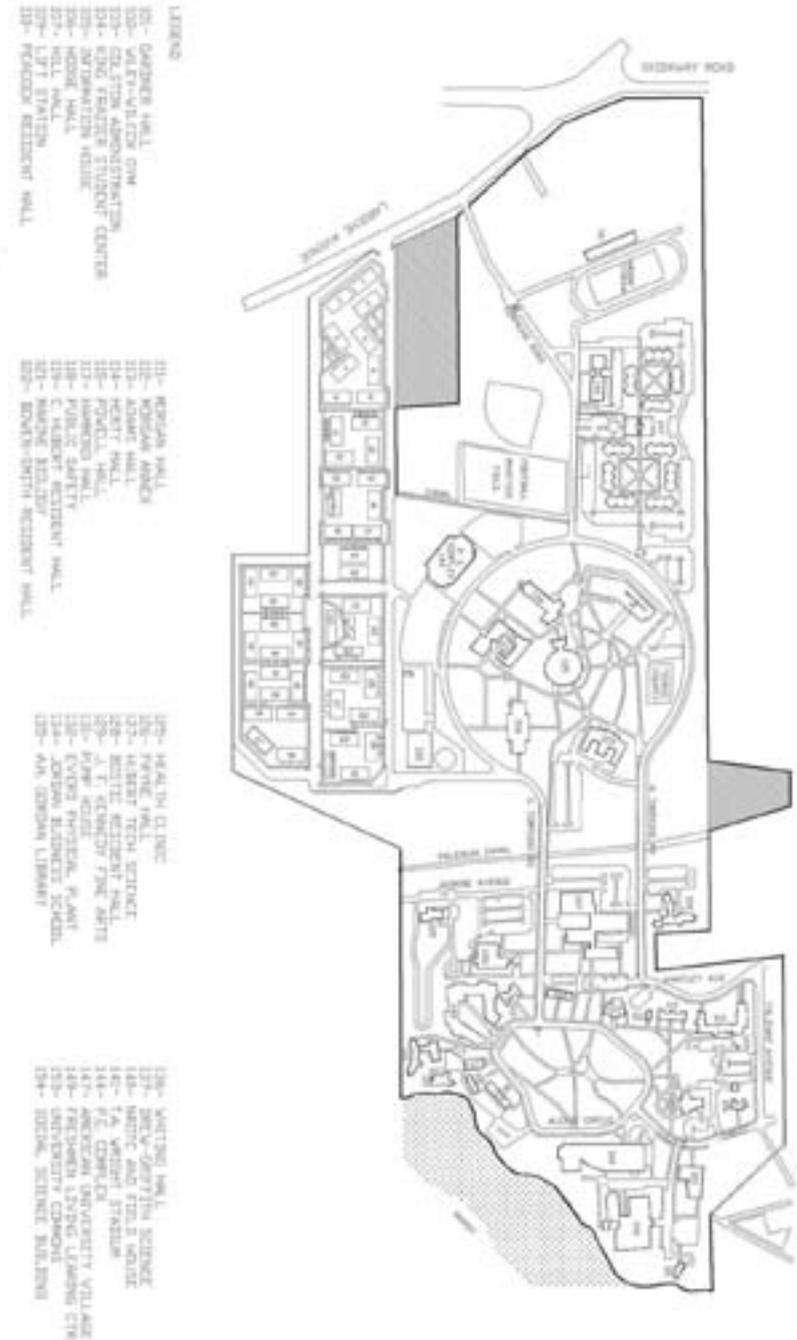
Andrew Low House	(912) 233-6854
Beach Institute Cultural Cen.	(912) 234-8000
City Lights Theater Company	(912) 234-9860
Coastal Heritage Society	(912) 651-6840
Coastal Jazz Association	(912) 232-2222
Feather Air of Savannah	(912) 858-2529
Fort Pulaski National Monument	(912) 786-5787
Georgia Historical Society	(912) 651-2128
Green-Meldrim House	(912) 233-3845
Historic Savannah Carriage	(912) 443-9333
Isaiah Davenport House	(912) 236-8097
J. G. Low Girl Scout Center	(912) 233-4501
King-Tisdell Cottage	(912) 234-8000
Negro Heritage Trail Tours	(912) 234-8000
Norwood Stables	(912) 356-1387
Owens-Thomas House	(912) 233-9743
Gilbert Civil Rights Museum	(912) 231-8900
Savannah Civic Center	(912) 651-6556
Savannah History Museum	(912) 238-1779
Savannah Theater Company	(912) 233-7764
Ships of the Sea Museum	(912) 232-1511
Telfair Academy of Arts & Science	(912) 232-1177
Trustees Theater	(912) 525-5050
Tybee Island Lighthouse & Museum	(912) 786-4077
Tybee Museum	(912) 786-6538
Wormsloe Historic Site	(912) 353-3023
Banks	
Bank of America	(912) 651-8250
Capital City Bank & Trust	(912) 232-9670
Carver State Bank	(912) 233-9971
Darby Bank & Trust Co.	(912) 238-1699
First Chatham Bank	(912) 721-2265
National Bank of Commerce	(912) 944-2019
Savannah Bank	(912) 651-8200
SunTrust Bank	(912) 944-1000
Sea Island Bank	(912) 353-3373
Wachovia	(912) 651-0555

Community Resources

Candler Hospital	(912) 692-6000
Charter Hospital	(912) 354-3911
Chatham County Health Department	(912) 356-2437
Clark Center at M.M. Center	(912) 350-5694
Coastal Pregnancy Center	(912) 355-6295
Gateway CSB	(912) 651-2317
Georgia Legal Services	(912) 651-2180
Lawyer Referral	(912) 236-9344
Memorial Health Univ. Med. Cen.	(912) 350-8000
Memorial Emergency	(912) 350-8699
Minor Illness Clinic	(912) 231-9956
Phoenix Project (HIV/AIDS Support)	(912) 231-0123
Planned Parenthood	(912) 351-0116
Rape Crisis Center Office	(912) 233-3000
Rape 24-Hour Crisis Line	(912) 233-7273
Recovery Place (Substance Abuse Counseling)	(912) 355-1440
SAFE Shelter (Domestic Violence Support)	(912) 629-8888
St. Joseph's Hospital	(912) 925-4100
STD Testing (Health Department)	(912) 356-2441
Victim-Witness Assistance	(912) 652-7329
Willingway Outpatient	(912) 285-5575
Movie Theaters	
Carmike Cinema 10	(912) 353-8683
Regal Eisenhower Cinema	(912) 352-3533
Regal Cinemas Savannah	(912) 927-7700
Victory Square Stadium 9	(912) 355-5000
Westside Cinemas	(912) 966-9101
Wynnsong	(912) 920-1227

Places of Worship

There are numerous places of worship in both the City of Thunderbolt and Savannah. We encourage students to refer to either the City of Savannah Web page (www.savannahga.gov) or the yellow pages for a listing of such places.



SAVANNAH STATE UNIVERSITY
CAMPUS MAP

WORD OF THE WEEK

broach – bring up. He did not want to broach the subject with her because he knew she would object.

August 3

MONDAY



August 4

TUESDAY



August 5

Nisfu Sha'ban begins at sundown

WEDNESDAY



-derm- (skin) – hypodermic, epidermis, pachyderm, dermatology

QUOTE OF THE WEEK

"The only limit to our realization of tomorrow will be our doubts of today."
– Franklin D. Roosevelt

August 6

THURSDAY

Fall Faculty & Staff Institute



August 7

FRIDAY

Fall Faculty & Staff Institute



August 8

SAT

Meal Plan Begins, 7:30 am
New Student Orientation
Residence Hall Open, 8:00 am



August 9

SUN

New Student Orientation

WORD OF THE WEEK

gauche – crude; unsophisticated. His talking while he chews his food is quite gauche.

August 10

MONDAY

New Student Registration & Advisement
(Freshman & Transfer Only)



August 11

TUESDAY

New Student Orientation Ends
Registration & Advisement (Returning
Students)



August 12

WEDNESDAY

Registration & Advisement (Returning
Students)



-err- (to wander; go astray) – err; error, erratic, aberration, knight errant

QUOTE OF THE WEEK

"Don't be afraid to give up the good to go for the great."
– John D. Rockefeller

August 13

THURSDAY

1st Day of Fall Semester Classes
Late Registration & Drop/Add Begins



August 14

FRIDAY



August 15

SAT



August 16

SUN

WORD OF THE WEEK

morose – ill-humored; sullen. *Hamlet is one of Shakespeare's more morose and depressed characters.*

August 17

MONDAY



August 18

TUESDAY



August 19

Late Registration & Drop/Add Ends

WEDNESDAY



eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon

QUOTE OF THE WEEK

"The poor man is not he who is without a cent, but he who is without a dream."
– Harry Kemp

August 20

THURSDAY



August 21

Ramadan begins at sundown
SGA Back-to-School Bash, TBA

FRIDAY



August 22

Greek Camp, 9am-2pm, Ballroom

SAT



August 23

SUN

WORD OF THE WEEK

surly – rude; cross. *Because of his surly attitude, many people avoided him.*

August 24

Payment Deadline for Late Registration

MONDAY



August 25

Student Clubs & Organization SUPER SESSION, 7 pm, Ballroom

TUESDAY



August 26

WEDNESDAY



-cur-, -curs- (to run) – occur, incur, recur, concurrent, excursion, cursor, cursive, cursory, precursor

QUOTE OF THE WEEK

“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler

August 27

THURSDAY



August 28

1st Disbursement for Non-First Time Borrowers
Classes Dropped due to Non-Payment
Fall Freshman Academy, St. Helena Island, SC

FRIDAY



August 29

Fall Freshman Academy, St. Helena Island, SC
SSU Volleyball vs. Columbia College, 4:00 pm, Willcox-Wiley
SSU Volleyball vs. Edward Waters, 12:00 pm, Willcox-Wiley

SAT



August 30

Fall Freshman Academy, St. Helena Island, SC

SUN

WORD OF THE WEEK

wily – cunning; artful. *He is as wily as a fox in avoiding work.*

August 31

MONDAY

Freshman Class Officers Applications, King-Frazier Room 244



September 1

TUESDAY

Clubs & Organizations 2009-10 Registration Forms due by 5pm, King-Frazier, Rm 244
Faculty Senate Meeting, 4:00 pm
National Cholesterol Education Month



September 2

WEDNESDAY



-it-, -itiner- (to go, journey) – exit, transit, transition, itinerary, itinerate

QUOTE OF THE WEEK

"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer

September 3

THURSDAY

Clubs & Organizations Fair, TBA, Ballroom



September 4

FRIDAY

Freshman Class Officers Application Due by 5pm, King-Frazier, Rm 244



September 5

SAT

Tiger Football v. Livingston College, Greenville, SC, 4 pm



September 6

SUN



WORD OF THE WEEK

utopia – ideally perfect place. *Shangri-La* was the name of the author's utopia.

September 7

MONDAY

Labor Day
Labor Day Holiday (no classes)
SSU Volleyball vs. Georgia Southern, TBA,
Willcox-Wiley



September 8

TUESDAY



September 9

WEDNESDAY



ex-, exo- (out of) – expel, exit, exhale, express, expulsion, exodus, exorbitant, exoskeleton

QUOTE OF THE WEEK

"When we are motivated by goals that have deep meaning, by dreams that need completion, by pure love that needs expressing, then we truly live." – Greg Anderson

September 10

THURSDAY



September 11

FRIDAY

1st Refund for Non-First Time Borrowers
Annual 9/11 & Hurricane Katrina Candlelight
Vigil, 7pm, King-Frazier Student Center



September 12

SAT

Tiger Football v. Alabama State Univ.,
T.A.Wright Stadium, 5 pm



September 13

SUN

WORD OF THE WEEK

flaccid – flabby. His lack of exercise left him with flaccid muscles.

September 14

MONDAY

1st Disbursement for First Time Borrowers
Miss Freshman 2009-10 Pageant, 7pm,
Ballroom



September 15

TUESDAY

Laylat al-Qadr begins at sundown
Freshman Class Elections, King-Frazier
Student Center



September 16

WEDNESDAY



-exter-, -extra- (beyond, outside) – external, exterior, extraordinary, extracurricular, extrapolate

QUOTE OF THE WEEK

"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it." – Lou Holtz

September 17

THURSDAY



September 18

FRIDAY

Rosh Hashanah begins at sundown



September 19

SAT

SSU Volleyball vs. Morris College, 12:00
pm, Willcox-Wiley
SSU Volleyball vs. Talladega College, 4:00
pm, Willcox-Wiley
Tiger Football v. McNeese State Univ., Lake
Charles, La, 7 pm



September 20

SUN

Eid al-Fitr begins at sundown

WORD OF THE WEEK

mandate – command. *The people issued a mandate for healthcare reform.*

September 21

MONDAY



September 22

TUESDAY

First Day of Autumn
SSU Volleyball vs. South Carolina State,
6:00 pm, Willcox-Wiley



September 23

WEDNESDAY



-tend-, -tent-, -tens- (to stretch, strain) – *tendency, extend, intend, contend, pretend, tender, tenuous, extent, pretentious, tension, pretense*

QUOTE OF THE WEEK

"The man with confidence in himself gains the confidence of others."
– Jewish proverb

September 24

THURSDAY



September 25

FRIDAY

1st Refund for First Time Borrowers



September 26

SAT

SSU Volleyball vs. Bethune Cookman
University, 3:00 pm, Willcox-Wiley
Tiger Football v. Concordia College-Selma,
Selma, AL, TBA



September 27

SUN

Yom Kippur begins at sundown

WORD OF THE WEEK

resilient – able to recover from shock or change. Steel is very resilient and therefore is used in the making of springs.

September 28

MONDAY



September 29

Last Tuesday, TBA

TUESDAY



September 30

WEDNESDAY



-fac-, -fec- (to make, to do) – factory, manufacture, facsimile, affect, confection

QUOTE OF THE WEEK

"No one can make you feel inferior without your consent."
– Eleanor Roosevelt

October 1

National Breast Cancer Awareness Month
National Diabetes Month

THURSDAY



October 2

FRIDAY



October 3

Tiger Football v. Charleston Southern Univ.,
Charleston, SC, 1:30 pm

SAT



October 4

SUN

WORD OF THE WEEK

curmudgeon – *ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.*

October 5

MONDAY



October 6

TUESDAY

Faculty Senate Meeting, 4:00 pm
Mid-Term/Last Day to Drop/Withdraw w/o
Academic Penalty



October 7

WEDNESDAY

Coastal GA Universities Career Fair, 10am-
2pm, Tiger Arena



-fall-, -fals- (to deceive) – *fallacy, fallacious, infallible, falsify*

QUOTE OF THE WEEK

"I have found that if you love life, life will love you back."
– Arthur Rubenstein

October 8

THURSDAY

Fall Break (no classes)



October 9

FRIDAY

Fall Break (no classes)



October 10

SAT

SSU Volleyball vs. Florida Memorial
University, 12:00 pm, Willcox-Wiley
Tiger Football v. North Greenville Univ.,
T.A.Wright Stadium, 5 pm



October 11

SUN

WORD OF THE WEEK

cortege – procession. *The cortege followed the hearse slowly down the road.*

October 12

Columbus Day (Observed)

MONDAY



October 13

TUESDAY



October 14

WEDNESDAY



-gen-, -gener- (origin, race, species) – genus, gender, genesis, genetics, genealogy; genre, generic, generate

QUOTE OF THE WEEK

"Failure is only a temporary change in direction to set you straight for your next success."
– Denis Waitley

October 15

THURSDAY



October 16

FRIDAY

2009 Homecoming Parade Applications due by 5pm, King-Frazier, Rm 244
SSU Volleyball vs. Alabama State University, 6:00 pm, Willcox-Wiley



October 17

SAT

Tiger Football v. Bethune-Cookman Univ., T.A.Wright Stadium, 5 pm



October 18

SUN



WORD OF THE WEEK

hapless – unfortunate. *This hapless creature had never known any pleasure.*

October 19

MONDAY



October 20

TUESDAY

2nd Disbursement for ALL Students
SSU Volleyball vs. Paine College, 6:00 pm,
Willcox-Wiley



October 21

WEDNESDAY



-geo- (earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous

QUOTE OF THE WEEK

"The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better." – Barbara Pletcher

October 22

THURSDAY



October 23

FRIDAY



October 24

SAT

Tiger Football v. Old Dominion Univ.,
T.A.Wright Stadium, 5 pm



October 25

SUN

WORD OF THE WEEK

olfactory – concerning the sense of smell. The nose is the olfactory organ.

October 26

2nd Refund for ALL Students

MONDAY



October 27

Last Tuesday, TBA
SSU Volleyball vs. The Citadel, 6:00 pm,
Willcox-Wiley

TUESDAY



October 28

WEDNESDAY



-serv- (save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation

QUOTE OF THE WEEK

*"The pessimist sees difficulty in every opportunity.
The optimist sees opportunity in every difficulty."* – Winston Churchill

October 29

Coronation of Miss SSU, Tiger Arena, 7 pm

THURSDAY



October 30

FRIDAY



October 31

Halloween
2009 HOMECOMING--Tigers v. Edward
Waters College, T.A.Wright Stadium,
2 pm

SAT



November 1

Standard Time returns

SUN

WORD OF THE WEEK

trajectory – path taken by a projectile. The trajectory of her three-point shot was right on target.

November 2

Registration for Spring 2010 Begins

MONDAY



November 3

Election Day
Faculty Senate Meeting, 4:00 pm
SSU Volleyball vs. Charleston Southern,
6:00 pm, Willcox-Wiley

TUESDAY



November 4

WEDNESDAY



-greg- (flock, herd) – gregarious, congregation, segregate, aggregate

QUOTE OF THE WEEK

"The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow." – William J. H. Boetcker

November 5

THURSDAY



November 6

FRIDAY



November 7

SAT



November 8

SUN

WORD OF THE WEEK

satiate – satisfy fully. It's hard for him to satiate his appetite.

November 9

MONDAY



November 10

TUESDAY



November 11

Veterans Day

WEDNESDAY



-gyro- (turn) – gyration, gyroscope, gyre, gyrate, gyromagnetic, gyrocompass

QUOTE OF THE WEEK

"The only way to discover the limits of the possible is to go beyond them into the impossible." – Arthur C. Clarke

November 12

THURSDAY

Honda Campus All Stars Tournament, 7pm, Elmore Theater



November 13

FRIDAY

SSU Women's Basketball vs. Edward Waters College, 6:00 pm, Tiger Arena



November 14

SAT

SSU Track & Field, 12:00 pm, T.A. Wright Stadium
Tiger Football v. Webber International, T.A. Wright, 5 pm



November 15

SUN

WORD OF THE WEEK

blatant – noisily offensive. His blatant remarks to his co-workers created a scene in the lobby.

November 16

MONDAY

Late Application for Fall 2009 Graduation
Deadline



November 17

TUESDAY

SSU Women's Basketball vs. Allen
University, 7:00 pm, Tiger Arena



November 18

WEDNESDAY



-helio- (sun) – heliotrope, heliocentric, heliograph, perihelion, aphelion

QUOTE OF THE WEEK

"The ladder of success is best climbed by stepping on the rungs of opportunity."
– Ayn Rand

November 19

THURSDAY



November 20

FRIDAY



November 21

SAT

SSU Track & Field, 12:00 pm, T.A. Wright
Stadium
Tiger Football v. North Carolina Central
Unv., Durham, NC, 1:30 pm



November 22

SUN

SSU Women's Basketball vs. Southeastern
University, 4:00 pm, Tiger Arena

WORD OF THE WEEK

gamut – entire range. Her emotions after watching the movie covered the gamut.

November 23

SSU Founder's Day

MONDAY



November 24

TUESDAY



November 25

SSU Women's Basketball vs. Stetson University, 7:00 pm, Tiger Arena
Thanksgiving Break (no classes)

WEDNESDAY



-ist (one who, that which) – humorist, specialist, optimist, artist, dentist, flautist

QUOTE OF THE WEEK

"Things may come to those who wait, but only the things left by those who hustle."
– Abraham Lincoln

November 26

Thanksgiving
Thanksgiving Break (no classes)

THURSDAY



November 27

Eid al-Adha begins at sundown
Thanksgiving Break (no classes)

FRIDAY



November 28

SSU Women's Basketball vs. Columbia College, 4:00 pm, Tiger Arena

SAT



November 29

SUN

WORD OF THE WEEK

subservient – serve in an inferior position. He was too proud to be subservient to anyone.

November 30

MONDAY

SSU Women's Basketball vs. Alabama State University, 7:00 pm, Tiger Arena



December 1

TUESDAY

World AIDS Day



December 2

WEDNESDAY



hyper- (over) – hyperactive, hypercritical, hyperventilate, hyperbole, hyperacidity, hypertension

QUOTE OF THE WEEK

"Things turn out the best for the people who make the best of the way things turn out."
– John Wooden

December 3

THURSDAY

Last Day of Fall Semester Classes



December 4

FRIDAY

Reading Day (no classes)



December 5

SAT

SSU Women's Basketball vs. Coastal Carolina University, 7:00 pm, Tiger Arena



December 6

SUN

WORD OF THE WEEK

infer – deduce; conclude. *We must be careful not to infer that a person is guilty unless we know all the facts.*

December 7

MONDAY

Annual Midnight Breakfast, 9pm, King-Frazier Dining Hall
Final Exams



December 8

TUESDAY

Final Exams



December 9

WEDNESDAY

Final Exams



-cit-, -citat- (to call out, to rouse) – incite, excite, cite, recitation

QUOTE OF THE WEEK

"Failures are divided into two classes – those who thought and never did, and those who did and never thought." – John Charles Salak

December 10

THURSDAY

Final Exams



December 11

FRIDAY

Hanukkah begins at sundown



December 12

SAT

December Commencement, Tiger Arena, 10:00 am



December 13

SUN

Meal Plans End; after dinner

WORD OF THE WEEK

fallible – liable to err or make mistakes. She knows she is fallible, but she thinks this time she is right.

December 14

Residence Hall Close, 1:00 pm

MONDAY



December 15

SSU Women's Basketball vs. Norfolk State University, 7:00 pm, Tiger Arena

TUESDAY



December 16

Payment Deadline for Spring 2010 Early-Registered Courses

WEDNESDAY



-stru-, -struct- (to build) – construe, structure, construct, instruct, obstruct, destruction

QUOTE OF THE WEEK

"If you think you can, you can. And if you think you can't, you're right."
– Mary Kay Ash

December 17

THURSDAY



December 18

FRIDAY



December 19

SAT



December 20

SUN

WORD OF THE WEEK

pessimism – gloominess. *There is no reason for her pessimism; her life is good.*

December 21

First Day of Winter

MONDAY



December 22

TUESDAY



December 23

WEDNESDAY



-corp- (body) – corporate, incorporate, corporeal, corpse, corporation, corpulent, corpuscle, corporal punishment

QUOTE OF THE WEEK

"There is no way to peace; peace is the way."
– A.J. Muste

December 24

Winter Holiday (School Closed)

THURSDAY



December 25

Christmas
Winter Holiday (School Closed)

FRIDAY



December 26

Kwanzaa begins

SAT



December 27

SUN

WORD OF THE WEEK

iota – very small quantity. *He didn't have an iota of common sense.*

December 28

Winter Holiday (School Closed)

MONDAY



December 29

TUESDAY



December 30

SSU Women's Basketball vs. University of Georgia, 7:00 pm, Tiger Arena

WEDNESDAY



-cred- (to believe) – *creed, credo, credence, credulity, credentials, incredible, incredulous*

QUOTE OF THE WEEK

"Only those who dare to fail greatly can ever achieve greatly."
– Robert F. Kennedy

December 31

New Year's Eve
Winter Holiday (School Closed)

THURSDAY



January 1

New Year's Day

FRIDAY



January 2

SAT



January 3

SUN

WORD OF THE WEEK

acclimate – to become accustomed to one's environment. It took time to acclimate herself to her new home.

January 4

MONDAY

Spring Faculty & Staff Institute
SSU Women's Basketball vs. South Carolina State University, 7:00 pm, Tiger Arena



January 5

TUESDAY

Advisement & Registration
Faculty Senate Meeting, 4pm
Meal Plan Begins, 7:30am
Residence Halls Open, 8am
Spring Orientation



January 6

WEDNESDAY

SSU Women's Basketball vs. Florida A&M University, 3:00 pm, Tiger Arena



-quir-, -quer- (to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest

QUOTE OF THE WEEK

"One of the secrets to life is to make stepping stones out of stumbling blocks."
– Jack Penn

January 7

THURSDAY

1st Day of Spring Semester Classes
Late Registration & Drop/Add Period



January 8

FRIDAY

Late Registration & Drop/Add Period



January 9

SAT

SSU Women's Basketball vs. University of Louisiana-Lafayette, 2:00 pm, Tiger Arena



January 10

SUN



WORD OF THE WEEK

faux pas – social blunder. *His tactless remark during the meeting was a faux pas.*

January 11

Late Registration & Drop/Add Period

MONDAY



January 12

Late Registration & Drop/Add Period
SSU Women's Basketball vs. Charleston
Southern University, 7:00 pm, Tiger
Arena

TUESDAY



January 13

Late Registration & Drop/Add Period

WEDNESDAY



-rupt- (to break) – interrupt, bankrupt, rupture, abrupt, disrupt

QUOTE OF THE WEEK

"It's easy to make a buck. It's a lot tougher to make a difference."
– Tom Brokaw

January 14

M.L.King Observance Candlelight Vigil,
Campus Circle, 7 pm
M.L.King Observance Program, Ballroom,
10 am

THURSDAY



January 15

FRIDAY



January 16

SAT



January 17

SUN

WORD OF THE WEEK

feign – pretend. *She feigned illness in order to get out of her history test.*

January 18

MONDAY

Martin Luther King, Jr. Day
M.L.King Observance Holiday (no classes)



January 19

TUESDAY

1st Financial Aid Disbursement (Excludes
First-Time Borrowers)



January 20

WEDNESDAY



inter- (between, among) – intervene, international, interjection, interact, interrupt, Internet

QUOTE OF THE WEEK

"Great spirits have often encountered violent opposition from mediocre minds."
– Albert Einstein

January 21

THURSDAY



January 22

FRIDAY

Deadline for Late Tuition Payment & Late
Student Registration



January 23

SAT



January 24

SUN

WORD OF THE WEEK

lissome – agile; lithe. *She was lissome and graceful just like a beautiful ballerina.*

January 25

MONDAY

1st Financial Aid Refund (Excludes First-Time Borrowers)



January 26

TUESDAY

Last Tuesday, TBA



January 27

WEDNESDAY

-ven-, -vent- (to come) – *intervene, venue, prevent, convention, circumvent, invent, venture, event, advent*



QUOTE OF THE WEEK

"You may have to fight a battle more than once to win it."
– Margaret Thatcher

January 28

THURSDAY

Clubs & Organizations Fair, TBA, Savannah Ballroom



January 29

FRIDAY



January 30

SAT

SSU Women's Basketball vs. North Carolina Central University, 7:00 pm, Tiger Arena
SSU Women's Tennis vs. Coastal Carolina, 12:00 pm, Myrtle Beach, SC
SSU Women's Tennis vs. Western Carolina, 9:00 am, Myrtle Beach, SC



January 31

SUN

WORD OF THE WEEK

medley – mixture. The band played a medley of Gershwin tunes.

February 1

MONDAY



February 2

TUESDAY

Groundhog Day
Faculty Senate Meeting, 4pm



February 3

WEDNESDAY



-labor- (to work) – laboratory, collaborate, elaborate, laborious

QUOTE OF THE WEEK

"Your success and happiness lie in you."
– Helen Keller

February 4

THURSDAY



February 5

FRIDAY



February 6

SAT

SSU Women's Basketball vs. New Jersey
Institute of Technology, 2:00 pm, Tiger
Arena



February 7

SUN



WORD OF THE WEEK

destitute – extremely poor. *The Great Depression left many families destitute.*

February 8

MONDAY

1st Financial Aid Disbursement (First-Time Borrowers ONLY)



February 9

TUESDAY



February 10

WEDNESDAY



-legis-, -leg- (law) – legislature, legit, legitimize, legitimate, legal, privilege

QUOTE OF THE WEEK

"If you look at what you have in life, you'll always have more. If you look at what you don't have in life, you'll never have enough." – Oprah Winfrey

February 11

THURSDAY



February 12

FRIDAY

Lincoln's Birthday
1st Financial Aid Refund (First-Time Borrowers ONLY)



February 13

SAT

SSU Women's Basketball vs. Longwood University, 2:00 pm, Tiger Arena



February 14

SUN

Chinese New Year
Valentine's Day

WORD OF THE WEEK

compunction – guilt. *The vandals had no compunction for their crimes.*

February 15

Presidents' Day

MONDAY



February 16

TUESDAY



February 17

Ash Wednesday

WEDNESDAY



-sume-, -sump- (*take, use, waste*) – consume, assume, presume, sump pump

QUOTE OF THE WEEK

"In three words I can sum up everything I've learned about life: It goes on."

– Robert Frost

February 18

THURSDAY



February 19

FRIDAY



February 20

SSU Women's Tennis vs. Kennesaw State,
3:00 pm, Kennesaw, GA

SAT



February 21

SSU Women's Tennis vs. North Carolina
Central, 9:00 am, Kennesaw, GA

SUN

WORD OF THE WEEK

pervade – spread throughout. The excitement of the upcoming election pervaded the entire community.

February 22

MONDAY



February 23

4th Annual Coffee House, 9pm, Ballroom
Last Tuesday, TBA

TUESDAY



February 24

WEDNESDAY



-luna- (moon) – lunar, lunatic, lunette, sublunary, lunular

QUOTE OF THE WEEK

"Kind words can be short and easy to speak, but their echoes are truly endless."
– Mother Teresa

February 25

THURSDAY

Mawlid al-Nabi begins at sundown



February 26

FRIDAY



February 27

SAT

SSU Track & Field, 12:00 pm, T.A. Wright Stadium
SSU Women's Basketball vs. Morris College, 2:00 pm, Tiger Arena



February 28

SUN



WORD OF THE WEEK

undulate – move in a wavelike manner. *The pond water undulated in the breeze.*

March 1

MONDAY

2010-2011 Student Government Association
Interest Meeting, TBA



March 2

TUESDAY

Faculty Senate Meeting, 4pm
Mid-Term, Last Day to Drop/Withdraw w/o
Academic Penalty
SSU Baseball vs. Charleston Southern,
2:00 pm, Tiger Field



March 3

WEDNESDAY



-viv- (*life; to live*) – *vivid, vivisection, vivacious, convivial, viva, revive, survive*

QUOTE OF THE WEEK

*"Happiness is a direction, not a place."
– Sydney J. Harris*

March 4

THURSDAY



March 5

FRIDAY

2010-2011 Student Government Association
Applications due by 5pm, King-Frazier,
Rm 244
2nd Financial Aid Disbursement (ALL
Students)



March 6

SAT

SSU Track & Field, 12:00 pm, T.A. Wright
Stadium



March 7

SUN



WORD OF THE WEEK

ornate – elaborately decorated. *I had never seen such an ornate chandelier.*

March 8

MONDAY

Annual Housing Fair Open House,
Residence Halls
Residence Life Week 2010



March 9

TUESDAY

Residence Life Week 2010



March 10

WEDNESDAY

Residence Life Week 2010



-man- (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate

QUOTE OF THE WEEK

"No great thing is created suddenly."
– Epictetus

March 11

THURSDAY

Residence Life Week 2010
SSU Baseball vs. South Carolina-Beaufort,
2:00 pm, Tiger Field



March 12

FRIDAY

2nd Financial Aid Refund (ALL Students)
Regents Test (See Class Schedule for
Details)
Residence Life Week 2010



March 13

SAT

Regents Test (See Class Schedule for
Details)



March 14

SUN

Daylight-saving Time begins

WORD OF THE WEEK

gaudy – *flashy, garish. Her prom dress was unbelievably gaudy.*

March 15

MONDAY

Alternative Spring Break Experience 2010,
TBA
Spring Break (no classes)



March 16

TUESDAY

Alternative Spring Break Experience 2010,
TBA
Spring Break (no classes)



March 17

WEDNESDAY

St. Patrick's Day
Alternative Spring Break Experience 2010,
TBA
Spring Break (no classes)



-flex-, -flect- (*bend*) – *flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection*

QUOTE OF THE WEEK

"The only way to enjoy anything in this life is to earn it first."
– *Ginger Rogers*

March 18

THURSDAY

Alternative Spring Break Experience 2010,
TBA
Honors Convocation, TBA
Spring Break (no classes)
SSU Baseball vs. Maryland Eastern Shore,
2:00 pm, Tiger Field



March 19

FRIDAY

Alternative Spring Break Experience 2010,
TBA
Spring Break (no classes)



March 20

SAT

First Day of Spring
SSU Baseball vs. North Carolina Central,
1:00 pm, Tiger Field



March 21

SUN

SSU Baseball vs. North Carolina Central,
1:00 pm, Tiger Field



WORD OF THE WEEK

disseminate – spread. Television helps disseminate information through news programs.

March 22

MONDAY



March 23

TUESDAY

SSU Baseball vs. Benedict, 3:00 pm, Tiger Field



March 24

WEDNESDAY

SSU Baseball vs. Benedict, 1:00 pm, Tiger Field



-mar-, -mer- (sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid

QUOTE OF THE WEEK

"There are no secrets to success. It is the result of preparation, hard work and learning from failure." – Colin Powell

March 25

THURSDAY



March 26

FRIDAY

SSU Baseball vs. Concordia, 1:00 pm, Tiger Field



March 27

SAT

SSU Baseball vs. Concordia, 1:00 pm, Tiger Field



March 28

SUN

Palm Sunday

WORD OF THE WEEK

indefatigable – tireless. He was indefatigable on the basketball court.

March 29

Passover begins at sundown

MONDAY



March 30

Last Tuesday, TBA

TUESDAY



March 31

WEDNESDAY



-mitt-, -miss- (to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive

QUOTE OF THE WEEK

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

April 1

April Fools' Day
Summer & Fall 2010 Early Registration Begins

THURSDAY



April 2

Good Friday

FRIDAY



April 3

SAT



April 4

Easter

SUN

WORD OF THE WEEK

precedence – priority. *The critical patient took precedence over others with minor injuries.*

April 5

MONDAY

2010-2011 Miss SSU Pageant, 7pm,
Ballroom
2010-2011 Miss SSU Pageant, 7pm,
Ballroom



April 6

TUESDAY

2010-2011 SGA Elections
Faculty Senate Meeting, 4pm
SSU Baseball vs. Mercer, 5:00 pm, Tiger
Field



April 7

WEDNESDAY

2010-2011 SGA Elections
SSU Baseball vs. Mercer, 4:00 pm, Tiger
Field



-cle, -cule (small) – follicle, particle, corpuscle, molecule, capsule

QUOTE OF THE WEEK

"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marsden

April 8

THURSDAY

2010-2011 SGA Elections



April 9

FRIDAY



April 10

SAT

SSU Women's Tennis vs. North Carolina
A&T State University, 1:00 pm,
Greensboro, NC



April 11

SUN



WORD OF THE WEEK

verbatim – word for word. *She knew the Declaration of Independence verbatim.*

April 12

MONDAY



April 13

TUESDAY



April 14

WEDNESDAY



-nov- (*new*) – *novel, nova, novice, novitiate, Nova Scotia, innovation, renovate*

QUOTE OF THE WEEK

"The more I traveled the more I realized that fear makes strangers of people who should be friends." – Shirley MacLaine

April 15

THURSDAY



April 16

FRIDAY



April 17

SAT



April 18

SUN

WORD OF THE WEEK

exasperate – irritate. *Fred exasperates his mother with his pranks.*

April 19

MONDAY



April 20

TUESDAY



April 21

SSU Baseball vs. Albany State, 3:00 pm,
Tiger Field

WEDNESDAY



-nav-, -naus- (*ship*) – navigate, circumnavigate, naval, navy, nautical

QUOTE OF THE WEEK

"The mind is not a vessel to be filled, but a fire to be kindled."
– Plutarch

April 22

THURSDAY
Earth Day



April 23

FRIDAY



April 24

SAT



April 25

SUN

WORD OF THE WEEK

lucrative – profitable. *Starting your own business can be very lucrative.*

April 26

MONDAY



April 27

Last Tuesday, TBA

TUESDAY



April 28

WEDNESDAY



octa- (eight) – octameter, octagon, octet, octave, octopus, octahedron, octogenarian

QUOTE OF THE WEEK

"Go confidently in the direction of your dreams. Live the life you have imagined."
– Henry David Thoreau

April 29

THURSDAY

Last Day of Spring Semester Classes



April 30

FRIDAY



May 1

SSU Baseball vs. South Carolina-Beaufort,
1:00 pm, Tiger Field

SAT



May 2

SUN

WORD OF THE WEEK

distaff – female. His relatives on the distaff side of his family were from the South.

May 3

Final Exams

MONDAY



May 4

Faculty Senate Meeting, 4pm
Final Exams

TUESDAY



May 5

Cinco de Mayo
Final Exams

WEDNESDAY



omni- (all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificent

QUOTE OF THE WEEK

"Nothing in life is to be feared. It is only to be understood."

– Marie Curie

May 6

Advisement & Registration
Final Exams

THURSDAY



May 7

FRIDAY



May 8

May Commencement, 10am, Tiger Arena
Meal Plan End after Dinner

SAT



May 9

Mother's Day

SUN



Savannah State University
Athletics Department
P.O. Box 20271
Savannah, GA 31404
Phone: 912-353-5181
Fax: 912-353-5287

Dear Student-Athlete,

The Savannah State University Athletics Department has dedicated itself to encouraging and assisting the sports program participants in becoming focused collegians, representative ambassadors of the student body, and model citizens in the campus and local community. The Department encourages each participant to first commit to their responsibilities and expectations as a student on the campus and then towards their athletic performance and competition.

Savannah State University (SSU) is a Division I member of the National Collegiate Athletic Association (NCAA) and requires all student-athletes to meet all minimal standards set forth by the organization. However, SSU may often establish guidelines and standards that exceed that of the NCAA with the expectation that participants in the institutions sports program will always commit to standards above and beyond that which is standard and minimal. This commitment may exemplify its self as a greater challenge for some do to the intense practice and travel schedules required of a Division I student-athlete. Participation in any SSU sports program will require all students to remain focused, resourceful, punctual, and above all disciplined.

Savannah State University fully supports each student as they pursue greater personal, spiritual, and professional growth while pursuing their degree at the institution. The institution devotes and invests even greater interest in those students who participate in the various sports programs and represent the institution and your peers as you compete in intercollegiate athletic competition. Your success in classroom and in competition will be celebrated by everyone. The Athletics Department Student Manual will help you gain a clear understanding of what is expected of you and assist you in finding resources to assist you in being successful.

Best wishes on a promising school year,

SSU Athletics Department Administration and Staff

INTRODUCTION TO SAVANNAH STATE UNIVERSITY ATHLETICS

ATHLETICS DEPARTMENT MISSION STATEMENT

The coaches, administrators, and staff of the Savannah State University Athletics Department will work to develop and improve the personal, academic, and athletic performance of our student-athletes by dedicating our programs and individual efforts towards the follow:

Professionalism

Responsibility

Integrity

Dedication

Enthusiasm

ATHLETICS DEPARTMENT VISION STATEMENT

Students who participate in the Tiger Athletics Program will graduate within the time frame of the most focused Savannah State University student with the professional and personal skills necessary to achieve the clearly set goals they have identified for themselves. Each student-athlete will have the added benefit of participation in a sports program that has enhanced their ability to work effectively with others, developed their self discipline, and instilled in them pursuit of excellence without excuses as they are recognized as leaders in their various stations in life.

PHILOSOPHY AND PRINCIPLES

The operating philosophy and principles of Savannah State University are to offer the opportunity for the maximum participation to as many students as possible. We believe that intercollegiate athletics are an intricate part of the academic growth and development of the total student. We recognize that intercollegiate athletics represent an important link between the campus and the community; we are committed to providing the most structured programs possible to assure the highest quality for the students at Savannah State University.

Intercollegiate athletics is a hallmark in higher education and Savannah State University strives to achieve a level of preeminence in the National Collegiate Athletic Association (NCAA) through institutional control, short and long term strategic planning, service leadership and management. Intercollegiate athletics is a means for promoting the University and serves as a means for keeping graduates in touch with the University long after they graduate.

The University is dedicated to providing an educationally based intercollegiate athletic program that provides to the student-athlete:

- a commitment for developing sound character and good sportsmanship through academics and athletics;
- competitive , emotional, recreational, and spiritual learning experiences;
- a sound basis for building great sports programs without sacrificing academic achievement;
- full compliance with NCAA rules and regulations;
- a program assuring equal opportunity for all students and compliance with federal regulations regarding non-discrimination;
- a high level of physical fitness, healthy living, and self-expression through physical activity.

ATHLETICS DEPARTMENT STAFF

The Athletics Department employs professional staff to coordinate specific institutional and department initiatives and to manage and coordinate intercollegiate sports programs. All staff members are selected based on their commitment to excellence and are charged with assisting student-athletes in their pursuit of heightening performance in the classroom while making steady improvement in the sport.

ATHLETICS DEPARTMENT CONTACT INFORMATION

Main Number: (912) 353-5181

Fax Number: (912) 353-5287

Address: SSU Athletics Department
3219 College Street
Box 20271
Savannah, Ga. 31404

ATHLETICS DEPARTMENT ADMINISTRATIVE STAFF

Andrews, Don Head Women's Tennis Coach	Tiger Arena, 1003	Andrewsd1@savannahstate.edu	353-3073
Baker, Cedric Head Women's Basketball Coach	Tiger Arena, 1018	bakerced@savannahstate.edu	353-5274
Bellairs, Bart Athletics Director	Tiger Arena, 1006	bellairs@savannahstate.edu	353-5181
Broadnax, Horace Head Men's Basketball Coach	Tiger Arena, 1021	broadnax@savannahstate.edu	356-2210
Ciolino, Stephen Assistant Athletics Trainer	Tiger Arena 1051	steven@savannahstate.edu	353-4978
Cox, Steve Assistant Men's Basketball Coach		cox@savannahstate.edu	303-1706
Dawson, Shed Assistant Athletics Director for Compliance/Academic Services	Tiger Arena, 1002	dawsons@savannahstate.edu	303-1863
Dixon, Julius Defensive Coordinator/Recruiter	Tiger Arena, 1084	dixonju@savannahstate.edu	353-4962
Edwards, Allen Assistant Football/Track Coach	Tiger Arena, 1015	edwards@savannahstate.edu	356-2278
Gelow, Art Head Golf Coach/Athletics Administrator	Tiger Arena, 1002	gelowa@savannahstate.edu	353-5181
Gibbons, Jay Assistant Men's Basketball Coach	Tiger Arena, 1016	gibbonsj@savannahstate.edu	303-1706
Gonzalez, Jose Head Women's Softball Coach	Tiger Arena, 1002	gonzalez@savannahstate.edu	303-1701
Johnson, Eddie Assistant Head Football Coach	Tiger Arena, 1086	ejohnso@savannahstate.edu	303-1609
Johnson, Julie Assistant Women's Basketball Coach	Tiger Arena, 1018	johnsoj@savannahstate.edu	353-3031
Jones, Malik Head Coach Volleyball	Willcox Wiley	jonesma@savannahstate.edu	351-3455
Martin, Raphael Assistant Track & Field CC Coach	T.A. Wright Stadium	martinr@savannahstate.edu	351-3506
Mashariki, Opio Assistant Athletics Director for Media Relations	Tiger Arena, 1008	masharik@savannahstate.edu	356-2446
Montgomery, John Assistant Head Football Coach	Tiger Arena	montgomery@savannahstate.edu	356-2276
Suggs, Marilynn S. Assistant Athletics Director/Senior Woman Administrator	Tiger Arena 1009	suggs@savannahstate.edu	691-7433
Tessier, Ken Head Athletics Trainer	Tiger Arena, 1051	tessierk@savannahstate.edu	353-4978

Walker, Shanika Athletics Secretary	Tiger Arena, 1002	walkersh@savannahstate.edu	353-5181
Wells, Robert Head Football Coach	Tiger Arena, 1015	wells@savannahstate.edu	303-1899
Whitaker, Theodore Head Track Coach	T.A. Wright Room 1	whitaket@savannahstate.edu	351-3506
Wheeler, Emmanuel Assistant Baseball Coach/Equipment Manager	Tiger Arena	wheelere@savannahstate.edu	353-4379
Wormley, Clyde Assistant Men's Basketball Coach	Tiger Arena, 1087	wormleyc@savannahstate.edu	351-3507

NATIONAL COLLEGIATE ATHLETICS ASSOCIATION (NCAA)

The National Collegiate Athletic Association is a certifying agency which qualifies and monitors collegiate institutions whose students participating in intercollegiate athletic competition. The purposes of this Association are:

- To promote and enforce the successful academic progress towards a degree for all students participating in sponsored sports programs
- To initiate, stimulate and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit;
- To uphold the principle of institutional control, and responsibility for, all intercollegiate sports in conformity with the constitution and bylaws of this Association;
- To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism;
- To formulate, copyright and publish rules of play governing intercollegiate athletics;
- To preserve intercollegiate athletics records;
- To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of this Association;
- To cooperate with other amateur athletics organizations in promoting and conducting national and international athletics events;
- To legislate, through bylaws or by resolutions of a Convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics; and
- To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.

As a member of the NCAA, Savannah State University will comply with all statutes and procedures set forth by the Association and, when necessary, establish standards that exceed those of the Association to address the unique needs and abilities of our student-athletes.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Athletics Department provides a venue for student-athletes to give feedback to administrators, address concerns, and to work together in community service projects through the Student-Athlete Advisory Committee (SAAC)

Purpose

The Student-Athletes' Advisory Committee was formed for the purpose of:

- Providing a venue to address the needs, interests, and concerns of the student body to the administration.
- Fostering and promote campus spirit and encourage support for all athletic programs
- To support fellow athletes on and off the field of play and to encouraging communication and unity between and among teams
- Communicating the changing needs of student-athletes
- Providing feedback on issues in the athletics department regarding policies, procedures, and proposed changes

- Providing a support network to ensure each student-athlete's successful transition through college life towards a degree
- Planning, organizing, and employing social and service activities for student-athletes and for the campus and local community
- Promote the professional development and presentation of the student-athletes
- To build and encourage the student-athlete to transition the skills which lead to success in the athletic arena to the classroom and world arena

The Committee meets regularly to discuss policies, issues and projects relating to athletes, teams and the Department. Any student-athlete is welcome to observe council meetings however only official team representatives may vote. The Committee is an officially recognized and registered University student-athlete organization.

Membership

Team representatives are appointed by the Head Coaches of the respective sports teams. Once appointed, the reps will serve throughout the school year from May 1st to April 30th. All representatives of the SAAC must be certified members of the sports team, when individuals become ineligible, they are no longer permitted to represent their team. Further, the coach may deem it necessary, at his/her discretion, to replace the team's SAAC representative when the representative does not uphold his/her duties or responsibilities to the SAAC or the sports program.

The Committee is composed of:

- Two representatives from each athletic team (1 consensus vote on behalf of the team)
- The Director of Athletics or appointed designee (non-voting)
- Student Government representative
- Advisor (non-voting)
- A faculty member (non-voting)

Responsibilities

Each team representative is expected:

1. To attend all Committee meetings and activities (a convenient regular meeting time will be agreed upon at the first meeting).
2. To represent his/her team's views at Council meetings. This means team representatives must talk to their teammates about issues or projects that will be discussed at Council meetings. Coaches will allow time before or after practices for team meetings if they are given advance notice (at least one day) that a meeting is needed.
3. To report to his/her team and coach on Council meetings and to distribute the minutes of meetings.
4. To organize team members to help with any special projects. The student government representative to the Athletic Committee will bring any Committee concerns to the attention of the Student Government Association.

Officers

The Committee will select (by election or consensus) the following officers at the first meeting held each in April:

1. President: Chairs all Committee meetings and act as the official representative of the Committee.
2. Vice President: Serves as president in the president's absence.
3. Secretary: Records the minutes of all meetings and keeps them current for review by the Athletics Directors.

Activities

The Committee's function is to provide a forum for discussion of any concerns of student-athletes. The Athletics Director will provide the Committee with information on topics such policy changes approved by proposed policies and the budget. Special projects and social events may be proposed and organized at Committee meetings.

GENERAL POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

STUDENT-ATHLETE EXPECTATIONS

The purpose of intercollegiate athletics is to provide an opportunity for students to develop his/her potential as a skilled performer in an educational setting.

Competitive activities such as intercollegiate athletics provide opportunities for student-athletes to grow emotionally, socially and intellectually. Additionally, athletics give students an opportunity to travel, serve as ambassadors for the university, build leadership skills and learn the art of being a team member. All this gain is not without sacrifice. Each player loses some individual rights and privileges as he/she accepts the policies of the sports program and other representative bodies as he/she becomes a member of the team.

GUIDELINES FOR THE YEAR

Priorities

Student-athletes should remember, before committing themselves to additional constraints on their schedules, that academics and athletics, in that order, are considered priorities by the coaches. Coaches are not permitted to assist you in obtaining outside employment during the academic year. You must obtain such employment on your own without any assistance from a staff member, alumnus or friend of the program.

Travel

Schedules for all sports are competitive and designed to provide the student-athlete with the finest athletic experience affordable. All student-athletes are expected to leave and return from competition with the team. The University's insurance policy and responsibility for your health and safety prohibits traveling in your own vehicles to or from games. However, special travel arrangements may (but are not guaranteed) be made by your coach under extenuating circumstances such as:

- Inability to leave at the scheduled departure time because of required class meeting or examination, or
- Family or personal emergency requiring special arrangements

Whenever you travel with a team, you must always remember that you are representing the University and your actions and behavior reflect upon Savannah State University and the State of Georgia. Please be sure this reflection is positive! SSU Student Conduct Code will still apply while away from the campus on official or unofficial university business.

Uniforms and Equipment

The Athletics Department provides you with the finest equipment and uniforms necessary for your sport. Each student-athlete is expected to care for the equipment and uniforms issued and all items are to be returned immediately at the end of your respective sports season, before you leave for summer vacation, and/or at the request of coaching or administrative staff. The replacement of lost or unduly damaged articles is the responsibility of the student-athlete and may be charged to your student account if timely restitution is not made. Uniform laundry service is provided by the Athletics Department; each sports team is responsible for following established schedules by the Equipment Manager. Team members are expected to fully cooperate with the Equipment Manager in this area.

Tickets to Athletics Events

The parents/guardians of student-athletes are not permitted to receive complimentary tickets, but may be admitted free of charge via the student-athlete's player guest gate ("Will Call") to home athletics events. Some opponents may offer this amenity during away games, however each institution may have different guidelines for parents/guardians and such accommodations may be limited. At no time may a student invite or allow more than four (4) members of their immediate family (or guardians) complementary admissions. Student-athletes are required to present their validated student identification to obtain admittance to sporting events of other home sporting events; the SSU Athletics Department strongly encourages each student-athlete to regularly attend and support all home sporting events whenever possible.

STUDENT-ATHLETE CODE OF ETHICS

All student-athletes will:

- Clearly understand that they are students first, athletes second, and graduation is the only acceptable outcome;
- Exhibit the highest standards of ethical conduct and sportsmanship at all times.
- Uphold and abide by all Savannah State University, NCAA, Athletics Department, and team rules at all times;
- Serve as ambassadors of the institution and student body exemplifying the highest moral character and execute the established student ethos statement;
- Serve as role models for the youth of our community;
- Achieve personal growth through their total University experience; and
- Commit to excellence in the academic and athletic endeavors with no excuses

COACHES' JURISDICTION/TEAM RULES

The coach is responsible for the total conduct of his/her sport program within the limits of authority defined by:

- Philosophy and goals of the Department;
- Board of Regents, University and Department policies and procedures; and
- Rules and regulations of the National Collegiate Athletics Association (NCAA) and other applicable sport governing bodies.

All policies established by coaches are in the best interest of the student-athlete and shall be enforced without prejudice. All training, curfew and conduct rules established by the coach shall be given to each team member in writing before the beginning of the season or at the time they are established. A copy of the rules will be sent to the Athletics Director. All rules shall be clearly stated. The circumstances that result in the removal of the student-athlete from the sport program must be: (1) specifically defined and (2) not contrary or more inclusive than the conditions specified for the removal of athletes from financial-aid based on athletic ability. Due process and opportunities for appeal shall be afforded to any student-athlete before aid is not renewed and/or his/her right to participate in the sports program is denied, except in the case of an athlete who becomes academically ineligible. If academically ineligible, he/she shall be ineligible for athletic aid, competition and practice immediately.

All policies related to weight loss and/or diet shall be cleared with the head trainer before being considered. Fluids cannot be denied to student-athletes, under any circumstances during practice or competition.

Work out and competition schedules should be given to student-athletes at the organizational meeting before the season or on the first day of practice.

STUDENT-ATHLETE CONDUCT AND APPEARANCE

All student-athletes are required to adhere to campus dress codes regarding collegiate attire, not wearing hats indoors, and other rules of etiquette establish throughout the institution. Each Wednesday, all student-athletes will participate in the campus wide **Dress for Success** initiative (men will wear dress shirts, ties, slacks, and dress shoes; women will wear business style outfits including dress blouse and slacks or skirt, or a dress, hosiery, and dress shoes). Student-athletes will also participate in Blue and Orange Friday's wearing school colors throughout the day each Friday.

Dress Codes/Codes of Conduct

As ambassadors of the student body and the University, it is important that student-athletes and sports programs represent a lasting image of *Tiger Pride* while traveling to and from sports competitions. The following guidelines indicate the appropriate dress attire for team travel while representing the University.

Bus Travel

Teams must dress in uniform coordinated sweat suits or matching shirts and slacks for the sake of comfort. Dress or sport shirts, with dress slacks and dress shoes is the alternative for men. For women, blouses with skirts or pants and dress shoes will suffice.

Air Travel

Air travel dictates a more formal code of dress. Men are required to wear shirt, tie, slacks, and dress shoes; a suit or sports coat is preferred. For women, a skirt outfit, a dress or business style suit attire is preferred.

In Hotel/Restaurant

When at event sites for extended periods (two or more days), team/individual attire may be casual unless situations warrant more formality. However, student-athletes must wear Savannah State University paraphernalia whenever possible. The team color-coordinated sweat suits or the sport shirts/slacks/skirts is the preferred dress for meals and extended periods in hotel lobbies. Appropriate attire is required at hotel breakfast facilities even when returning immediately to hotel room. It is not permissible for students to wear head gear (wraps, wave caps, hats, etc.) at anytime in the hotel or restaurants; nor is it permissible for student-athletes to wear athletic gear or pajamas outside of the room or in public. Students must abide by the highest standards established by the SSU Student Dress Code at all times when in public.

General Conduct

It is understood that the conduct of participants on athletic trips (coaches, student-athletes, trainers, managers) should be respectable at all times. The Savannah State University Student Code of Conduct governs conduct on all athletic related trips and travel. The following activities are prohibited:

- Loud noises (talking, yelling, music, slamming doors, running up and down halls, etc.), profane language, or physical roughhousing (wrestling, boxing, hitting, etc.) either in lobbies, on elevators, in hallways or in rooms is prohibited.
- Phone calls by students or student-athletes (non-staff) may be made via credit card or collect in the hotel lobby. No phone calls are allowed from hotel room phones by students.
- Theft of property or damage to rooms involving members of the team will be the sole responsibility of the individual involved.

Consequence of Non-Compliance

Non-compliance with the above stated policies or any other established university rules will result in the offenders being subjected to one or more of the following disciplinary actions:

- Banned from participation in intercollegiate athletics;
- Suspension from play (length of suspension to be determined by coach or athletic director);
- Banned from future travel; and
- Possible loss of or reduction of scholarship (or employment).

STUDENT-ATHLETE VEHICLE REGISTRATION

NCAA rules prohibit the University or any representative of its athletics interests from providing (via gift, co-signing a loan or lease, special arrangements, etc.) a motor vehicle or any other benefit to enrolled or prospective student-athletes. All student-athletes are required to register all vehicles used for the purpose of personal transportation while attending school.

GRIEVANCE PROCEDURE

Student-athletes are afforded the opportunity to appeal any decision made by coaches or administration when they feel they have been treated unfairly or deprived of opportunities enumerated in department policies or procedures regarding due process. Student-athletes are encouraged to schedule an appointment with their head coach or the Athletics Director when they feel they need to address any issues concerning their status within the sports program. Issues and decision which may have an effect on a group of students may also be addressed to the Student-Athlete Advisory Committee for discussion and presentation to the Athletics Director.

When necessary, student-athletes have the right to file an official grievance using the following guidelines:

Step 1: Letter to the Head Coach

Student-athlete will present a signed letter to the Head Coach for his/her sports program clearly stating the grievance and detailing the concerns and his/her expectations. The Head Coach must respond in writing within three (3) days detailing any changes to his/her decision or informing the student-athlete that no changes will be made.

Step 2: Appeal to the Grievance Committee*

If the student-athlete is unsatisfied with the decision of the Head Coach, the student may submit a written appeal to the Compliance Officer detailing his/her understanding of the situation and expectations which will be forwarded to an "ad hoc" Athletics Department Grievance Committee. The Grievance Committee will have nine (9) business days to research and conduct interviews specific to the appeal and submit findings to the student-athlete in writing detailing their dispensation and/or decision.

Step 3: Appeal to the Athletics Director

If the student-athlete is unsatisfied with the findings from the Grievance Committee, he/she may then submit his/her concerns and expectations in writing to the Director of Athletics. The Director of Athletics will be afforded a period of seven (7) days to research the matter and respond to the student-athlete in writing regarding the final decision on the matter to the student-athlete.

*The Grievance committee will consist of a minimum of four (4) people including the Compliance Officer (Chair), a faculty member, a SAAC representative, and members of the Athletics Department and/or coaching staff. The coach or coaches participating in the sports program being appealed are barred from service on any committee involving their sport.

THE SSU CHEERLEADER

Cheerleaders are under the auspices of the Department of Athletics. The team is governed by the same policies, procedures and standards as the student-athlete.

The following elements of the SSU cheerleader program are listed in order of priority.

1. Your academics should not be compromised by participating in cheerleading.
2. Participants in the cheerleading program are considered ambassadors of the student body and required to uphold the student ethos at all times.
3. The primary role of a collegiate cheerleading program is to support intercollegiate athletics.
4. A collegiate cheerleading team has the responsibility to uphold, to reflect, and to project the goals and ideals of Savannah State University. Positive public relations is a valuable service that cheerleaders provide for their institution.
5. Savannah State University Cheerleaders that engage in cheerleading and competitive programs should adopt and execute a comprehensive safety program and should not engage in these areas to the detriment of their previous responsibilities.

As stated above, a SSU cheerleader's first priority after academics is to support intercollegiate athletics. This can best be achieved by assisting in creating an atmosphere of spirit and support throughout the campus; encouraging and coordinating direct crowd involvement at athletic events; and Serving as a positive role model and university ambassador on campus and in the local community.

As a member of the Savannah State University Cheerleading Team, it is expected that they adhere to the highest standards relative to Academic Policies, Team Rules, Conduct and Appearance and all other University Regulations.

VOLUNTEERS, TEAM MANAGERS AND WORK STUDY STUDENTS

The Savannah State University Athletics Department provides numerous opportunities for engagement throughout its administration and various sports programs for students who may not wish to compete in intercollegiate athletics but do wish to support their fellow students in their athletic efforts. Students can serve in logistical and clerical roles or to assist with the sports trainers or to volunteer as team managers, equipment manager assistants, tutors, and in a variety of other support capacities within the Athletics department. Interested students should contact head coaches and athletic staff directly for opportunities.

Student volunteers and workers are expected to maintain the highest regard for academic excellence. Their focus on academics should serve as a model and motivation for the student-athletes they work with. All students working in Tiger Athletics, regardless of their capacity, will be held to the same academic and ethical standards prescribed for student-athletes. Below are the guidelines for academic performance:

- Must pass a minimum of 6 hours for the preceding semester;
- Must be enrolled in a minimum of 12 hours of course work for the semester they are working;
- Must pass a minimum of 18 hours in the preceding Fall and Spring semesters;
- Must pass a minimum of 24 hours in the preceding school year;
- Must maintain a minimal 2.0 overall GPA ;
- Must obtain a minimal 2.0 in the preceding semester; and
- Must complete 40% of their degree requirements prior to the 5th semester, 60% of degree requirements prior to the 7th semester, and must complete 80% of their degree requirements prior to the 9th semester.

Student volunteers and workers are required to exhibit the highest standards of sportsmanship and ambassadorship while participating in any Tiger Athletic program at all times, including but not limited to on campus activities, off campus activities, and while on travel with teams. Student volunteers and workers are an important part of the success of all sports programs and are also expected to exhibit the highest levels of Tiger Spirit and Tiger Pride at all times. Student workers and volunteers are expected to know the SSU Student Ethos, SSU Hymn (Alma Mater) and Fight Song and are expected to provide continuous motivation to players. Volunteers are also expected to assist in maintaining the image and growth of Tiger Athletics and its sports programs. Student workers and volunteers should help maintain equipment, maintain neat and organized venues (playing fields, courts, locker rooms, etc.).

All students participating in the Tiger Athletics program (regardless of status) are required to exhibit the highest standards of collegiate behavior as prescribed by the Student Code of Conduct. Students who violate school policy or legal statutes risk being completely removed from participation in Tiger Athletics or may be subject to certain penalties. The Athletics Director, Senior Athletics Staff, and Sports Program Staff reserve the right to remove any student or student-athlete from participating in the Tiger Athletics program based on any behavior deemed unbecoming of a collegian.

Student workers and volunteers are considered young professionals in training and will be treated as such. In certain instances, student workers and volunteers may be privy to conversations, written materials, or other confidential matters considered privileged to Tiger Athletic staff and participants in their respective sports program. It is important that all participants maintain the highest regard for discretion regarding the information they discuss with other peers or the public, as any disclosure of privileged information could jeopardize the programs competitive edge or violate policies and laws protecting confidential information. Such individuals could be subject to disciplinary action and possible prosecution. Also, student workers and volunteers are expected to maintain professional relationships with the student-athletes, inappropriate fraternization, dating, and other unprofessional conduct is not allowed and could result in reassignment or possible removal from participation in Tiger Athletics.

Non-coaching staff, including volunteers and team managers are **prohibited** from the following activities: analyzing film involving team or opponents, scouting, off-campus recruitment, observe practice for evaluation, setting up offense or defense strategy, providing analysis of practice. These individuals are permitted to: sit on bench, arrange travel, coordinate complimentary admissions, file recruiting documentation, scheduling, assign and monitor equipment, coordinate public service activities, tracking academics, film production, keeping play charts and statistics, participate in campus activities, being present in locker rooms and huddles during competition and observe practice (provided they are not coaching).

ATHLETIC TRAINING POLICIES & PROCEDURES

I. ATHLETIC TRAINING ROOM POLICIES & PROCEDURES

A. GENERAL RULES & GUIDELINES

- Only Program athletes are allowed in the athletic training room.
- It is highly recommended that all athletes shower BEFORE treatments.
- No food or beverages allowed in treatment or rehab areas.
- No loud or annoying pagers or cell phones allowed during treatments.
- No equipment allowed (eg. helmets, pads, spikes, bats, gloves, bags, clothes, etc.).
- No profanity allowed at any time.
- No loud talking or disruptive behavior permitted.
- Dress appropriately for treatments.
- Absolutely no shoes on the treatment tables.
- No self-treatment is permitted.
- ALL equipment (crutches, braces, ace wraps, etc.) must be returned to ATC staff immediately after use and in good condition.
- Athletes must be on time for ALL schedules and appointments.
- ALL injuries/illnesses must be reported immediately to Coaches or ATC staff.
- For all sport related injuries/illnesses, you must get a Medical Referral Form from your athletic trainer before seeing a physician.
- The athletic training room will NOT be an excuse to be late for practice, missing classes, or being late for classes.
- Missed rehabilitation & treatment sessions will be reported to your coach

B. TELEPHONE & FAX POLICY

It is an NCAA violation for Student-Athletes to use University phones or fax machines for personal use, therefore no personal phone calls or faxes will be allowed on Staff Athletic Training Room phones.

C. EQUIPMENT LOAN POLICY

The SSU Athletic Training Room has medical-related equipment or supplies that may be loaned out by student-athletes for various injury situations with the following stipulations:

- The ATC will determine what equipment is needed on a case by case evaluation.
- The Student-Athlete must sign out the equipment.
- The Student-Athlete is responsible for returning ALL equipment immediately after use.
- The Student-Athlete may be held financially accountable for any loaned equipment that is not returned to an ATC staff member.
- It is a NCAA violation to keep equipment owned by the Savannah State University Athletics Department.

D. FOOD & DRINK POLICY

There is NO Food or Drink permitted in the Athletic Training Room. There shall be only two exceptions to this policy at the discretion of the ATC staff:

- Water will be permitted when taking medication.
- Fluids or food will be permitted when dealing with medical emergencies.

II. STUDENT-ATHLETE PREPARTICIPATION POLICY

A. PREPARTICIPATION SPORTS SCREENINGS

Program athletes may receive their initial pre-participation sports screenings and any annual examination at no cost, unless further specialized examination is required for medical clearance. All aspects of the screenings will be overseen by the Medical Director and Team Physicians with the assistance of the ATC staff. The sports medicine medical directors have developed and will utilize a pre-participation screening within the guidelines established by

the American Academy of Family Physicians, American Academy of Pediatrics, American Medical Society for Sports Medicine, American Orthopedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine, which addresses medical history, current and general medical conditions (heart, lung, abdomen, ears, nose, throat), orthopedic conditions (bone, ligaments, muscles, joints), and flexibility.

B. NEW SCHOLARSHIP/PREFERRED WALK-ON STUDENT-ATHLETE

It is the recommendation of the Athletics Department and sports medicine staff that all new student-athletes receive their pre-participation sports screening prior to their arrival on campus from their established family physician. This will ensure immediate participation upon arrival to campus. The necessary forms are available on the Savannah State University Athletics website under Sports Medicine. If unable to obtain a physical from your family physician, one will be provided by the medical staff upon arrival to campus and must be performed prior to any athletics-related activity.

C. RETURNING SCHOLARSHIP/PREFERRED WALK-ON STUDENT-ATHLETE

It is the recommendation of the Athletics Department and sports medicine staff that all current student-athletes receive their updated screening if one is available in the spring or upon returning to campus in the fall to ensure immediate participation in team activities. Preferred Walk-On athletes are defined as those individuals receiving no athletic funds from Savannah State University Athletics Department for their participation in intercollegiate athletics but were actively recruited by the coaching staff. At this time all Preferred Walk-Ons will be required to carry a primary insurance policy.

D. WALK-ON ATHLETES

All walk-on student-athletes are required to complete the participation paperwork for the Athletics Department, obtain medical clearance, and provide proof of medical insurance covering intercollegiate athletic injuries prior to any participation. You must have proof of primary insurance to participate in intercollegiate athletics at SSU. There will be no physical screening date provided by the medical staff for walk-on student-athletes. You may utilize the campus health center at no cost or various local providers at minimal cost.

E. GENERAL INFORMATION

If a student-athlete is unable attend one of the scheduled dates they will be responsible for acquiring their required physical through other available options such as: SSU Harris-McDew Student Health Center or a Family Physician.

III. STUDENT-ATHLETE MEDICAL RECORDS POLICY

A. RECORD KEEPING

In cooperation with St. Joseph's/Candler (SJ/C) Sports Medicine, the medical staff will maintain confidential medical records for each student-athlete as required by the applicable state and federal laws and said records shall remain the property of SJ/C. SSU shall not have access to medical records of student-athletes except under proper written authorization. Adequate secured storage will be provided in the SSU Athletic Training Room for these medical records including records of athletes that have graduated and in accordance with all state and federal laws.

- All student-athletes must sign in on the appropriate treatment log each and every time they enter the athletic training room for evaluation, treatment, rehabilitation or other injury/illness care.
- All Over-The-Counter (OTC) drugs issued to student-athletes or anyone else must be logged into the OTC Drug Log.
- All student-athletes evaluated on campus by the team physicians from the Southeastern Orthopedic Center must be logged in the Team Physician Clinic Log.
- Daily rehabilitation/treatment notes shall be maintained for all student-athletes suffering from time-loss injuries.
- Daily injury reports will be emailed during the season to coaching staff

B. PRESCRIPTION MEDICATION POLICY

- Prescription medications necessary for athletic-related injuries or illnesses may be provided by the Athletics Department through an established pharmacy relationship at Candler Hospital with proper referral from the ATC staff and prescribing physician.
- The Harris-McDew Student Health Center has limited prescription medications available to enrolled students at no cost. This facility must be used whenever possible to defray departmental expenditures.
- All prescription medications are intended for the recipient as directed by the physician and should not be shared with others or used in conjunction with medications unknown to the prescribing physician

C. INJURY TREATMENT & REHABILITATION POLICY

- All injuries sustained while participating in intercollegiate athletics for Savannah State University must be reported to the athletic training staff immediately for initial evaluation and appropriate referral, if necessary.
- All student-athletes are required to attend treatment and rehabilitation sessions as directed by the athletic training staff and team physician(s) for athletic-related injuries. All efforts will be made to schedule sessions around classes and practices/games.
- Student-athletes must sign the treatment log-in sheet for every treatment session to be considered present.
- All student-athletes must be cleared by the athletic training staff and/or team physician(s) prior to participation after an injury. Failure to do so may result in further injury and prolonged absence from activities.
- All missed sessions will be reported immediately by the athletic training staff to the coach for review and appropriate action.
- If you are unable to attend a scheduled session it is your responsibility to call ahead of the scheduled session and notify the athletic training staff to reschedule accordingly.

IV. STUDENT-ATHLETE MEDICAL INSURANCE POLICY

The Savannah State University Athletics Department utilizes a secondary athletic medical insurance policy. Any intercollegiate student-athlete who sustains an athletic-related injury or illness will have medical claims filed with their parents/guardians private health insurance as the primary insurance provider.

Once the primary insurance benefits are exhausted, the student-athlete must obtain an Explanation of Benefits (EOB) form from their insurance company and deliver it to the athletic training staff. The Athletics Departments' secondary insurance may be responsible for those remaining expenses not covered by the primary insurance company if all procedures are followed precisely and in a timely manner. The student-athlete may not be responsible for costs associated with a school-related injury so long as it was reported to the athletic training staff for proper management.

As of this time we are requiring that all Preferred Walk-on and Walk-ons' have a primary insurance policy before they play intercollegiate sports at Savannah State University. In the event that a scholarship athlete has no private health insurance, the Athletics Department insurance provider provide a primary athletic related health policy to the student-athlete at minimal cost. The student-athlete will reimburse the Athletics Department by filing and filling out the MEAC Special Assistance fund. Once the Funds are received by the student-athlete, they will reimburse the Athletics Department for said athletic related health policy.

If the student-athlete obtains private health insurance at some point thereafter, they must report this to the ATC staff immediately. It should be noted that the Athletics Department may only cover injuries sustained during Savannah State University Intercollegiate Athletics supervised/authorized practices or games. Also, if a student-athlete insurance carrier drops them, it the student-athletes responsibility to notify the sports medicine staff immediately so arrangements can be made. If this is not done and the student-athlete is injured SSU may not be responsible for medical bills sustained at time of injury.

Additionally, the secondary insurance will only be filed when the student-athlete reports the injury to one of the SSU athletic trainers, is evaluated by the athletic trainer, and is referred by the athletic trainer. Any other circumstances under which injuries may occur will be regarded as non-athletic in nature and are not the responsibility of Savannah State University Athletics

Department, nor is it legal for the Athletics Department to assume such responsibility. Medical appointments will be arranged for the student-athletes by the SSU Athletic Training Staff.

The Savannah State University Athletics Department will not be financially responsible for payment of unauthorized appointments.

If you should have any questions regarding the Savannah State University Athletic Medical Insurance Policy, please do not hesitate to contact Mr. Greg Jackson, at (912) 303-1795, or the Savannah State University Head Athletic Trainer at (912) 353-4978.

V. ATHLETIC TRAINING COVERAGE & TRAVEL POLICY

Athletic Training Staff

The Head Athletic Trainer, Assistant Athletic Trainer, and a Team Physician, or designee, travel only with the football team for its designated away contests. Men's & Women's Basketball as well as Men's & Women's Track may be covered as additional staffing. In-season sports will always take precedence over out-of-season.

Unsupervised Student Athletic Trainers

Student athletic trainers, if available, may be asked to travel by the Head ATC with an athletic team to provide a first responder role. This must be approved by the Head ATC in advance of any team travel and the student must be CPR certified. SSU student athletic trainers are allowed to perform the following as a First Responder when traveling with a team without the supervision of an ATC if they have previously documented their abilities and proficiencies in the task:

- Preventative taping, wrapping, and padding
- Preventative stretching techniques
- Application of heat/ice packs to individuals free of contraindications
- Wound care utilizing OSHA procedures.
- Documentation of the above tasks performed

SSU student athletic trainers are not to perform the following tasks as a First Responder when traveling with a team without the supervision of an ATC:

- Evaluation of acute injuries to determine health status
- Application of electrical, acoustical, and mechanical therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

Student-athlete/Staff Road Emergency Medical Procedure for Travel

- When a Certified Athletic Trainer (ATC) is traveling with a university athletic team and a student-athlete or staff member requires hospitalization or a physician's attention the following procedures should be followed:
 - o If at all possible, wait until you reach Savannah, GA before seeking medical attention. However, the athlete's health and well being is most important. If you are in doubt, quickly seek the closest medical attention. Always err on the side of good judgment.
 - o If you are near the opponent's hometown, always seek help from the opponent's athletic trainer and team physician, if possible.
 - o Always introduce yourself to the opponent's athletic trainer and/or team physician before the athletic contest begins. If an emergency arises, they will already be familiar with you.
 - o Always offer your services to an injured opponent, even if you are at his home facility. In certain situations you may be the most knowledgeable in the area of sports medicine if the opponent does not have an athletic trainer or physician present. Never force yourself or your services on an injured opponent; leave the decision to them and their coach.

- Student-athlete insurance and medical information as well as emergency contact information will be kept in the teams' medical kit.
- If a student-athlete needs medical attention out of town, all bills will be sent through his/her private insurance first and then any subsequent bills will be mailed to the athlete at his/her home address. Copies of the itemized bills and the insurance companies' explanation of benefits (EOB) should be sent to the SSU Insurance Coordinator (Greg Jackson, Savannah State University, P.O. Box 20075, Savannah GA 31404).
- Contact the head athletic trainer, if not present, as soon as possible if the injury is serious. The head athletic trainer may then contact the athlete's parents and/or spouse.
- Staff athletic trainers may stay with the injured athlete at the hospital if necessary. This should not be done unless there are other University athletic trainers to cover potential injuries of the remaining team members. There is always the possibility of a more serious injury to another team member.
- If the head or staff athletic trainers are unable to travel with the team or are not present and they cannot be reached by telephone then the student athletic trainer or head coach should contact the Athletics Director and have them assist in locating a staff athletic trainer as soon as possible to make recommendations for appropriate medical treatment.
- Only medical treatment that is absolutely necessary should be administered by non-university medical personnel; if possible, all secondary medical treatment should be handled by the university medical staff.

VI. NCAA DRUG TESTING POLICY

The National Collegiate Athletic Association Drug-Testing Program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. All Program athletes wishing to participate in NCAA-sanctioned sports are required by the NCAA to complete a Drug Test Consent form annually, consenting to an independently-administered random drug test. For Division 1 institutions sponsoring football, drug testing is required of at least 18 football athletes and at least 8 athletes of another school-sponsored program at least once each academic year. Visit the National Center for Drug-Free Sport website at www.drugfreesport.com for additional information concerning the NCAA's drug testing program.

VII. NCAA BANNED DRUG CLASSES

A banned substance list may be viewed and printed from the NCAA webpage.



DRUG POLICIES AND PROCEDURES

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/ dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

NCAA DRUG TESTING PROGRAM

The student-athlete is required to participate in the NCAA drug testing program as a condition of athletic participation. The NCAA conducts drug tests at every NCAA championship. A positive test results in immediate ineligibility. Therefore, confidentiality of test results is impossible. In addition to ruling individual student-athletes ineligible, the NCAA can rule the entire team of the student-athlete ineligible for further competition.

Each student-athlete should consult with the head athletic trainer before taking any over-the-counter or prescribed medication.

TEST COLLECTION PROCEDURES

The student-athlete shall provide a urine sample while being observed by a member of an independent (non-university) sample collection team. The specimens will be sealed, individually numbered and named, and the student-athlete will certify that his/her numerical designation corresponds to that on the specimen bottle he/she has submitted. The numbered samples (no names on the sample) will then be immediately sent to an independent laboratory commissioned to perform tests. The results are usually returned with 48 hours.

BANNED DRUGS

The following is the list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:

amiphenazole	methamphetamine
amphetamine	methylenedioxymethamphetamine (MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxin
doxapram	pipradol
ephedrine (ephedra, ma huang)	prolintane
ethamivan	strychnine
ethylamphetamine	synephrine (citrus aurantium, zhi shi, bitter orange) and related compounds
fencamfamine	
meclofenoxate	

(b) Anabolic Agents:

Anabolic steroids

androstenediol
androstenedione
boldenone
clostebol
dehydrochlormethyltestosterone
dehydroepiandrosterone (DHEA)
dihydrotestosterone (DHT)
dromostanolone
epitrenbolone
fluoxymesterone
gestrinone
mesterolone
methandienone
methenolone

(c) Substances Banned for Specific Sports:

Rifle:

alcohol
atenolol
metoprolol
nadolol

(d) Diuretics:

acetazolamide
bendroflumethiazide
benzthiazide
bumetanide
chlorothiazide
chlorthalidone
ethacrynic acid
flumethiazide
furosemide
hydrochlorothiazide

(e) Street Drugs:

Heroin
marijuana

(f) Peptide Hormones and Analogues:

corticotrophin (ACTH)
growth hormone (GH, somatotrophin)
human chorionic gonadotrophin (hCG)

methyltestosterone
nandrolone
norandrostenediol
norandrostenedione
norethandrolone
oxandrolone
oxymesterone
oxymetholone
stanozolol
testosterone
tetrahydrogestrinone
trenbolone
and related compounds
Other Anabolic agents
clenbuterol

pindolol

propranolol
timolol

and related compounds

hydroflumethiazide
methyclothiazide
metolazone
polythiazide
quinethazone
spironolactone
triamterene
trichlormethiazide
and related compounds

tetrahydrocannabinol (THC)

insulin-like growth hormone (IGF-1)
leutenizing hormone (LH)

Subject to Restrictions

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

(Revised: 8/15/89)

- (a) **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)
- (b) **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:
 - (1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
 - (2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
 - (3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
- (c) **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)
- (d) **Beta 2 Agonists.** The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)
- (e) **Additional Analysis.** Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

DRUG EDUCATION

Per NCAA Bylaw 30.5-(b)*, the director of athletics or the director of athletics' designee shall disseminate a copy of the list of banned drug classes to each student-athlete.

To achieve its educational mission, Savannah State University has responsibility for creating and maintaining an environment in which learning and productivity are maximized.

It is the policy of Savannah State University that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Savannah State University campus, on property owned or controlled by Savannah State University, or as part of any activity of Savannah State University is strictly prohibited. All employees and students are subject to applicable, federal, state, local laws related to this matter.

The administrative, professional, and coaching personnel of the Athletics Department and the University believe and concur with the following propositions and conclusions concerning alcohol and other drug use and abuse by any student-athlete participating in Savannah State University sports programs.

1. Student-athletes need full knowledge of the harm that alcohol and other drugs may cause and an awareness of the benefits of avoidance and the nature of rehabilitation. The extraordinary public scrutiny and performance pressures to which they are subjected present unusual temptations and possibilities for exploitation and exposure to alcohol and other drugs with which even the more sophisticated may find difficulties in managing.
2. Those attempting to combine athletic activities with alcohol and other drug abuse may create additional risks both to themselves and to teammates. The reduction in mental alertness, the behavior modification, whether as excessive aggression or increased in difference, expose student-athletes to physical injury and team dissension. The risks are both immediate (e.g. practice injuries) and long-term (physiological degradation).
3. Given the substantial time and energy required for participation in varsity sports, a student-athlete who permits alcohol or drug use to affect and alter his or her athletic performance is likely to see corresponding declines in his ability and motivation to honor primary obligations in the classroom, library and laboratory.

4. The NCAA requires drug testing at all NCAA certified bowls and national championships events. To discover a student-athlete's drug problem at an NCAA championship is too late. Both the student-athlete and the University are put in a very embarrassing situation if a positive test occurs. We should make every effort to prevent such an occurrence.
5. The Athletics Department will promote an enhanced educational program for all student-athletes.
6. All student-athletes will be required to sign a consent form giving the sports medicine staff permission to test the student at any time. Student-athletes will be notified in advance of drug testing and provided information on the time and site of the scheduled test. Failure to appear for a scheduled test will be handled according to the NCAA regulations, thus assuming a positive drug test.
7. Each student-athlete will receive a comprehensive listing of the generic and brand names of banned drugs. (See Athletic Trainer).

ACADEMIC AFFAIRS AND ACADEMIC PERFORMANCE

General Policy - Policies regarding the academic performance of student-athletes shall be guided by the philosophical position that our *student-athletes are students, first and foremost, whose major purpose in the University setting is the completion of a degree program.* Conflicts between class attendance and athletic participation are inevitable due to the inter-institutional nature of the athletic programs and the amount of travel required to complete a nationally and reasonable competitive schedule of athletic competition. The Department shall make every effort to ensure that athletic participation does not negatively affect the student-athletes' academic performance; likewise, student-athletes will regularly communicate early with instructors to develop an agreeable schedule for the timely submission of course work.

UNDERGRADUATE ADMISSIONS TO THE UNIVERSITY

A person who wishes to enroll at Savannah State University must file an application form which can be obtained from the Office of Admissions or via the SSU website. An applicant who is a high school student should file an application as early as possible during his/her senior year. All applications must be filed at least twenty days prior to the date of registration for the semester in which the applicant plans to enroll. An applicant must furnish evidence indicating that he or she has the ability to complete college level work.

All new students (freshmen, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization (measles, mumps, rubella) prior to attending classes. The certificate will be kept on file, in the Student File Record and will be valid throughout the tenure of the student. Except for students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons, students who have not presented evidence of immunization as set forth above, may be denied admission to the University until such time as they present the required immunization certification.

Savannah State University reserves the right to employ appropriate assessment mechanisms to ascertain the suitability of applicants to enroll in the University and to deny enrollment or admission to individuals based upon the results of the assessment.

The University reserves the right to withdraw admission prior to or following enrollment if the documentation supporting the application is not received or does not meet the minimum requirements for enrollment. These standards may be revised and new policies initiated upon the discretion and consensus of the board. Only students admitted to enroll at SSU may participate in Athletics pending any other required certifications (i.e. Clearinghouse).

Admissions Requirements

It is the responsibility of the applicant to request that official documents required for admission be sent directly from the previous institutions to the Office of Admissions. Documents that have been in the hands of the applicant, such as student copy transcripts or letters, grade reports, diplomas, or graduation lists are not official. The documents must be issued and mailed directly by the registrar of the previous institution(s) in a sealed envelope. These documents become part of the applicant's permanent record and will not be returned.

The following items are required for admission:

1. **OFFICIAL APPLICATION FORM.** An applicant seeking admission must file an application for admission prior to the specified deadline as indicated in the academic calendar.
2. **CERTIFICATE OF IMMUNIZATION.** All applicants must submit a University System of Georgia Certificate of Immunization verifying immunity against measles, mumps, and rubella. The form must be on file before a student can register for classes.
3. **A \$20 NONREFUNDABLE APPLICATION FEE.** This fee accompanying the application is not waived for student-athletes.
4. **OFFICIAL TRANSCRIPTS OF COURSES COMPLETED.** All documents must be on file in the Office of Admissions prior to the specified document deadline indicated in the academic calendar.
5. **OFFICIAL SCORES ON THE SCHOLASTIC APTITUDE TEST (SAT I) of the College Entrance Examination Board or THE AMERICAN COLLEGE TESTING PROGRAM (ACT).** Application and information may be obtained from the College Entrance Examination Board or American College Testing Program. The CEEB (SAT) code assigned to Savannah State University is 5609 and the ACT code is number 0858. A freshman candidate is required to submit SAT I or ACT scores. A holder of the GED certificate is also required to submit SAT I or ACT scores and satisfactory SAT II subject test scores. A transfer candidate who has attempted less than 30 semester hours or 45 core semester hours must also submit SAT I or ACT scores and submit an official copy of high school transcript.
6. **OTHER REQUIREMENTS.** The University may require any applicant to appear for a personal interview and to take any achievement, aptitude and psychological tests it deems appropriate in order to make a decision regarding the applicant's qualification for admission to the University. In addition, student-athletes may be required to meet and/or exceed additional NCAA guidelines prior to their participation in any sports programs.

An applicant must be a graduate of an accredited or University approved high school with a diploma (a certificate of attendance is not acceptable). The University requires a final official high school transcript before the student is allowed to attend classes. Transfer students currently enrolled must request an updated official copy of their college transcript. Acceptance for all admissions types is contingent upon a review of final transcripts. The primary focus of this review will be to determine the satisfactory completion of the College Preparatory Curriculum:

18 Basic College Preparatory Curriculum Units Required for Regular Admission

- | | |
|---------------------------------|---|
| 4 Units of English | 3 Units of Social Science |
| 4 Units of Advanced Math | 2 Units of the same Foreign Language |
| 3 Units of Science | 2 Additional Academic Units |

Requirements are subject to change based on institutional and Georgia Board of Regents Policy. Contact the Admissions Office for current admission requirements. These requirements will also meet the NCAA required 13 core courses, 2.00 GPA and the 830 SAT or 17 ACT. Students admitted on probation will not be permitted to participate in any practice or competition with athletic teams..

Regular Admissions

1. 18 CPC (College Preparatory Classes) Units: 16 Basic Units + 2 Additional Academic Units
2. Freshman Index (FI) = 1940 or higher
3. Minimum SAT-I scores: Verbal = 430 AND Math = 400 OR
4. Minimum ACT scores: English = 17 AND Math = 17

5. High School GPA = 2.3 (Minimum GPA of 2.0 with Higher SAT/ACT scores)
6. Official High School Transcript
7. Required Immunizations
8. University's Writing Assessment test

Limited Admissions

(A limited number of students can be accepted in this category annually)

9. 16 CPC Units (Basic Units)
10. Minimum Freshman Index (FI) = 1790
11. Minimum SAT-I scores: Verbal = 430 AND Math = 400 OR
12. Minimum ACT scores English = 17 and Math = 17
13. High School GPA = 1.92 (Minimum GPA of 1.98 with minimum ACT Composite of 17 and ACT-E 17/ ACT-M 17)
14. Official High School Transcript
15. Required Immunizations
16. COMPASS or CPE tests
17. University's Writing Assessment test

Non-Traditional Student Admission

18. Graduated from High School 5 or more years previous to admission
19. Had not attended a post-secondary school in the interim
20. Official High School Transcript or GED Certification
21. Required Immunizations
22. College Placement Tests (All parts)
23. University's Writing Assessment test

Transfer Student Admissions (Regular)

24. Earned 30 or more semester hours of college credit with "C" or better in each course and a GPA of 2.0 or better; must complete a college level English (ENGL 1101) and a college level math (MATH 1111 or 1113)
25. In "Good" standing from the sending institution
26. Official College Transcript(s) (Include High School Transcript if less than 30 semester hours)
27. Required Immunizations
28. Students transferring with less than 30 semester hours of college credit and provisionally admitted transfer students must meet the same regular admission requirements as students admitted to the University for the first time.

Technical College Transfer Student Admissions

Student must be on a degree, NOT a certificate, tract

Transfer courses from the degree tract must meet the following criteria:

29. Collegiate in nature
30. Taught at the same level as at the receiving unit
31. Faculty's credentials must meet standards as specified by SACS (Southern Association of Colleges and Schools) or comparable accrediting agency

Home Schooled Students Admission

32. Diploma from regionally accredited home study program or center
33. Exceptional SAT or ACT scores (top 5%)
34. Passing SAT-II scores in seven (7) subject areas
35. Demonstrated proficiency in a foreign language at the level of two years of high school study

GED Student Admission

36. GED obtained 5 or more years previous to the date of admission, Student admitted as a Non-tradition Limited Admit Student

International Student Admission

37. Documentation of proof of ability to finance one's education
38. F-1 Visa
39. TOEFL Scores (required of non-native speakers of English) of 523 (Paper/pencil test) or 193 (Computer Based test)
40. TOEFL taken within 2 years of enrollment
41. SAT-I (International edition) score: 880. Engineering students score: 1100

Freshman Index

The Freshman Index is calculated by the following formula:

SAT Formula

The GPA (College Prep Courses only) multiplied by 500, plus adding the composite SAT scores.

$$(CPC HSGPA \times 500) + SAT \text{ total score}$$

ACT Formula

The GPA (College Prep Courses only) multiplied by 500, plus adding the ACT composite score multiplied by 42, then adding 88.

$$(CPC HSGPA \times 500) + (ACT \text{ Composite} \times 42) + 88.$$

NCAA INITIAL-ELIGIBILITY CENTER (CLEARINGHOUSE)

The NCAA Eligibility Center evaluates your academic record to determine if you are eligible to participate at a Division I college as a freshman student-athlete. (The Eligibility Center is an organization that performs academic evaluations for the NCAA.)

Registering for the Clearing House

The only way to register for the Clearinghouse is via the internet at www.ncaaclearinghouse.net. To register with the clearinghouse, you must do the following:

1. Go online to www.ncaaclearinghouse.net
2. Select Prospective Student-Athletes
3. Click on Domestic Student Release Form or Foreign Student Release Form
4. Complete the SRF form online, and include your credit or debit card information to pay the fee (\$50 for domestic and \$75 for international students)
5. Follow instructions to complete the transaction
6. Print a copy of your completed registration form
7. Print and Copy the transcript release form
8. Sign the transcript release forms, and give both to your high school counselor.

Students should complete the Student Release Form (SRF) online at the beginning of their junior year in high school and send the clearinghouse the registration fee. This SRF does two things:

- It authorizes each high school you have attended to send the clearinghouse your transcript, test scores, proof of graduation and other necessary academic information.
- It authorizes the clearinghouse to send your academic information to all colleges that request your eligibility status.

NCAA ELIGIBILITY CENTER

Starting November 1, 2007 the NCAA Eligibility Center will begin processing academic and amateurism certifications and taking over all operations previously handled by the NCAA Initial-Eligibility Clearinghouse. Located in Indianapolis, Indiana, the eligibility center works closely with the NCAA national office, ensuring all academic and amateurism regulations are met. You may continue to access your initial-eligibility file by visiting www.ncaaclearinghouse.net. Customer service representatives are available to assist you. Please use the telephone numbers listed on this page (current clearinghouse information) to reach the customer service representatives. Any additional information, including transcripts and test scores, should be sent to:

Clearinghouse Contact Information:

Web address:

<https://web1.ncaa.org/eligibilitycenter/common/index.html>

Eligibility Center customer service:

Representatives are available from 8 a.m. to 5 p.m., Central time, Monday through Friday.

U.S. callers (toll-free): 877/262-1492

International callers: 317/223-0700

Fax: 319/968-5100

NCAA Eligibility Center Mailing Address

NCAA Eligibility Center

P.O. Box 7136

Indianapolis, Indiana 46207

Package or overnight delivery:

NCAA Eligibility Center overnight mailing address

1802 Alonzo Watford Sr. Drive

Indianapolis, IN 46202

FINANCIAL AID

All federal student financial aid programs require that the University assess the student's financial need. The need is based on the parental and/or student's ability to contribute toward educational expenses. A student must complete and submit the *Free Application for Federal Student Aid* (FAFSA) as the application for the need analysis. A FAFSA may be submitted by one of the following means:

- Through the Internet by using *FAFSA on the Web*. The Internet address is www.fafsa.ed.gov
- By using FAFSA Express software.
- By mailing a paper FAFSA

The university receives the student application information electronically from the Central Processing Center. Every student who applies for or receives financial aid at SSU has an assigned financial aid counselor.

Because some awards depend on availability of funds or students' eligibility, students should file their FAFSA by the institution's priority date of April 15. Failure to have paperwork in by April 15 can result in the student not being processed for that semester. Student-athletes are reminded that all grant and aid provided by the Athletics Department is provided to subsidize all federal and other funds provided to the student-athlete. Failure to file or late filing of the FAFSA information may result in additional financial hardships which will be the sole responsibility of the student-athletes and their families.

If a student previously attended another post secondary school, a Financial Aid Transcript must be submitted from each school attended. All athletically related grant-in-aid will be determined by the athletics department and administered by the Office of Financial Aid. Every student-athlete is subject to institutional and individual limits as determined by the NCAA.

According to NCAA rules, an institution awards athletic related financial aid for a period of one academic year. The award is not automatically renewed. At the end of the award period, aid may be reduced or may not be awarded for several reasons, including unsatisfactory athletic performance by the student-athlete. The decision to renew or not to renew financial aid is made by the Head Coach in a particular sports program. Aid cannot exceed the Cost of Attendance for the student-athlete when eligible. Renewal or cancellation shall be made on or before April 30 prior to the academic year it is to be effective.

Grant and Aid provided by the Athletics Department may be reduced or canceled if the student-athlete is enacts or is found culpable of the following reasons:

- Providing fraudulent information on the letter of intent, admissions application and/or financial aid agreements;
- Fail to meet eligibility requirements;
- Engage in serious misconduct and/or violation of team, department, or institutional policies or other rules;
- Withdrawing from a sport for personal reasons. If the student-athlete withdraws after the first competition in that sport, the aid can be reduced or canceled only at the end of an academic term. If the student-athlete withdraws before the first competition, the aid can be immediately reduced or canceled.
- Receiving funds that exceed the limits established by NCAA regulations.
- Is under a contract with a professional sport or sport related organization.

Also, athletic aid cannot be increased, reduced or canceled during the period of the award because of illness, injury, athletics performance, ability or any other athletic reason. In Division I, students-athletes may receive earnings from legitimate off-campus employment that exceeds a full grant-in-aid as long as the Athletics Department staff or athletic representatives are not involved in securing the employment. All student-athletes are required to complete a Student-athlete Employment Disclosure Form whenever employed.

Financial Aid Satisfactory Academic Progress Policy

To be eligible to receive general university financial aid (non-athletics related), students must maintain satisfactory progress towards a degree. Savannah State University is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress (SAP) to include quantitative (time frame) and qualitative (GPA) measurements. SAP means that the student is proceeding in a positive manner toward fulfilling degree requirements. The Office of Financial Aid will measure students' SAP once each year at the end of the Spring Semester.

Satisfactory Academic Progress standards will be measured at the completion of each Spring Semester and new status is effective with the following Summer Session. Below are the Academic Performance Requirements for Part-time and Full-time Undergraduate:

1. Must successfully complete at least the percentage of hours attempted according to the scale below (hours attempted include courses with a grade of "W", "F" and all accepted transfer hours;)
2. Must maintain the minimum cumulative grade point average according to the scale below:

Hours Attempted	%Hours Earned	Cum. Minimum GPA
1 - 30	10%	1.50
31 - 59	30%	1.75
60 - 90	50%	2.00
91 - 180	70%	2.00
Graduate 1 - 54	70%	3.00

Federal Aid Programs

Pell Grant: All undergraduate students who have not earned a bachelor's or professional degree may qualify.

Supplemental Educational Opportunity Grant (SEOG): Awards are made to undergraduate students with exceptional financial need and are Pell eligible.

Federal Work-Study (FWS): Jobs are provided for undergraduate and graduate students with financial need. It is countable aid for athletes only if they work under the Athletics Department.

Perkins Loans: Low-interest loan is made to undergraduate and graduate students.

Direct Stafford Loan: Need-based, federally subsidized, low interest loan which has repayment deferred until after the student graduates, withdrew or enrolls less that half-time.

Direct Unsubsidized Stafford Loan: Need-based, federally unsubsidized, low interest loan which has repayment deferred until after the student graduates, withdraws or enrolls less that half-time. Unsubsidized means that the interest is not deferred while the student is in school.

Scholarship

Savannah State University Scholarships are not given in dollar amounts; they are given as percentage of unmet tuition and sometimes board and/or books. Student-athlete grant and aid is provide to fulfill unmet needs after all other grants, HOPE, academic, or any other scholarships have been applied to a student's account. Such factors may cause an increase in the portion of tuition, room, and board for which the student is responsible for and may result in the student or his/her family to fulfill additional out of pocket expenses or increase loan amounts.

Athletic Related Aid

The Athletics Department works annually to secure and budget funds to assist students who commit to participate in a sponsored sports program. Each sports program identifies the student-athletes who will receive funds annually, the amount, and how the resources are distributed. Head Coaches are responsible for scholarship distribution in accordance with program priorities and will determine which scholarships will be renewed or cancelled within their sports program. All athletic related aid is distributed in accordance with the NCAA, Savannah State University, University System of Georgia, and Federal Student Aid guidelines and policies.

Institutional Scholarships

A variety of academic scholarship programs established and funded through Savannah State University are available to all students, including student-athletes. Students interested in such scholarships should contact the of the Division of Institutional Advancement located in Gardner Hall or call 912-356-2286 for more information

Financial Aid Time Frame

Undergraduate financial aid applicants (including transfer students) enrolled in a four year degree program have a maximum of 180 credit hours attempted of undergraduate work to complete their bachelor's degree requirement.

Students pursuing a second bachelor's degree will have an extension of 96 credit hours attempted beyond the maximum 180 credit hours limit to complete their *second* bachelor's degree.

Graduate financial aid applicants enrolled in a master's degree program have a maximum of 54 credit hours attempted to complete their degree requirements.

Eligible Learning Support students may receive aid for one academic year's worth of credit hours (30 hours). Students who do not complete the requirements for the Learning Support program after a maximum of two semesters will be suspended from the financial aid program. Since students receive Student Financial Aid funds while enrolled in Learning Support courses, all courses in learning support count when measuring a student's SAP.

Financial Aid Suspension

Failure to meet or exceed the SAP standards will result in suspension from financial aid eligibility until such time as the student fulfills the requirement listed in items 1 and 2. In addition, any student who withdraws from the university during a semester that he/she receives financial aid or does not make SAP will be placed on financial aid suspension. While a student is on financial aid suspension he/she is not eligible to receive any financial aid award including student loans.

Appeal of Financial Aid Suspension

A student who is suspended from receiving financial aid or non-renewal of athletics aid may appeal to the Financial Aid Appeals Committee.

A student wishing to appeal financial aid suspension or non-renewal of athletics aid must do so in writing with supportive documentation when possible. The written appeal must be attached to the Appeal for Reinstatement Form that is available in the Office of Financial Aid and must be submitted within 10 days from the end of the semester in which the student aid was suspended or not renewed. Failure to adhere to this time line will result in the student losing the right to appeal the suspension.

The SAP pamphlet is mailed each year with a student's initial award letter. A student is expected to know the Satisfactory Academic Progress policy. The Office of Financial Aid attempts to notify students when they are suspended from the financial aid program, however, sometimes students do not receive notification of financial aid suspension due to circumstances beyond the control of the Office of Financial Aid. If a student was not notified by letter that he/she is on suspension, that in itself does not excuse a student from the financial aid suspension nor does it exempt a student from appealing in a timely manner. However, NCAA Bylaw 15.3.5.1.1 requires the University to inform a student-athlete in writing of non-renewal of athletics aid and provide an opportunity for a hearing on the matter.

The appeals committee will meet once each semester to hear appeals. Students may appeal before the committee or simply provide documents that he or she wishes the committee to consider. The committee will make its recommendation concerning the appeal and the financial aid office will notify the student by written correspondence within five business days of the committee's decision. The committee's decision is final and no further appeals will be granted.

GUIDELINES FOR ACADEMIC SUCCESS

While student-athletes are strongly encouraged to devote the necessary time to prepare for competition and other athletic endeavors, they are also held accountable for their academic performance, progress towards degree, and the completion of requirements as any general student would be. The following topics will review key areas student-athletes should regularly address to insure that they are in good standing with the University.

Orientation Week

Each year the University schedules an Orientation Program the week before classes begin in the fall and spring semesters to give all new and transfer students and student-athletes an opportunity to become acquainted with University environment and to complete any administrative arrangements before classes begin. During the week, some student-athletes take physical and academic tests, campus tours and participate in career and college-life preparation programs. Sessions with their respective academic advisor are also arranged. Some teams will meet and work-out during practice sessions. New and transfer student-athletes are required to participate in the University sponsored orientation program. In addition, the SSU Athletics Department will sponsor orientation activities specifically for student-athletes which are also mandatory for all newly admitted freshman or transfer student-athletes.

Regents' Testing Program

The Regents' Testing Program is a University System Board of Regents' examination to assess the reading and writing competency of all undergraduate students in University System institutions. The policy statement appears in the University Catalog; specific information on the Regents' Test also appears in each semester's "Schedule of Classes."

While it is the institutions policy for all students to begin taking the Regents' Exam once they have completed ENGL 1101 or by their second semester at Savannah State University; all student-athletes are strongly encouraged to sign up for the Regents' Exam during their first semester of study. Students who have earned thirty (30) credit hours (regardless of the English courses passed) are REQUIRED to take the Regents' Examination during the next semester of enrollment. Students who do not pass the Regents' Exam before they complete forty-five (45) semester hours must enroll in the Regents' Remedial Course for any area of the test they have not passed. In certain cases, students may be limited to twelve (12) hours of attempted credits for the semester; Regents' Remedial course will not count towards degree credit and could cause student-athletes to fall below the NCAA required progress towards degree for eligibility.

All transfer students from within the University System of Georgia will be subject to all provisions of this policy. Students from institutions outside the System who transfer to Savannah State University after completing forty-five (45) or more earned degree credit hours must take and pass the Regents Test by the second semester of enrollment or they will be subject to all provisions of the Regents' Test policies including enrollment in the Regents Remedial Course. Students are responsible for complying with all institutional policies regarding the Regents' Testing Program. Failure to comply will result in disciplinary action ranging from cancellation of registration to suspension, depending upon the gravity of the situation.

COURSE REGISTRATION

Dates for registration can be found in the University Calendar and in the Schedule of Classes. Each student-athlete is required to follow the instructions and procedures for course registration as provided by Athletics Department to each sports program. Student-athletes should follow the following process for course registration:

1. Get a copy of the next semester's practice and competition schedule from the Head Coach to determine the times and days they should attempt to leave available in the course schedule.
2. Schedule a meeting with the academic advisor during the month of September (for Spring registration) and February (for Summer and Fall registration) to discuss academic progress, update the student course grid, and identify the courses for the next semester.
3. Complete and sign the entire Course Registration Form (including the personal data) with the advisors assistance; the advisor should also sign the Course Registration form when complete.
4. During the advisement session, the advisor should remove the Advisor Hold from the student's PAWS account
5. All student-athletes are required to complete course registration on the first day the PAWS account is open for registrations.
6. All student-athletes should complete registration for spring courses during the October

Student-athlete registration is used to complete the process for processing grant and aid; grant and aid can not be applied to any student who's record does not indicated course registration or the necessary course hours that are required for grant and aid. It is in the best interest of all student-athletes to register for course in the timeliest manner possible to insure the creation of a schedule that will best fit their programs schedule and the processing of grant and aid. The registration dates schedule during the days prior to the start of classes are reserved for newly admitted students. Late registration begins on the first day of classes of each semester. The fee for late registration is \$50.00. and can not be paid through athletic aid. Student-athletes should make every effort possible to complete their course registration on the first day of early registration to insure they are able to schedule classes that will meet their practice and competition schedule.

Student-Athlete Course Load

The normal academic workload is 15 (fifteen) hours per semester for undergraduate students and 9 hours for graduate students. Undergraduate students carrying fewer than 12 hours per semester and graduate students carrying fewer than 9 hours per semester will not be certified as fulltime students. Part-time students are not eligible to participate in athletics.

Under ordinary circumstances, a student may enroll in courses up to but not in excess of eighteen (18) semester hours. Students who maintain an average of 3.00 during any semester may be permitted to take additional hours by the advisor or department chair during the following semester, the total not to exceed twenty-one (21) semester hours. Exceptions to the 3.00 average may be made for students who are within two semesters of graduation. For these students, the total hours carried for credit may not exceed twenty-one (21) hours. Advisors may recommend the overload to the Dean.

Schedule Adjustments (Add/Drop)

Students may make adjustments to their course schedule after completing the registration process, however student-athletes must follow the following procedures prior to adding or dropping any courses from their schedule.

Adding a Course

Course may be added to a student's schedule only during the first two days of the semester. After meeting and receiving the advisors' approval, a student may register for additional courses by logging into their PAWS account or by completing the Drop/Add form and submitting it to the Registrar's Office. The student should later check the PAWS account to insure that the course adjustment is applied to the student schedule.

Dropping a Course

Student-athletes must receive permission to drop (withdraw from) a course from the Academic Advisor, Head Coach, and Assistant Athletics Director for Academic Services prior to making the course adjustment. Failure to receive permission may result in the student-athlete rendering him or her self ineligible to participate in intercollegiate practice and/or competition and possible forfeiture of his or her scholarship. Upon receiving the necessary approval, the student may log-in to the PAWS account or complete the Drop/Add form to and submit it to the Registrar's Office to remove a course from the student schedule. The student should check the PAWS account to insure the course adjustment is applied to the student schedule. Courses can be dropped through the final day of mid-term with a grade of "W" appearing on the Student's academic record. The last day to drop a course without academic penalty is mid-semester. Students should beware that dropped courses will still count against the financial aid Satisfactory Academic Progress and could delay graduation. Student-athletes should always meet with Athletic Academic Services immediately upon experiencing any difficulties or receiving deficient grades in any course; a variety of resources are available to assist student-athletes' satisfactory academic performance.

CLASS PARTICIPATION/ATTENDANCE

Due to the likelihood of regular absences incumbent to regular competition, class attendance is mandatory for student-athletes. Student-athletes are not permitted to miss any classes unless it is for travel and/or participation in athletic competition or with the excuse from a medical specialist or other signature authority. Unexcused absences from class will be considered a major departmental violation and may result in punitive actions. Student-athletes should inform their professors far in advance when their athletic schedule will cause them to be absent from class, arrangements should be made at that time for make-up test; assignments should be turned in prior to any absences. Student-athletes must submit any missed work within 48 hours of their return, should an instructor suggest that work be made-up after the excused athletic related absence.

1. Student-athletes must adhere to the following:
2. Remain up-to-date with the instructor and with all class assignments
3. Answer questions and participate in class discussions
4. Sit in the front of the classroom and avoid classroom disruptions
5. Meet regularly with this instructor for additional support

CLASS ATTENDANCE

Class attendance will be monitored by Academic Services, the head coach and his/her respective assistant coach(s). Professors are asked to report a pattern of non-class attendance by telephone, email, and through progress reports. Student-athletes are responsible for all assignments, quizzes and examinations at the time they are due and may not use their absence from class as a plea for extension of time to complete assignments or for permission to take make-up examination or quizzes. Assignments due while a student-athlete is on official team travel should be submitted prior to leaving campus unless specific arrangements are made with their instructor. It is the responsibility of the student-athlete to remind each instructor of their absence at least 5 days prior to his/her departure and to make the necessary arrangements for submitting their work or taking exams. Should the professor allow an assignment to be submitted upon the student's return, it is strongly suggested that the course work be completed within 48 hours of the absence.

Excused Absences

All student-athletes participating in approved and scheduled athletic contests will receive a semester excuse letter detailing the dates and times they will be absent from campus and must submit this letter to each professor within the first two weeks of the semester. For absences outside of athletic competitions, student-athletes are required to submit a written excuse to the professor for each class they missed and submit a copy to Athletics Academic Services.

Unexcused Absences

Unexcused absences are absences from classes or laboratories that fall out of the expected range of competition, documented health reasons, or other extenuating circumstances beyond the student-athletes' control in which signed documentation can be provided. STUDENT-ATHLETES ARE NOT PERMITTED TO MISS CLASS FOR ANY OTHER REASON. Any unexcused absence from class, even within the allowable absences prescribed by the instructor or the University Catalog will result in administrative action on the part of the Athletics Department resulting in (but not limited to) probation, game suspension, and or expulsion from intercollegiate athletics.

STUDY HALL AND TUTORIALS

College students are expected to study two hours each week for each course hour in which they are enrolled; i.e. a student with a course load of 15 hours is expected to dedicate 30 hours towards studying and homework each week. The rule of thumb also applies to student-athletes despite their challenging academic and athletic schedules, therefore the Athletics Department mandates study hall hours for participants in all institutional sports programs. Student-athletes who are first-time-in-college freshmen, transfers, and/or returning students with less than a 3.0 GPA are **required** to attend a minimum of eight (8) hours per week of study hall monitored and documented by athletics staff. During away games, student-athletes are required to dedicate a minimum of 2 hours each day towards their studies and the completion of course assignments. All study hall participation must be documented with a coach or through Athletics Academic Services, the Head Coach will explain the required study hall process for his/her sports program.

Athletics Academic Services provides a free tutorial program structured to accommodate all student-athletes. The Athletics Department will attempt to provide tutoring in all key academic areas once a student meets with Academic Services staff and completes a tutorial review sheet. Individual folders are kept on all student-athletes attending the tutoring service to track progress; student-athletes who fail to meet with their tutors at the prescribed times will be subject to penalties levied by the Athletics Department. If a tutor can not be found in the area of identified need, the Department will make arrangements with the professor for the student to receive assistance from university faculty.

LAPTOP LOAN PROGRAM

Athletics Academic Services provides student-athletes with laptop computers during official team travel for the purpose of completing course assignments. Student-athletes may connect to the internet in their rooms or other locations provided to access web resources for their assignments, connect to the SSU Library resources, attend WebCT courses, and/or to forward assignments to instructors. Student-athletes will complete a Laptop Loan form and submit to the coach 24 hours prior to travel.

IDENTIFICATION CARDS/STUDENT ID

Student identification cards are required for all students and students are expected to carry their identification cards at all times; student-athletes are expected to carry their identification cards on all official travel. Cards are provided through Auxiliary Services. The card is the student's official university identification and must be used to withdraw books from the library, purchase tickets or gain admission to university sponsored events, and utilize facilities and services. If a card is lost or stolen a replacement fee of \$20.00 will be assessed. Broken cards will be replaced at no charge if the damaged card is returned at the time of replacement.

WITHDRAWING FROM THE INSTITUTION DURING THE ACADEMIC TERM

Any student who feels that their circumstances require his/her withdrawal from the University may do so by filing the appropriate forms in the office of Vice-President for Academic Affairs.

Students who withdraw after the mid-term of each semester will receive the grade of WF except in cases of hardship as approved by the academic Dean in consultation with the Vice President for Student Affairs. Students should initially petition the Vice-President for Academic Affairs for special assistance due to extenuating circumstances resulting in undue hardship.

Students who withdraw without giving formal notice will forfeit claims for any refunds and may have difficulties during the re-admittance process. The last day to withdraw from all classes for the semester will be the last day of scheduled classes.

A student who wishes to withdraw from all classes during a term (even if only registered for one course) must do the following:

1. Notify the appropriate school Dean or Academic Advisor in person or in writing;
2. Obtain authorization from the Dean or Advisor by completing a withdrawal form from the Vice President for Academic Affairs;
3. Obtain all necessary signatures from the appropriate offices;
4. Submit the completed form to the Registrar's Office.

A student is considered enrolled until officially withdrawn. Failure to withdraw officially from the university will result in grades of "F" for all courses. Once a semester begins, withdrawal from the university is recorded as an "Official Withdrawal" on the student's academic record. A student who wishes to withdraw from the university between semesters is not required to withdraw formally but is encouraged to contact his/her academic advisor or Dean about the decision.

Withdrawal from the university results in the forfeiture of any athletically related financial aid.

ACADEMIC ATHLETIC ELIGIBILITY

The following are important NCAA rules regarding your academic eligibility to which you must adhere. All student-athletes are responsible for understanding academic eligibility and their individual eligibility status; full explanations of the NCAA eligibility guidelines are located in the NCAA Division I Manual which is available via hard copy through all SSU Athletics Department staff or via www.ncaa.org. The SSU Athletics Department strongly encourages all student-athletes to enroll in and pass a minimum of fifteen (15) degree hours each semesters; this will guarantee their continued eligibility and degree completion within four years. Student-athletes with questions regarding their status they should immediately contact the Athletics Department or the Head Coach.

Full-Time Enrollment (12 Hour Rule)

All student-athlete must maintain full-time enrollment (12 hours) at all times to practice or compete in any sports program sponsored by the Athletics Department. In the case of a graduating senior in his/her final semester of a baccalaureate degree, the student-athlete must receive approval from the Assistant Athletics Director for Academic Services to enroll in fewer than 12 semester hours; when a student-athlete is in graduate school, he/she must carry a full graduate load which is usually nine hours.

Declaring/Changing a Major

A student-athlete must declare a major by the end of their sophomore year, or before the first day of class of their junior year (student-athletes must declared a major before the start of the fifth full-time semester of enrollment). When changing a major, the student-athlete must first verify that the hours earned towards the original degree are applicable towards the new degree choice and then file the Major Declaration form with Registrar's Office. NOTICE: the appropriate number of hours earned must be acceptable toward the new degree being pursued for the student to maintain eligibility and compete in athletic competition. Earned hours considered for eligibility must be applied to the degree in which the student-athlete has declared.

Six Hours Earned (Six Hour Rule)

Each student-athlete must earn six hours of degree credits at the completion of each full-time semester. Failure to achieve six hours will render the student ineligible immediately at the completion of that semester. Student-athletes should be mindful that merely achieving the minimal six hours required to sustain eligibility will negatively affect the satisfactory fulfillment of other eligibility requirements and eventual delayed degree completion.

Academic Yearly Progress (18 Hour & 24 hour Rules)

Student-athletes are required to earn 18 semester hours during the regular academic year during the Fall and Spring semesters. Savannah State University student-athletes are required to earn a minimum total of 24 semester hours during the full academic year (Fall, Spring, and Summer semesters) to be certified for eligibility in the following academic year. Student-athletes may use remedial hours (not to exceed three courses) to satisfy this requirement if mandated by the institution.

Percent Towards Degree (40/60/80 Rule)

Student-athletes are required to take courses that will lead towards a degree from the institution in which they are enrolled and must make regular progress towards the degree while participating in their intercollegiate sports program. Each student-athlete must earn forty percent (40%) of the coursework required for the degree (50 hours) by the start of the Junior year (fifth semester), sixty percent (60%) of the degree (75 hours) by the start of the Senior year (seventh semester) and must complete eighty percent (80%) of the degree (100 hours) by the start of the ninth semester. Each year, the Athletics Department will regularly monitor each student's progress towards the declared degree to determine adequate progress based on the degree grid prescribed by the academic department.

Minimum Grade Point Average

Division I student-athletes are expected to be top performers in the classroom, and for this reason the Savannah State University Athletics Department holds all students participating in any sponsored sports program to standards higher than those expected for the general student body. Student-athletes will be expected to maintain a minimum overall grade point average (G.P.A.) of 2.0. Student-athletes with an overall G.P.A. below 3.0 will be closely monitored and may be placed under a department mandated study program.

Eligibility for regular season competition subsequent to the student-athlete's first academic year in residence or after the student-athlete has utilized one season of eligibility in a sport shall be based upon:

1. Satisfactory completion prior to each fall term of a cumulative total of at least 12 semester hours during each of the previous academic terms in which the student-athlete has been enrolled, or
2. Satisfactory completion of 18 semester hours since the beginning of the previous fall term.
3. The student-athlete shall earn at least 24 semester hours of credit for satisfactory requirements during the regular academic year (fall, winter, spring) and the student-athlete shall earn no more than six semester hours of credit to meet satisfactory progress requirements during the summer.
4. Maintaining a grade point average that places the student-athlete in good academic standing while completing satisfactory progress towards a degree.

SSU/NCAA Academic Eligibility Progression Chart Undergraduate				
Semester	Year	Expected Hours	(NCAA)	Minimum GPA
3rd	2nd	31	24	2.0*
5th	3rd	61	50	2.0*
7th	4th	91	75	2.0*
9th	5th	125	100	2.0*
Academic Progression Chart Graduate				
3rd	2nd	18	18	3.0
5th	3rd	36	36	3.0

*all Savannah State University student-athletes must maintain a 2.0 GPA at all times

The Athletics Department follows all policies and procedures as outlined in the SSU student catalog.

HONOR STUDENT-ATHLETES

Student-athletes who maintain a 3.0 cumulative grade point average will be recognized at the annual Student-Athlete Awards Banquet for their stellar academic performance. Student-Athletes with the highest grade point average for their team will be listed as a member of the Savannah State University Academic All-Stars.

Chi Alpha Sigma - National Student-Athlete Honor Society

Chi Alpha Sigma is a nationally recognized honor society which encourages and rewards high academic scholarship of college student-athletes at four-year accredited colleges and universities. The honor society recognizes outstanding academic achievement by intercollegiate varsity letter winners and works to encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics. Members of the society are expected to mentor and to provide leadership to other student-athletes and promote high academic achievement and expectations throughout the department.

Chi Alpha Sigma has strict academic standards to insure that individuals recognized and inducted are capable of managing the high expectation of membership. To become a member of Chi Alpha Sigma National Student-Athlete Honor Society, a student must:

- Be recommended by the Head Coach
- Have completed a minimum 61 hours towards their degree by the fifth semester of enrollment
- Possess a 3.4 cumulative GPA at the time of recommendation
- Letter in the sport

GUIDELINES FOR ACADEMIC SUCCESS/RESPONSIBILITY OF STUDENT-ATHLETE

A student-athlete is expected to dedicate the same, if not more, time, energy, and attention their his/her academic pursuits as he/she would sports participation. Student-athletes should follow instruction from their course instructors with the same intensity as they would their athletic coaches. The same motivation and dedication to purpose should be displayed towards high academic performance as devoted to athletic performance at all times; losing in the classroom is not an option and will eventually create a situation where the student-athlete is not afforded the opportunity to even attempt to win in any sport. Student-athletes will find the following tips useful for academic success:

1. Never miss class!
2. Introduce yourself to your instructors and greet them at each class meeting.
3. Buy a notebook or folder for each class. Keep all handouts, assignments, notes, and other important papers for each class in the notebook.
4. At the beginning of each semester, write all important information on a calendar. Include due dates for assignments, dates of quizzes and exams, traveling dates, appointments, tutorial sessions, and holidays. Refer to your calendar and always plan ahead!
5. Get your books as soon as possible. Keep up with reading assignments and attempt to stay ahead of the instructor. Do not wait until the night before the test to do your reading. Use a marker to highlight important facts, write in the margins, and question yourself on what you have read.
6. Take thorough notes in class, but also concentrate on listening to your instructor. Compare your notes with those taken by others in the class.
7. Study some each day. Reread your notes and quizzes to yourself daily. Do not wait until the night before the test to begin reviewing the materials and studying.
 - You do not wait until the night before a game to practice – you practice daily!
 - You do not go into a game merely familiar with the plays – you know them!
 - *Do the same **with notes and assignments.***
8. Begin your descent back into academics every Sunday afternoon. You are wasting valuable time if you do not study on Sundays.

9. When you study, turn off the TV, stay out of the lobby of the residence hall, and save your dating for the weekend. If you require music to assist you in focusing, listen to tracks without any lyrics such as instrumentals, jazz, or classical.
10. Make friends with classmates to have group study sessions for tests.
11. Find out where and when math labs, accounting labs, computer labs, writing labs, and other departmental labs are held. Attend those labs.
12. Notify your instructors of your game and travel schedules far in advance and remind them regularly. Make arrangements before you are absent to make-up assignments or exams. Let each instructor know you are interested in working to complete the course successfully.
13. Visit with your instructor if you are confused about the course or material, doing poorly, or interested in your status in the class.
14. Do the important little things:
 - a. dress properly for class
 - b. be on time
 - c. take a pen, pencil, notebook, and the necessary texts
 - d. sit in the front of the classroom
 - e. sit apart from your teammates
 - f. take advantage of extra credit work
 - g. take part in class discussions

15. **ASK FOR HELP WHEN YOU NEED IT**, whether your problems are personal or academic.

GUIDELINES FOR ACADEMIC SUCCESS/RESPONSIBILITY OF THE COACH

The Athletics Department encourages coaches to limit the athletic participation of any student-athlete that (1) appears to be having academic difficulty, or (2) misses classes for non-athletic reasons (other than illness, injury, or other extenuating circumstances). Coaches reserve the right to curtail a student's participation in athletic related activities, especially when a student is not demonstrating full commitment towards their academic endeavors.

Coaches are not permitted to contact any member of the faculty to gain favor or exception for student-athletes, however, faculty members are strongly encouraged to contact a student-athlete's coach to discuss academic performance. No special consideration for any student-athlete will be requested at any time outside what is approved by the NCAA regarding competition travel.

MAJOR DEPARTMENT ACADEMIC ADVISOR SHOULD BE TO

Although the Athletics Department provides academic services for student-athletes to address various issues and to provide academic support, student-athletes are expected to utilize their major department staff for usually services related to advisement, registration, and degree evaluations. Major department academic advisors can assist student-athletes with:

- Preparing class schedules
- Reviewing, assessing, and signing advisement forms
- Assist student-athletes with career planning, withdrawal policies, forgiveness policy, and change of major requirements
- provide updates on such opportunities as new classes and interdepartmental scholarships, and internships
- Be familiar with the requirements and programs of various graduate schools and programs
- Provide advice on the courses needed to complete a degree in the selected area of study, providing a copy of a degree audit
- Give a general overview of expectations, goals and working of the major department.

STUDENT AFFAIRS AND STUDENT SERVICES

Central to the Division of Student Affairs is enhancing the holistic educational experience of students by providing educationally purposeful services and programs that bridge classroom learning with out-of-class experiences. As such, the primary focus of the Division of Student Affairs is to provide opportunities (e.g., activities, programs, resources, and well-maintained facilities) and to create environments that support the achievement of the University's educational goals. The quality of student life, however, depends on the extent to which students take advantage of what the University offers for their personal learning and social enrichment. Students can be assisted in this important task through the units that comprise the Division of Student Affairs.

THE CO-CURRICULAR EXPERIENCE FOR THE STUDENT-ATHLETE

The collegiate experience for the student-athlete should encompass more than academic and athletic pursuits. To have a more rounded collegiate experience, the student-athlete is encouraged to get involved in various co-curricular activities and programs that are offered at the University. Many of these activities and experiences are offered through the Division of Student Affairs; the student handbook provides greater detail on the Division of Student Affairs and synthesizes many student services that are provided for students, including student-athletes. In short, the Division of Student Affairs is comprised of the following:

1. Center for Leadership & Character Development
2. Career Services
3. Office of Student Programs & Organizations
4. Office of Residential Services & Programs
5. Office of Student Ethics
6. Health Services
7. Intramural Sports & Wellness Programs

Taken together, these units help form the co-curricular programs and services for students. In addition to these areas, student-athletes are strongly encouraged to get involved in the vast array of student clubs and organizations, particularly the:

- Student Government Association;
- Campus Activities Board (CAB); and the
- Residential Living Association.

For a complete listing of student clubs and organizations, student-athletes should refer to the student handbook.

Intramural Participation

Members of intercollegiate athletics teams are not permitted to participate in intramural competition in the same sport, i.e. an intercollegiate tennis player may not enter intramural tennis competition but may participate in intramural basketball. Student-athletes are required to inform their head coach of their intent to participate in intramurals for approval and guidelines. Coaches may further restrict participation during their sports' official practice and competition season and may have special program policies regarding such activities, including non-participation.

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND ETHICS

The student handbook contains the Code of Student Rights, Responsibilities, and Ethics. The University has high expectations that student-athletes will become familiar with the document, as it articulates the University's expectations for students. In particular, student-athletes, as well as other students, must conduct themselves civilly and responsibly. Student-athletes who violate the Code of Student Ethics will be held accountable for their actions. No student-athlete will be given preferential treatment nor will student-athletes be treated unfairly for their athletic status at the University.

It is important to note that the University does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off-campus that violates university expectations and policies and when the behavior or misconduct clearly contravenes the University's interests and purposes. As such, the Code of Student Ethics governs student-athletes participating in athletic events and other programs during the season and throughout the academic year. Student-athletes are expected to conduct themselves as representatives of the University. The Code of Student Ethics holds full jurisdiction over all Savannah State University student on and off campus and during official and personal travel away from the institution.

SPORTS INFORMATION AND MEDIA RELATIONS

SPORTS INFORMATION OFFICE

The Sports Information Office exists to help the news media, campus community and the general public with coverage and pertinent data regarding the intercollegiate athletics programs at Savannah State University. The Sports Information Director (SID) works with the media, head coaches and the student-athletes to provide better coverage and accurate information on athletic events. Specifically, the Sports Information Office:

1. Provides personnel contacts for home events and pre-game information to the media
2. Writes press releases for distribution to newspapers, television and radio
3. Keeps the student-athlete's hometown papers informed of general progress and specific accomplishments
4. Collects information about student-athletes, teams and coaches;
5. Keeps statistics and complete records of SSU athletic programs and student performances

Student-athletes are invited to drop by the Sports Information Office whenever they would like to inform staff about their activities and accomplishments. We want to know you personally and would appreciate any suggestions for improvements in the Sports Information Office. Any student-athlete interested in sports journalism, helping out at athletic events or volunteering to work in the Sports Information Office is encouraged to contact the Sports Information Director for such opportunities.

ABOUT REPORTERS

Media coverage of our athletic program is encouraged. The Sports Information Office provides reporters with the facts and statistics; however, the student-athletes are the real story. Reporters will seek out student-athletes to write a more interesting account of an event or season. The following guidelines will prove helpful when working with reports :

1. Don't be afraid to talk with a reporter. Answer the questions as precise as you can, **be yourself**.
2. Feel free to express your feelings and thoughts about the athletic endeavor in question. Today's sports reporter is interested in the "inside story," *what it is like, why did you do that, why do you compete, what were your fears, etc.* Maturity, common sense and ethics dictate that you should not criticize teammates, officials, opponents or coaches.
3. Reporters will usually interview student-athletes after athletics encounters or practices. Sometimes, they will want to meet you in the residence hall lobby or elsewhere. If you have any doubts about the request, check with the SID who knows most of the reporters. Most interviews are short, and probably won't interfere with your study time.
4. Student-athletes are strongly discouraged from providing their personal contact information to reports; student-athletes should not contact reports on their own. All contacts between student-athletes and reports should be coordinated through the Sports Information Office

PLAYER INFORMATION RELEASE POLICIES

Savannah State University will regularly release sports information to a variety of sources such as NCAA, media outlets, alumni, and athletic conference. Student-athletes should be aware that information regarding their participation in a sports program, directory information, and descriptive information may be regularly distributed to a variety of sources with or without the student-athletes knowledge. Some information is required by various policies incumbent to intercollegiate athletics and other University policies. Other information is peripheral. If a student-athlete wishes to curtail the information distributed about him or herself, the student-athlete must present a signed confidentiality statement to the sports information director. All student-athletes must sign the NCAA Personal Data Form to participation in any sports program; Note: this form will override certain portions of any signed confidentiality statements on file.

PUBLIC MEDIA AND SOCIAL NETWORK POLICY FOR STUDENT-ATHLETES

Public Media: Public media refers to technologies used to communicate messages and whose mission is to serve or engage a public. Public media domains include print outlets, traditional broadcasts, and digital. When utilizing any public media outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, the Athletics Department, the University and the community.

Social Networks: Social network sites such as Facebook, Myspace, Friendstar, and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that SSU student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate. Further, providing the public access to such sites may expose the student-athlete to unwanted criticism and/or harassment by unsatisfied fans or students from opposing teams. Student-athletes are reminded that participation in these venues can become highly time consuming, therefore student-athlete participation should be limited as much as possible due to the highly demanding class, study, practice, and competition schedules of the of a Division I program.

Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, state of Georgia, Savannah State University (SSU), Mid-East Athletic Conference (MEAC) and National Collegiate Athletic Association (NCAA) rules and regulations.

Facebook and similar directories are hosted outside the Savannah State University's or the University System of Georgia server. Violations of University or University System policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the *Student Code of Conduct*, *Student-Athlete Handbook*, and other policies. They are also subject to the authority of law enforcement agencies. Student-athletes are held responsible for any comments or actions exacted through these sites and may be sanctioned by the institution and/or Athletics Department or Head Coach.

It is incumbent upon student-athletes to be aware of University regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

GUIDELINES FOR STUDENT-ATHLETES AND SOCIAL NETWORK SITES

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a **student-athlete** at SSU you should:

1. Be careful with how much and what kind of identifying information you post on on-line social network sites. Be weary that most any person, including individuals with perverted and/or possibly harmful motives, can access your profile page. It is unwise to make certain items of personal information available such as date of birth, social security number, address, residence hall and/or room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. Further, students should be careful not to provide too much information about your personal life or personal history (i.e. surveys, status updates, traumatic experience, etc.). All can facilitate identity theft, personal manipulation, and/or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes the property of the web site.
2. Be aware that potential current and future employers often access information you place on on-line social network sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Be careful in responding to unsolicited e-mails, especially from people you do not know personally. Emails asking for passwords or PIN numbers or any other personal access data should not be transmitted electronically; reputable businesses do not ask for this information in e-mails.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions. You may be held legally or civically liable for comments or statements you make.

Prohibited Conduct Student-athletes are highly visible representatives of the university and their respective sports programs and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the NCAA, SSU, and SSU intercollegiate athletics program. The SSU Department of Athletics prohibits lascivious, malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the athletics program, and the University.

Sanctions Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by SSU and/or the Athletics Department, as well as civil authorities. Sanctions imposed by Athletics administration may include, but are not limited to, the following:

- Written notification from the Athletics administration or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated.
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.
- Non-renewal of athletic grant-in-aid.

OTHER USEFUL TIPS

Media personnel are working for a public venue. They have a responsibility to their employers. Thus, if you say something, it will be printed and/or reported. A good rule is to think before you speak. If you do not wish to answer a question, say so plainly: "I do not care to answer that question." There are several points you should avoid discussing:

1. Be careful of providing information that may provide any opponent with an unfair advantage in preparing to compete against your sports program
2. Do not discuss your opinion, both before and after games
3. Do not discuss strategy or plans
4. Do not criticize your teammates and coaches by discussing mistakes that you think might have been avoided
5. Be careful of a statement after the game. COOL DOWN !!!
 - a. If the team loses: be a good sport
 - b. If the team wins: give credit – be humble and grateful. Be complimentary of your teammates because they helped you. Remember, you are part of a team (even if it is an individual sport).
6. **Never** talk off the record (there is no such things as "off the record")
7. When a writer talks about you in a positive manner, say thank you.
8. Try to avoid a controversial topic. Preferably ask for a list of questions in advance so that you will have some idea what will be asked and how you must answer
9. Do not give an interview by phone unless time and date has been arranged by either the SID, your head coach, or the athletic administration office

BIBLIOGRAPHY

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NCAA Division I Manual. NCAA: Indianapolis.

Savannah State University (2002). Savannah State University Catalog. SSU:Savannah

Savannah State University (2007). SSU Student Code of Conduct. SSU: Savannah.

Savannah State University (2004). Student-athlete Handbook. SSU:Savannah

Cuses, S Et al (2006) Thriving in College and Beyond. Kindal/Hunt: DuBuque

NCAA (2007). (NOTES) NCAA CHAMPS/Life Skills Continuing Education Conference.
Savannah, GA February 12-14, 2007.

MEAC (2007). MEAC Academic Services Conference. Virginia Beach, VA July 9, 2007



STUDY HALL RULES



1. The time a student spends in Study Hall must be towards his/her individual academic course work and nothing else. **Sleeping is strictly prohibited.**
2. There is no talking or conversation during Study Hall hours; **this includes discussions on sports related issues.**
3. Music is limited to personal headphone devices and **may not include any lyrics of any sort**; the volume on the device must not be audible to anyone else in the room.
4. No food, no eating, and no drinking during Study Hall hours.
5. Profane language of any types is strictly prohibited.
6. Students must sign in AND out to receive credit for Study Hall time; a student may not sign for any other student(s). False documentation may result in suspension from participating in the Tiger Athletics Program.
7. Students will be responsible for any computers, furniture, or property they damage.
8. Collegiate attire should be worn at all times during study hall, practice uniforms and attire is not appropriate.
9. Students are responsible for bringing all the necessary materials needed for the course work they are working on; any resource provided by the Athletics Department should be returned to its original location.
10. Individuals or groups of students who disturb others or violate Study Hall rules will be removed from Study Hall without credit; **habitual violators may be suspended from participating in the SSU Athletics Program.**

SAVANNAH STATE UNIVERSITY FIGHT SONG

Written by: Alzie Walker

We are the Tigers of Savannah U,

We've come to fight for victory.

Our team is strong; we'll fight hard through and through,

'Cause victories our guar'ran'tee.

We are the Tigers wearing Orange and Blue,

We won't give up until we win.

We came to fight – YEAH!

Win – Yeah!

So lets be'gin,

We are the Tigers of SSU!

SAVANNAH STATE UNIVERSITY ATHLETICS DEPARTMENT
REFERENCE FOR NCAA & SSU ACADEMIC/ELIGIBILITY GUIDELINES

Rule	Standard
6 Hour	Students must pass six (6) hours of credit during the preceding full-time semester (Fall or Spring).
12 Hour	Student must be a full time student (enrolled in a minimum of 12 hours) * *Special guidelines for the last semester seniors and graduate students.
18 Hour	Student must pass 18 hours between Fall and Spring Semesters.
24 Hour	Student must pass 24 hours between Fall, Spring, and Summer.* *Only 6 Summer hours will count towards this rule.
40/60/80 (Annual Progression)	<ul style="list-style-type: none"> Student must complete 40% (50 hrs.)* + of degree before the start of the 5th semester. Student must complete 60% (75 hrs.)* + of degree before the start of the 7th semester. Student must complete 80% (100 hrs.)* + of degree before the start of the 9th semester. *Hours based on 125 hour degree program +Remedial hours are not counted.
SSU 2.0 GPA (90/95/100 GPA)	<ul style="list-style-type: none"> Student must maintain an accumulative G.P.A. of: 2.0 GPA* *SSU Athletics Department Higher Standard Adoption
Attendance	<ul style="list-style-type: none"> Student-athletes are not permitted to have any unexcused absences from any class*+ All absences should be documented and signed by an authority Student may miss one competition for each unexcused absence*+ *Absences will be banked during conditioning/pre season periods and will be applied during the competition season +SSU Athletics Department Higher Standard Adoption
Progress Report	<ul style="list-style-type: none"> Students must submit a completed Progress Report signed by the faculty of all the courses in which they are enrolled during the semester on or before the posted due date.
Study Hall 8 Hours Weekly	<ul style="list-style-type: none"> All freshman student must attend study hall until the obtain 30 hours All transfers student must attend study hall their first semester Any student with an overall GPA below 3.0 must attend study hall Any student with a GPA below 3.0 in the preceding semester must attend study hall Any student receiving a grade of "D" or "F" in any course in the preceding semester must attend study hall

Adopted from:
 National Collegiate Athletic Association, (2009). 2009-10 NCAA Division I Manual. NCAA: Indianapolis.
 Savannah State University (2009). 2009-2010 Student-athlete Handbook. SSU: Savannah.

Individual Student-Athlete Academic Improvement Plan

-PLEASE PRINT NEATLY-

Name:	Classification:
Sports Program:	
Student Campus Phone:	Student Cell Phone:
Student Email Address:	
<p>Please list any distractions, issues, or problems leading to the student's Academic Alert Status:</p>	

Course and Study-Hall Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM							
8AM							
9AM							
10AM							
11AM							
12N							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

Student/Coach Notes:

Student-Athlete Signature:	Coaches Signature:
	ATHLETIC'S ACADEMIC SERVICES

**Savannah State University – Athletics Department
Athletics Academic Services Laptop Loan Program
Student Athlete's Name**

Sports Program

Coach's Name

Pick Up Date

Pick Up Time

Pick Up Signature (Coach)

Signature

Date

Return Date

Return Time

Return Signature (Coach)

Signature

Date

Library Use

SSU Serial Number:

Notes:



SAVANNAH STATE UNIVERSITY
ATHLETICS DEPARTMENT
P.O. BOX 20271
SAVANNAH, GA 31404
PHONE: 912-353-5181
Fax: 912-353-5287

**SAVANNAH STATE UNIVERSITY
STUDENT ATHLETE PROGRESS REPORT**

_____ is a student participating in the _____ Please complete the information below so that we can accurately monitor the students progress in your class and provide him with the necessary assistance to insure his successful progression. If the student is deficient in his class performance, please feel free to contact me at dawsons@savstate.edu. **Thanks for your support!**

Class	#Absences	Current Grade	Instructor Signature/Date	Missed Assignments/Comments/Accolades

I declare that the information above was provided by my instructor and has not been falsified in any way by me or any other person.

Student Signature: _____ Date: _____

