



**STUDENT HANDBOOK, PLANNER  
& CODE OF STUDENT RIGHTS,  
RESPONSIBILITIES, AND ETHICS  
2012 - 2013**

[www.savannahstate.edu](http://www.savannahstate.edu)

This handbook is for informational purposes only. It is not a contract and should not be construed as such nor is there any intent to create any contractual liability. 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](http://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.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2012 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

## TABLE OF CONTENTS

<p><b>Message From the University President..... 4</b></p> <p><b>Vision ..... 4</b></p> <p><b>Mission..... 4</b></p> <p><b>Accreditation ..... 5</b></p> <p><b>Forward..... 5</b></p> <p><b>Brief History of Savannah State University... 6</b></p> <p><b>Savannah State Ethos..... 8</b></p> <p><b>Statement of Ethos for Men ..... 8</b></p> <p><b>Statement of Ethos for Women ..... 9</b></p> <p><b>Student Life..... 9</b></p> <p style="padding-left: 20px;">The Importance of Student Involvement ..... 9</p> <p><b>Academics ..... 9</b></p> <p style="padding-left: 20px;">Academic Integrity ..... 10</p> <p style="padding-left: 20px;">Classification ..... 10</p> <p style="padding-left: 20px;">Adding or Dropping a Course ..... 10</p> <p style="padding-left: 20px;">Changes in Grades..... 10</p> <p style="padding-left: 20px;">The Co-Curricular Transcript ..... 10</p> <p style="padding-left: 20px;">Intellectual Diversity ..... 10</p> <p style="padding-left: 20px;">Expectations and</p> <p style="padding-left: 40px;">Responsibilities of Instructors..... 11</p> <p style="padding-left: 20px;">Student Rights and Responsibilities ..... 11</p> <p style="padding-left: 20px;">Institutional Expectations and</p> <p style="padding-left: 40px;">Responsibilities ..... 12</p> <p><b>Traditions, Customs, &amp; Practices..... 12</b></p> <p style="padding-left: 20px;">Alma Mater: “We Hail Thee S.S.U.” ..... 12</p> <p style="padding-left: 20px;">Savannah State University Hymn ..... 13</p> <p style="padding-left: 20px;">Savannah State University Fight Song..... 13</p> <p style="padding-left: 20px;">Commencement ..... 13</p> <p style="padding-left: 20px;">Commencement Participation</p> <p style="padding-left: 40px;">Exception Guidelines..... 14</p> <p style="padding-left: 20px;">Clifford E. Hardwick III Student</p> <p style="padding-left: 40px;">Organization of the Year Award..... 14</p> <p style="padding-left: 20px;">Founder’s Day Convocation ..... 14</p> <p style="padding-left: 20px;">Homecoming ..... 14</p> <p style="padding-left: 20px;">Honors Day Convocation ..... 14</p> <p style="padding-left: 20px;">Leadership Education and</p> <p style="padding-left: 40px;">Development (LEAD) Program..... 14</p> <p style="padding-left: 20px;">Martin Luther King, Jr.</p> <p style="padding-left: 40px;">Observance Day Program ..... 14</p> <p style="padding-left: 20px;">Midnight Breakfast..... 14</p> <p style="padding-left: 20px;">Miss Savannah State University</p> <p style="padding-left: 40px;">(Miss SSU) Coronation ..... 14</p> <p style="padding-left: 20px;">New Student Welcome..... 14</p> <p style="padding-left: 20px;">Outstanding Student Leadership &amp;</p> <p style="padding-left: 40px;">Service Recognition Program ..... 15</p> <p style="padding-left: 20px;">President’s Second Mile Award..... 15</p> <p style="padding-left: 20px;">University Colors ..... 15</p> <p style="padding-left: 20px;">University Mascot ..... 15</p> <p style="padding-left: 20px;">Statement on Prohibited</p> <p style="padding-left: 40px;">Traditions, Customs, &amp; Practices..... 15</p> <p style="padding-left: 20px;">Student Activities Allocations</p> <p style="padding-left: 40px;">Board (SAAB) ..... 15</p> <p style="padding-left: 20px;">Student Organizations &amp; Activities</p> <p style="padding-left: 40px;">Resources Board (SOAR)..... 16</p>	<p>Student Publications..... 16</p> <p>Starting a New Student</p> <p style="padding-left: 20px;">Organization or Club ..... 16</p> <p>What You Need to Know About</p> <p style="padding-left: 20px;">Participating in Student Clubs &amp;</p> <p style="padding-left: 40px;">Organizations ..... 16</p> <p><b>Annual Registration &amp;</b></p> <p><b>Membership in a Student Club or</b></p> <p><b>Organization ..... 17</b></p> <p><b>Annual Registration &amp;</b></p> <p><b>Membership Intake for</b></p> <p><b>Social Fraternities &amp; Sororities..... 18</b></p> <p><b>Policy Concerning Auxiliary Groups..... 19</b></p> <p><b>University-Sponsored Off-Campus Trips .... 19</b></p> <p><b>Policy Statement Regarding the</b></p> <p><b>Supervision of Student Activities ..... 19</b></p> <p><b>Policy Statement Regarding Guidelines</b></p> <p><b>for On-Campus Social Events ..... 20</b></p> <p><b>Board of Regents Policy 4.6.1-</b></p> <p><b>Withdrawal of Recognition of</b></p> <p><b>Student Organizations..... 21</b></p> <p><b>Intramural Sports &amp; Wellness Activities..... 21</b></p> <p><b>Leisure Activities on the</b></p> <p><b>Felix Alexis Circle..... 22</b></p> <p><b>Guidelines &amp; Tips for</b></p> <p><b>Student Safety and Security ..... 22</b></p> <p>Student Nicknames ..... 22</p> <p>Emergency Call Box Locations..... 22</p> <p>Reporting a Crime or</p> <p style="padding-left: 20px;">Suspicious Behavior ..... 22</p> <p>Higher One Refund Card ..... 23</p> <p>General Safety Tips for Students ..... 23</p> <p>General Residence Hall &amp;</p> <p style="padding-left: 20px;">Apartment Safety Tips..... 24</p> <p>Inspection &amp; Searches of Residence</p> <p style="padding-left: 20px;">Halls &amp; Apartments ..... 24</p> <p>Motor Vehicle Registration and</p> <p style="padding-left: 20px;">Operation..... 24</p> <p>Parking Review Board and</p> <p style="padding-left: 20px;">Appeal of Parking Citations ..... 25</p> <p>Shuttle Services ..... 25</p> <p>Storm and Hurricane Emergency</p> <p style="padding-left: 20px;">Readiness Plan ..... 25</p> <p>SSU Homeland Security ..... 25</p> <p>Crisis Intervention &amp; Response Team..... 25</p> <p>Pets ..... 25</p> <p><b>A Drug Free Campus ..... 26</b></p> <p>Standards of Conduct ..... 26</p> <p>Applicable Legal Sanctions for Unlawful</p> <p style="padding-left: 20px;">Use of Illicit Drugs or Alcohol..... 26</p> <p>Criminal Punishment..... 26</p> <p>Federal Sanctions for Drug Offenders ..... 26</p> <p>Health Risks Associated with the</p> <p style="padding-left: 20px;">Use of Illicit Drugs and Alcohol ..... 27</p>
--	---

Drug and Alcohol Educational Services and Programs .....	27	Rights of Victims Involved in Acts That Violate the Code of Student Ethics ...	40
Sanctions.....	27	Student Publications.....	40
Parental/Guardian Notification.....	28	Student Records.....	40
Exceptions to the Policy.....	28	<b>Code of Student Ethics.....</b>	<b>41</b>
<b>General Student Expectations .....</b>	<b>29</b>	Preamble .....	41
Cellular Phones, Personal Digital Assistants (PDAS) & Pagers.....	29	Level I: “Zero Tolerance” Misconduct.....	41
Change of Address .....	29	Level II: Serious Misconduct.....	42
Civil Language .....	29	Level III: Misconduct.....	44
Dressing for Success .....	29	<b>Conduct as It Relates To Off-Campus Activities and Behaviors.....</b>	<b>46</b>
Lost and Found.....	29	<b>Adjudication of Academic Dishonesty Cases .....</b>	<b>47</b>
Posting Documents on Campus.....	30	<b>Mental Health Withdrawal .....</b>	<b>47</b>
Student Insurance.....	30	<b>Judicial Authority .....</b>	<b>48</b>
USG Student Health Insurance Program Requirements.....	30	Coordinator of Student Ethics .....	48
<b>Student Affairs &amp; Student Services.....</b>	<b>31</b>	Board of Student Ethics .....	48
Division of Student Affairs .....	31	Student Government Association Judiciary.....	48
<b>Other Student Services.....</b>	<b>33</b>	Hearing Officers .....	49
<b>Code of Student Rights, Responsibilities, and Ethics.....</b>	<b>36</b>	<b>Judicial Procedures.....</b>	<b>49</b>
Preamble .....	36	<b>Hearing Procedures.....</b>	<b>51</b>
Clubs and Organizations .....	36	<b>Disciplinary Sanctions.....</b>	<b>53</b>
Discrimination and Harassment .....	37	<b>Judicial Appeals Procedures And Basis for Appellate Review.....</b>	<b>54</b>
Guest Speakers and Performers.....	37	<b>Sexual Assault.....</b>	<b>55</b>
Notification to Victim.....	37	Definition of Sexual Assault.....	55
Participation in University Governance.....	37	Definition of Sexual Misconduct.....	56
Peaceful Protests, Demonstrations, and Picketing .....	37	What to Do If Sexually Assaulted.....	56
Policy on Freedom of Expression .....	38	Sanctions for Sexual Assault.....	57
Release of Directory Information.....	39	Your Rights as a Victim of a Sexual Assault.....	57
Right to a Hearing and Counsel/Advisor.....	39	Available Resources .....	57
Rights of Students & Student Organizations Accused of Violating the Code of Student Ethics.....	39	<b>Family Educational Rights and Privacy Act (FERPA).....</b>	<b>58</b>
		<b>Federal Copyright Law.....</b>	<b>59</b>
		<b>Town-Gown.....</b>	<b>59</b>
		Savannah Life.....	59



## **MESSAGE FROM THE UNIVERSITY PRESIDENT**

I am pleased to welcome you to Savannah State University, a respected institution of higher learning with a rich history and long-held commitment to academic excellence. For more than 121 years, Savannah State has provided thousands of bright, ambitious and talented students like you a quality education that opened the doors to remarkable professional and personal success. I trust you will also find the inspiration, support and resources here to advance confidently toward the achievement of your own goals and dreams.

While your most important responsibility as a Savannah State student is to work hard and excel in your academic pursuits, there are also countless social and cultural opportunities at your disposal. Try one of the dozens of campus clubs and organizations and take time to provide meaningful service to the greater Savannah community; it is often in these venues that personal growth and development takes place and life-long friendships are borne. Whether you are just beginning your collegiate career or finishing the last few courses needed to earn your degree, consider this student handbook a guide to chart your course both inside and outside of the classroom.

The rules and provisions outlined in this handbook are designed to ensure the safety of the campus environment and to ensure the protection of your rights, both individually and collectively. Please take note of several key points: violence in any form will not be tolerated on campus or anywhere by members of our campus community; drugs, alcohol and hallucinogens are not acceptable in the university environment; and threats, harassment, intimidation and other negative interpersonal behaviors are not allowed.

I encourage you to explore the wide range of opportunities and associations available on the SSU campus and become fully engaged in the many student life activities we have in store. Read this handbook carefully as it contains important information for your life as a student here; you are expected to be fully aware of all rules, laws and provisions of this university. A keen understanding of these policies will allow you to thoroughly and safely enjoy your college experience, which will be one of the most challenging, exciting and unforgettable times of your life. Best wishes for a successful academic year!

Dr. Cheryl D. Dozier  
President

## **VISION**

Our great institution was founded upon the principle of “adding value” to the lives of former slaves. Today, it is imperative that we remember the sacrifices made and the ideals our forefathers believed in and practiced over the years. The leaders and faculty of Georgia State Industrial College for Colored Youth (now Savannah State University) believed that education and self-worth were keys to a productive and successful life. While they lacked material wealth and were given very few tools to work with, they believed that love and caring were important and necessary in the educational process and that such attributes would lead one to a rewarding and professional career and potentially a position of leadership in our society. Our institution has a longstanding history of creating enormous value that has made a difference to its people.

## **MISSION**

Savannah State University, the oldest public historically black university in the State of Georgia, develops productive members of a global society through high quality instruction, scholarship, research, service, and community involvement. The University fosters engaged learning and personal growth in a student-centered environment that celebrates the African American legacy while nurturing a diverse student body. Savannah State University offers graduate and undergraduate studies including nationally accredited programs in the liberal arts, the sciences and the professions.

## ACCREDITATION

Savannah State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30099-4097 or call 404-679-4501 for questions about the accreditation of Savannah State University.

Savannah State University has also earned the following specialized accreditations:

- Bachelor of Social Work and Master of Social Work - by the Council on Social Work Education
- Chemistry - by the American Chemical Society
- Civil Engineering Technology - by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology
- College of Business Administration - by the Association to Advance Collegiate Schools of Business International
- Electronics Engineering Technology - by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology and by the National Association of Radio and Telecommunications Engineers, Inc.
- Mass Communications - by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
- Master of Public Administration - by the National Association of Schools of Public Affairs and Administration

## FORWARD

The Division of Student Affairs is pleased to provide you with the 2012-2013 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, Ed. D

Vice President for Student Affairs

## 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 2007, Dr. Earl G. Yarbrough, Sr., became the 12th president of the university. He led the university to three consecutive, record-setting enrollment years. Yarbrough also prioritized campus beautification, improving landscaping; placing mascot statues on campus; adding new signage, logo flags and lighting; and erecting a brick-and-iron perimeter fence. These investments contributed significantly to the breath-taking campus backdrop.

Cheryl D. Dozier was named the 13th president of Savannah State University (SSU) on May 9, 2012, after serving one year as interim president and quickly instilling a culture of service, strength and unity throughout the campus. Since taking the helm of SSU, Dozier has launched a number of initiatives to improve graduation and retention rates, customer service, and external relationships. For example, to help move students from matriculation to graduation, Dozier established the "Closing the Gap" initiative, which provides one-time financial assistance to graduating seniors who have exhausted all other financial aid options. The program aims to ensure deserving students are able to successfully complete their SSU education despite any last-minute financial crises or hardships.

## 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, Zikar 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, Rinaldo 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:

- Being accountable for our actions by demonstrating responsibilities for the choices we make;
- Encouraging spiritual renewal by setting, practicing, and promoting high moral standards;
- Acknowledging social change by practicing the appreciation of other cultures and beliefs;
- Encouraging and supporting all in the community, especially men, as a way to nurture healthy relationships; and
- 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 academic information. A copy of the catalog may be viewed online at: <http://www.savannahstate.edu>. The Registrar's Office publishes a schedule of courses that provides the time, place and the instructor of record. Information is also provided about registration, dropping and adding courses, and official withdrawal from the University, as well as program and degree information.. Certain academic regulations are listed herein 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 the following 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 misrepresentation 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. 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:

- Freshman - fewer than 30
- Sophomore - 31 - 60
- Junior - 61 - 90
- Senior - 91 or more

## **ADDING OR DROPPING A COURSE**

Don't panic! During the beginning of each semester there is a drop and add period. See an academic advisor before dropping. 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 withdrawal form and returns it to the Office of Academic Affairs. As student who fails to comply with this regulatin will receive an "F" for all courses 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 on the basis of race, creed, color, religion, 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)

Savannah State University does not routinely monitor electronic communications passing through campus servers. However, e-mails that pass through these servers may be automatically stored for a period of time. These e-mails may also be stored in other locations. The stored e-mails are subject to state and federal laws concerning law enforcement investigations, court discovery requests, University investigations, network diagnostics, and the Open Records Act. Similarly, while the University does not routinely monitor Web page visits, such data may be collected pursuant to the needs of law enforcement authorities. Also, such data may be automatically stored on individual computers. Accordingly, Savannah State University cannot and does not guarantee the privacy of any e-mail message or Internet session sent from or received at any campus computer.

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook.com, Twitter.com, MySpace.com, and Yahoo360, and Internet message boards, forums, web pages and blogs are public in nature. Where information and communications posted in these manners violate the Code of Student Ethics, or provide information documenting a violation of the Code of Student Ethics such information or communications may be used in conduct proceedings. In particular, communications that violate the Code of Student Ethics, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means.

## **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.

## **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 beauteous 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 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 let's be'gin,  
We are the Tigers of SSU!

## **COMMENCEMENT**

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.

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. Please see the Office of Academic Affairs for additional information.

## **COMMENCEMENT PARTICIPATION EXCEPTION GUIDELINES**

To participate in the commencement ceremony, students must file an application for graduation and satisfy all requirements for the degree in which they are seeking. However, an exception to this rule may be granted if the student is within six (6) credit hours for completion of the degree. The application for graduation must be filed by the published due date.

## **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.

## **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. 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 PROGRAM**

The University recognizes the humanitarian and social justice achievement of Dr. Martin Luther King, Jr. through an observance day program. 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) CORONATION**

Each academic year, students elect Miss Savannah State University (Miss SSU) 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 WELCOME**

At the beginning of each academic year, various University offices and program collaborate to present a New Student Welcome 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. 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 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 reflex 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 7.3.2.1 paragraph five 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 fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BoR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BoR Minutes, January 2010).*

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 Life 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 Life 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 completed student organization registration form;
2. A statement declaring the organization's aims and purposes;
3. A copy of the proposed constitution and bylaws, which must describe qualifications for membership;
4. A letter of support from one proposed faculty and/or staff advisor; and
5. A list of proposed members (minimum of five) and officers;
6. Each proposed member and officers must have a minimum 2.5 institutional G.P.A and 12 credit hours.

The Coordinator of Student Activities will appoint a New Student Organization Committee (NSOC) and serve 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 Life and will conduct a NSOC meeting with the proposed organization members;
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 perspective student organizations; and
4. Upon the positive recommendation of the committee, the Vice President for Student Affairs will review the committee's recommendation and organization materials and render a decision regarding granting 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 Life for an up-to-date listing of student clubs and organizations.)

## **ANNUAL REGISTRATION & MEMBERSHIP IN A STUDENT CLUB OR ORGANIZATION**

In order to receive university recognition as a current student club or organization, each group must register with the Office of Student Life by the third week of class during the fall semester. The Office of Student Life has a document that details the information that is needed from all student organizations that intend to register with the university. Annual Registration forms are located in the Office of Student Life. 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, disability, national origin, gender, marital status, political affiliation, or cultural lifestyle in the selection of its members, except in cases where gender 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 Membership 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's 2.00 overall 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;
5. 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 2.50 or higher and must be free of social/disciplinary sanctions; and
8. Membership and leadership requirements are monitored by the Office of Student Life on a regular basis. Any exceptions to these requirements must be requested in writing and reviewed and approved by the Director of Student Life.



## **ANNUAL REGISTRATION & MEMBERSHIP INTAKE FOR SOCIAL FRATERNITIES & 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 Greek Life, each social Greek-letter organization may conduct its membership intake activities in strict compliance with both University and national rules and regulations. In order to receive university recognition as a current student club or organization, each group must register with the Office of Greek Life by the third week of class during the fall semester. The Office of Greek Life has a document that details the information that is needed from all social Greek-letter organizations that intend to register with the university. Annual Registration forms and guidelines are located in the Office of Greek Life.

The following are guidelines that govern membership intake for social fraternities and sororities:

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. (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 Greek Life 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 on file.
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 Greek Life 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 activities 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 prior to the final exam period. This includes any type of new members presentation(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 2.75. 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.**

## **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.

## **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 Life, 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 Life, is primarily responsible for the execution and supervision of student activities. In particular, the Office of Student Life 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 Life 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;
3. Keep student members abreast of their rights and responsibilities;
4. Mentor students and encourage scholastic achievement; and
5. 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 Life 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 4.6.1- 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 USG. 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 USG institutions, 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 (1) 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 (1) year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization that 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 (BoR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990. (Ref. <http://www.usg.edu/policymanual/section4/policy/4.6>)

## **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 upon approval, 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 with all activities. 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; all music should not interfere with class instruction. 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

In as much 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 358-3004/356-2186 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:

**EMERGENCY** ..... 911 or 358-3004  
**NON-EMERGENCY** ..... 358-3010  
**INFORMATION** ..... 356-2186

Confidential and anonymous information can be reported to (912) 358-3004 (Savannah State University Department of Public Safety) or local-based Campus Crime Stoppers at (912) 358-3014. 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.

### **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 (358-3010). During normal business hours reports should be made to the Office of Residential Services and Programs at 358-3132.

## **INSPECTION & SEARCHES 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. 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.

NOTE: Please refer to the Office of Residential Services & Programs Handbook for more information on Inspections, Searches, and Seizures.

## **MOTOR VEHICLE REGISTRATION AND OPERATION**

Students who desire to park motor vehicles on the campus are required to purchase a parking Decal (see [www.savannahstate.edu/decal](http://www.savannahstate.edu/decal)). 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.

Students without parking decals or those improperly parked are subject to ticketing, booting, and/or towing at the owner's/operator's expense. In some instances, students may lose their driving privileges on campus. Official communications regarding parking will be sent via SSU Tigermail.

## **PARKING REVIEW BOARD AND APPEAL OF PARKING CITATIONS**

The Parking Review Board (PRB) is an essential component in assuring that the parking rules and regulations of the University are applied fairly and impartially. The duties and responsibilities of the PRB are to review appeals for parking citations on the Savannah State campus. 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 as required 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.

Appeal forms may be obtained from the Auxiliary Services Office. All appeals must be in writing and sent or hand delivered to the PRB c/o the Savannah State University Department of Auxiliary Services, 127 King-Frazier. 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. After the deadline expires without payment of the fine, the citation will be considered as delinquent and a late fee may be imposed. 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 contracts with Chatham Area Transit (CAT) to operate a shuttle service throughout the campus and off-campus. On-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). Communications regarding the shuttle service will be sent via SSU Tigermail.

## **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 358-3118 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 358-3004/ 358-3010 or Student Affairs at 358-3118 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 (358-3129).

# 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 under current Georgia Law result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both”. This fine from the public judicial system (which may also be enhanced by associated costs and fees) is IN ADDITION TO the fine (\$500) which will be imposed by SSU for this violation of student conduct.

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 University offers a comprehensive substance intervention program for students through the Harris-McDew Health Center. Programs are provided promoting healthy lifestyles with emphasis on awareness of the dangers of drug and alcohol abuse. Referrals are administered through the Office of Student Affairs (912.358-3118).

## **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 any 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 Life. 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/](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 (358-3129)**

**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, and 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 (358-3128)**

**King-Frazier Student Center 206**

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 for employment assistance, career fairs, resume writing, interview techniques, career planning, career counseling, and job announcements.

### **Greek Life (358-3433)**

**King-Frazier Student Center 129**

The Office of Greek Life assists in the enhancement of fraternity and sorority life through collaborative activities involving Greek letter organization focused on social, civic, academic and leadership initiatives. The office will assist these organizations in identifying campus initiatives and community projects which will bring awareness to social issues and provide community service opportunities for the student body. The Office of Greek Life will work with fraternities and sororities to provide developmental seminars and trainings for members and for the student body to prepare Savannah State University students for success on campus and for the expectations of the professional work environment.

### **Leadership & Character Development (358-3118)**

**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. Programs include The Freshman Academy: Leadership 101, Alternative Spring Break, and the Distinguished 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 (358-4122)**

## **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; and
- Day beds for temporary observation and care;

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 (358-3132)**

## **Adams Hall**

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 Organizations & Activities (358-3127)**

## **Student Union Suite 201**

The Office of Student Organizations and Activities 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) (358-3148)**

## **Student Union Suite 204**

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) (358-3127)****Student Union Suite 201**

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 (358-3071)****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.

**Admissions & Recruitment Office (358-4025)****Hill Hall**

The Office of Admissions is the first point of contact for prospective students to the university. The office assists in guiding prospective students through the admissions process and provides other services that enable Freshman, Transfer, Transient, Special or Post Baccalaureate, Joint Enrollment/Early Admission, and International students become acclimated to the university.

**Convenience Store (C-Store) (358-4250)****Student Union**

The C-store (convenience store) is located off the lobby on the first floor of the Student Union. They carry school supplies, paper products, microwave food, cold soft drinks, your favorite toiletries/cosmetic products, and SSU apparel and gifts.

**Department of Public Safety (358-3010)****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 (358-4220)****Morgan Annex**

Students are encouraged to take advantage of the University's Document Center, a facility where faxing, copying, and other duplicating services are provided. Computer stations are located in front of the office for student use. For additional information, please see <http://www.savannahstate.edu/fiscal-affairs/mail-copy.shtml>.

## **Financial Aid Office (358-4162)**

**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](http://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 (358-3131)**

**King-Frazier Student Center**

Dining Services at Savannah State is provided by a company skilled in dining operations on college campuses. Dining venues include the all-you-can-eat dining hall in King-Frazier, the food court in the Student Union, and the Tiger Express Diner. All residential students are automatically assigned a meal plan, the details of which are found in your housing contract and Residential Living Handbook. Meal plans are also available to commuter students, and can be purchased in the ID Card Office, 114 King-Frazier. Students on a meal plan coming to a dining venue without a valid University-issued ID card will be required to pay cash for their meals. 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. Additional information about dining services, including a description of available meal plans, may be found at <http://www.savannahstate.edu/fiscal-affairs/dining-services.shtml>.

## **Food Service Committee**

The Food Services 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. Students are encouraged to share feedback on the bookstore with the bookstore manager or the director of Auxiliary Services. Additional information about the bookstore, including online ordering, may be found at <http://www.savannahstatebookstore.com/>.

## **Laundry Services**

Laundry services are provided on a pre-paid basis. All resident students pay a fee each semester, and the equipment is available for use without additional payment. Please notify your RA or RD if there is a problem with the equipment.

## **Mail Center (358-3126)**

## **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. Unfortunately, the University cannot receive packages or letters for commuter students. If you are a resident student and move off-campus, please make sure that your new information is provided to the U.S. Post Office so that your mail or packages are not returned to sender. For additional information, please see <http://www.savannahstate.edu/fiscal-affairs/mail-copy.shtml>.

## **Office of the Ombudsman (358-3147)**

## **King-Frazier Student Center 244**

The Ombudsman is a student service at Savannah State University. An Ombudsman is an impartial person who provides confidential and informal assistance for resolving University-related concerns, especially those that are not being adequately addressed through usual procedures. The Ombudsman is independent of the University's formal administrative structure and considers all sides of an issue in an impartial and objective manner. An Ombudsman cannot impose solutions but can help to identify strategies for resolution. The office is open M, T, Th: 10:00-5:00pm (closed for lunch), W: 1:00pm-5:00pm, F: by appointment only.

## **Registrar's Office (358-4153)**

## **Colston Administration Building**

The Registrar's Office manages students' academic records and publishes information that assists students in the academic environment. Students use PAWS (Personal Access Website for Students) to conveniently enroll in courses, access financial aid information, verify enrollment, and view other pertinent information.

## **Student Identification Cards (358-3110)**

## **King-Frazier 114**

All students (residing on-campus or off-campus) are required to obtain an SSU ID Card from the Auxiliary Services ID Card Office upon initial registration at Savannah State University. It is mandatory that the SSU ID Card be visibly displayed at all times while on-campus. Cards are automatically validated for students who are registered for classes the specified semester and will not work in any location until the student is registered. The SSU ID Card is not transferable. Only the first card is issued without a fee. Lost cards must be reported immediately to the ID Card Office to prevent unauthorized use of any meals or dollars placed on the card. Lost or stolen ID card replacements are \$35.00. Damaged ID cards will be replaced at no charge, if the damaged card is turned in and the mag stripe can be read to determine it is the most recent card issued. Please read thoroughly the Cardholder Agreement that you will sign when you receive your ID Card, as this has additional terms and conditions related to your card. Misuse of the student identification card is addressed in the Code of Student Ethics section of the handbook.

## **Student Support Services (358-4433)**

## **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 (358-3488)**

## **Whiting Hall**

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 Advisement, 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 (358-4330)**

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 (358-3109)**

Snack and beverage vending are managed by the Office of Auxiliary Services. If you encounter a problem with the vending machines, please notify Auxiliary Services at 912-358-3109, giving the type of machine, location, and problem. Refunds are also available from Auxiliary Services. 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**

### **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 disruptive 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 within the classroom environment 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 Life. 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 Life. 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 Life. 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.** Noncommercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed with the permission of the Office of Student Life 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.
7. The right to remain silent and have no inference of guilt drawn from such silence.
8. The right of cross-examination.
9. The right to appeal an adverse decision through the judicial appeals procedures.
10. 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.
11. 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 adviser. 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:*

- a. *'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.*
- b. *'School' means any school, college, or University in this state.*
- c. *'School organization' means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.*
- d. *'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:

- a. 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.
- b. Carrying a weapon onto or within 1,000 feet of property owned, controlled, or leased by the University is strictly prohibited.
- c. 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.
  - i. 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.
  - ii. The provisions of this subsection shall not apply to:
    - 1.) Persons using mace as a defensive weapon only.
    - 2.) Professionals or Training Instructors who are using mace for instructional purposes.
    - 3.) 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:

- a. 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
- b. 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:

- a. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- b. Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work.

- c. Failure to properly acknowledge authorities quoted, cited or consulted in the preparation of written work (plagiarism). Specific examples of plagiarism are:
  - i. 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. In addition, individual members may be subject to disciplinary action for violation of imposed sanctions.

## **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 Life);
- 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 computer facilities that violate copyright laws including the unauthorized distribution of copyrighted material via peer-to-peer file sharing; and
- 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**

The Student Ethics Board or a Hearing Officer will adjudicate the case. 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 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.

## **D. 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 Assistant 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 Assistant Vice President**

A student may initiate an appeal to the assistant 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 assistant vice president for Student Affairs.

1. The assistant 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.

The assistant 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 assistant 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.
  - iv. 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.
  - v. 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.
7. To appeal the final decision of the University Board, Student Ethics, or University Hearing Officer.

## **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 - 358-3010

Harris-McDew Student Health Services - 358-4122

Office of Counseling and Disability Services Office - 358-3129

Division of Student Affairs - 358-3118

Campus Security (Web Site) - <http://www.savannahstate.edu/faculty-staff/public-safety/>

Rape Crisis Center (Web Site) - <http://www.rccsav.org/>



## 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.



## FEDERAL COPYRIGHT LAW

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

For a list of legal sources of online content as an alternative to unauthorized downloads, visit <http://www.educause.edu/legalcontent>.

## 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.

