



**2014-2015**

**Student Handbook & Housing Policies**

## 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 124 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

## **ABOUT SAVANNAH STATE UNIVERSITY**

Savannah State University (SSU) is the oldest public historically black college or university in the state of Georgia and the oldest institution of higher learning in the city of Savannah. The school was established in 1890 as a result of the Second Morrill Land Grant Act, which mandated that southern and border states develop land-grant colleges for black students. Later that year, the Georgia General Assembly passed legislation creating the Georgia State Industrial College for Colored Youth, which served as Georgia's 1890 land-grant institution until 1947. A preliminary session of the Georgia State Industrial College was held in the Baxter Street School Building in Athens, Ga., before moving to Savannah in October 1891. Richard R. Wright, Sr., was appointed the first president of the institution in 1891, which opened with five faculty members and eight students.

The college awarded its first baccalaureate degree in 1898 to Richard R. Wright, Jr., the son of the founding president and ninth president of Wilberforce University. Cyrus G. Wiley of the class of 1902 was the first alumnus to become college president in 1921, the same year the first female students were admitted as residents on campus. In 1928, the college became a four-year, degree-granting institution, ending its high school and normal school programs.

Upon the creation of the University System of Georgia (USG) in 1932, the college became one of the first members of the system and its name was changed to Georgia State College. Its name changed again in 1950 to Savannah State College, and the institution received initial accreditation from the Southern Association of Colleges and Schools (SACS) in 1955. The USG Board of Regents elevated the college to university status in 1996 and renamed the institution Savannah State University.

Savannah State established the city's first Master of Science degree program in elementary education in 1968, and became the first institution in Savannah to receive accreditation from the National Council for Accreditation of Teacher Education (NCATE) from 1971-81. The teacher education program was transferred from SSU in 1979 as part of a federally mandated USG desegregation plan. In 2013, the SSU School of Teacher Education received official notice from the Georgia Professional Standards Commission that it met all standards to move forth with preparation of middle and high school teachers in the areas of biology, mathematics and technology education.

Savannah State is the first institution of higher education in Georgia to offer a bachelor's degree program in homeland security and emergency management, and is one of few to offer undergraduate and graduate degrees in Marine Sciences — an innovative program launched in 1979. The groundbreaking program in Global Logistics and International Business, launched in 2013, will support continued growth of the port of Savannah and of the coastal region. As a recognized member of the global community, SSU has facilitated the education of many of its students in countries across the world, including the establishment of thriving exchange and study-abroad programs.

Doubling its enrollment from 2001-2011, Savannah State is now home to an increasingly diverse student body of more than 4,700. Under the leadership of its 13th president, Cheryl Davenport Dozier, since May 2011, the university has embarked upon a new era — building upon the rich legacy of academic excellence and community engagement that has defined it for the last 124 years.

## **VISION**

Savannah State University will become the institution of choice in our region, where students maximize their potential in a nurturing environment that embraces social and intellectual diversity. The university will create an efficient, student-centered culture responsive to the needs of its stakeholders, supportive of ideals and ethical verities, and loyal to its rich legacy and heritage.

## **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

## FOREWORD



The Division of Student Affairs is pleased to provide you with the 2014-2015 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 Administration. 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 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. 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!

F. Carl Walton, Ph.D.  
Vice President for Student Affairs

## **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'imAkbar, professor of psychology at Florida State University; (2) Muhammed Akil, president & chief executive officer of Lost Link Enterprises, Inc.; (3) Dr. Rubye Braye, a decision scientist and president of JIL Group; (4) Rev. Tyrone Crider, former coordinator of voter registration for the 1984 and 1988 Jesse Jackson presidential campaigns; (5) Dr. Lee Jones, associate dean of the College of Education at Florida State University; (6) Mrs. Jessica Care Moore, poet and lecturer; and (7) Dr. J. Allen Zow, executive assistant to the president and legal counsel at Savannah State University.

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

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

### **STATEMENT OF ETHOS FOR MEN**

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

Specifically, we commit ourselves to the following:

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

Therefore, in refusing to commit to failure, but in accepting our pronouncement to revolutionize our social establishments with humility, we shall strive for spiritual perfection and greater service and be an instrument for the dissemination of knowledge. We, the men of Savannah State University, pledge

ourselves to these words with integrity and in good faith. Furthermore, we will diligently carry out all that is expected of us and to finally remember and give gratitude to our great alma mater.

### **STATEMENT OF ETHOS FOR WOMEN**

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

- Present themselves in a modest and respectable manner and understand that certain expressions of clothing in a classroom or another setting could communicate undesirable messages and
- 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:	30 - 59
Junior:	60 - 89
Senior:	90 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 Division of Academic Affairs. As student who fails to comply with this regulation 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 Provost/Vice President for 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 Provost/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 Ombudsman's Office.

### **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, religious, political or ideological considerations.
2. University-sponsored academic and extra-curricular activities, such as the selection of speakers or other forums, will reflect a diversity of ideologies and will not be subject to inappropriate censorship by any faculty, staff member, or administrator. Yet, expressions of divergent ideologies will not be used as a means to incite disruptive behavior.
3. In accordance with university and journalistic policies and guidelines, Savannah State University will protect the rights of students that are inherent in the concept of "freedom of the press." The goal of intellectual diversity will be included in all university policies and publications.

The Alternative Dispute Resolution Policy will be posted on the university's website and included in the student handbook, the faculty handbook, and university catalogs. Sessions on intellectual diversity, including procedures for filing grievances, will be included in orientation sessions for students and faculty. Annual surveys will be conducted to assess perceptions of intellectual diversity.

### **ELECTRONIC COMMUNICATIONS & UNIVERSITY E-MAIL**

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, Instagram, 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 Conduct or provide information documenting a violation of the Code of Student Conduct such information or communications may be used in conduct proceedings. In particular, communications that violate the Code of Student Conduct, 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.

**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 Division 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.

## **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 Division 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 Division of Student Affairs.

### **UNIVERSITY COLORS**

The colors of Savannah State University are reflex blue and burnt 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)**

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.

### **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. 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.)

### **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 be submitted to the Coordinator of Student Activities for review. 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.

### **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 15 credit hours.
7. At the time of election or appointment and during term of office, the student must be enrolled as a full-time student (15 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 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. Guidelines that govern membership intake for social fraternities and sororities can be accessed through the Office of Greek Life.

### **POLICY CONCERNING AUXILIARY GROUPS**

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.

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.

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 Division 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
4. 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.)
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus recognition.
11. 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 Life. Grilling activities are only permitted upon approval, in designated spaces and on approved

equipment as determined by the Office of Student Life. 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.

### **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.

### **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 912-358-3004  
**NON-EMERGENCY**.....912-358-3010  
**INFORMATION**.....912-356-2186

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 RESIDENCE HALL & APARTMENT SAFETY TIPS**

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

- 1. Campus residents are strongly urged to have certain property items engraved through the Department of Public Safety.
- 2. 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.
- 3. Do not prop open or alter in any way doors to prevent proper closing.
- 4. Do not admit unauthorized or uninvited persons into residence hall or apartment rooms or into the building.
- 5. Lock all windows and doors.

6. Use only authorized doors. Doors with alarms should only be used during emergencies.
7. Report suspicious persons to the residence staff or to the Department of Public Safety.
8. 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.

### **SAVANNAH STATE UNIVERSITY'S RIGHT OF INSPECTION AND ENTRY**

The University reserves the right to enter residential spaces if there is cause to believe violations of University policies or rules and regulations noted in the Student Code of Conduct and Housing Policies Manual. Individuals residing in University Housing agree that Savannah State University, or its agents or representatives, may enter the assigned space, Unit, or other Units at the University at reasonable hours for the purpose of making inspections and repairs or for the purpose of displaying the assigned space or Unit to prospective resident. In an emergency situation, Savannah State University or agent may enter at any time to protect life or prevent damage to the assigned space or Unit. Further, by placing a work order for work to be performed authorizes Savannah State University or agent to enter dwelling unit for the purposes of completing that work order in a timely manner.

### **MOTOR VEHICLE REGISTRATION AND OPERATION**

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

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal that citation to the PRB. The PRB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The Board has 5 members, identified as: one sworn Public Safety Officer of the rank of Corporal or Sergeant, two representatives from the Student Government Association, one staff member, and one faculty member. Only a faculty or staff member is eligible to chair the PRB. The person serving in the capacity of chair will be elected by the PRB members at the first meeting. The PRB shall require the attendance of two members exclusive of the chair or his/her designee in order to convene for business for any appeal. The PRB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PRB shall conduct all investigations in compliance with Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.

All appeals must be submitted online at [www.savannahstate.edu/permit](http://www.savannahstate.edu/permit). The appeal must be received within 10 calendar days from the date of the citation. The right of appeal is forfeited after the 10 calendar days. The PRB shall render a final decision. The appellant will be notified of the decision in writing within 10 business days following the PRB meeting at which the appeal was heard either via email or United States Postal Service.

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. 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 or 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).

### **GUNS ON-CAMPUS POLICY**

Carrying a weapon OTHER THAN A VALIDLY LICENSED FIREARM onto or within 1,000 ft. of property owned, controlled, or leased by the university is strictly prohibited. ON CAMPUS A VALIDLY LICENSED (INCLUDING A CONCEAL CARRY PERMIT) FIREARM MAY ONLY BE LAWFULLY POSSESSED AND KEPT IN A PARKED VEHICLE OR IN SUCH VEHICLE WHEN TRANSITING



CAMPUS (see GA SB 308). ALL OTHER FIREARM POSSESSION ON-CAMPUS REMAINS PROHIBITED.

### **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 Conduct.
  - 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 in 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 University Housing and Residence Life 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 are 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.

#### **University Career Services (358-3128)**

#### **Student Union, First Floor**

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 Division 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 Division 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 Thursday. 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.

**University Housing & Residence Life (358-3132)**

**Adams Hall**

University Housing & Residence Life 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.

**Student Activities (358-3127)**

**Student Union Suite 201**

The Office of Student 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.

**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 for a fee. 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. Meal plans are also available to commuter students, and can be purchased in the ID Card Office, 199 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 Service Committee serves as a liaison for residential and non-residential students, Auxiliary Services, and the Dining Services Director. The Committee is responsible for gathering and processing students' concerns and/or recommendations regarding the quality of food being served. The Committee communicates with the student body as it relates to their responsibility regarding the dining venues. The 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 apparel and gifts, as well as convenience store items for on-campus and off-campus students, and trade books. Students can save money on their textbooks by using the book rental service and the "best price guarantee" (see bookstore for details). 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)**

At the mail center, students can purchase stamps and send letters and packages. Resident students must go to the Mail Center to request a mail box, for which they pay a nominal fee each semester. Returning students may keep their same mail box if they have housing assigned by July 1. The service window is open 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 provide your forwarding address to the Mail Center, and notify your senders. First class mail and packages (only) will be forwarded for 30 days, then will be returned to sender. For additional information, please see <http://www.savannahstate.edu/fiscal-affairs/mail-copy.shtml>.

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

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

The Ombudsperson 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: 1 0:00-5:00pm (closed for lunch), W: 1:00pm-5:00pm, F: by appointment only.

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

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

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.

### **Colston Administration Building**

### **Student Identification Cards (358-3068)**

All students (residing on-campus or off-campus) are required to obtain an SSU ID Card from the ID Card Office upon initial registration at the University. The SSU ID Card must be visibly displayed at all times while on-campus. A card will be valid each semester when a student is registered for classes, and will not work prior to that time. 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.

### **King-Frazier 199**

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

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.

### **Whiting Hall 122**

**The Center for Academic Success (358-3488)****Whiting Hall, Second Floor**

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 CONDUCT****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 Division 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 conduct review proceedings are conducted under the Code of Student Conduct 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 Life. 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 Office of the Ombudsman for mediation or recommendation of 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 or Student Union and only with the permission of the Office of Student Life. 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 Conduct shall be entitled to an expeditious hearing of the case. Students alleged to have violated the Code of Student Conduct 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.

## **RIGHTS OF STUDENTS & STUDENT ORGANIZATIONS ACCUSED OF VIOLATING THE CODE OF STUDENT CONDUCT**

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

1. The right to a non-legal advisor of their choice.
2. The right to testify on his or her own behalf.
3. The right to present evidence.
4. The right to call witnesses and to hear and question adverse witnesses.
5. The right to remain silent and have no inference of guilt drawn from such silence.
6. The right to appeal an adverse decision through the judicial appeals procedures.
7. 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 a hearing, 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.
8. 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 CONDUCT**

Students who are victims of acts that are in violation of the Code of Student Conduct 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 Conduct, or other administrators involved in the case to discuss the conduct review process.
3. To be advised of the date, time, and location of the conduct review 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 conduct review 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.

# Savannah State University

## Code of Student Conduct

### PREFACE

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 with civility. Students are therefore, expected to conduct themselves in accordance with the objectives and standards of conduct established by the University. A violation of any section of the code will lead to disciplinary action regardless of class level, age, race/ethnicity, gender, sexual orientation, or physical ability level.

#### Core Values of Student Conduct at Savannah State University

- ***Integrity***: Savannah State students exemplify honesty, honor and a respect for the truth in all of their dealings.
- ***Community***: Savannah State students build and enhance their community. Savannah State students will be active and engaged citizens.
- ***Social Justice***: Savannah State students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- ***Respect***: Savannah State students show positive regard for each other, for property and for the community.
- ***Responsibility***: Savannah State students are given and accept a high level of responsibility to self, to others and to the community.
- ***Tradition***: Savannah State students recognize the importance of our traditions and the legacy we leave for future generations of students.

Savannah State University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

*The Savannah State University Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

*The NCHERM Group Model Code Project, 2013.*



## SECTION 1: OFFICE OF STUDENT CONDUCT PHILOSOPHY

The University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the entire University community.

A community exists on the basis of shared values and principles. At Savannah State University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, responsibility, and tradition.

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these seven values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same level of due process protection afforded by the courts in criminal or civil cases. Due process, as defined within these procedures, assures notice and a hearing before an objective decision-maker(s). No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## ZERO TOLERANCE STATEMENT

Savannah State University strives to create an education environment free from fear and intimidation. All students have the right to attend Savannah State University in a safe and secure environment. Violations of the following policies may lead to Residential and/or University Suspension/ Expulsion on the first offense:

- Sexual Assault, Harassment, or Misconduct
- Assault, Harassment, Bullying/Cyber-bullying, or Fighting
- Hazing
- Felony Theft/ Identity Theft

- Drug Sales/Distribution
- Weapons/Firearms/ Explosives
- Acts or Threats of Imminent Danger to others or that are likely to Endanger Others

## SECTION 2: JURISDICTION

Students at Savannah State University are provided a copy of the Code of Student Conduct by visiting <https://www.savannahstate.edu/student-affairs/student-ethics.shtml>. Hard copies are available upon request from the Office of Student Conduct, located in Suite 247, King Frazier Student Center. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all Savannah State-affiliated student organizations. For the purposes of student conduct, Savannah State considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Savannah State.

Savannah State University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Savannah State may invoke these procedures and should the former student be found responsible, Savannah State may revoke that student's degree and/or continue to prevent student access to the University and its facilities.

The Code of Student Conduct applies to behaviors that take place on the campus, at University/College-sponsored events and may also apply off-campus when the Vice-President of Student Affairs or designee determines that the off-campus conduct affects a substantial Savannah State University interest. A substantial SSU interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of SSU;

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. Most online speech by students not involving Savannah State University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about SSU or its community members that causes a significant on-campus disruption.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Savannah State may seek resolution of violations of the Code of Student Conduct committed against them by members of SSU community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Campus Police.

A responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw from Savannah State University until all allegations are resolved.

## University E-Mail Communication Statement

University email is Savannah State’s primary means of communication with students. Students are responsible for all communication delivered to their University email address. Failure to check your University email will NOT BE an acceptable excuse for failing to respond to a hearing request and/or any sanctions that are imposed as the result of a hearing. The University is not responsible to send correspondence to personal email accounts- all communication will be delivered through a student’s official SSU email account.

## SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which SSU has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within five (5) business days. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and SSU may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay

will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the University process.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

## SECTION 4: CODE OF CONDUCT POLICIES

### Core Values and Behavioral Expectations

Savannah State University considers the behavior described in the following sub-sections as inappropriate for the SSU community and in opposition to the core values set forth in this document. These expectations and policies apply to all students, whether undergraduate or graduate. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Formal Conduct Procedures.

***Integrity:* Savannah State University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:**

1. ***Academic Dishonesty.*** Students are subject to disciplinary action for engaging in academic misconduct and academic dishonesty, which includes, but is not limited to, the following:
  - 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.
2. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
  3. **Unauthorized Entry/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.
    - e. Trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building;
    - f. Permitting use or using others Student IDs/Staff IDs/ keys to access buildings or campus entry points .
  4. **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct; Examples of Collusion (formerly Joint Responsibility) include but are not limited to:
    - 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 violations 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.
    - d. Students are responsible at all times for the actions of guests or family members that have been brought to campus or a visiting a member of the campus community.
  5. **Trust.** Violations of positions of trust within the community; deliberately misleading University officials or agents attempting to gain information for University business.
  6. **Election Tampering.** Tampering with the election of any SSU-recognized student organization (minor election code violations are addressed by the SGA).
  7. **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables; 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; knowingly taking or maintaining possession of stolen property.

***Community:* Savannah State University students build and enhance their community. Behavior that violates this value includes, but is not limited to:**

8. ***Disruptive Behavior.*** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus; 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.
9. ***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.
10. ***Trademark/Misrepresentation.*** Unauthorized use (including misuse) of University or organizational names and images. ***(Please contact the Office of University Advancement if unsure of appropriate use of University logos and trademarks.)***
11. ***Damage and Destruction.*** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.
12. ***IT and Acceptable Use.*** Violating the University Acceptable Use and Computing Policy, this would include:
  - 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 file sharing;
  - f. Inappropriate use of social media (Facebook, Instagram, Blogs, etc.)
  - g. Use of computing facilities to interfere with the normal operation of Computer Services and Information Technology.
13. ***Gambling.*** Gambling as prohibited by the laws of the State of Georgia; Students are subject to disciplinary action for playing video games, cards, dice or any other game of skill or chance for money or other items of value.
14. ***Weapons.*** 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 guns, 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. Georgia Law allows LICENSED carriers of weapons to possess such a licensed weapon under the specifically limited exceptions of: carrying or picking-up a student or in a vehicle when in transit through or parked on campus.
  - 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.
15. **Smoking/Tobacco.** Smoking on campus is strictly prohibited as mandated by the Georgia Board of Regents and Georgia State Law. This includes but is not limited to cigarettes, e-cigarettes, and smokeless chewing tobacco. Individuals found smoking may face not only University sanction, but may also be referred to local law enforcement.
16. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
  - a. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
  - b. Failure to evacuate a University -controlled building during a fire alarm;
  - c. Improper use of University fire safety equipment; or
  - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;
17. **Animals.** Animals, with the exception of animals that provide assistance or comfort (e.g. seeing-eye dogs) are not permitted on campus except as permitted by law. Such animals are allowed only as registered with and approved by the Disability Office and Director of Housing. (*Please visit <http://www.savannahstate.edu/student-affairs/office-of-disability-services-intro.shtml> for more information on the Office of Disability Services.*)
18. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities; and individuals will be liable for damage to University property caused by these activities.
19. **Solicitation.** Unauthorized solicitation for goods and services on Savannah State University property is strictly prohibited. Solicitation may include door to door sales, canvassing parking lots with fliers, or any other activities that represent the sales of outside goods or services to the University community.

***Social Justice:*** Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing University community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

20. ***Discrimination.*** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities. Students are further prohibited from violating the provisions and intent of applicable University policies on Sexual Harassment (Sexual Assault & Misconduct), Affirmative Action, and the Americans with Disabilities Act.
21. ***Harassment.*** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.
  - a. **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.
  - b. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by an responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
22. ***Bystanding.*** Students are expected to reasonably respond to assist other students in need.
  - a. Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
  - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.
23. ***Abuse of Conduct Process.*** Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including, but not limited to:
  - a. Falsification, distortion, or misrepresentation of information;
  - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
  - c. Attempting to discourage or improperly influence an individual's proper participation in, or use of, the campus conduct system;
  - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
  - e. Failure to comply with the sanction(s) imposed by the campus conduct system;
  - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
  - g. Knowingly initiating a conduct review proceeding without cause.



**Respect: Savannah State University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:**

24. ***Sexual Misconduct.*** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation, including non-consensual filming or recording of a consensual or non-consensual sexual or intimate act.

***Actions violating the University's Sexual Misconduct Policy are also governed by Federal law as dictated by Title IX. A concurrent investigation will occur for these offenses, managed by the University's Title IX Coordinator or designee. Please review Addendum for more information on these issues.***

25. ***Public Exposure.*** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
26. ***Acts of Physical Violence.*** Any act of physical violence against another person is strictly prohibited. Acts of physical violence include but are not limited to: fighting, assault, damage to persons or property, or acts that adversely impact another person's health or wellness.
27. ***Intimate Partner/Relationship Violence.*** Violence or abuse by a person in an intimate relationship with another.
28. ***Threatening Behaviors.*** Students should not be engaged in any behavior that seeks to threaten or intimidate others.
- a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the physical health, mental health, or safety of any person or damage to any property.
  - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm from another.
29. ***Bullying and Cyber-bullying.*** Bullying and cyber-bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
30. ***Hazing.*** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.
31. ***Stalking.*** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear, this would include contact via electronic mediums (Facebook, Instagram, Text Message, etc.)
32. ***Failure to Comply.*** Students are subject to disciplinary action for:
- a. Failing to respond to a lawful request by properly identified University officials (including Community Assistants or Community Directors) 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 conduct case when properly notified;
- d. Failing to comply with any sanction or condition imposed on a person by any conduct body or administrator.

***Responsibility:* Savannah State University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:**

- 33. ***Alcohol.*** 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, shot glasses, etc.), being demonstrably intoxicated from alcohol, and having empty alcoholic beverage containers on University property or at events sponsored by the University. Savannah State University is a “dry” campus and alcohol is prohibited on campus regardless of age, except as allowed by the Office of the University President.
- 34. ***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. Students may not be under the influence of any drug (other than prescription medications, as prescribed by a medical professional). Further, students are subject to disciplinary action for possessing or using drug paraphernalia on University property or at events sponsored by the University.
- 35. ***Prescription Medications.*** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- 36. ***Explosives.*** Students are subject to conduct review 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.
  - 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.
- 37. ***Financial Responsibilities.*** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- 38. ***Acts which Endanger Self or Others.*** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.) or any actions that intentionally or unintentionally jeopardize the health and safety of oneself or others is strictly prohibited.
- 39. ***Violations of Law.*** Evidence of violation of local, state or federal laws, when substantiated through the University’s conduct process. Students are subject to disciplinary action for:
  - a. 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.

- b. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release.
40. **Traffic Laws.** Repeated violations of traffic laws on campus may result in the removal of on campus car privileges. Specific violations include but are not limited to:
- a. Violation of Campus and state traffic/driving regulations.
  - b. Flagrant and/or frequent parking ticket offenses.
41. **Student ID Cards/Keys.** Students should be in possession of their ID cards/ University issued keys at all times while on campus. Students may also face a conduct review 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.
  - c. Using or attempting to use keys that were not issued to you by the University.

**Tradition: Savannah State students recognize the importance of our traditions and the legacy we leave for future generations of students:**

42. **Dress Code.** Students are responsible to represent Savannah State appropriately and are subject to conduct review 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". This would also include the promotion of drugs or other substances contrary to the mission of Savannah State University.
  - b. Failure to respond to request of faculty and/or properly identified University official to bring themselves in compliance of the Dress Code Policy.
43. **Ineligible Intake or Association.** Intake or associating with a student organization without having met eligibility requirements established by the University.
44. **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.
45. **Other Policies.** Violating other published University policies or rules, including all Residence Hall policies, Residence Hall Contracts, posted rules in Dining Halls, Recreation Areas, Alexis Circle, etc.

## HOUSING POLICIES

While all of the policies contained within the Code of Student Conduct apply to our student residing on campus, there are additional policies that residential students are specifically responsible to comply with. These policies are as follows:

1. **Advertising.** Residence Hall space is reserved for University Programs and Activities. All postings must be approved through the office of Student Life or University Staff members. All advertising must remain on designated bulletin boards. Residents are prohibited from placing advertisements on windows, walls, etc.
2. **Baby-Sitting/Child Care in the Halls.** Children are not permitted on campus for any reason. Students may not utilize University property for child-care or babysitting services.
3. **Businesses/Services.** Residence Hall/Apartment rooms may not be used for any commercial purpose by residents. This would include selling or distributing any goods or services, including but not limited to: child-care, hair or make-up salons, or any other sales. Advertising or manufacturing goods or services is strictly prohibited.
4. **Balcony/Patios.** Balconies/Patios must be kept free to debris and obstructions (Please refer to *Loitering* policy). Students are prohibited from suspending anything from a balcony or using them for drying clothes or other items. Cooking grills or unauthorized furniture are prohibited on University balconies and patios.
5. **Bathrooms.** Students may only use common area bathrooms designated for their specific sex. Students found utilizing the opposite sexes bathroom will face disciplinary action and may be removed from the Residence Halls.
6. **BBQ Grills.** Students may only grill on University provided grilling surfaces. Grills are available between 10am-10pm and must be reserved in advance by contacting a Community Director. Personal grills or George Foreman Grills are strictly prohibited in the Residence Halls, but are permitted in The Village and University Commons.
7. **Bikes/Motorcycles.** All bicycles must be properly locked up at designated bike racks and may not be attached to railings or other unauthorized locations. Bikes that are improperly secured may be removed and confiscated. All Motorcycles must be parked in traditional parking spaces and are subject to being towed if parked elsewhere.
8. **Cable/Internet.** Students are strictly prohibited from tampering or altering University provided cable or internet services hardware. Students may not attach a satellite dish or otherwise alter any Residence Hall/Apartment.
9. **Candles/Incense.** Candles/Incense are strictly prohibited in all University Residence Halls/Apartments.
10. **Cooking/Food Prep.** Only University provided microwaves are permitted in University Apartments, students may not have microwaves in individual bedrooms, even in the University

Apartments. In Traditional Residence Halls, microwaves are provided in the common areas and are prohibited in Residence Hall rooms. Students are expected to practice appropriate sanitation and cleanliness when cooking in authorized University areas.

11. ***Decorations/Attachments.*** Room decorations may not be affixed to walls or windows permanently and students are responsible for any damages that occur when affixing room decorations/posters, etc. Students are prohibited from displaying signs and other decorations in windows that may be perceived as offensive or inappropriate.
12. ***Driving/Parking on Grass.*** Driving/Parking on the any grass areas is strictly prohibited and are subject to being towed/ticketed for such offenses.
13. ***Elevators.*** Tampering, misuse, or vandalism of the University elevators is strictly prohibited. This includes forcing doors open, unnecessary use of alarms/phones, horseplay, accessing control rooms or entering the shaft of an elevator. Students found to be tampering with elevators may be removed from Residence Halls/Apartments.
14. ***Emergency Exits/Doors.*** Students may only use Emergency Exits during an emergency. Sounding the alarm by using an emergency exit unnecessarily will lead to disciplinary sanction. Propping doors at any time is also strictly prohibited.
15. ***Entrances/Hallways/Walkways/Grounds Obstructions.*** Students are prohibited from impeding any walkway, hallway, or entrance for any reason.
16. ***Failure to Comply with Hall Staff.*** Students must comply with any reasonable request of any Hall Staff Member in the performance of their duties. Community Assistants and Community Directors are official representatives of Savannah State University. Failing to follow reasonable directives of Hall Staff may result in removal from Residence Halls/Apartments.
17. ***Fixtures.*** Students may not display any signs, exterior lights, or markings. No awning or projection shall be attached to any building. No satellite dish or other receiving equipment may be attached to any balcony or exterior of any Residence Hall/Apartment.
18. ***Fountains.*** Tampering with University fountains constitutes vandalism and will be treated as such. Placing soap, dyes, or other contaminants may result in severe damage and financial and/or criminal liability for destruction of property.
19. ***University Furniture.*** University furniture may not be removed or relocated from Residence Hall Rooms/Apartments or common areas (lobbies, study lounges, etc.) for any reason. Students are responsible for all University furniture assigned to their living spaces. Residents are not permitted to bring their own furniture, nor are residents permitted to store any University furniture in order to make room to bring their own furniture. All University furniture must remain in the assigned location in which it was found. Students are also prohibited from blocking utility doors or closets in rooms or apartments.
20. ***Housing Contract Violations.*** Students are bound by the terms and conditions of their Housing Contract. Failure to follow the terms of the Housing Contract may lead to disciplinary action, up to and including forfeiture of University Housing.
21. ***Illegal Building Entry.*** Student may only enter Residence Halls/Apartments utilizing the authorized front entry. Students may not enter through windows or emergency exits. Students may only enter buildings to which they are assigned or escorted by an assigned resident.

22. **Guests.** Students are responsible at all times for the actions of their guests. Students are expected to escort their guests at all times. Unattended guests may be asked to leave the Residence Halls/Apartments and host students may be held accountable for any misconduct by a guest, even if they are not with the guest at the time of the infraction.

23. **Misuse of Laundry Facilities.** Student Laundry Facilities are intended for University Residents ONLY. Allowing non-residents access to the Laundry Facility may result in loss of laundry privileges and disciplinary sanction. Laundry Facilities may only be used during posted hours.

24. **Loitering.** Students are prohibited from loitering in and/or around residential facilities, including parking lots, balconies, stairwells, etc.

25. **Lobby Use.** Students may only use designated lobbies at times posted. Students may not use lobbies for student organization meetings or events without prior authorization from the Community Directors and appropriate University Staff.

26. **Noise.** Students have the right to sleep and study at the time of their choosing. Students are expected to respect any request from any other student or staff to decrease the noise volume. As a general rule of thumb, students should expect to not be able to hear anything from more than one door away (in traditional residence halls). Students that create constant noise problem may be relocated to alternate residential facilities and if problems persist, may be removed from the residential facilities entirely.

27. **Occupancy.** Student Housing Assignments are intended to be utilized by those students that have a contract with University Housing. Residents may have no more than two guests per Occupant of the room at any one time. Residents are responsible for the actions of their guests at all times. Students are strictly prohibited from allowing other students and non-students from cohabitating for any amount of time. Those students found in violation of “wild-catting” with forfeit University Housing immediately and face disciplinary action.

28. **Prohibited Items.** The following items are strictly prohibited in any Residence Hall/Apartment:

- Empty or Full Alcohol Containers/Shot Glasses/Glassware associated with alcohol consumption.
- Drug Paraphernalia (scales, wrappers, rolling devices, hookahs, grinders, bong, etc.)
- Unapproved Appliances (Microwaves, George Foreman Grills, etc.)
- Candles/Incense
- Animals of any kind (other than service animals)
- Fireworks
- Water balloons/ water guns
- Firearms/Weapons/Knives
- Weights and Weightlifting Equipment
- Electronic Cigarettes
- Stripper poles

29. **Pets/Animals.** Pets/Animals are strictly prohibited in Residence Halls/Apartments. Students may have fish in a 10 gallon or less fish tank. Service and Comfort Animals are permitted with prior authorization from the Disability Office and Director of Housing/or designee as provided by the Americans with Disabilities Act.

30. **Quiet Hours/Courtesy Hours.** Courtesy Hours are in effect 24 hours a day, 7 days a week. Students may request students to lower noise levels at any time of the day or night.

Quiet Hours:

Sunday-Thursday 11pm-8am

Friday-Saturday 12am- 8am

\*Final Exam Week 24 Hours beginning the weekend prior to Exam Week beginning.

\*Student violating Quiet Hours during Exam Periods may be asked to move off campus immediately as well as face disciplinary sanction.

31. ***Sports in the Hallways/Walkways/Stairwells.*** Students are prohibited from engaging in activities in the hallways/walkways/stairwells of Residence Halls/Apartments. These activities include, but are not limited to: running, skating, speed walking, jogging, roller blading, skateboarding, rough housing, golfing, biking, bouncing/kicking a ball, throwing a ball or frisbee, or any other activity meant to be played in a larger space. Students engaged in these activities may be liable for any damages incurred during these incidents.

32. ***Hall Solicitation.*** Solicitation is prohibited in University Residence Halls/Apartments. All solicitation should be reported immediately to Hall Staff.

33. ***Floor/Hall Meetings.*** Students are expected to attend all Floor/Hall meetings as directed by Hall Staff. Failure to attend a Floor/Hall meeting will not be an acceptable excuse for not receiving information distributed at the meeting. Students are responsible for all information distributed at a Floor/Hall Meeting. If the meeting is taking place at time the student is unable to attend, they must contact Hall Staff prior to the meeting to receive any pertinent information.

34. ***Trash Removal.*** Students are responsible for removal of all trash from their Residence Halls/Apartments and depositing in appropriate receptacles. Students may face fines for failure to manage their own trash appropriately.

35. ***Room Sanitation.*** Residents are expected to keep rooms in reasonable condition. Reasonable condition would include keeping food in appropriate containers, taking care of dishes in a timely manner, maintaining appropriate hygiene in bathrooms, kitchens, and other common areas, regularly doing laundry and other general maintenance and good house-keeping chores.

36. ***Vehicle Maintenance and Cleaning.*** Students are prohibited from performing vehicle maintenance and washing on University property.

37. ***Overnight Visitation.*** Students may only have overnight guests visit with the approval of all room occupants, only on Friday and Saturday nights (Sunday night if Monday is a holiday), and must fill out the Overnight Guest Registration Form with Residence Life Staff 24 hours in advance. Students that fail to properly register guests will lose overnight guest privileges. Students may only have one overnight guest at a time. Due to space limitations, Residence Life Staff may limit how many students may have a guest on any given weekend per room. Overnight Guest Visitation is not available during Exam Weeks or during Breaks. The Division of Student Affairs reserves the right to eliminate Overnight Guest Visitation at any time and need only notify students of this change.

38. ***Windows and Screens.*** Students are prohibited from entry or exiting Residence Halls/Apartments through windows. Students are prohibited from throwing objects or removing window screens for any reason. Students may not display any sign or object on the outside of a Residence Hall/Apartment window or remove a screen for any reason, other than emergency evacuation. Students are also prohibited from passing items through window.

## SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

### Investigating and Adjudicating Violations of the Code of Student Conduct Complaint Procedures

Any member of the University community may file a complaint against any student or student organization for misconduct by contacting the Division of Student Affairs, the Office of Student Conduct, 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 (358-3010), though a complainant can discuss the matter with the Division of Student Affairs or the Office of Student Conduct. 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 Conduct 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 Conduct within five days of the alleged misconduct. The purpose of the preliminary conference is to allow the Coordinator of Student Conduct, 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 Conduct, 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 Conduct may adjourn the preliminary conference pending further consultation with the complainant. This will allow the Coordinator of Student Conduct 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 Conduct, 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 Conduct may adjudicate the case administratively. In certain cases, when a student accepts responsibility for the misconduct, the Coordinator of Student Conduct can issue an administrative sanction.

4. **Formal Adjudication.** Based on the nature of the misconduct, the Coordinator of

Student Conduct may proceed with the case formally by referring it to one of the following judicial bodies:

- Code of Conduct Violations: Coordinator of Student Conduct, Board of Student Conduct, or a Hearing Officer
- Housing Policy Violations: Coordinator of Student Conduct, Board of Student Conduct, SGA Judiciary, or Resident Directors.

5. **Pleas.** If the Coordinator of Student Conduct decides to proceed with the case formally, the accused student will be informed of the pleas available to him or her through the student conduct review 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 Conduct, 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.

6. **Other Actions.** The Coordinator of Student Conduct can also exercise the following actions regarding an alleged violation:

- **Drop the Case:** The Coordinator of Student Conduct 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.
- **University 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.
- **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. If a student requests a hearing, a student may be permitted to reside in University Housing, pending the final outcome of the case.

## **7. The Implication for Failing to Appear Before a Tribunal**

If a student notified to appear before the Coordinator of Student Conduct, the Student Government Judiciary, the Board of Student Conduct, Resident Director or a Hearing Officer fails without excuse to comply, the accused will be processed 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.

## **8. Conduct Review Holds**

While the University reserves the right to hear cases in absentia as described above, in certain cases the University may feel it necessary for cases to move forward with active student participation. In these cases, the University reserves the right to place a Conduct Review Hold on a student's account in order to compel participation in the Conduct Review Process. When this option is utilized, students' will not be permitted to enroll in courses, drop/add courses, participate in University activities or conduct normal business with the University. Conduct Review Holds may also limit a student's ability to use their University ID card to access goods and services at the University, including Dining Center meals.

## **9. Failure to Comply with University Sanctions**

If a student has been assigned sanctions and that student fails to meet the deadline for those sanctions, a Conduct Review Hold will be placed on the students account with Savannah State University. This hold will limit the students' ability to register for courses, participate in University activities, and conduct normal business with the University, including using SSU ID Cards to access meals and other University goods and services. Ample time shall be provided to ensure students have the ability to complete sanctions within a reasonable amount of time. At the discretion of the adjudicating body, this hold may not be removed until the student has made satisfactory effort to comply in completion of the required sanction(s). As this process would occur only after final appeals have been exhausted, this is not an appealable action.

## **SECTION 6: STUDENT CONDUCT AUTHORITY**

1. **Conduct Review Authorities.** 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 five tribunals that have authority to adjudicate certain kinds of student misconduct. These judicial bodies are as follows:

### **Coordinator of Student Conduct**

The Coordinator of Student Conduct is the University's judicial affairs administrator. The Coordinator of Student Conduct 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 Conduct 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 Conduct 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 Conduct 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 Conduct or the Student Government Association Judicial Branch, depending on the nature of the offense.

### **Board of Student Conduct**

The Board of Student Conduct, which is comprised of faculty, staff, and students, has jurisdiction for hearing cases involving alleged violations of the Code of Student Conduct. Through the Coordinator of Student Conduct, 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 Conduct is comprised of faculty members, staff members, and students . All members are appointed to a one-year term and receive annual training from the Office of Student Conduct. These individuals form the pool from which the Board of Student Conduct is selected to hear cases.

The adjudication panel itself consists of at least one faculty members, one staff member, and one student.

### **Student Government Association Judiciary**

The Student Government Association (SGA) Judiciary has authority to hear and adjudicate Housing Policy student misconduct allegations that have been referred to it in conjunction with the Residential Judicial Board. Members of the SGA Judiciary shall be available to serve on both the Residential and Student Conduct 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 Conduct 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 Housing Policy 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 Conduct. 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 Conduct 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 Conduct. 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 are empowered to hear violations of the Code of Student Conduct other than Housing Policy violations.

## **Resident Directors**

Each residence hall on campus is supervised by full time professional Resident Directors. Resident Directors have full authority to adjudicate any violations of Housing Policy that occur in or around University Housing Facilities. Resident Directors will only hear cases involving violations of Housing Policy and minor Code of Student Conduct violations. Resident Directors will be assigned cases at the discretion of the Director of Housing in consultation with the Coordinator of Student Conduct.

## **2. Adjudication of Academic Dishonesty Cases**

The rights and responsibilities of academic freedom are at the core of intellectual integrity of the institution. Students are expected to behave honestly during the learning process in order to maintain the highest standards of academic honesty. Cheating and other forms of academic dishonesty undermine Savannah State's educational value for everyone, and especially for the individual who cheats.

Misunderstanding of appropriate academic conduct will not be accepted as an excuse for academic dishonesty. Students should consult with the instructor in the course, the department chair/program director, or the academic dean if there is doubt about appropriate academic conduct. Students who are believed to have engaged in academic dishonesty will be reported to their department chair/program director for adjudication. Procedures for adjudication of violations of academic dishonesty are available in the Office of Academic Affairs.

## **4. Mental Health Withdrawals**

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.

## **SECTION 7: FORMAL CONDUCT PROCEDURES**

### **A. Order of Hearing**

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

1. Call to order by the chairperson or Coordinator of Student Conduct;
2. Reading of the charge(s) and specification of the alleged incident of misconduct by the

chairperson or Coordinator of Student Conduct;

3. Presentation of the complainant's case, including presentation of witness, by the Coordinator of Student Conduct;
4. Presentation of the accused student's case, including presentation of witnesses;
5. Closing statement by the complainant;
6. Closing statement by the accused student;
7. Adjournment; and
8. Deliberation by tribunal.

During the hearing, members of the tribunal may raise questions to either the complainant or accused student as well as any witnesses. This is done at the direction of the chair. There is no right of one party to cross-examine the other party or witnesses but questions to consider and ask may be suggested to the Chair and panel by the parties. The student may have an advisor present with them throughout the proceedings but this individual's participation is specifically limited to advising the student only and in no other manner is permitted to participate in the hearing.

### **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 conduct body shall determine, by majority vote (if the conduct body consists of more than one person), whether the student violated the particular section of the Code of Student Conduct. The conduct 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 Conduct.

### **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 conduct 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 Conduct Review Board. 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 conduct review body's decision. All cases, except those adjudicated by the Coordinator of Student Conduct 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 Conduct. Every student shall also be advised in writing of his/her right to appeal the decision.

## **G. Disciplinary Status**

Upon a determination that a student has violated the Code of Student Conduct or Housing Policies, every student will be placed on one of the following Disciplinary Statuses:

**Written Reprimand.** A written statement by the Office of Student Conduct that a student's behavior has been inappropriate, and that any further violation of University standards will result in stronger disciplinary action.

**Residence Hall Probation.** Students may be placed on Residence Hall Probation for repeated or serious violations of either the Code of Student Conduct or Housing Policies. Students placed on Residence Hall Probation will receive notice in writing and the probation will be for a defined period of time. While on Residence Hall Probation, further violations of either the Code of Student Conduct or Housing Policies may result in removal from University Housing and/or the University.

**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.

**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.

**University Probation.** Students may be placed on University Probation for repeated or serious violations of either the Code of Student Conduct or Housing Policies. Students placed on University Probation will receive notice in writing and the probation will be for a defined period of time. While on University Probation, further violations of either the Code of Student Conduct or Housing Policies may result in removal from the University.

**University 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.

**University 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.

## **H. Disciplinary Sanctions**

Upon a determination that a student has violated the Code of Student Conduct or Housing Policies, students may receive a disciplinary sanction. Disciplinary sanctions listed below may be imposed, either singularly or in a combination, by the appropriate conduct review body. These sanctions are not all-inclusive.

1. **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.

2. **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.

3. **Loss of Privileges.** Denial of specified privileges for a designated period of time. Loss of privileges may include, but is not limited to: the ability to have guests on campus, attend programs or events, or otherwise participate in University functions.

4. **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.

5. **Fines.** Reasonable fines may be imposed. As fines are a sanction, fines may not be substituted with Community Service. Failure to meet fine obligations will result in a financial hold being placed on a student's account that will prevent registration and other University business from being completed.

6. **Confiscation of Prohibited Property.** Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Coordinator of Student Conduct and/or Campus Police.

7. **Behavioral Requirement.** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

8. **Educational Program.** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9. **Administrative Housing Move.** If a student has repeated or egregious Housing Policy violations, a Conduct Officer may choose to conduct an Administrative Housing Move to another Savannah State University housing facility. Residence will be responsible for any additional charges that result from this conduct sanction. Should a resident wish not to comply with the Administrative Housing Move, that student may choose to move off campus, however they would also be responsible for any administrative charges applicable to early contract termination. Housing staff will decide on the reassignment details.



10. **Eligibility Restriction.** The student is deemed “not in good standing” with Savannah State University for a specified period of time. Specific limitations or exceptions may be granted by the Coordinator of Student Conduct and terms of this conduct sanction may include, but are not limited to, the following:

- a. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at Savannah State University; or
- b. Ineligibility to represent Savannah State University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

11. **Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Coordinator of Student Conduct or designee.

The Coordinator of Student Conduct 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 Conduct and/or the Hearing Officer will be final unless the student chooses to appeal the decision.

### **I. Group Violations**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
- Were known or should have been known to the membership or its officers.
- Organization fails to take official and/or appropriate disciplinary action against involved member(s).

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- One or more of the sanctions listed above
- Deactivation, de-recognition, loss of all privileges (including status as a Savannah State University registered group/organization), for a specified period of time.

J. **Amnesty**. The University may choose to exercise the following amnesties when it deems them appropriate:

**For Victims**

Savannah State University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

**For Those Who Offer Assistance**

To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Coordinator of Student Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

**For Those Who Report Serious Violations**

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Coordinator of Student Conduct not to extend amnesty to the same person repeatedly.

K. **Safe Harbor**

Savannah State University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

L. **Parental Notification**

Savannah State University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

M. **Disciplinary Records**

All conduct records are maintained by the University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

## Conduct Review Appeals Procedures

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 (5) 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 cases not resulting in the following:

- I. Suspension or expulsion from the university, and/or
- II. Removal from on-campus housing, and/or
- III. Retraction of a degree or previously awarded credit for class
- IV. Other issues as solely determined by the Vice President of Student Affairs which require presidential review.

The University President takes final action in every case resulting in the following:

- I. Suspension or expulsion from the university, and/or
- II. Removal from on-campus housing, and/or
- III. Retraction of a degree or previously awarded credit for class
- IV. Other issues as solely determined by the Vice President of Student Affairs which require presidential review.

All appeals to the University President must be in writing and submitted to the appropriate office within five (5) business days of the original decision. The University President or her designee has twenty (20) business days to respond to a student's written appeal.

In all cases, the student may not be required to appear before the Director of Student Life, the Assistant Vice President for Student Affairs, the Vice President for Student Affairs or the University President or designee. Such a request for appearance may be granted or denied in the sole and sound discretion of the Director of Student Life, the Assistant Vice President for Student Affairs, the Vice President for Student Affairs or the University President or designee. The case shall be reviewed and one of the following determinations made:

- Affirm the findings and sanctions.
- Affirm the factual findings, but raise or lower the recommended sanction.
- 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 him/herself before any of the tribunals the case may be returned for a new hearing.

- Apply another action as appropriate.

### A. Appeals to the Director of Student Life

A student may initiate an appeal to the Director of Student Life concerning a decision made by the Coordinator of Student Conduct, Student Government Association regarding Housing Policy infractions not resulting in suspension or expulsion. Students who are appealing housing fines and other infractions that feel that further action are warranted following the Coordinator of Student Conduct decision or housing fine notification may appeal to the Director of Student Life.

## **B. 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 Conduct, or a Hearing Officer. Students who are appealing a suspension, expulsion and/or other infractions and feel that further action is warranted following a Coordinator of Student Conduct 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 E. Guidelines for Appeals as described below. In ordinary cases, the student may not be required to appear before the assistant vice president. Such a request for appearance may be granted or denied in the sole and sound discretion of the assistant vice president.

2. The Assistant Vice President shall review the case and make a decision following the Guidelines of Appeals, Section E below.

## **C. 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 assistant vice president's decision. An appeal to the vice president for student affairs may be made only on the grounds stated in Section E. 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 a decision following the Guidelines of Appeals, Section E below.

## **D. Appeals to the President of the University**

If a student is not satisfied with the decision rendered by the Vice President of Student Affairs regarding his or her case resulting in suspension, expulsion, removal from housing and/or retraction of a degree or previously awarded credit for a class, the student may initiate an appeal to the University President regarding the decision of the vice president of student affairs. An appeal to the University President may be made only on the grounds stated in Section E. Guidelines for appeals as described below. The appellant, as appropriate, may assert additional grounds. The University President or designee 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 University President or designee. Such a request for appearance may be granted or denied in the sole and sound discretion of the University President. The University President or designee shall review the case and make a decision following the Guidelines of Appeals, Section E below.

E. **Guidelines for Appeals**. An appeal may be made only on the grounds stated below:

1. ***Due Process***. Failure of the conduct 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. **Substantial Evidence.** The findings are not supported by substantial evidence or the sanctions are not supported by the findings.

3. **Bias.** 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 Conduct, a member of the Board of Student Conduct, or SGA Judicial Branch was incapable of rendering a fair decision.

4. **Excessive Sanctions.** Whether the sanction imposed by the adjudicating body was excessive, in light of the nature of the offense and the students’ conduct 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 responsibility, 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.

#### F. Appeals to the Board of Regents

Should the student be dissatisfied with the decision of the University President, 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 (Board of Regents, 270 Washington Street, SW, Atlanta, GA 30334) within twenty calendar days after the institution’s final decision and shall cite all the reasons for dissatisfaction with the previous decision.

## **Addendum- Title IX Compliance Policy for Sexual Harassment, Discrimination, & Assault**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding.

Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX prohibits sex discrimination in any university program including, but not limited to health services, counseling, psychological services, athletics, admissions, academic programs, extracurricular activities, employment, financial aid, housing, and student services. Title IX prohibits discrimination by and against both males and females, by students, faculty and staff, and visitors.

The policy of Savannah State University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, gender, gender identity, sexual orientation, age, veteran status, physical or mental disability.

### **Which behaviors are considered discrimination based on sex in violation of Title IX?**

Discrimination based on sex contains a broad category of activities that prevent or limit the victim from participating in or benefiting from an education program or activity.

Examples of sex-based discrimination, include, but are not limited to:

- Unequal admission, participation, or employment opportunities in education programs and activities based on a person's sex
- Unequal opportunities to participate in intercollegiate athletics or to receive athletics-based financial assistance based on a person's sex.

### **Sexual Harassment**

Discrimination based on sex also includes sexual harassment. This is unwelcomed sexual conduct, intimidation, or coercion that is severe and pervasive, and that prevents or limits the victim from participating in or benefiting from an education program or activity. Harassers and victims may be either male or female, and may be students, faculty, or staff.

Examples of sexual harassment include, but are not limited to:

- Criminal sexual conduct, such as rape and sexual assault
- Requesting or pressuring an individual for sexual favors
- Discussing sexual activities
- Sexual conduct of any nature, which is not freely and mutually agreeable to both parties
- Sexual remarks about one's clothing, body or sexual activities
- Sexual jokes, innuendo, texts, teasing and/or remarks
- Verbal harassment or abuse
- Stalking

- Indecent exposure
- Unnecessary touching, patting, cornering, fondling, hugging, against a person's body

#### Consensual Relationships

The existence of consensual relationship must be immediately disclosed to your supervisor. Consensual romantic or sexual relationships between supervisor and employee or between faculty and students are strongly discouraged. No person involved in a consensual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

#### Retaliation is Prohibited!

It is unlawful to retaliate against an individual for filing a complaint or for cooperating in an investigation of complaint regarding Title IX. SSU will take strong responsive action if retaliation occurs. Any person found to have retaliated against an individual reporting, filing, or cooperating in a Title IX matter is subject to SSU disciplinary procedures up to and including expulsion or termination.

#### Who do I contact if I have a concern?

Savannah State University has designated three individuals to oversee compliance efforts under Title IX and to investigate any complaint of discrimination based on sex.

#### Coordinator

Toya C. Camacho, Equity/Diversity Officer  
Colston Administration Building, Room 208  
T: 912.358.4150 Email: [camachot@savannahstate.edu](mailto:camachot@savannahstate.edu)

#### Deputy Coordinators

Bonita Bradley, Assistant Vice-President for Student Affairs  
King Frazier Student Center, Suite 247  
T: 912.358.3118 Email: [bradleyb@savannahstate.edu](mailto:bradleyb@savannahstate.edu)

Danita Townsend, Associate Athletics Director for Administration & Student Welfare  
Office of Intercollegiate Athletics  
T: 912.358.3449 Email: [townsendd@savannahstate.edu](mailto:townsendd@savannahstate.edu)