



SAVANNAH  
STATE UNIVERSITY

# 2019-2020 STUDENT PLANNER



DEPARTMENT	PHONE
Academic Affairs, Office of the Vice-President for	912-358-4190
Advisement & Retention Center	912-358-4491
Athletics	912-358-3449
Auxiliary Services (Parking, Vending Machines)	912-358-3109
Bookstore	912-356-8457
Student Accounts/Bursar's Office	912-358-4042
Career Services Center	912-358-3128
College of Business Administration	912-358-3389
College of Liberal Arts & Social Sciences	912-358-3202
College of Sciences & Technology	912-358-3270
College of Teacher Education	912-358-4100
Computer Services	912-358-4357
Counseling Services	912-358-3129
Disability Services	912-358-3115
Document Center	912-358-4220
Financial Aid	912-358-4162
Greek Life & STRIPES Programming Community Service	912-358-3433
Health Services	912-358-4122
Hosing & Residential Services	912-358-3132
Intramural Activities	912-351-3450
International Education Center	912-358-4152
Library	912-358-4324
Mail Center	912-358-3126
ROTC – Navy & Marine Corps	912-358-3095
Army ROTC, Dept of Military Science	912-358-4272
Parking and Transportation	912-358-3109
Police and Public Safety	912-358-3004
Student Activates & Organizations	912-358-3117
Registrar & Transcripts	912-358-4160
Student Activities & Organizations Campus Activities Board	912-356-2277
Student Conduct	912-358-3122
Student Government Association	912-358-3148
Student Support Services	912-358-4483
Testing Services	912-358-4487
Academic Affairs, Vice-President	912-358-4190
Student Affairs, Vice President	912-358-3118



# 2019-2020 STUDENT PLANNER

*This planner belongs to:*

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

The information in this book was supplied and approved by the school.  
Information and published event dates are subject to change.



© Global Datebooks. Printed in China. All rights reserved.  
No part of this publication may be reproduced.  
144 Turnpike Rd, Suite 250 • Southborough, MA 01772 • (800) 610-1089  
[www.globaldatebooks.com](http://www.globaldatebooks.com) • [info@gprinting.com](mailto:info@gprinting.com)



## TABLE OF CONTENTS

Forward.....	5
About Savannah State University.....	6
Tiger Values.....	7
Academic Setting at the University.....	7-9
Student Life at the University.....	9-20
A Drug, Alcohol & Smoke Free Campus.....	20-22
General Student Expectations.....	22-26
Student Insurance.....	26
Student Services.....	27-32
Student Code of Conduct.....	32-64

# ACADEMIC CALENDAR

## FALL 2019

**Aug. 19**

Classes begin for Fall 2019

**Aug. 23**

Last day to register, drop/add (Late registration fees begin)

**Sept. 2**

Labor Day (No Classes/Offices Closed)

**Oct. 5-11**

Mid-term Exams

**Oct. 18**

Last day to withdraw without academic penalty

**Oct. 22**

Registration for Spring/Summer 2020

**Oct. 21-26**

Homecoming Week

**Nov. 14**

Founder's Day Assembly

**Nov. 25-30**

Thanksgiving Break (No Classes/Offices closed Nov. 28-29 only)

**Dec. 6**

Last day of classes

**Dec. 7-13**

Final Exams

**Dec. 13**

Graduate Commencement & Commissioning Ceremony

**Dec. 14**

December 2019 Commencement (Undergraduate)

## SPRING 2020

**Jan. 13**

Classes begin for Spring 2020

**Jan. 17**

Last day to register, drop/add (Late registration fees begin)

**Jan. 20**

Martin Luther King, Jr. Holiday (No Classes/Offices Closed)

**Feb. 29-Mar. 6**

Mid-term Exams

**Mar. 14-20**

Spring Break

**Mar. 16**

Last day to withdraw without academic penalty

**Mar. 24**

Registration for Fall 2020

**Apr. 9**

Honors Convocation

**May 1**

Last day of classes

**May 2-8**

Final Exams

**May 8**

Graduate Commencement & Commissioning Ceremony

**May 9**

Spring 2019 Commencement (Undergraduate)



## 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!

## FORWARD



The Division of Student Affairs is pleased to provide you with the 2019-2020 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 Conduct. 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”.

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!



Bonita Bradley  
Dean of Students



## **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.

### **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.



## SAVANNAH STATE “TIGER VALUES”

### Mission Statement

The Savannah State University Office of Student Conduct challenges and supports students in making ethical and responsible decisions, upholding the principles of civility, integrity and accountability, in order to create a safe and secure educational environment for all students.

### Savannah State University Tiger Values

These six core values exemplify what it means to be a Savannah State University Tiger! Your Code of Student Conduct applies to you at all times both on and off campus. Let’s all represent our University with the pride and dignity we all have as SSU Tigers!

**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.

## ACADEMIC SETTING AT THE UNIVERSITY

**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.

**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 than credits

**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.

**STUDENT ACADEMIC 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.

**CLASSROOM BEHAVIOR.** Student classroom behavior is a growing concern to faculty and unfortunately more students engage in inappropriate behavior which is disruptive and/or threatening to the educational environment. Savannah State University takes seriously its commitment to fostering and maintaining an educational environment conducive to student learning and academic success. As such, the following disruptive classroom behavior (and in some instances other learning environments) policy is demonstration of the university’s high expectations that students govern their behavior and actions in the classroom setting responsibly and civilly.

Disruptive student behavior, for purposes of this policy, is defined as but not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. Student behavior in a classroom or other learning environment includes on and off-campus locations, which disrupts the

educational process. In addition, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside the class.

The Office of Student Conduct encourages members of the university community to try to resolve problems informally whenever possible. When disruptive behavior occurs in the classroom, the instructor is encouraged to make reasonable effort to address the disruption with the student, preferably in private. Both the instructor and student may consult the Office of the Ombudsman or the Office of the Dean of Students to discuss ways to resolve the situation informally. Should the instructor elect to withdraw the disruptive student from a course, the following procedures should be followed. Where there is individual college or academic units' supplementary procedures to deal with disruptive student behavior, it should be consistent with this policy. Otherwise, this policy shall prevail with respect to disruptive behavior in the academic setting.

When disruptive behavior occurs:

1. The instructor will orally warn the student that his/her behavior is disruptive and that it is to cease immediately or the student will be removed from the class.
2. If the student fails to comply with instructor's verbal warning, the instructor may require the student to immediately leave the class for the remainder of the session. Student refusal to leave the class warrant summons of campus police to remove the student.
3. The instructor may immediately summon campus police to remove a student if the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons. The instructor should immediately report the incident to the Office of Student Conduct for review with respect to whether the student's behavior poses an imminent threat to self or others such that he/she should be removed from the university, pending disciplinary proceedings.
4. If the instructor chooses to allow the student to return to the class and continue the course, the process is resolved.
5. If the instructor chooses to not allow the student to return to continue the course, he/she shall proceed with the university's Non-Academic Withdrawal for Administrative Cause process.

**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.

## **STUDENT LIFE AT THE UNIVERSITY**

**THE IMPORTANCE OF STUDENT INVOLVEMENT.** As a college student, you will spend 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.

**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.

**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.



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

**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 inter-collegiate 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.

**DR. 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.

**MISTER & MISS SAVANNAH STATE UNIVERSITY (MR. SSU & MISS SSU).** Mr. & Miss SSU serve as official ambassadors of the university and serve on the Student Government Association executive board. Their duties to the institution include representing the university at official functions as designated by the division of student affairs. All activities and appearances are organized by the advisor (full-time staff member(s) assigned by the vice president for student affairs).

**NEW STUDENT WEEK OF WELCOME (WOW).** 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.

**STUDENT ORGANIZATIONS.** Students are free to reasonably join and associate with clubs and organization of their choosing, consistent with membership requirement of such groups. Inasmuch as students may join and associate with groups of their choosing, the university has developed certain requirements for membership. The university requires that in order to become a member of a student organization:

1. Each student must meet the academic requirements set forth by the respective organization, department, college, or the university; 2.0 GPA or higher for general membership; and possess and maintain a 2.5 GPA to hold leadership position.
2. Each student must be free of financial delinquency to the university and be free of disciplinary sanction (e.g., social probation) at the time of application for membership.
3. Each student seeking positions in the Student Government Association (SGA) must meet the appropriate requirements as set forth in the SGA Constitution and Bylaws, and Elections Protocol; possess and maintain a 2.75 GPA; be a full-time (12 credit hours) student during time of application and verification process and for remainder of the semester of election process (entire semester).

**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 SPECIAL FEES.** Special charges are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to resident hall deposits; penalty charges; non-mandatory parking fees and parking fines; library fines; laboratory fees; post office box rentals; and supplemental course material fees to cover specific cost. Institutional presidents are authorized to establish and adjust these fees, as appropriate (see BOR Policy 7.3.2.2).

**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 recommended by the Student Government Association to the Director of Student Life 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.

**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.

**ANNUAL REGISTRATION & MEMBERSHIP INTAKE FOR FRATERNITIES &**

**SORORITIES.** Savannah State University seeks to maintain a long relationship with its collegiate fraternities and sororities. The first 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 Greek-letter organization is one that must be mutually beneficial. 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 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 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 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 Conduct.

**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.

Student organizations or members affiliated with student organizations must adhere to the Code of Student Conduct. 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:

1. The advisor of record or his/her designee must be present at the social event from start to finish.
2. 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 POLICY 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>)

**UNIVERSITY RECREATION & WELLNESS ACTIVITIES.** The University encourages students to get involved in campus intramural and recreation activities. The University's Recreation and Wellness Program provides activities for students who enjoy a structured approach to recreational activities. Recreation 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 assess-

ments. 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. 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:

<b>EMERGENCY</b>	911 OR 912-358-3004
<b>NON-EMERGENCY</b>	912-358-3010
<b>GENERAL INFORMATION</b>	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.

**GUNS ON-CAMPUS POLICY.** No person is permitted to carry a handgun or other firearm on campus, unless they are 21 year of age or older, have a State of Georgia Concealed Weapons Permit, and the weapon is actually concealed. Beginning on July 1, 2017 House Bill 280 allows anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.)

The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing, or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that generally keeps it out of the view of others.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following locations on college/university-owned or leased property:

- a. Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged (but does not extend to so-called “tailgating” areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games.

- b. Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution is not covered by House Bill 280.)
- c. Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.
- d. Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move On When Ready or through college and career academies or other specialized programs such as Early College. License-holders who want to carry handguns to class will need to visit the institution’s registrar or other designated employee, who after ver-ifying their enrollment status will tell them which of their classes, if any, have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.
- e. Faculty, staff and administrative offices. This exception includes offices and office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas.
- f. Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty or staff. These would include any meetings or hearings that are part of the University System’s or the institution’s sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes. Firearms MAY NOT be carried in King Frazier Suite 247, as this is the primary campus location for student conduct review processes and appeals.
- g. Firearms may be stored in locked vehicles on campus ONLY by licensed carriers as permitted by Georgia law. It is the responsibility of the firearm owner to ensure that the weapon is secured and not accessible to other individuals on campus.
- h. No one without a valid Georgia Weapons Permit may carry or possess a firearm within 1,000 feet of property owned, leased, or controlled by Savannah State University.
- i. Students that chose to possess a firearm on campus must be able to provide appropriate documentation immediately upon request of ANY law enforcement official.
- j. Brandishing a firearm, identifying possession of a firearm, or threatening use of a fire-arm for anything other than defensive purposes may lead to Suspension/Expulsion.
- k. Use of a firearm for offensive verses defensive purpose may constitute a policy violation and may lead to Suspension/Expulsion.

**SAVANNAH STATE UNIVERSITY’S RIGHT OF INSPECTION AND ENTRY.**

The University reserves the right to enter residential spaces, lockers and academic buildings 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 health and safety 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 (7:30AM-4:00PM, Monday-Friday), 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. More information can be found at [www.savannahstate.edu/parking-transportation](http://www.savannahstate.edu/parking-transportation). Official communications regarding parking will be sent via SSU Tigermail.

**PARKING REVIEW BOARD (PRB) 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. In some cases, in order to expedite the appeal process, the Board can communicate via email. 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 telephone. 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/parking-transportation>.

**SHUTTLE SERVICES.** The University contracts with Chatham Area Transit (CAT) to operate a shuttle service throughout the campus and to provide ridership on all CAT routes. 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 University Housing & Residence Life, 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. Residents who wish to leave the campus on their own must notify Residence Hall Director or the Housing Office at 912-358-3132.

**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 & Re-

sponse 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.

**CERTIFIED SERVICE ANIMALS.** Students with visual disabilities requiring service animals must make arrangements through the Disability Services Office (358-3129).

## **A DRUG, ALCOHOL & SMOKE 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 IN 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 university fine which will be imposed for this violation of student code 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; and

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.

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

**SANCTIONS.** Faculty, staff, and students are expected to adhere to the policies of the University and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state and federal laws relative to unlawful use of drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment. Detailed sanctions are defined in the Student Handbook, Board of Regents Policy Manual, Faculty Handbook, and Classified Employee Handbook. Public Safety follows a policy of zero tolerance for violation of all laws involving alcohol and drugs. Persons found in violation of these laws will be arrested and prosecuted to the fullest extent of the law.

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

1. After the second alcohol violation or after the first drug offense, it will be the policy of Savannah State University to notify parents or legal guardians of students under the age of 21 of violations of the University’s alcohol or drug policy.
2. When it is determined that the parents or legal guardians should be notified of an alcohol or drug violation, the Office of Student Conduct will be responsible for mailing a 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 Conduct.
  5. Students under 21 years of age whose parents or legal guardians are to be notified will be informed by the Vice President for Student Affairs' Office and/or Office of Student Conduct 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.** The parent or legal guardians of students who are 21 years of age on the date of adjudication will not be notified.

- a. 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.
- b. 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**

**MOBILE PHONES & OTHER ELECTRONIC DEVICES.** Cellular phones 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 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.

**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. However, it is the responsibility of the student to be respectful and civil in communication with others, as this is paramount in the community of learning and as learners.

**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.

**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 Conduct, where cases will be processed as a ‘Failure to Comply’ sanction as noted in the Code of Student Conduct. 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.

**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.

**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 nor will documents be reproduced through the University Document Center. The student organization or student responsible for approved postings will be responsible for removing their items once the event has occurred.

**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. 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.** The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and the University System of Georgia (USG) is committed to protecting those rights.

As public institutions of higher education, USG institutions must promote open ideas and academic freedom on their campuses. While institutions may need to enact policies to promote campus safety, to ensure the proper functioning of the academic environment and institution activities, or to further other important institution objectives, those policies should not unduly burden the free expression rights of students, faculty, and staff. Any parameters placed on the time, place, and manner of expression must not be based on the content of the expression.

To facilitate the free exchange of ideas, institutions may designate accessible, high-traffic locations on campus as public forum areas. The designation of public forum areas may not be used to prohibit individual students, faculty, or staff from engaging in communication elsewhere on campus. Reservation and use of designated public forum areas may only be required in the following limited circumstances: (1) speakers who are not enrolled at or employed by the institution; and (2) students, faculty, or staff who engage in large group demonstrations. Institutions may not consider the content or viewpoint of expression when requiring or assigning use of public forum areas. A complete copy of the university's Freedom of Expression policy and regulations are available in the Office of the Vice President for Student Affairs.

**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 (10) days of the

beginning of any academic semester during which the students are enrolled. Students, former students or media 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.

**TITLE IX and UNIVERSITY SEXUAL MISCONDUCT POLICY. What is Title IX?** Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. The policy is enforced by the U.S. Department of Education's Office of Civil Rights. The policy states that 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. The Savannah State University Sexual Misconduct Policy is administered in conjunction with the university's Title IX program and is modeled after the University System of Georgia Sexual Misconduct Policy.

**What does the Savannah State University Sexual Misconduct Policy state?** The Savannah State University Sexual Misconduct Policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Savannah State University will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment and stalking. Savannah State University further strongly encourages members of the university community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner. The complete Sexual Misconduct Report includes definitions of prohibited conduct, information on reporting sexual misconduct and other detailed information about the policy. For complete policy go to [http://www.savannahstate.edu/title-IX/documents/Sexual Misconduct Policy 358\\_2.pdf](http://www.savannahstate.edu/title-IX/documents/Sexual_Misconduct_Policy_358_2.pdf).

**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 refer-

enced 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.

## 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 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.

### **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.

### **Bookstore (358-3099)**

**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 [www.ssustore.com](http://www.ssustore.com).

### **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.

### **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 tech-

niques, career planning, career counseling, and job announcements.

**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.

**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.

**Dining Services (358-3135)**

**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. Undergraduate residential students under the age of 25 years are required to have meal plans. 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 [www.savannahstate.edu/dining](http://www.savannahstate.edu/dining).

**Document Center (358-4220)**

**Morgan Annex**

Students are encouraged to take advantage of the University's Document Center, a facility where faxing, copying, banners, 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 [www.savannahstate.edu/mail-copy](http://www.savannahstate.edu/mail-copy).

**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.

**Food Service Committee**

**Office of the Vice President for Student Affairs**

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.

**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.

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

**Adams Hall**

University Housing and Residence Life provides on-campus housing for traditional undergraduates that is comfortable, affordable, accessible, academically driven, and secure. Our first year residents will be housed in traditional and suite style units. Upperclassmen are housed in the townhouses and apartments. All housing assignments are done on a first come, first served basis. Our residential curriculum fosters all avenues of academic success, student development, and leadership.

**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:

- Provide students, faculty, and staff the opportunity to participate in a variety of structured sports and recreational activities; and
- 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.

#### **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.

#### **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.

#### **Mail Center (358-3126) King-Frazier Student Center**

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. NO CASH should be sent through the mail and tracking should be added to all items of value sent to student's mailbox. 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 [www.savannahstate.edu/mail-copy](http://www.savannahstate.edu/mail-copy).

#### **Ombudsperson (358-3074) King-Frazier Student Center 200**

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.

#### **Public Safety (358-3004) Hubert C**

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.

#### **Registrar's Office (358-4153) Colston Administration Building**

The Registrar's Office manages students' academic records and publishes information

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

**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 Conduct (358-3122)**

**King-Frazier Student Center 247**

The Office of Student conduct challenges and supports students in making ethical and responsible decisions, uphold the principles of civility, integrity, and accountability, in order to create a safe and secure education environment for all students. The Office manages all violations of the Code of Student Conduct and serves as a campus resource for mediation and conflict resolution as well as education and awareness of important issues impacting students.

**Student Financial Services/Bursar (358-4091)**

**Hill Hall 119**

Student Financial Services is responsible for the billing, collecting and depositing of all funds collected by the University.

**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.

**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.

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.

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

**King-Frazier 199**

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 in your possession at all times while on-campus or when coming onto campus and present upon request to university officials (faculty, staff and public safety). 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.

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

**Whiting Hall 122**

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

**Vending (358-3104)**

**King Frazier Student Center, First Floor**

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 912-358-3104, giving the type of machine, location, and problem. Do not shake or tilt the machine as it may be dangerous and cause injury. 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.

**SAVANNAH STATE UNIVERSITY CODE OF STUDENT CONDUCT**

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. It is also important to note that the Code of Student Conduct applies to students both on and off campus, as well as abroad while associated with the University. 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 NCHERM Group Model Code Project, 2013.*)

*The Savannah State University Code of Student Conduct is adapted from The National Center for Higher Education Risk Management (NCHERM) Group Model Developmental Code of Student Conduct and is used here with permission.*

**Office of Student Conduct Mission Statement:** The Office of Student Conduct challenges and supports students in making ethical and responsible decisions, upholding the principles of civility, integrity and accountability, in order to create a safe and secure educational environment for all members of the campus community.

**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, community, social justice, respect, responsibility, and tradition. Each member of the University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these six values by engaging in violation of the policies 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. In accordance with Savannah State University's Zero Tolerance Statement, the following sanctions will be imposed on the FIRST incident involving violations of these policies:

Physical Violence/ Fighting- Both parties involved will receive a minimum one Semester University Suspension and/or University Expulsion.

Firearms Violation- Minimum of at least one year University Suspension and/or University Expulsion.

Sexual Assault- Minimum of at least one year University Suspension and/or University Expulsion.

Drug Sales/Distribution- Minimum of at least one year University Suspension and/or University Expulsion.

Drug Use (First Offense) - Mandatory Education, Parental Notification, \$250 Fine

Drug Use (Repeated Offense) - Mandatory Counseling Referral, \$500 Fine, Loss of University Housing, Disciplinary Probation and/or University Suspension

Theft - Minimum of at least one year University Suspension and/or University Expulsion.

Hazing - Minimum of at least one year University Suspension and/or University Expulsion, Organization Suspension

While not Zero Tolerance Offenses, the following minimum sanctions will be imposed for Alcohol Use/Possession on Campus:

Alcohol (First Offense) - Mandatory Education, \$150 Fine

Alcohol (Repeated Offense) - Mandatory Counseling, \$250 Fine, Loss of University Housing, Disciplinary Probation, University Suspension and/or Expulsion.

**SECTION 2: JURISDICTION.** Per the University System of Georgia Board of Regents, each institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. Code of Conduct Policies apply to student behavior on and off the Savannah State University campus. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply. 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:

1. A threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”; and/or
2. 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 formal 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 an imminent 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.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law. Where appropriate, complainants may file a law enforcement report along with an institutional report.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

#### **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, 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 and/or use of 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. Possess keys or duplicate keys without proper authorization.
    - c. Trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building;
    - d. Permitting use or using other Student IDs/Staff IDs/ keys to access buildings or campus entry points.
  4. **Joint Responsibility.** Action or inaction with another or others to violate the Code of Student Conduct; Examples of 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 are visiting a member of the campus community.
    - e. Students are responsible for the actions of any guests or visitors. Students are responsible for their guests and must escort their guests at all times.
    - f. Students may be found responsible for being in proximity to policy violations, even if they are not directly participating in said violations.
  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 oth-

er 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.

**Classroom Disruption.** Students may not disrupt class instruction. Instructors have the right to ask any student to leave the classroom environment if they feel a student is disrupting the normal operation of the classroom. Students that feel that they have been inappropriately dismissed from class are encourage to seek counsel with the Chair/Dean of the academic department, Dean of Students and/or the University Ombudsperson.

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 indoors 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.
  - f. Assembling on campus in a manner that violates noise, occupancy, substance abuse policies, and/or other Housing Policies in a manner that appears to be a party, “kickback”, or other unauthorized social gathering.
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, including but not limited to:
  - 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 is 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. Firearms & Weapons.** Students are expected to abide by all provisions of the Campus Gun Carry Policy on page 19 of the Student Handbook. Failure to abide by these guidelines will likely result in University Suspension and/or Expulsion. Students are subject to disciplinary action for possessing handguns (except as outlined in the Campus Gun Carry Policy) or any lethal or potentially destructive weapons including, but not limited to, the following:
- Guns (outside of Campus Gun Carry Policy, page 19), bow and arrows, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, chemical weapons, medieval weapons, darts, box-cutters, and knives. Possession of ammunition, firearm parts, including magazines (clips) or spent casings is strictly prohibited in ANY residential facility.
  - Firearms are prohibited from Residence Halls/Apartments, classrooms where high school aged students are enrolled, sporting events, and administrative offices. Firearms may be stored pursuant to Georgia law in a locked vehicle by a licensed weapons carrier.
  - Electroshock Weapons (Stun Guns/Tasers) are permitted under O.C.G.A. § 16-11-127.1 to be carried on campus. ONLY commercially available, non-military or non-law enforcement grade products are permissible. Use of these weapons for offensive versus defensive purpose may constitute a policy violation and may lead to Suspension/Expulsion.
  - Mace and/or Pepper Spray are permitted. Only commercially available, non-military or non-law enforcement grade products are permissible. Use of these weapons for offensive versus defensive purpose may constitute a policy violation and may lead to Suspension/Expulsion.
- 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:
- Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
  - Failure to evacuate a University-controlled building during a fire alarm;
  - Improper use of University fire safety equipment; or
  - 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 a 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.
- c. Unwanted Contact. Any contact made after a request to cease contact has been made. This request can be made by any individual and also includes No Contact Orders issued by the University or outside agencies (temporary restraining orders, court mandates, etc.)

**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.
- c. Complicity with or failure to render aid and/or contact authorities during acts of physical violence or threat, specifically video/audio taping confrontations and not seeking appropriate help.

**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. Acts of Physical Violence/Fighting.** 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.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. 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:**

- 29. 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 al-

coholic 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. Student found at locations where violations are actively occurring may be held accountable for violating this policy. Please note *Student Conduct Code 4. Joint Responsibility* above.

- 30. 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. Student found at locations where violations are actively occurring may be held accountable for violating this policy. Please note *Student Conduct Code 4. Joint Responsibility* above.
- 31. Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- 32. Explosives.** Students are subject to conduct review for:
- Storing, possessing, furnishing, selling, or using or threatening to use explosives of any kind on University property or at University sponsored or recognized activities.
  - 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.
- 33. 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.
- 34. Violations of Law.** Evidence of violation of local, state or federal laws, even when not resulting in an arrest. Students are subject to disciplinary action for:
- Violating local, state, or federal law, on-campus, at events sponsored by the University, or at other locations whereby the misconduct clearly contravenes the University’s interests and purposes. The University does not condone the violation or attempted violation of criminal laws. Alleged violations that constitute serious misdemeanor or felonies will be referred to appropriate authorities.
  - 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.
- 35. 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:
- Violation of Campus and state traffic/driving regulations.
  - Flagrant and/or frequent parking ticket offenses.
  - Tampering with entry/exit gates to University parking lots.
- 36. Student ID Cards/Keys.** Students must be in possession of their ID cards/University issued keys at all times while on campus. Students may also face a conduct review for:
- Possession, alteration, use, or attempted use of an identification card for the pur-

pose 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.
- d. Failing to report an ID as lost or stolen, that is then used by another student to gain entry into a University facility or service.
- e. Attempting/obtaining ID cards/keys for the purpose of allowing others (students or non-students) access to University facilities, events, benefits, or other items of worth.

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

**37. 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.

**38. Ineligible Intake or Association.** Intake or associating with a student organization without having met eligibility requirements established by the University.

**39. 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.

**40. 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.

### **University System of Georgia Sexual Misconduct Policy**

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

**Reporting Structure.** All Equal Opportunity directors and others having responsibility for coordination of Title IX (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

### **Definitions and Prohibited Conduct**

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors and guests.

**Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party by using clear words or actions.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in

common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

**Confidential Employees:** Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

**Respondent:** Individual who is alleged to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, or audio of sexual activity;

4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

**Reporting Sexual Misconduct.** A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in [Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the institution's and the Board of Regents' applicable policies for discipline of non-students.

**Law Enforcement Reports.** Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

**Anonymous Reports.** Each institution shall provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.

**Retaliation.** Anyone who, in good faith, reports what he or she believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes that he or she has been the target of retaliation for reporting, participating, cooperating in, or otherwise being associated with an investigation should immediately contact the Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

**False Complaints.** Individuals are prohibited from intentionally giving false statements to a system or institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

**Amnesty.** Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

#### **Informal Resolutions**

Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:

1. When complainant(s) and respondent agree to an informal resolution;
2. When the initial allegation could not result in expulsion;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

**Timeframe.** Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the rea-

sonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.

**Investigations.** All sexual misconduct investigations involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in the USG's Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

**Hearings, Possible Sanctions and Appeals.** All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in USG's Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

**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 Department of University Housing and Residence Life/ Office of Student Life. 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, books (other than your personal books from classes you were previously enrolled, 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. **BBQ Grills.** Students may only grill on University provided grilling surfaces. Grills are available between 10am-10pm and must be reserved at least 48 hours in advance by contacting the Resident Directors. Personal grills or George Foreman Grills are only permitted in The University Village and University Commons.
6. **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 and motor-operated vehicles must be parked in traditional parking spaces with University decals and are subject to being towed if parked elsewhere.
7. **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.
8. **Candles/Incense.** Candles/Incense are strictly prohibited in all University Residence Halls/Apartments.
9. **Cooking/Food Prep.** Only University provided microwaves are permitted in University Apartments, students may not have microwaves in individual bedrooms. In the other residence halls, microwaves are provided in the common areas and are prohibit-

ed in residence hall rooms/suites. Students are expected to practice appropriate sanitation and cleanliness when cooking in authorized University areas. Only food items are permitted in the microwaves.

10. **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.
11. **Driving/Parking on Grass.** Driving/Parking on the any grass areas is strictly prohibited and are subject to being towed/ticketed for such offenses.
12. **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.
13. **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, including fines. Propping doors at any time is also strictly prohibited.
14. **Entrances/Hallways/Walkways/Grounds Obstructions.** Students are prohibited from impeding any walkway, hallway, or entrance for any reason.
15. **Failure to Comply with Hall Staff.** Students must comply with any reasonable request of any University Housing Staff in the performance of their duties. Community Assistants and Resident Directors are official representatives of Savannah State University. Failing to follow reasonable directives may lead to disciplinary action which could result in removal from Residence Halls/Apartments.
16. **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.
17. **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.
18. **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.
19. **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.
20. **Illegal Building Entry.** All keys and student identification cards with residence hall access are the property of the University. Residents are prohibited at all times from giving or loaning their keys/student identification cards to anyone for any reason. Any duplication of University keys/student identification cards is strictly prohibited. Replacement for lost keys must be reported to the individual residence hall staff/ Department of University Housing and Residence Life for which there will be a charge. For a student identification card replacement, report to the Department of Auxiliary

Services.

21. **Guests.** Residents 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.
22. **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.
23. **Loitering.** Students are prohibited from loitering in and/or around residential halls, including parking lots, balconies, stairwells, etc.
24. **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 Resident Directors and appropriate University Staff.
25. **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 residence halls and if problems persist, may be removed from the entirely.
26. **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. Students are strictly prohibited from allowing other students and non-students from cohabitating for any amount of time. Cohabitation is defined as allowing others personal belongings to remain in the room, allowing others to sleep, bathe, and conduct normal tasks associated with living in a residence. Those residents found in violation of “wild-cattin’” and/or cohabitating will forfeit University Housing immediately and face disciplinary action. Both the host, the roommate(s), and the illegal guests may be held accountable for violating this policy.
27. **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, bongs, 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
  - Exercise/ Dance Poles
28. **Pets/Animals.** Pets/Animals are strictly prohibited in Residence Halls/Apartments and surrounding areas including parking lots, green spaces, and between buildings.

Students may have fish in a 10 gallon or less fish tank. Certified Service and Comfort Animals are permitted with prior authorization from the Disability Services Office as provided by the Americans with Disabilities Act.

29. **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 are as follows:

Sunday-Thursday 11pm-8am

Friday-Saturday 12am- 8am

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

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

30. **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.
31. **Hall Solicitation.** Solicitation is prohibited in University Residence Halls/Apartments. All solicitation should be reported immediately to Hall Staff.
32. **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, students must contact Hall Staff prior to the meeting to receive any pertinent information. Failure to attend a designated meeting may result in a fine.
33. **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.
34. **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.
35. **Vehicle Maintenance and Cleaning.** Students are prohibited from performing vehicle maintenance and washing on University property.
36. **Visitation Policy.** Positive engagement and student interaction in the residence hall supports the academic and social development of students and serve as a means through which men and women can contribute to one another's education while forming genuine friendships. To support an atmosphere conducive to academic achievement and positive community interaction, the following standards are in place for visitation in the residence halls:
- Guest visits should be of limited duration regardless of the time of day. In consideration of roommates and other building residents, it is important that visits not infringe on another's right to privacy, sleep and quiet student space. Roommates are expected to discuss and fill out an overnight guest form as well as receive approval from the Resident Director, prior to the guests' arrival to campus. The form will be found on-line and must be submitted 72 hours in advance to the Res-

- ident Director. The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommate to host a guest in the room. A roommate should not be compelled to leave the room to accommodate a guest, nor should he/she be placed in situations that might cause embarrassment or inconvenience. If the presence of a guest infringes on the rights of the roommate or other building residents, the guest will be required to leave the residential facility.
- b. Guests must be hosted by a current resident of the residence hall or apartment. Residents should accompany their guests at all times. Resident hosts will be held personally accountable for damages and/or violations of University policy by their guests.
  - c. Students who reside in the same residence hall may visit with one another in the rooms during the appropriate hours only. The appropriate hours will be posted on the floors, main lobbies, and emailed. Students may not sleep overnight in any residents' room.
  - d. Guests are expected to abide by all University policies at all times. The University reserves the right to remove a guest from the residence halls if the guest's behavior is considered contrary to the goals and objectives of the University, as judged by a residence life staff member or by the Department of Public Safety or another University official/designee.
  - e. All overnight guests must be at least 18 years of age, must be of the same sex as his/her host, and are normally not permitted to stay on campus for more than two consecutive nights. Overnight visits should be limited and infrequent. Overnight guests are required to register with residence hall staff and obtain a guest pass. The guest must carry picture ID and University guest pass with him/her at all times while on campus.
37. **Windows and Screens.** Students are prohibited from entering 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.** 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, Title IX Office, Student Government Association Office, or the Department of Public Safety. All offices work collaboratively to address complaints. While a student may make a complaint to either office, certain complaints 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). 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.

**Initial Evaluation of Student Conduct Reports.** Regardless of how the University becomes aware of misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the University shall

review the complaint to determine whether the allegation(s) describes conduct in violation of the University's policies and/or Code of Conduct. If the reported conduct would not be a violation of the University's policies and/or Code of Conduct then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout any investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the University's investigation and resolution procedures must provide these additional, minimum safeguards:

**Written Notice:** The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice will also include the identity of any investigator(s) involved. Notice will be provided via University email to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.

**Written Response to Charges:** Upon receipt of the written notice, the respondent will be given at least three (3) business days to respond in writing. In that response, the respondent will have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.

**Investigation:** Based on this response, the investigation will consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator will also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

**Investigation Summary Report:** The investigation will be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary will clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.

**Written Response to Investigation Report:** To the extent the respondent is ultimately charged with any violation, he or she will also have the opportunity to respond in writing. The respondent's written response to the charge(s) will be due no earlier than three (3) business days following the date of the initial investigation report. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).

**Investigation Follow Up:** The investigator will conduct further investigation and update the investigative report as warranted by the respondent's response.

**Final Investigative Report:** The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy will also be provided to the respondent and al-

leged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but will otherwise have no part in the hearing process and will not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

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:

**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 conduct review process.

**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.

**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.

**Formal Adjudication.** In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly. Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable,) the case shall be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs, or his/her designee. Where a case is not resolved through mediation, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. Notice of the date, time, and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

- a. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
- b. Where the hearing officer or panel determines that a party or witness is unavailable

and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

- c. Following a hearing, both the respondent and alleged victim (where applicable) shall be provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

**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.

**Interim Suspensions.** Interim Suspensions, suspensions while the investigation and adjudication process are proceeding – should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request. 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 conduct review bodies:

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

**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 conduct review body. Should the offender perceive that the sanctions are too severe, he or she may follow the appeal procedure.
- ***Not Responsible:*** A student who denies responsibility for the alleged violation will have his or her case heard by the conduct review 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. A student may request an immediate hearing following the Preliminary Hearing, however he/she will be afforded a minimum of 5 business days to prepare upon request.
- ***No Contest:*** The alleged offender may plead no contest and accept the sanction(s) offered by the Coordinator of Student Conduct, hearing officer, or conduct review

body. (This plea is for students who are involved in either civil or criminal proceedings arising out of the same incident.)

**The Implication for Failing to Appear Before a Conduct Review Authority.** If a student notified to appear before the Coordinator of Student Conduct, the Student Government Judiciary, the University Conduct Review Board, 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.

**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.

**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**

**A. 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 conduct review bodies are as follows:

**Coordinator of Student Conduct.** The Coordinator of Student Conduct is the University's primary conduct review 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 Conduct. 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 Services. In the event there is no mutual consent to resolve the incident, the case will be re-

ferred to either the University Conduct Review Board or the Student Government Association Judicial Branch, depending on the nature of the offense. The Coordinator of Student Conduct will determine which adjudicating body will preside over a given case, within specific parameters as directed by the Vice-President for Student Affairs. Specifically, all cases that would likely result in a Suspension or Expulsion, if the student were found responsible, will automatically be referred to the University Conduct Review Board. Examples of cases that would fall under automatic University Conduct Review Board purview include, but are not limited to: physical assault or violence, drug distribution, bullying or harassment, weapons, repeat offenders, or any other issue that presents a clear and present danger to the campus community or individuals.

**University Conduct Review Board.** The University Conduct Review Board (UCRB), 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 University Conduct Review Board is comprised of faculty members, staff members, and student representatives. Faculty and Staff board members are volunteers and are vetted through the Office of the Vice President for Academic Affairs and/or Human Resources. Student members are selected by Student Government or appointed by the Office of Student Conduct. All members are appointed to a one-year term. These individuals form the pool from which the University Conduct Review Board is selected to hear cases. The adjudication panel itself consists of faculty members/staff members and students. A hearing panel will consist of no less than three members, one of which must be a student representative. The UCRB will have a chairman who is appointed by the Coordinator for Student Conduct for each hearing. In the event that a scheduled panel member is unable to attend a hearing, all parties in the hearing will have the option to move forward with the panel members present or to reschedule the hearing. All charged students must agree to proceed with a hearing. If anyone disagrees with moving forward, the hearing will be rescheduled to facilitate a full UCRB panel. The University's staff member tasked with investigating allegations of student misconduct is not responsible for training University Conduct Review Board members or appellate body members. This training will be conducted by an alternate member of the Division of Student Affairs.

**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 to the Residential Judicial Board. Members of the SGA Judiciary shall be available to serve on both the Residential and University Conduct Review 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 Dean of Students or his/her designee, 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 adju-

dictated 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 decided by the hearing officer or referred to either the UCRB 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. Hearing Officers are empowered to hear violations of the Code of Student Conduct and 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.

**B. 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. Procedures for adjudication of violations of academic dishonesty are available in the Office of Academic Affairs.

**C. Conduct Issues with Underlying Mental Health Concerns.** When in the course of a conduct review process, it becomes evident that a student has underlying mental health concerns, the University reserves the right to refer such cases to the Behavioral Intervention Team (BIT) for review. This body is comprised of members of the University Counseling, Law Enforcement, Student Affairs, and Academic Affairs. This body will make an appropriate determination and work with senior Student Affairs staff to facilitate an appropriate outcome that serves the interest of the individual student as well as the rest of the student body. For more information on the BIT, please contact the Office of the Dean of Students (King-Frazier Student Center, room 247).

#### **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 in writing prior to or during the actual hearing. The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

- 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. Any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
- C. Rules of Evidence and Procedure.** Most aspects of the University's conduct review 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 civil rules of evidence and procedures followed by courts of law shall not be applicable during investigations or 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, written findings of fact, transcripts, audio recordings and/or video recordings, of all formal hearings before a University 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 Warning.** 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.** In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above. The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/ community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct. Disciplinary sanctions, cited above are

listed below and described in greater detail, may be imposed, either singularly or in a combination, by the appropriate conduct review body. These sanctions are not all-inclusive:

**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.

**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.

**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.

**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.

**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.

**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.

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

**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.

**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.

**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:

- Ineligibility to hold any office in any student organization recognized by the Univer-

- sity or hold an elected or appointed office at Savannah State University; or
- 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 inter-collegiate competition as a player, manager or student coach, etc.

**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.** Individuals should be encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate. 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 may be initiated.

**L. Confidentiality.** When a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the University will consider whether or not such request(s) can be honored while still providing a safe and nondis-

criminy environment for the institution. The University will inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the University's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.

**M. Retaliation.** Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of Student Conduct. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to University policy.

**N. False Complaints.** Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to University policy.

**O. 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 any case involving imposition of a disciplinary sanction, the accused shall have the right to appeal the decision. All appeals (below the President's level) must be in writing and submitted to the appropriate office within five (5) business days of the original decision (as dated on the decision letter) and must be entered using the electronic link contained in the decision letter. The written request for review must state the criteria for appeal with precision and specify the justification for the appeal.

**A. Criteria for Appeals.** An appeal may only be made based on one or more of the following criteria:

**Procedural Error.** To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias.

**Substantial Evidence.** To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.

**Excessive Sanctions.** To allege that the finding were inconsistent with the weight of the information, meaning that the severity of the sanction is not proportionate with the violation of the conduct code. Based on the criteria above, the Appeal Officer, may:

- affirm the original finding and sanction;
- affirm the original finding but issue a new sanction lesser in severity, apply another action as appropriate;
- remand the case back to the decision-maker to correct a procedural or factual defect; or
- reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The appeal should be made to the Appeal Officer as described in Section B. Appeal Jurisdiction. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. All Appeal Decisions will be made in writing within ten (10) business days.

## **B. Appeal Jurisdiction**

**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 Judicial Branch, regarding Housing Policy infractions not resulting in suspension or expulsion. All appeals to the Director of Student Life must be in writing and submitted within five (5) business days of the decision letter. The Director of Student Life has ten (10) business days to respond to a student's written appeal.

**Appeals to the Dean of Students.** A student may initiate an appeal to the Dean of Student concerning a decision made by the Coordinator of Student Conduct, the University Conduct Review Board, or a Hearing Officer. The Dean of Students will be the Final Appeal for all cases resulting in less than University Suspension or Expulsion or Housing Suspension or Expulsion. All appeals to the Dean of Students must be in writing and submitted within five (5) business days of the decision letter. The Dean of Students has ten (10) business days to respond to a student's written appeal.

**Appeals to the Vice President for Student Affairs.** If a student is not satisfied with the decision rendered by the Dean of Students regarding his or her case, and the Dean of Student's decision includes a Housing or University Suspension or Expulsion, the student may initiate an appeal to the Vice President for Student Affairs. All appeals to the Vice President for Student Affairs must be in writing and submitted within five (5) business days of the decision letter. The Vice President or designee has ten (20) business days to respond to a student's written appeal.

**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 1. Grounds for Appeal* as described above. All appeals to the University President must be in writing and submitted within five (5) business days of the decision letter. The University President or designee has twenty (20) business days to respond to a student's written appeal. The President's decision shall be the final decision of the institution.

**Appeals to the University System of Georgia Board of Regents.** Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents. All appeals must be in writing. Correspondence should be addressed to the Executive Secretary of the Board (Board of Regents, 270 Washington Street, SW, Atlanta, GA 30334). Appeals should be filed with the Board of Regents within 20 calendar days of the University's final decision and must cite specific cause for review as outlined above.

**C. Recusal/Challenge for Bias.** Any party may challenge the participation of any University official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the Director of Student Life setting forth the basis for the challenge. The Director will not be responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The Director of Student Life will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

**D. Appeal Not Filed.** Should a student not file an appeal within five (5) days, the decision made by the hearing body shall be final and will not be eligible for further appeal review.

# ATHLETIC CALENDAR

**Wednesday, Aug. 21**

New Student-Athlete Orientation  
(Incoming Freshman & Transfers) @ 6pm

**Thursday, Aug. 22**

New Student-Athlete Orientation  
(Incoming Freshman & Transfers) @ 6pm

**Friday, Aug. 23**

Athletics Carnival @ 6pm

**Sunday, Aug. 25**

Athletics Fall Convocation @ 3pm







## TABLE OF CONTENTS

Introduction to Savannah State University Athletics.....	72-73
General Policies and Procedures for Student Athletes.....	77-82
SSU Athletic Training Services.....	83-93
NCAA Drug Testing Program.....	94-98
Institutional Drug Testing Program.....	99-101
Academic Affairs and Academic Performance.....	104-113
Sports Information and Media Relations.....	114-116
SSU Student-Athlete Social Media Policy.....	117
Strength and Conditioning Services.....	118
NCAA & SSU Academic/Eligibility Guidelines.....	118



Dear Student-Athlete,

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

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

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

Best wishes on a promising school year,

*SSU Department of Athletics Administration and Staff*

## RESPONSIBILITY OF STUDENT-ATHLETE

A student-athlete is expected to dedicate the same, if not more, time, energy, and attention to his/her academic pursuits as he/she would for sport(s) participation. Student-athletes should follow instruction from their course instructors with the same intensity as they would their athletic coaches. The same motivation and dedication to purpose should be displayed towards high academic performance as devoted to athletic performance at all times; losing in the classroom is not an option and will eventually create a situation where the student-athlete is not afforded the opportunity to even attempt to win in any sport. Student-athletes will find the following tips useful for academic success:

1. Never miss class!
2. Introduce yourself to your instructors and greet them at each class meeting.
3. Buy a notebook or folder for each class. Keep all handouts, assignments, notes, and other important papers for each class in the notebook.
4. At the beginning of each semester, write all important information on a calendar. Include due dates for assignments, dates of quizzes and exams, traveling dates, appointments, tutorial sessions, and holidays. Refer to your calendar and always plan ahead!
5. Get your books as soon as possible. Keep up with reading assignments and attempt to stay ahead of the instructor. Do not wait until the night before the test to do your reading. Use a marker to highlight important facts, write in the margins, and question yourself on what you have read.
6. Study some each day. Reread your notes and quizzes to yourself daily. Do not wait until the night before the test to begin reviewing the materials and studying.
  - a. You do not wait until the night before a game to practice – you practice daily!
  - b. You do not go into a game merely familiar with the plays – you know them!
  - c. *Do the same with notes and assignments.*
7. Begin your descent back into academics every Sunday afternoon. You are wasting valuable time if you do not study on Sundays.
8. When you study, turn off the TV, stay out of the lobby of the residence hall, and save your dating for the weekend. If you require music to assist you in focusing, listen to tracks without any lyrics such as instrumentals, jazz, or classical.
9. Make friends with classmates to have group study sessions for tests.
10. Find out where and when math labs, accounting labs, computer labs, writing labs, and other departmental labs are held. Attend those labs.
11. Notify your instructors of your game and travel schedules far in advance and remind them regularly. Make arrangements before you are absent to make-up assignments or exams. Let each instructor know you are interested in working to complete the course successfully.
12. Visit with your instructor if you are confused about the course or material, doing poorly, or interested in your status in the class.
13. **ASK FOR HELP WHEN YOU NEED IT**, whether your problems are personal or academic.

## **INTRODUCTION TO SAVANNAH STATE UNIVERSITY ATHLETICS**

The Savannah State University (SSU) Student-Athlete Handbook is published policy for student-athletics. This publication is developed by the Department of Athletics and includes domains that a student-athlete may fall under in a discipline situation. The student-athlete may fall within on or the following domains-

- Legal Violation
- SSU Student Code of Conduct
- Athletic Code Violations as specified by national governing and conference bodies
- Athletic Department Policies and/or Student-Athlete Handbook Policies
- Specific Program Violations (Team Rules)
- Drug Testing Policy

The Student-Athlete Handbook will be made available to each student-athlete as well as posted on the Department of Athletics website.

### **DEPARTMENT OF ATHLETICS MISSION STATEMENT**

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

**P**rofessionalism

**R**esponsibility

**I**ntegrity

**D**edication

**E**nthusiasm

### **DEPARTMENT OF ATHLETICS VISION STATEMENT**

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

### **PHILOSOPHY AND PRINCIPLES**

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



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

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

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

## **DEPARTMENT OF ATHLETICS CONTACT INFORMATION & STAFF DIRECTORY**

Main Number: (912) 358-3449  
Fax Number: (912) 358-5287  
Address: SSU Department of Athletics  
3219 College Street  
Box 20271  
Savannah, Ga. 31404

LAST	FIRST	TITLE	PHONE	EMAIL
Baker	Cedric	Head Women's Basketball Coach	912-358-3437	bakerc@savannahstate.edu
Broadnax	Horace	Head Men's Basketball Coach	912-358-3446	broadnax@savannahstate.edu
Burrows	Bria	Office Manager	912-358-3449	burrowsb@savannahstate.edu
Campbell	Marissa	Athletic Business Operations Coordinator	912-358-4130	campbellm@savannahstate.edu
DeMasi	Russell	Assistant Football Coach	912-358-3359	demasir@savannahstate.edu
Freeman	Dajjah	Compliance Coordinator/SWA	912-358-4079	freemand@savannahstate.edu
Hardy	Colton	Head Baseball Coach	912-358-3082	hardyc@savannahstate.edu
Hardy	Patrick	Assistant Men's Basketball Coach	912-358-3447	hardyt@savannahstate.edu
Harre	Andy	Assistant Women's Basketball Coach	912-358-3445	harrea@savannahstate.edu
Harris	Kendall	Athletic Academic Advisor	912-358-3468	harrisk@savannahstate.edu
Johnson	Juliette	Assistant Women's Basketball Coach	912-358-3444	johnsonj@savannahstate.edu
Jolley	Tina	Athletic Academic Advisor	912-358-474	jolleyt@savannahstate.edu
Lamez	Carolina	Head Women's Tennis Coach	912-358-3432	lamez@savannahstate.edu
Louimeus	Lee	Head Equipment Manager	912-358-3453	louimeusa@savannahstate.edu
Mashariki	Opio	Director of Athletics	912-358-3449	mashariki@savannahstate.edu
McCombie	Eric	Assistant Baseball Coach	912-358-3093	mccombie@savannahstate.edu
Miller	Kimberly	Deputy Athletic Director	912-358-3429	millerkl@savannahstate.edu
Mullgrav	Shalonda	Faculty Athletics Representative	912-358-3390	mullgravs@savannahstate.edu
Obunaga	Roselidah	Acting Head Women's Volleyball Coach	912-358-3072	obunagar@savannahstate.edu
Quinn	Shawn	Head Football Coach	912-358-3470	quinn@savannahstate.edu
Reyburn	Robert	Head Athletic Trainer	912-358-3439	reyburnr@savannahstate.edu
Sims	Thomas	Assistant Football Coach	912-358-3428	simst@savannahstate.edu
VanDusen	Justin	Head Strength & Conditioning Coach	912-358-4134	Vandusenj@savannahstate.edu
Whitaker	Ted	Head Men's/Women's Cross-Country/Track Coach	912-358-3070	whitakert@savannahstate.edu
Wormley	Clyde	Assistant Men's Basketball Coach	912-358-3435	wormleyc@savannahstate.edu

*\*\*Offices located in Tiger Arena Offices – Athletic Administration, Men's/Women's, Football, Student-Athlete Academic Center, Men's/Women's Golf, Women's Tennis, Equipment Room and Athletic Training.*

*\*\*Office located at Tiger Stadium – Men's/Women's Cross-Country/Track*

*\*\*Offices located in Naval ROTC Building – Baseball and Women's Softball*

*\*\*Offices located in Wiley-Wilcox Gymnasium – Women's Volleyball and Strength & Conditioning*

## **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

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

### ***Purpose***

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

- Providing a venue to address the needs, interests, and concerns of the student body to the administration.
- Fostering and promote campus spirit and encourage support for all athletic programs
- To support fellow athletes on and off the field of play and to encouraging communication and unity between and among teams.
- Communicating the changing needs of student-athletes.
- Providing feedback on issues in the Department of Athletics regarding policies, procedures, and proposed changes.
- Providing a support network to ensure each student-athlete's successful transition through college life towards a degree.
- Planning, organizing, and employing social and service activities for student-athletes and for the campus and local community.
- Promote the professional development and presentation of the student-athletes.
- To build and encourage the student-athlete to transition the skills which lead to success in the athletic arena to the classroom and world arena.

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

### ***Membership***

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

The Committee is composed of:

- Two representatives from each athletic team (1 consensus vote on behalf of the team)
- The Director of Athletics or appointed designee/advisor (non-voting)

### *Responsibilities*

Each team representative is expected:

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

### *Officers*

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

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

### *Activities*

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



## GENERAL POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

### STUDENT-ATHLETE EXPECTATIONS ESTABLISHED STANDARDS

Participating in intercollegiate athletics at Savannah State is a privilege and not a right. Like any privilege, it must be constantly earned. SSU Athletics is an important component to the institution and campus community. Savannah State and Savannah State Athletics are important components in the community of Savannah. SSU chooses to sponsor intercollegiate athletics because of the positive influence on the institution and community.

Student-athletes are very visible. What they do in season and out of season – in the school year and out of the school year – in Savannah and out of Savannah reflects on the athletic program and the institution. This reflection is either positive or negative. Unfortunately, it takes very little negative reflection to have an adverse effect of significant magnitude on the athletic program. It takes more positive reflection to have a similar magnitude of positive effect on the athletic program.

#### *Scope of Conduct*

Student-athletes are expected to adhere to, at minimum, the expectations of the following agencies (this is not an exhaustive list):

- Savannah State University, including specifically but not exclusively:
  - The Athletics Department
    - The sport specific program the student-athlete is involved directly with
  - The Office of Student Affairs
  - Academic Affairs
- The Southern Intercollegiate Athletic Conference (SIAC)
- The National Collegiate Athletic Association (NCAA)
- City, County, State and / or Federal Government Authorities

#### *Priorities*

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

#### *Travel*

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

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

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

### *Uniforms and Equipment*

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

### *Tickets to Athletics Events*

The parents/guardians of student-athletes may be admitted free of charge via the student-athlete's player guest gate ("Will Call") to home athletics events only. Some opponents may offer this amenity during away games, however each institution may have different guidelines for parents/guardians and such accommodations may be limited. Student-athletes are required to present their validated student identification to obtain admittance to sporting events of other home sporting events; the SSU Department of Athletics strongly encourages each student-athlete to regularly attend and support all home sporting events when possible.

## **COACHES' JURISDICTION/TEAM RULES**

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

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

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

the sports program is denied, except in the case of an athlete who becomes academically ineligible. If academically ineligible, he/she shall be ineligible for athletic aid, competition and practice immediately.

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

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

#### ***Bus Travel***

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

#### ***Air Travel***

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

#### ***In Hotel/Restaurant***

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

#### ***General Conduct***

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

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

### *Consequence of Non-Compliance*

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

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

## **STUDENT-ATHLETE BEHAVIOR AND ETHICAL CONDUCT**

Student-athletes must represent exhibit model behavior at all times on and off campus. The head coaches will have general authority over team discipline and disciplinary measures for violation of team rules. However, student-athletes who violate department rules and standards are subject to corrective actions by the Department of Athletics. Any student-athlete who is suspended from the university or otherwise banned from the campus will be suspended from participation in all intercollegiate athletics activities. If suspended, a student must submit an appeal for reinstatement to the Intercollegiate Athletic Committee (IAC) for reinstatement. Each case will be reviewed independently and based upon tangible evidence.

Student-athletes who violate the university code of student ethics is subject to additional sanctions by the Department of Athletics.

**Termination of scholarship benefits:** In consultation with the Intercollegiate Athletic Committee and/or appropriate University officials, the Department of Athletics may reduce or cancel Athletic Grant-in-Aid as a consequence of any and all misconduct in accordance with NCAA, SIAC or University policies/bylaws.

The following rubric will serve as reference for possible sanction(s) levied based on the individual circumstances of each case:

- I. Level I Misconduct Sanction
  - a. The student-athlete may be suspended for one (1) season for intercollegiate athletic involvement (i.e., camps, competition, travel)
  - b. Cancellation of Athletic Grant-in-Aid.
- II. Level II Misconduct Sanction
  - a. If the offense is committed during the playing season, the student-athlete will be suspended for one-third competitions following the incident, in addition to suspension from any Countable Athletic Related Activities (CARA) during that period of time of the sanction.
  - b. If the offense is committed at the end and/or outside the playing season, the student-athlete must will be suspended for one-third consecutive competitions in the subsequent athletic season in which the offense occurred, in addition to any CARA during that period of time.

- c. In egregious Level II Misconduct Sanctions, violations may result in cancellation of athletic grant-in-aid.

### III. Level III Misconduct Sanction

- a. If offense is committed during the playing season, the student-athlete will be suspended for one competition and any CARA.
- b. If the offense occurs at the end and/or outside of the student-athlete's playing season, the student-athlete will be suspended for one competition and any CARA.

### IV. Dress Code Violations

- a. As a representative of the SSU Intercollegiate Athletic Program, it is important that student-athletes and sports programs represent Tiger Pride and professionalism in the classroom, throughout the campus, and while traveling to and from sports competitions.
- b. Examples of inappropriate attire include, but are not limited to wearing hats or sunglasses indoors or wearing hats sideways or backwards, halter tops, shorts or skirts revealing any portion of the buttocks or genitals, shirts with obscene language or "fighting" words (including gestures or slogans or any images promoting alcohol/drugs or alcohol/drug use), 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.
- c. All student-athletes will participate in the university's Dress for Success Initiative in which students dress in professional business attire (men: slacks, dress shirt, dress shoes, and tie; women: business dresses, skirts, dress pants and a blouse or pants ensemble and dress shoes) between 8:00 AM to 8:00 PM each Wednesday during the period from the first week of classes until the week prior to final exams.
- d. Student-athletes who fail to adhere to the University or Department of Athletics dress code policy may be reprimanded and/or placed on probation within intercollegiate athletics. Repeat offenders of the dress code policies may be suspended or dismissed from intercollegiate athletics programs. Violations will be reviewed on an individual basis.

### V. Change in Circumstances

- a. If there is a substantial change in circumstances affecting a student-athlete who has been suspended from participation in practice, competition, and/or services provided by the Department of Athletics, the student-athlete may petition the IAC to review the changed circumstances. The student-athlete may submit a written statement in support of the request. Thereafter, the IAC will review the information to determine whether the suspension should be modified. If circumstances warrant a change in a suspension, a student-athlete may be reinstated by the IAC and resume participation in practice, competition, and/or services the date a decision is rendered.
- b. Dismissal or reduction of a criminal charge is a change of circumstance that may or may not justify revision of a suspension from participation in practice, competition, fines, and/or services provided by the Department of Athletics

If a student-athlete is going through misconduct and/or legal proceeds with the Division of Student Affairs and/or external authorities (i.e., local, state, or federal government agencies), the student-athlete will be suspended for athletic participation/CARA until further notice and/or a final decision has been rendered by the governing authority in which the misconduct/offense is being handled through.

## **GRIEVANCE PROCEDURE**

Student-athletes are afforded the opportunity to appeal any decision made by coaches or administration when they feel they have been treated unfairly or deprived of opportunities enumerated in department policies or procedures regarding due process. Student-athletes are encouraged to schedule an appointment with their head coach or the Director of Athletics when they feel they need to address any issues concerning their status within the sports program. Issues and decision which may have an effect on a group of students may also be addressed to the Student-Athlete Advisory Committee for discussion and presentation to the Director of Athletics. In the event, an appeal is made, the appeal will be forwarded to the IAC which consists of non-athletic affiliated faculty, staff, and-students. This committee is approved by the University Faculty Senate and overseen by the Faculty Athletic Representative.

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

### **Step 1: Letter to the Head Coach**

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

### **Step 2: Appeal to the IAC**

If the student-athlete is unsatisfied with the decision of the Head Coach, the student may submit a written appeal to the Faculty Athletics Representative detailing his/her understanding of the situation and expectations which will be forwarded to IAC for review. IAC will have 15 days business days to research and conduct interviews specific to the appeal and submit findings to the student-athlete in writing detailing the committee decision. Any decisions made by the IAC are final.



## **SSU ATHLETIC TRAINING SERVICES**

The SSU Athletic Training Department is responsible for providing medical coverage and support to student-athletes during practices and competitions. When permissible, athletic training will travel with teams to away competitions and provide medical support. At the beginning of each team's season, athletic training will work with coaches to develop a treatment schedule for the rehabilitation of student-athletes to ensure they can receive the medical coverage needed outside of practices and competitions.

**ALL DOCTOR VISITS FOR ATHLETIC RELATED INJURIES, SURGERIES AND MEDICAL CARE FOR STUDENT-ATHLETES MUST BE COORDINATED BY THE ATHLETIC TRAINING OFFICE.**

### **ATHLETIC TRAINING ROOM GENERAL GUIDELINES**

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

### **ATHLETIC TRAINING EQUIPMENT LOAN POLICY**

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

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

- It is a NCAA violation to keep equipment owned by the Savannah State University Department of Athletics.

### **PREPARTICIPATION SPORTS SCREENINGS**

Program athletes may receive their initial pre-participation sports screenings and any annual examination at no cost, unless further specialized examination is required for medical clearance. All aspects of the screenings will be overseen by the Medical Director and Team Physicians with the assistance of the ATC staff. The sports medicine medical directors have developed and will utilize a pre-participation screening within the guidelines established by the American Academy of Family Physicians, American Academy of Pediatrics, American Medical Society for Sports Medicine, American Orthopedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine, which addresses medical history, current and general medical conditions (heart, lung, abdomen, ears, nose, throat), orthopedic conditions (bone, ligaments, muscles, joints), and flexibility.

### **NEW SCHOLARSHIP/PREFERRED WALK-ON STUDENT-ATHLETE**

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

### **RETURNING SCHOLARSHIP/PREFERRED WALK-ON STUDENT-ATHLETE**

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

### **WALK-ON ATHLETES**

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

### **STUDENT-ATHLETE MEDICAL RECORDS**

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

- All Over-The-Counter (OTC) drugs issued to student-athletes or anyone else must be logged into the OTC Drug Log.
- All student-athletes evaluated on campus by the team physicians from Optim Orthopedic Center must be logged in the Team Physician Clinic Log.
- Daily rehabilitation/treatment notes shall be maintained for all student-athletes suffering from time-loss injuries.
- Daily injury reports will be emailed during the season to coaching staff

### **PRESCRIPTION MEDICATION POLICY**

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

### **INJURY TREATMENT & REHABILITATION POLICY**

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

### **STUDENT-ATHLETE MEDICAL INSURANCE POLICY**

All student-athletes must have active primary health insurance that covers injuries suffered during school athletics participation. The failure to provide proof of current insurance will result in immediate suspension from all physical athletic activities (ex. weightlifting, practices, competitions, etc.) until proof of current insurance coverage is provided.

Any intercollegiate student-athlete who sustains an athletic-related injury or illness will have all related medical bills filed with their private health insurance as the “Primary” insurance provider. **Once the “Primary” insurance benefits are exhausted a copy of the primary insurance company’s Explanation of Benefits (EOB) and the medical provider’s statement must be received by the Insurance Coordinator.** The University’s secondary policy may be responsible for those remaining eligible expenses not covered by the primary insurance policy. It is the student-athletes’ responsibility to bring both the EOB and provider statement in a timely manner. Failure to do so may delay secondary filing and payment or result in denial of payment.

The University of Georgia system currently requires all full-time students to have medical insurance. This is not in any way administered by the sports medicine staff. Charges for this insurance policy can be found on the student's billing statement. Questions about this insurance policy or its charges should be directed appropriately.

It should be noted that the athletic department may only cover injuries sustained during Savannah State University Intercollegiate Athletics supervised/authorized practices or games. Additionally, the secondary insurance will only be filed when the EOB is received and the student-athlete reports the injury to one of the SSU athletic trainers, is evaluated by the athletic trainer, and is referred by the athletic trainer. Any other circumstances under which injuries may occur will be regarded as non-athletic in nature and are not the responsibility of Savannah State University Athletic Department, nor is it legal for the athletic department to assume such responsibility. Medical appointments must be scheduled for the student-athletes by the SSU Athletic Training Staff.

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

EOBs and billing statements may be delivered in person, mailed to the athletics address ATTN: Athletic Training Department, or faxed to (912) 358-3939. If you should have any questions regarding the Savannah State University Athletic Medical Insurance Policy, please contact the Savannah State University Insurance Coordinator at (912) 358-3357.

## **ATHLETIC TRAINING COVERAGE & TRAVEL POLICY**

### Athletic Training Staff

The Head Athletic Trainer, Assistant Athletic Trainer, and a Team Physician, or designee, travel only with the football team for its designated away contests. Additional sports may be covered as additional staffing is available. In-season sports will always take precedence over out-of-season.

### Unsupervised Student Athletic Trainers

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

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

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

- Evaluation of acute injuries to determine health status
- Application of electrical, acoustical, and mechanical therapeutic modalities
- Prescription of therapeutic exercise

- Decision to return injured athlete to activity

#### Student-athlete/Staff Road Emergency Medical Procedure for Travel

- When a Certified Athletic Trainer (ATC) is traveling with a university athletic team and a student-athlete or staff member requires hospitalization or a physician's attention the following procedures should be followed:
  - If at all possible, wait until you reach Savannah, GA before seeking medical attention. However, the athlete's health and well-being is most important. If you are in doubt, quickly seek the closest medical attention. Always err on the side of good judgment.
  - If you are near the opponent's hometown, always seek help from the opponent's athletic trainer and team physician, if possible.
  - Always introduce yourself to the opponent's athletic trainer and/or team physician before the athletic contest begins. If an emergency arises, they will already be familiar with you.
  - Always offer your services to an injured opponent, even if you are at his home facility. In certain situations, you may be the most knowledgeable in the area of sports medicine if the opponent does not have an athletic trainer or physician present. Never force yourself or your services on an injured opponent; leave the decision to them and their coach.
- Student-athlete insurance and medical information as well as emergency contact information will be kept in the teams' medical kit.
- If a student-athlete needs medical attention out of town, all bills will be sent through his/her private insurance first and then any subsequent bills will be mailed to the athlete at his/her home address. Copies of the itemized bills and the insurance companies' explanation of benefits (EOB) should be sent to the SSU Insurance Coordinator (Greg Jackson, Savannah State University, P.O. Box 20075, Savannah GA 31404).
- Contact the head athletic trainer, if not present, as soon as possible if the injury is serious. The head athletic trainer may then contact the athlete's parents and/or spouse.
- Staff athletic trainers may stay with the injured athlete at the hospital if necessary. This should not be done unless there are other University athletic trainers to cover potential injuries of the remaining team members. There is always the possibility of a more serious injury to another team member.
- If the head or staff athletic trainers are unable to travel with the team or are not present and they cannot be reached by telephone then the student athletic trainer or head coach should contact the Director of Athletics and have them assist in locating a staff athletic trainer as soon as possible to make recommendations for appropriate medical treatment.
- Only medical treatment that is absolutely necessary should be administered by non-university medical personnel; if possible, all secondary medical treatment should be handled by the university medical staff.

#### **CONCUSSION MANAGEMENT POLICY**

In conjunction with St. Joseph's Candler Health System (SJSCHS) Departmental Policy for Sport Medicine, evaluate, manage and safely return to play athletes who have sustained a concussion. The goals of this policy are to prevent second impact syndrome or other serious injury, prevent long term complications of head injuries, and to ensure safe return to activities. This policy applies to all schools and events covered by St. Joseph's/Candler Sports Medicine. If a visiting team does not travel with an athletic trainer, the SCJHS athletic trainer should follow

the same protocol for care. The following process will be followed in reference to concussion management –

### **Immediate or On-Field Assessment**

Following any witnessed or reported blow to the head or suspected concussion, the athlete should be removed from participation and evaluated on site by the school athletic trainer using standard emergency management principles and the SCAT5 Immediate Assessment protocol. This includes red flags, observable signs, Maddocks orientation questions, Glasgow Coma Scale examination, and cervical spine assessment.

If a severe injury is suspected or cannot be ruled out, activate the Emergency Action Plan.

### **Day of Injury Referral for Physician Evaluation**

Immediate transport to a medical facility for a concussion is not typically required, but may be necessary to rule out a more serious injury such as cervical spine fracture or brain bleed. Refer to nearby Emergency Room in case of:

Loss of consciousness or decreasing level of consciousness	Change in vital signs (pulse, BP, respirations)	Unequal, dilated, or unreactive pupils
Declining mental status	Worsening severe headache	Cranial nerves deficiency
Neck pain/possible c-spine fracture	Double vision	Seizure or convulsion
Repeated vomiting	Increasingly restless, agitated or combative	Weakness or numbness in arms or legs
Worsening balance or paralysis	Slurred speech or difficulty communicating	Inability to recognize people or places

Once an emergent situation has been ruled out, the athlete can then be further evaluated for symptoms, mental status and motor control (see attached SCAT5). The SCAT5 should be completed in a distraction-free environment, such as a locker room, training room or office.

### **Signs and Symptoms of Concussion**

The evaluation of concussion signs and symptoms involves the assessment of a range of domains, including clinical symptoms and physical signs relating to behavior, balance, sleep, and cognition. The presence of any of the following signs and symptoms may suggest a concussion:

Headache	Balance problems	Difficulty concentrating	Irritability
Pressure in head	Sensitivity to light	Difficulty remembering	Sadness
Neck Pain	Sensitivity to noise	Fatigue or low energy	Nervous or anxious
Nausea or vomiting	Feeling slowed down	Confusion	Trouble falling asleep

Dizziness	Feeling like “in a fog”	Drowsiness	Blurred vision
More emotional	“Don’t feel right”	Lying motionless on the playing field	Blank or vacant look

**No athlete is allowed to return to play on the same day that a concussion (1) has been diagnosed OR (2) cannot be ruled out.**

The player should not be left alone following the injury, and serial monitoring for deterioration is advised over the initial few hours following injury

### **SJCHS CENTER FOR CONCUSSIONS: CONCUSSION MANAGEMENT**

Athletes with a concussion will be directed to the SJCHS Center for Concussions for physician evaluation, neuropsychological testing, individualized injury management, and return to play clearance. The Center for Concussions will have an AT as a point of contact for appointments and communication with school athletic trainers, physicians, parents, and school personnel as needed.

#### **ImPACT testing**

ImPACT computer software will be utilized for baseline and post injury testing to *assist* with diagnosis, management and return to play decisions. ImPACT® (Immediate Post-Concussion Assessment and Cognitive Testing) is the most widely used and most scientifically validated computerized concussion management tool available and is FDA approved. This program measures multiple aspects of cognitive function, including attention span, working memory, sustained and selective attention time, non-verbal problem solving, and reaction time.

#### **Return to Learn**

Athletes will be advised on an individualized plan for short term academic adjustments based on concussion symptoms (see attached return to learn sheet). In general, there should be no classroom activity on the same day as a concussion injury, the student-athlete should remain at home/dorm if the student cannot tolerate light cognitive activity, and there should be a gradual return to classroom/studying as tolerated. A student does not need to be completely symptom free before returning to school, but the goal is to find a balance where it is tolerable and does not exacerbate symptoms. The return to school strategy may be accelerated when appropriate based on symptoms. Each school should have a point of contact person for communicating with professors or teachers, such as the school nurse, guidance counselor, or academic advisor. For athletes with more persistent or prolonged symptoms, a detailed accommodation plan, typically accessed through the disability services office, may be necessary. Athletes should be asymptomatic with full school work before beginning any Return to Play progression.

**GRADUATED RETURN TO SCHOOL STRATEGY <sup>1</sup>**

<b>MENTAL ACTIVITY</b>	<b>ACTIVITY AT EACH STEP</b>	<b>GOAL OF EACH STEP</b>
1. DAILY ACTIVITIES THAT DO NOT GIVE THE ATHLETE SYMPTOMS	TYPICAL ACTIVITIES THAT THE ATHLETE DOES DURING THE DAY AS LONG AS THEY DO NOT INCREASE SYMPTOMS (E.G. READING, TEXTING, SCREEN TIME). START WITH 5-15 MIN AT A TIME AND GRADUALLY BUILD UP.	GRADUAL RETURN TO TYPICAL ACTIVITIES
2. SCHOOL ACTIVITIES	HOMEWORK, READING OR OTHER COGNITIVE ACTIVITIES OUTSIDE OF THE CLASSROOM	INCREASE TOLERANCE TO COGNITIVE WORK
3. RETURN TO SCHOOL PART-TIME	GRADUAL INTRODUCTION OF SCHOOLWORK. MAY NEED TO START WITH A PARTIAL SCHOOL DAY OR WITH INCREASED BREAKS DURING THE DAY.	INCREASE ACADEMIC ACTIVITIES
4. RETURN TO SCHOOL FULL-TIME	GRADUALLY PROGRESS SCHOOL ACTIVITIES UNTIL A FULL DAY CAN BE TOLERATED.	RETURN TO FULL ACADEMIC ACTIVITIES AND CATCH UP ON MISSED WORK

### **Monitoring**

The school athletic trainer should continue to monitor progress daily with the s/s checklist and progress on academic activities. This information should be shared with the treating physician on follow up. When the student is s/s free, they should be referred for follow up imPACT testing with the physician and clearance to begin the Return to Play progression. For persistent symptoms lasting longer than the typical 10-14 days, or increased/worsening symptoms, the student should be referred back to the treating physician for follow up exam.

### **Return to Play**

After a concussion, the athlete should have physical rest and relative cognitive rest for a few days to allow their symptoms to improve. In most cases, after no more than a few days of rest, the athlete should gradually increase their daily activity level as long as their symptoms do not worsen. Once the athlete is able to complete their usual daily activities without concussion related symptoms, the second step of the Return to Play progression can be started. The athlete should not return to play until their concussion related symptoms have resolved and the athlete has successfully returned to full school activities.<sup>1</sup>

**Athletes must be asymptomatic without medication, attending normal school activity, and have a normal exam (clinical and imPACT) before beginning any Return to Play progression.**

Generally, steps 2-5 should take 24 hours each, so that an athlete would take approximately 1 week to proceed through the full rehabilitation protocol. The school AT should directly monitor the RTP program. This protocol should not be accelerated for any athlete unless under the direct instruction of the treating physician.

If any symptoms occur while using the stepwise program, then the patient should drop back to the previous asymptomatic level once symptom-free.

**Once RTP Protocol Phase 4 is passed, the athlete must have physician clearance to RTP for Phase 5 full practice.**

**GRADUATED RETURN TO PLAY PROTOCOL <sup>1</sup>**

<b>REHAB STAGE</b>	<b>FUNCTIONAL EXERCISE AT EACH STEP</b>	<b>GOAL OF EACH STEP</b>
1. SYMPTOM-LIMITED ACTIVITY	DAILY ACTIVITIES THAT DO NOT PROVOKE SYMPTOMS	GRADUAL REINTRODUCTION OF WORK/SCHOOL ACTIVITIES
2. LIGHT AEROBIC EXERCISE	WALKING OR STATIONARY CYCLING AT SLOW TO MEDIUM PACE. NO RESISTANCE TRAINING.	INCREASE HEART RATE
3. SPORT-SPECIFIC EXERCISE	RUNNING OR SKATING DRILLS. NO HEAD IMPACT ACTIVITIES.	ADD MOVEMENT
4. NON-CONTACT TRAINING DRILLS	HARDER TRAINING DRILLS, E.G. PASSING DRILLS. MAY START PROGRESSIVE RESISTANCE TRAINING.	EXERCISE, COORDINATION, AND INCREASED THINKING
5. FULL-CONTACT PRACTICE	FOLLOWING MEDICAL CLEARANCE, PARTICIPATE IN NORMAL TRAINING ACTIVITIES.	RESTORE CONFIDENCE AND ASSESS FUNCTIONAL SKILLS BY COACHING STAFF
6. RETURN TO PLAY/SPORT	NORMAL GAME PLAY	

### **Special Considerations for the Younger Athlete**

1. Athletic trainers working with younger (child or adolescent) athletes should be aware that recovery may take longer than in adults.
2. Second impact syndrome is a potentially catastrophic condition resulting from premature return to play, in which cerebral swelling occurs after a second hit to a brain that has not healed from a previous head injury. Young athletes are more susceptible to this condition. Athletes should always be encouraged to report signs/symptoms of concussion.
3. The SCAT 5 protocol and guidelines can be applied to anyone age 13 and up. For children 12 yrs. or younger, the Child SCAT5 is available.
4. Normal development of the adolescent brain may influence neurocognitive test scores over time. Therefore, baseline testing should be done more frequently in younger athletes.

### **Special Considerations for Repeat Concussions**

A history of concussion increases risk for another concussion. Long term consequences from concussions are not clear. Modifying factors, including repeated concussions over time, multiple concussions within a short time frame, sustaining concussions with lessening force, or increasing severity of injury, should result in a more conservative management approach.<sup>3</sup> Athletes with a history of multiple lifetime concussions, structural abnormality on neuroimaging, persistent symptoms, prolonged recovery, or persistent decreased academic performance may need to be considered for disqualification from sports.<sup>7</sup>



## NCAA DRUG TESTING PROGRAM

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

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

### NCAA DRUG TESTING POLICY

The National Collegiate Athletic Association Drug-Testing Program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. All Program athletes wishing to participate in NCAA-sanctioned sports are required by the NCAA to complete a Drug Test Consent form annually, consenting to an independently-administered random drug test.

### NCAA BANNED DRUG LIST

A banned substance list may be viewed and printed from the NCAA webpage at <https://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program>.

### NCAA DRUG TESTING PROGRAM

**NCAA Bylaw 14.1.4.1 Content and Purpose.** Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. A student-athlete shall complete and sign the consent form before practice or competition, or before the Monday of the fourth week of classes, whichever is earlier. [D] (Adopted: 1/10/92 effective 8/1/92, Revised: 1/16/93, 1/10/95 effective 8/1/95, 1/14/97, 7/20/10, 10/19/10, 6/22/11, 10/21/14).

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

### TEST COLLECTION PROCEDURES

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

## NCAA BANNED DRUG LIST

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

### *(a) Stimulants:*

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

### *(b) Anabolic Agents:*

#### Anabolic steroids

androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyltestosterone  
dehydroepiandrosterone (DHEA)  
dihydrotestosterone (DHT)

## NCAA DRUG TESTING PENALTIES

**NCAA Bylaw 18.4.1.4.1 Penalty – Banned Drug Classes Other Than "Illicit Drugs."** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than "illicit drugs" (in accordance with the testing methods authorized by the Board of Governors), shall be subject to the following: *(Revised: 1/10/90 effective 8/1/90, 1/16/93, 1/9/96 effective 8/1/96, 1/14/97 effective 8/1/97, 1/8/01, 1/12/04, 10/29/04, 1/11/08, 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, 7/22/14, 1/14/15 applicable on a retroactive basis to any student-athlete with remaining eligibility, 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 1/9/17, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

- (a) The student-athlete shall be ineligible for competition in all sports until he or she has been withheld from the equivalent of one season (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport per Bylaw 17) of regular-season competition. The student-athlete must be otherwise eligible for competition to fulfill this penalty except a transfer student-athlete may fulfill a transfer residence requirement and a drug-testing penalty concurrently if he or she meets all other eligibility requirements; *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*
- (b) A student-athlete who tests positive during a year in which he or she did not use a season of competition, shall be charged with the loss of one season of competition in all sports. A student-athlete who tests positive during a year in which he or she used a season of competition, shall be charged with the loss of one additional season of competition in all sports (in addition to the season used) unless he or she uses a season of competition in the next academic year; and *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*
- (c) The student-athlete shall be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-athlete's positive drug-test specimen and until he or she tests negative pursuant to the NCAA Drug-Testing Program's policies and procedures. *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

**NCAA Bylaw 18.4.1.4.2 Penalty -- "Illicit Drugs."** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug class "illicit drugs" (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season of competition in all sports (i.e., 50 percent of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. *(Adopted: 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, Revised: 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 1/9/17, 7/18/17 effective 8/1/17, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

**NCAA Bylaw 18.4.1.4.1.1 Second Positive Test.** If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than "illicit drugs" tests positive a second time for the use of a substance in a banned drug class other than "illicit drugs," he or she shall lose all remaining regular-season and postseason eligibility in all sports. If a

student-athlete who previously tested positive for the use of a substance in a banned drug class other than "illicit drugs" tests positive for the use of a substance in the banned drug class "illicit drugs," he or she shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular-season contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. *(Adopted: 3/30/16, Revised: 1/9/17, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

**NCAA Bylaw 18.4.1.4.2 Penalty -- "Illicit Drugs."** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug class "illicit drugs" (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season of competition in all sports (i.e., 50 percent of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. *(Adopted: 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, Revised: 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 1/9/17, 7/18/17 effective 8/1/17, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

**NCAA Bylaw 18.4.1.4.2.1 Second Positive Test.** If a student-athlete who previously tested positive for the use of a substance in the banned drug class "illicit drugs" tests positive a second time for the use of a substance in the banned drug class "illicit drugs" or if a student-athlete who previously tested positive for the use of a substance in the banned drug class "illicit drugs" tests positive for use of a substance in a banned drug class other than "illicit drugs," he or she shall be subject to the penalties set forth in Bylaw [18.4.1.4.1](#). *(Adopted: 3/30/16, Revised: 1/9/17, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

**NCAA Bylaw 18.4.1.4.3 Breach of NCAA Drug-Testing Program Protocol.** A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no show) shall be considered to have tested positive for the use of any drug other than an "illicit drug." *(Revised: 1/10/05 effective 8/1/05, 7/23/12 effective 8/1/12 for any NCAA drug test administered on or after 8/1/12, 1/9/17)*

**NCAA Bylaw 18.4.1.4.3.1 Tampering With a Drug-Test Sample.** A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug test sample, as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be subject to the following: *(Adopted: 7/23/12 effective 8/1/12 for any NCAA drug test administered on or after 8/1/12, Revised: 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

- (a) The student-athlete shall be ineligible for competition in all sports until he or she has been withheld from the equivalent of two seasons (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport per Bylaw [17](#)) of regular-season competition. The student-athlete must be otherwise eligible for competition to fulfill this penalty except a transfer student-athlete may fulfill a transfer residence requirement and a drug-testing penalty concurrently if he or she meets all other eligibility

requirements; *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

- (b) A student-athlete who is involved in tampering during a year in which he or she did not use a season of competition, shall be charged with the loss of two seasons of competition in all sports. A student-athlete who is involved in tampering during a year in which he or she used a season of competition, shall be charged with the loss of two additional seasons of competition in all sports (in addition to the season used) unless he or she uses a season of competition in one of the next two academic years. If the student-athlete uses a season of competition in one of the next two academic years, he or she will only be charged one additional season of competition in all sports (in addition to the seasons used); and *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*
- (c) The student-athlete shall be ineligible for intercollegiate competition for 730 consecutive days after the student-athlete was involved in tampering and until he or she tests negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. *(Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)*

#### **USE OF TOBACCO PRODUCTS**

**NCAA Bylaw 11.1.5 Use of Tobacco Products.** The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. *(Adopted: 1/11/94 effective 8/1/94, Revised: 1/10/95, 1/14/97, 4/16/97 effective 8/1/97).*

SSU prohibits the use of tobacco products in and around all practice, competition, strength and conditioning sessions, meeting, film, locker room, and travel areas. The SSU Athletics Department, reserves the privilege to exercise **any** of the following options on a student-athlete found using and/or in possession of any tobacco products:

1. Verbal warning;
2. Suspension from activity for that day;
3. Suspension from a number of events;
4. Suspension for entire season;
5. Reduction or elimination of scholarship; or
6. Released from membership on the team.

## **INSTITUTIONAL DRUG TESTING PROGRAM**

The SSU Department of Athletics is committed to the physical and mental health and well-being of its student-athletes. The University recognizes that the use of certain drugs, legal or illegal, is not in the best interests of the student-athlete or SSU Athletics. In an effort to combat the use of illicit drugs, SSU has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes.

The purpose of the SSU Substance Abuse Education and Testing Program is to –

1. Deterring the use of illegal and illegally obtained prescription drugs
2. Identifying substance-abuse users;
3. Providing rehabilitation and educational services;
4. Promoting the role of SSU student-athletes as representatives of the University and positive role models for the youth in the community;
5. Counseling student-athletes who do not adhere to the requirements of the program.

### **PROGRAM COMPLIANCE/ELIGIBILITY**

Participation within SSU Athletics is a privilege, not a right. To become and remain a participant within SSU Athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing SSU's Medical Examination & Authorization Waiver, the student-athlete agrees to submit to any and all tests ordered by SSU Athletics in order to detect unauthorized drug use. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination.

### **INSTITUTIONAL DRUG EDUCATION**

The SSU Department of Athletics utilizes the most current NCAA List of Banned Drug Classes NCAA Banned Drug Listing for its substance abuse testing program. This list may be obtained through:

1. A member of the SSU Sports Medicine Department.
2. A member of the SSU Athletics Compliance Office.
3. The NCAA Website (<https://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program>).

No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example.

### **RANDOM DRUG TESTING**

All SSU student-athletes, student-managers, and student athletic trainers are subject to random drug testing and may be tested more than once during the academic year. Selection for the drug testing will occur indiscriminately, throughout a student-athletes' association with the SSU Athletics. The Head Athletic Trainer, will determine the date, time, and site for testing.

### **REASONABLE SUSPICION TESTING**

In addition to random drug testing, the Savannah State University Athletics Department re-serves the right to screen a student-athlete anytime there is reasonable suspicion that he/she may be engaged in the use of banned substances. The term “reasonable suspicion” means, that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, in good faith, from a reliable source or sources regarding a student-athletes use of banned substances. Furthermore, a student-athlete’s possession or use of a prohibited substance, arrest or conviction related to the possession of, use or trafficking of banned substances, and/or abnormal conduct interpretable as being caused by the use of banned substances, all rise to the level of reasonable suspicion.

### **SSU PENALTY FOR POSITIVE DRUG TEST**

#### First Positive Drug Test

1. The student-athlete will be required to have a confidential meeting with the Director of Athletics and/or his/her designee, the head coach, and the Head Athletic Trainer and/or his/her designee within one (1) week of the positive test notification.
  - a. The student-athlete has the option to request that one person of his/her choosing accompany him/her to this meeting.
2. The student-athlete will be suspended from all team competitions for a minimum of 33% of the total sports season from the date of his/her notification of a first positive test result for all banned substances (except Anabolic/Androgenic Steroids).
3. The student-athlete will be suspended from all team activities for a minimum of one (1) calendar year from the date of his/her notification of a first positive test result for Anabolic/Androgenic Steroids.
  - a. The student-athlete must be re-tested, with a negative result, prior to returning to the team.
4. The student-athlete will be referred to Savannah State University Office of Counseling and Disability Services for evaluation, education, and mandatory counseling sessions and required to sign a waiver to release; the substance abuse counselor will determine the appropriate duration of counseling required.
5. The student-athlete is subject to the Random Drug Testing Policy at the discretion of the Head Athletic Trainer for one calendar year after the date of the first positive test.
6. An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the SSU Office of Counseling and Disability Services will be treated as a second positive test result.
7. The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges/activities, and/or cancellation (proration from date of positive drug test) of athletics financial aid.

#### Second Positive Drug Test

1. The student-athlete will be required to have a confidential meeting with the Director of Athletics and/or his/her designee, the head coach, and the Head Athletic Trainer and/or his/her designee within one (1) week of the second positive test notification.
  - a. The student-athlete has the option to request that one person of his/her choosing accompany him/her to this meeting.
2. The student-athlete will be suspended from all team activities for a minimum of one calendar year from the date of his/her notification of a second positive test result.
  - a. The student-athlete must be re-tested, with a negative result, prior to returning to the team.
3. The student-athlete will be suspended from all team activities indefinitely from the date of his/her notification of a second positive test result.
4. The student-athlete will be referred to Savannah State University Office of Counseling and Disability Services for evaluation, education, and mandatory counseling sessions and required to sign a waiver to release; the substance abuse counselor will determine the appropriate duration of counseling required.
5. The student-athlete is subject to the Random Drug Testing Policy at the discretion of the Head Athletic Trainer for one calendar year after the date of the first positive test.
6. An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the SSU Office of Counseling and Disability Services will be treated as a second positive test result.
7. The student-athlete's head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges/activities, and/or cancellation (proration from date of positive drug test) of athletics financial aid.

#### Third Positive Drug Test

1. Upon a third positive test result, the student-athlete will be dismissed from the SSU Athletics Program indefinitely.
2. All existing athletics financial aid will be terminated immediately.



## **STUDENT AFFAIRS, STUDENT-DEVELOPMENT, AND COUNSELING SERVICES**

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

### **COUNSELING SERVICES**

The Counseling Center is a safe haven and provides free, confidential, personal counseling and support to all students at SSU. The mission of the Counseling Center is to provide developmental, remedial, educational, preventive and consultative/training services which will assist students to grow and experience personal and academic success within the educational framework. We know that college life is a transitional period marked by change, pressure and stress. Therefore, our goal is to help students understand this period, find ways of coping and grow from their experiences.

All SSU student interested in arranging an appointment can call (912) 358-3129 between 8:30am and 5:00pm Monday – Friday. Walk-Ins are also welcome, but must yield to those with appointments. Student Affairs staff members are on call in case of an emergency. The center is located in the King Frazier Student Center in room #205

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>	<b>EMAIL</b>
Ms. Jacqueline Awe, LMSW, MAC	Director of Student Development	912-358-3114	<a href="mailto:awej@savannahstate.edu">awej@savannahstate.edu</a>
Dr. Shawntell Phoenix-Martin	Director of Counseling	912-358-3080	<a href="mailto:martins@savannahstate.edu">martins@savannahstate.edu</a>
Ms. Tadisha Sams-Young, LMSW	Coordinator of Disability Service-Student Development	912-358-3115	<a href="mailto:youngt@savannahstate.edu">youngt@savannahstate.edu</a>
Ms. Eugenia Lartey-Attigah, LPC	Counseling Professional	912-358-3080	<a href="mailto:attigahe@savannahstate.edu">attigahe@savannahstate.edu</a>

### **THE CO-CURRICULAR EXPERIENCE FOR THE STUDENT-ATHLETE**

The collegiate experience for the student-athlete should encompass more than academic and athletic pursuits. To have a more rounded collegiate experience, the student-athlete is encouraged to get involved in various co-curricular activities and programs that are offered at the University. Many of these activities and experiences are offered through the Division of Student Affairs; the student handbook provides greater detail on the Division of Student Affairs

and synthesizes many student services that are provided for students, including student-athletes. In short, the Division of Student Affairs is comprised of the following:

1. Center for Leadership & Character Development
2. Career Services
3. Office of Student Programs & Organizations
4. Office of Residential Services & Programs
5. Office of Student Ethics
6. Health Services
7. Intramural Sports & Wellness Programs

Taken together, these units help form the co-curricular programs and services for students. In addition to these areas, student-athletes are strongly encouraged to get involved in the vast array of student clubs and organizations, particularly the:

- Student Government Association;
- Campus Activities Board (CAB); and the
- Residential Living Association.

For a complete listing of student clubs and organizations, student-athletes should refer to the student handbook.

### ***Intramural Participation***

Members of intercollegiate athletics teams are not permitted to participate in intramural competition in the same sport, i.e. an intercollegiate tennis player may not enter intramural tennis competition but may participate in intramural basketball. Student-athletes are required to inform their head coach of their intent to participate in intramurals for approval and guidelines. Coaches may further restrict participation during their sports' official practice and competition season and may have special program policies regarding such activities, including non-participation.

## **CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND ETHICS**

The student handbook contains the Code of Student Rights, Responsibilities, and Ethics. The University has high expectations that student-athletes will become familiar with the document, as it articulates the University's expectations for students. In particular, student-athletes, as well as other students, must conduct themselves civilly and responsibly. Student-athletes who violate the Code of Student Ethics will be held accountable for their actions. No student-athlete will be given preferential treatment nor will student-athletes be treated unfairly for their athletic status at the University.

It is important to note that the University does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off-campus that violates university expectations and polices and when the behavior or misconduct clearly contravenes the University's interests and purposes. As such, the Code of Student Ethics governs student-athletes participating in athletic events and other programs during the season and throughout the academic year. Student-athletes are expected to conduct themselves as representatives of the University. The Code of Student Ethics holds full jurisdiction over all Savannah State University students on and off campus and during official and personal travel away from the institution.

## ACADEMIC AFFAIRS AND ACADEMIC PERFORMANCE

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

### COURSE REGISTRATION

Dates for registration can be found in the University Calendar and in the Schedule of Classes. Student-athletes should follow the following process for course registration:

1. Get a copy of the next semester's practice and competition schedule from the Head Coach to determine the times and days they should attempt to leave available in the course schedule.
2. Schedule a meeting with the academic advisor to discuss academic progress, update the student course grid, and identify the courses for the next semester.
3. Complete and sign the entire Course Registration Form (including the personal data) with the advisors' assistance; the advisor should also sign the Course Registration form when complete.
4. During the advisement session, the advisor should remove the Advisor Hold from the student's PAWS account; the Athletic Hold must be removed by the Compliance Officer and/or Athletic Academic Advisor.
5. All student-athletes are required to complete course registration during early registration.

### *Student-Athlete Course Load*

Student-Athletes must maintain full-time status and register for a minimum of 12 credit hours. It is highly recommended that you register for 15 credit hours in the event of an eligibility issue arises. **NCAA Division II Bylaw 14.1.7.1 Requirement for Practice or Competition.** To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which for purposes of this bylaw and its subsections shall not be less than 12-semester or -quarter hours, regardless of the institution's definition of a minimum full-time program of studies. [D for practice only] (Adopted: 1/13/03 effective 8/1/03, Revised: 6/22/11)

### *Schedule Adjustments (Add/Drop)*

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

**NCAA Division II Bylaw 14.1.7.1.1 Drop/Add Course.** A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the course has

been approved by the appropriate department head (or designated representative) and submitted to the registrar. (*Adopted: 1/13/03 effective 8/1/03*)

### ***Adding a Course***

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

### ***Dropping a Course***

All student-athletes will find an "Athletic Hold" applied to their student record during the fall and spring semesters. This hold is intentional and it exists to ensure that you do not make any course adjustments without previously discussing the changes (i.e., drops, adds, etc.) with their coach and the compliance officer. Holds can be temporarily removed by emailing a request to the Compliance Office. **Student-athletes must receive permission to drop (withdraw from) a course from the Compliance Office** prior to making the course adjustment. Failure to receive permission may result in the student-athlete rendering him or herself ineligible to participate in intercollegiate practice and/or competition and possible forfeiture of his or her scholarship. Please refer to the University Drop/Add Policy for further details.

## **CLASS PARTICIPATION/ATTENDANCE**

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

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

## **CLASS ATTENDANCE**

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

allow an assignment to be submitted upon the student's return, it is strongly suggested that the course work be completed within 48 hours of the absence.

### *Excused Absences*

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

### *Unexcused Absences*

Unexcused absences are absences from classes or laboratories that fall out of the expected range of competition, documented health reasons, or other extenuating circumstances beyond the student-athletes control in which signed documentation can be provided. STUDENT-ATHLETES ARE NOT PERMITTED TO MISS CLASS FOR ANY OTHER REASON. Any unexcused absence from class, even within the allowable absences prescribed by the instructor or the University Catalog will result in administrative action on the part of the Department of Athletics resulting in (but not limited to) probation, game suspension, and or expulsion from intercollegiate athletics.

## **STUDY HALL AND TUTORIALS**

Athletics Academic Services provides a free tutorial program structured to accommodate all student-athletes. The Department of Athletics will attempt to provide tutoring in all key academic areas once a student meets with Academic Services staff and completes a tutorial review sheet.

## **WITHDRAWING FROM THE INSTITUTION DURING THE ACADEMIC TERM**

Any student who his/her withdrawal from the University may do so by filing the appropriate forms in the office of Vice-President for Academic Affairs.

Students who withdraw after the mid-term of each semester will receive the grade of WF except in cases of hardship as approved by the academic Dean in consultation with the Vice President for Student Affairs. Students should initially petition the Vice-President for Student Affairs for special assistance due to extenuating circumstances resulting in undue hardship.

Students who withdraw without giving formal notice will forfeit claims for any refunds and may have difficulties during the re-admittance process. The last day to withdraw from all classes for the semester will be the last day of scheduled classes.

A student who wishes to withdraw from all classes during a term (even if only registered for one course) must do the following:

1. Notify the appropriate school Dean or Academic Advisor in person or in writing;
2. Obtain authorization from the Dean or Advisor by completing a withdrawal form from the Vice President for Academic Affairs;
3. Obtain all necessary signatures from the appropriate offices;
4. Submit the completed form to the Registrar's Office.

A student is considered enrolled until officially withdrawn. Failure to withdraw officially from the university will result in grades of "F" for all courses. Once a semester begins, withdrawal from the university is recorded as an "Official Withdrawal" on the student's academic record.

A student who wishes to withdraw from the university between semesters is not required to withdraw formally but is encouraged to contact his/her academic advisor or Dean about the decision.

Withdrawal from the university results in the forfeiture of any athletically related financial aid.

### **ACADEMIC ATHLETIC ELIGIBILITY/PROGRESS TOWARD DEGREE REQUIREMENTS**

The following are important NCAA rules regarding your academic eligibility to which you must adhere. All student-athletes are responsible for understanding academic eligibility and their individual eligibility status; full explanations of the NCAA eligibility guidelines are located in the NCAA Division II Manual which is available via hard copy through all SSU Department of Athletics staff or via [www.ncaa.org](http://www.ncaa.org). The SSU Department of Athletics strongly encourages all student-athletes to enroll in and pass a minimum of fifteen (15) degree hours each semester; this will guarantee their continued eligibility and degree completion within four years. Student-athletes with questions regarding their status they should immediately contact the Department of Athletics or the Head Coach.

#### ***Full-time enrollment:***

All student-athlete must be enrolled full-time during the fall and spring term to be eligible for practice and competition. 12 hours is the minimum course load to meet full-time enrollment. The Athletics Department strongly suggests that student-athletes considering taking 15 hours of degree applicable coursework each semester. When a student-athlete is in graduate school, he/she must carry a full graduate load which is usually nine hours.

#### ***Declaring/Changing a Major***

A student-athlete must declare a major by the end of their sophomore year, or before the first day of class of their junior year (student-athletes must declare a major before the start of the fifth full-time semester of enrollment). When changing a major, the student-athlete must first verify that the hours earned towards the original degree are applicable towards the new degree choice and then file the Major Declaration form with Registrar's Office. NOTICE: the appropriate number of hours earned must be acceptable toward the new degree being pursued for the student to maintain eligibility and compete in athletic competition. Earned hours considered for eligibility must be applied to the degree in which the student-athlete has declared.

#### ***NCAA Division II Bylaw 14.4.3.4 Annual Credit Hour Requirement. (9, 18, & 24 Hour Rules)***

Student-athletes must:

- Pass 9 degree applicable hours per semester.
  - Note: Credit hours earned in the period after the regular academic year at the institution (e.g., hours earned in summer school) shall not be used to satisfy the academic credit-hour requirements of this regulation.
- Pass 24 degree applicable hours between seasons and at least 18 of those hours must come from the fall and spring terms.
- Maintain a 2.0 cumulative GPA
  - Note: Courses taken to fulfill GPA requirements must be taken at SSU.

## GUIDELINES FOR ACADEMIC SUCCESS

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

### *Orientation Week*

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

## HONOR STUDENT-ATHLETES

Student-athletes who maintain a 3.0 cumulative grade point average will be recognized at the annual Student-Athlete (Tiger) Awards Banquet for their stellar academic performance. Student-Athletes with the highest grade point average for their team will be listed as a member of the Savannah State University All-Academic Team. Each term, the Athletic department will recognize those students who earn a term grade point average of 3.0 and above in the Athletic Director's Honor Roll.

## STUDY HALL RULES

1. The time a student spends in Study Hall must be towards his/her individual academic course work and nothing else. **Sleeping is strictly prohibited.**
2. There is no talking or conversation during Study Hall hours; **this includes discussions on sports related issues.**
3. Music is limited to personal headphone devices and **may not include any lyrics of any sort**; the volume on the device must not be audible to anyone else in the room.
4. No food, no eating, and no drinking during Study Hall hours.
5. Profane language of any types is strictly prohibited.
6. Students must sign in AND out to receive credit for Study Hall time; a student may not sign for any other student(s). False documentation may result in suspension from participating in the Tiger Athletics Program.
7. Students will be responsible for any computers, furniture, or property they damage.
8. Collegiate attire should be worn at all times during study hall, practice uniforms and attire is not appropriate.
9. Students are responsible for bringing all the necessary materials needed for the course work they are working on; any resource provided by the Department of Athletics should be returned to its original location.

10. Individuals or groups of students who disturb others or violate Study Hall rules will be removed from Study Hall without credit; **habitual violators may be suspended from participating in the SSU Athletics Program.**

### **GUIDELINES FOR ACADEMIC SUCCESS/RESPONSIBILITY OF THE COACH**

The Department of Athletics encourages coaches to limit the athletic participation of any student-athlete that (1) appears to be having academic difficulty, or (2) miss classes for non-athletic reasons (other than illness, injury, or other extenuating circumstances). Coaches reserve the right to curtail a student's participation in athletic related activities, especially when a student is not demonstrating full commitment towards their academic endeavors.

Coaches are not permitted to contact any member of the faculty to gain favor or exception for student-athletes, however, faculty members are strongly encouraged to contact a student-athlete's coach to discussing academic performance. No special consideration for any student-athlete will be requested at any time outside what is approved by the NCAA regarding competition travel.

### **MAJOR DEPARTMENT ACADEMIC ADVISOR**

Although the Department of Athletics provides academic services for student-athletes to address various issues and to provide academic support, student-athletes are expected to utilize their major department staff for usually services related to advisement, registration, and degree evaluations. Major department academic advisors can assist student-athletes with:

- Preparing class schedules
- Reviewing, assessing, and signing advisement forms
- Assist student-athletes with career planning, withdrawal policies, forgiveness policy, and change of major requirements
- provide updates on such opportunities as new classes and interdepartmental scholarships, and internships
- Be familiar with the requirements and programs of various graduate schools and programs
- Provide advice on the courses needed to complete a degree in the selected area of study, providing a copy of a degree audit
- Give a general overview of expectations, goals and working of the major department.



## FINANCIAL AID

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

- Through the Internet by using *FAFSA on the Web*. The Internet address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- By using FAFSA Express software.
- By mailing a paper FAFSA

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

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

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

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

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

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

Also, athletic aid cannot be increased, reduced or canceled during the period of the award because of illness, injury, athletics performance, ability or any other athletic reason. In Division I, students-athletes may receive earnings from legitimate off-campus employment that

exceeds a full grant-in-aid as long as the Department of Athletics staff or athletic representatives are not involved in securing the employment. All student-athletes are required to complete a Student-athlete Employment Disclosure Form whenever employed.

***Financial Aid Satisfactory Academic Progress Policy***

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

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

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

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

*\*This applies to Financial Aid Eligibility and not Athletic Eligibility.*

***Federal Aid Programs***

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

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

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

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

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

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

### ***Scholarship***

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

### ***Athletic Related Aid***

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

### ***Institutional Scholarships***

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

### ***Financial Aid Time Frame***

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

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

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

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

### *Financial Aid Suspension*

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

### *Appeal of Financial Aid Suspension*

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

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

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

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



## SPORTS INFORMATION AND MEDIA RELATIONS

### SPORTS INFORMATION OFFICE

The Sports Information Office exists to help the news media, campus community and the general public with coverage and pertinent data regarding the intercollegiate athletics programs at Savannah State University. The Sports Information Director (SID) works with the media, head coaches and the student-athletes to provide better coverage and accurate information on athletic events.

Specifically, the Sports Information Office:

1. Provides personnel contacts for home events and pre-game information to the media
2. Writes press releases for distribution to newspapers, television and radio
3. Collects information about student-athletes, teams and coaches;
4. Keeps statistics and complete records of SSU athletic programs and student performances
5. Maintains and update Savannah State Athletics Official Website, Facebook and Twitter

Student-athletes are invited to drop by the Sports Information Office whenever they would like to inform staff about their activities and accomplishments. We want to know you personally and would appreciate any suggestions for improvements in the Sports Information Office. Any student-athlete interested in sports journalism, helping out at athletic events or volunteering to work in the Sports Information Office is encouraged to contact the Sports Information Director for such opportunities.

### ABOUT REPORTERS

Media coverage of our athletic program is encouraged. The Sports Information Office provides reporters with the facts and statistics; however, the student-athletes are the real story. Reporters will seek out student-athletes to write a more interesting account of an event or season. The following guidelines will prove helpful when working with reports:

1. Don't be afraid to talk with a reporter. Answer the questions as precise as you can, **be yourself**.
2. Feel free to express your feelings and thoughts about the athletic endeavor in question. Today's sports reporter is interested in the "inside story," *what it is like, why did you do that, why do you compete, what were your fears, etc.* Maturity, common sense and ethics dictate that you should not criticize teammates, officials, opponents or coaches.
3. Reporters will usually interview student-athletes after athletics encounters or practices. Sometimes, they will want to meet you in the residence hall lobby or elsewhere. If you have any doubts about the request, check with the SID who knows most of the reporters. Most interviews are short, and probably won't interfere with your study time.
4. Student-athletes are strongly discouraged from providing their personal contact information to reports; student-athletes should not contact reporters on their own. All contacts between student-athletes and reporters should be coordinated through the Sports Information Office

### PLAYER INFORMATION RELEASE POLICIES

Savannah State University will regularly release sports information to a variety of sources such as NCAA, media outlets, alumni, and athletic conference. Student-athletes should be aware that information regarding their participation in a sports program, directory information, and descriptive information may be regularly distributed to a variety of sources with or without the student-athlete's knowledge. Some information is required by various policies incumbent to intercollegiate athletics and other University policies. Other information is peripheral. If a student-athlete wishes to curtail the information distributed about him or herself, the student-ath-

lete must present a signed confidentiality statement to the sports information director. All student-athletes must sign the NCAA Personal Data Form to participate in any sports program; Note: this form will override certain portions of any signed confidentiality statements on file.

**Public Media:** Public media refers to technologies used to communicate messages and whose mission is to serve or engage a public. Public media domains include print outlets, traditional broadcasts, and digital. When utilizing any public media outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, the Department of Athletics, the University and the community.

**Social Networks:** Social network sites such as Facebook, Instagram, Twitter and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that SSU student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate. Further, providing the public access to such sites may expose the student-athlete to unwanted criticism and/or harassment by unsatisfied fans or students from opposing teams. Student-athletes are reminded that participation in these venues can become highly time consuming, therefore student-athlete participation should be limited as much as possible due to the highly demanding class, study, practice, and competition schedules of the of a Division II program.

Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, state of Georgia, Savannah State University (SSU), Southern Intercollegiate Athletic Conference (SIAC) and National Collegiate Athletic Association (NCAA) rules and regulations.

Facebook and similar directories are hosted outside the Savannah State University's or the University System of Georgia server. Violations of University or University System policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the *Student Code of Conduct*, *Student-Athlete Handbook*, and other policies. They are also subject to the authority of law enforcement agencies. Student-athletes are held responsible for any comments or actions exacted through these sites and may be sanctioned by the institution and/or Department of Athletics or Head Coach.

It is incumbent upon student-athletes to be aware of University regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

### **OTHER USEFUL TIPS**

Media personnel are working for a public venue. They have a responsibility to their employers. Thus, if you say something, it will be printed and/or reported. A good rule is to think before you speak. If you do not wish to answer a question, say so plainly: "I do not care to answer that question." There are several points you should avoid discussing:

1. Be careful of providing information that may provide any opponent with an unfair advantage in preparing to compete against your sports program
2. Do not discuss your opinion, both before and after games
3. Do not discuss strategy or plans

4. Do not criticize your teammates and coaches by discussing mistakes that you think might have been avoided
5. Be careful of a statement after the game. COOL DOWN!!!
  - a. If the team loses: be a good sport
  - b. If the team wins: give credit – be humble and grateful. Be complimentary of your teammates because they helped you. Remember, you are part of a team (even if it is an individual sport).
6. **Never** talk off the record (there is no such things as “off the record”)
7. When a writer talks about you in a positive manner, say thank you.
8. Try to avoid a controversial topic. Preferably ask for a list of questions in advance so that you will have some idea what will be asked and how you must answer
9. Do not give an interview by phone unless time and date has been arranged by the sports information department



## SSU STUDENT-ATHLETE SOCIAL MEDIA POLICY

To provide a framework for student-athletes to conduct themselves safely and responsibly in while in use of social media, SSU has devised a social media policy for student-athletes-

1. As a student-athlete at SSU, you must be mindful at all times you are a representative of SSU and its Department of Athletics. Material that you think is private is not always private and ***each student-athlete is responsible for ALL material posted, communicated, and/or displayed.*** These avenues of communication include but are not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, Myspace, Flickr, photographs, images, text messaging, emails, and all other forms of communication, social media, or the equivalent.

***Student-Athletes will be held accountable for ANY posting or communication. Negative, derogatory or condescending tone/behavior of any nature will not be tolerated against, yourself, other student-athletes, general student population, coaches, staff, faculty, or the university in general. This is automatic grounds for dismissal from SSU Athletic Programs.***

2. Be careful with how much and what kind of identifying information you post on on-line social network sites. Be wary that most any person, including individuals with possibly harmful motives, can access your profile page. It is unwise to make certain items of personal information available such as date of birth, social security number, address, residence hall and/or room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. Further, students should be careful not to provide too much information about your personal life or personal history (i.e. surveys, status updates, traumatic experience, etc.). All can facilitate identity theft, personal manipulation, and/or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes the property of the web site.
3. Be aware that potential current and future employers often access information you place on on-line social network sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
4. Be careful in responding to unsolicited e-mails, especially from people you do not know personally. Emails asking for passwords or PIN numbers or any other personal access data should not be transmitted electronically; reputable businesses do not ask for this information in e-mails.
5. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions. You may be held legally or civically liable for comments or statements you make.

Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by SSU and/or the Department of Athletics, as well as civil authorities. Sanctions imposed by Athletics administration may include, but are not limited to, the following:

- Written notification from the Athletics administration or assignee requiring that the unacceptable content be removed or the social network account be deactivated.
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.
- Non-renewal of athletic grant-in-aid.

## STRENGTH AND CONDITIONING SERVICES

The mission of the Savannah State University Speed, Strength, and Conditioning Department is to provide each student-athlete with the opportunity to perform at the highest possible level throughout his or her career. This is accomplished by helping the athletes become as physically and mentally prepared to compete as possible.

The physical components of this mission include the development of strength, power, mobility, agility, flexibility, and aerobic fitness. This is supplemented with sound dietary advice from Savannah State's own sports nutritionist. Not only does this enable the athlete to perform at a higher level, but it aids in preventing injury.

The mental component of this mission is achieved through continually reinforcing the importance of hard work, dedication, effort, and integrity. Each athlete is held accountable for their own work and the overall work of the team as well.

The Savannah State University strength staff works closely with the sports medicine department to assist in the rehabilitation of athletes who succumb to injury during practice or competition. The two units work as one-the strength staff designing programs to minimize the chance of injury, and the sports medicine staff to design programs to rehabilitate the athlete in the case of injury.

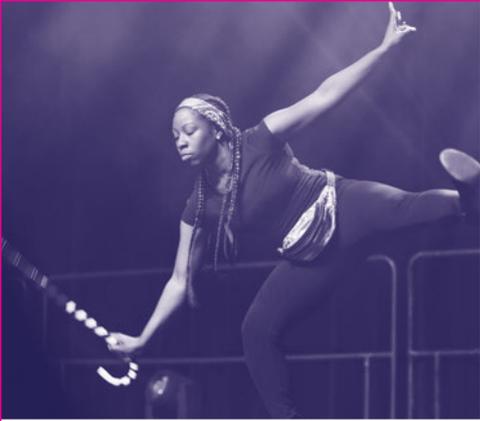
It is the sole purpose of the Savannah State University strength staff to equip and prepares athletes to succeed during competition, and hopefully beyond. Student-athletes are thus encouraged to make the most of their opportunity in order to maximize their individual potential.

The speed, strength and conditioning program offers many things to the student-athletes at Savannah State. Our hope is that the things our athletes learn from their participation in the strength program will help them become the best student-athletes and people they can possibly be.

AT SSU, the student-athletes follow a comprehensive speed, strength and conditioning program, where each student-athlete learns to push themselves to improve and to become physically and mentally disciplined.

## NCAA & SSU ACADEMIC/ELIGIBILITY GUIDELINES

Rule	Standard
9 Hour	Students must pass nine credit hours of credit during the preceding full-time semester (Fall or Spring).
12 Hour	Student must be a full-time student (enrolled in a minimum of 12 hours) * *Special guidelines for the last semester seniors and graduate students.
18 Hour	Student must pass 18 hours between Fall and Spring Semesters.
24 Hour	Student must pass 24 hours between Fall, Spring, and Summer *Only 6 Summer hours can count towards this rule.
Attendance	<ul style="list-style-type: none"> <li>• Student-athletes are not permitted to have any unexcused absences from any class*</li> <li>• All absences should be documented and signed by an authority</li> <li>• Student may miss one competition for each unexcused absence*</li> </ul>
Study Hall 8 Hours Weekly	<ul style="list-style-type: none"> <li>• All freshman students must attend study hall until they earn a 2.5 grade point average</li> <li>• All transfers student must attend study hall their first semester</li> <li>• Any student with a GPA below 2.5 in the preceding semester must attend study hall</li> </ul>



# FALL 2019

## **Aug. 19**

Classes begin for Fall 2019

## **Aug. 23**

Last day to register, drop/add  
(Late registration fees begin)

## **Sept. 2**

Labor Day

(No Classes/Offices Closed)

## **Oct. 5-11**

Mid-term Exams

## **Oct. 18**

Last day to withdraw without academic  
penalty

## **Oct. 22**

Registration for Spring/Summer 2020

## **Oct. 21-26**

Homecoming Week

## **Nov. 14**

Founder's Day Assembly

## **Nov. 25-30**

Thanksgiving Break

(No Classes/Offices closed Nov. 28-29 only)

## **Dec. 6**

Last day of classes

## **Dec. 7-13**

Final Exams

## **Dec. 13**

Graduate Commencement & Commissioning Ceremony

## **Dec. 14**

December 2019 Commencement  
(Undergraduate)



# 2019 FALL A GLANCE

## AUGUST 2019

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER 2019

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER 2019

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER 2019

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER 2019

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# 2019 JULY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

1

2

3

4

8

9

10

11

15

16

17

18

22

23

24

25

29

30

31



# 2019 AUGUST

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

AUG

1

5

6

7

8

12

13

14

15

19

20

21

22

26

27

28

29



# 2019 SEPTEMBER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

2
---

3
---

4
---

5
---

9
---

10
----

11
----

12
----

16
----

17
----

18
----

19
----

23
----

24
----

25
----

26
----

30
----

--

SEP



# 2019 OCTOBER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

1
---

2
---

3
---

7
---

8
---

9
---

10
----

14
----

15
----

16
----

17
----

21
----

22
----

23
----

24
----

28
----

29
----

30
----

31
----

--

--

OCT



# 2019 NOVEMBER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

4
---

5
---

6
---

7
---

11
----

12
----

13
----

14
----

18
----

19
----

20
----

21
----

25
----

26
----

27
----

28
----

--

--

NOV



# 2019 DECEMBER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

2
---

3
---

4
---

5
---

9
---

10
----

11
----

12
----

16
----

17
----

18
----

19
----

23
----

24
----

25
----

26
----

30
----

31
----

DEC







# SPRING 2020

**Jan. 13**

Classes begin for Spring 2020

**Jan. 17**

Last day to register, drop/add (Late registration fees begin)

**Jan. 20**

Martin Luther King, Jr. Holiday (No Classes/Offices Closed)

**Feb. 29-Mar. 6**

Mid-term Exams

**Mar. 14-20**

Spring Break

**Mar. 16**

Last day to withdraw without academic penalty

**Mar. 24**

Registration for Fall 2020

**Apr. 9**

Honors Convocation

**May 1**

Last day of classes

**May 2-8**

Final Exams

**May 8**

Graduate Commencement & Commissioning Ceremony

**May 9**

Spring 2019 Commencement (Undergraduate)

# 2020 SPRING A GLANCE

## JANUARY 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY 2020

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## MARCH 2020

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY 2020

M	T	W	T	F	S	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	



# 2020 JANUARY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

1
---

2
---

6
---

7
---

8
---

9
---

13
----

14
----

15
----

16
----

20
----

21
----

22
----

23
----

27
----

28
----

29
----

30
----

--

--

JAN



# 2020 FEBRUARY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

3
---

4
---

5
---

6
---

10
----

11
----

12
----

13
----

17
----

18
----

19
----

20
----

24
----

25
----

26
----

27
----

--

--

FEB



# 2020 MARCH

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

2
---

3
---

4
---

5
---

9
---

10
----

11
----

12
----

16
----

17
----

18
----

19
----

23
----

24
----

25
----

26
----

30
----

31
----

MAR



# 2020 APRIL

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

1
---

2
---

6
---

7
---

8
---

9
---

13
----

14
----

15
----

16
----

20
----

21
----

22
----

23
----

27
----

28
----

29
----

30
----

--

--

APR



# 2020 MAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

--

--

4
---

5
---

6
---

7
---

11
----

12
----

13
----

14
----

18
----

19
----

20
----

21
----

25
----

26
----

27
----

28
----

--

--

MAY



# 2020 JUNE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

	1
--	---

	2
--	---

	3
--	---

	4
--	---

	8
--	---

	9
--	---

	10
--	----

	11
--	----

	15
--	----

	16
--	----

	17
--	----

	18
--	----

	22
--	----

	23
--	----

	24
--	----

	25
--	----

	29
--	----

	30
--	----

--	--

--	--

--	--

--	--

JUN



# 2020 JULY

JUL

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

--

--

1
---

2
---

6
---

7
---

8
---

9
---

13
----

14
----

15
----

16
----

20
----

21
----

22
----

23
----

27
----

28
----

29
----

30
----

--

--







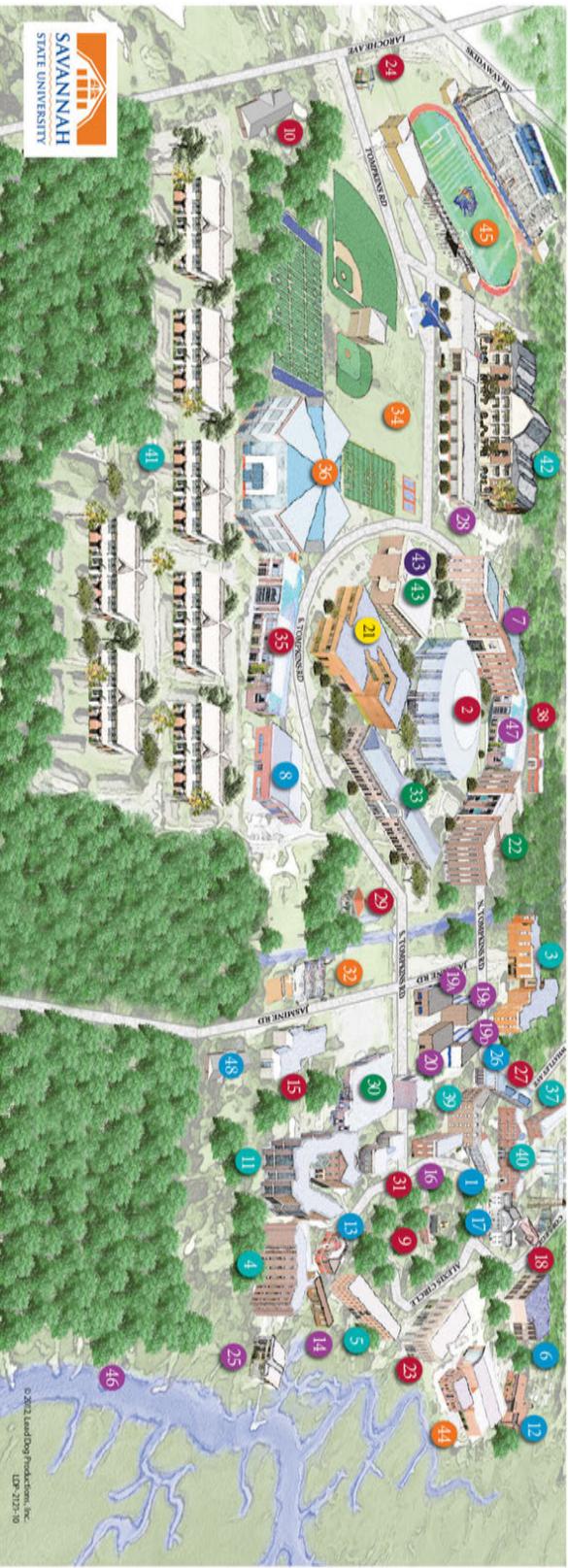


**SAVE THE DATE**



**SSU** ★  
**EXPERIENCE**  
HOMECOMING 2019  
OCT. 20-27

HONOR. PRIDE. EMINENCE.



1. Adams Hall
2. A. H. Gordon Library
3. Bostic Hall
4. Bowen-Smith Hall
5. Camilla Hubert Hall
6. Colston Administration
7. Drew-Griffith Building
8. Evers Physical Plant
9. Felix Alexis Circle
10. Foundation House
11. Freshman Center
12. Gardner Hall
13. Hammond Hall
14. Harris Hall
15. Harris-McDew Health Clinic
16. Herry Hall
17. Hill Hall
18. Hodge Hall
19. Hubert Science & Technology A, B, D
20. Hubert Science & Tech C
21. Jordan Building
22. Kennedy Fine Arts Building
23. King-Frazier Student Center
24. Main campus entrance
25. Marine Biology Building
26. Morgan Annex
27. Morgan Hall
28. McGlockton Building
29. Pavilion
30. Payne Hall
31. Powell Hall
32. Recreation park
33. Social Sciences Building
34. Sports Field Complex
35. Student Union
36. Tiger Arena
37. Tiger Court
38. Tiger Express
39. Tiger Place
40. Richard R. Wright Sr. Hall
41. University Commons
42. University Village
43. Whiting Hall
44. Wilcox-Wiley
45. T. A. Wright Stadium
46. Marine Sciences Building (Livingston Avenue)
47. Science & Tech Building
48. Jasmine Building

# MAP COLOR KEY

SAVANNAHSTATE.EDU

SERIOUSLY IMPRESSIVE

- Residence Halls
- University Services
- Administration
- Athletics and Recreational
- College of Business Administration
- College of Education
- College of Liberal Arts and Social Sciences
- College of Sciences and Technology

Campus Address:  
 3219 College Street  
 Savannah, Georgia 31404