

TUSKEGEE UNIVERSITY

STUDENT **HANDBOOK**



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**THE TUSKEGEE UNIVERSITY
STUDENT HANDBOOK
2021-2022**

The Tuskegee University Student Handbook is the official publication for information covering General Student Services, Student Conduct and Campus Safety and Security.

Tuskegee University is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tuskegee University.

MESSAGE FROM THE DEAN OF STUDENTS

To the Tuskegee University Student Community,

The Office of the Dean of Students and Student Conduct is pleased to present you with the Tuskegee University Student Handbook 2021-2022, which provides you with information you'll find useful in your life at Tuskegee University. We've included a comprehensive guide to campus resources to give you a sense of what services are available to you, and how to best access them; you'll also find the Code of Student Conduct, an exhaustive look at the various policies at Tuskegee University, and what you can expect from the community. Finally, the section on Tuskegee introduces you to the rich offerings of our city and helps you get to know this larger community of which you are a part. We welcome your feedback on this book and how we can make it more useful to you. Please let us know in the Office of the Dean of Students and Student Conduct if you have suggestions. On behalf of everyone in Student Affairs, we wish you a very productive and enjoyable year.

Warm Regards,
Ms. Tameka A. Harper, MPA
Dean of Students

PURPOSE

The purpose of the Tuskegee University Student Handbook is to provide students with information about campus resources, student life, and university policies and procedures. An important part of the Handbook is the *Student Code of Conduct*. This code covers your behavior on and off campus, as long as you are a student. The responsibility for knowing the information in the entire Handbook rests ultimately with the student.

The university makes this Handbook available to all students via its website. If you have questions or need clarity of any information included in the handbook, please do not hesitate to contact one of the following:

Vice President for Student Affairs

Dr. Kimberly M. Ferguson-Scott, PhD
Tompkins Hall, Suite 500
1200 W. Montgomery Rd.
Tuskegee, Al 36088
Phone: 334 727-8262

Dean of Students

Tameka Angola Harper, MPA
Dean of Students
Tompkins Hall, Suite 203
1200 W. Montgomery Rd.
Tuskegee, Al 36088
Email: Tharper@Tuskegee.edu
Phone: 727-8421

Dean of Student Life and Development

Abena Myers-Taylor
Dean of Student Leadership & Development
Tompkins Hall, Suite 400
1200 W. Montgomery Rd.
Tuskegee, Al 36088
Phone: (334) 724-4832
Email: Amyerstaylor@Tuskegee.edu

Director of Housing and Residence Life

William Samuel Sr.
Director of Housing and Residence Life
West Commons Club House
1200 W. Montgomery Rd.
Tuskegee, Al 36088
(334) 724-4617/4100 or 888-887-5468
Email: WSamuel1@Tuskegee.edu

Again, it is your responsibility to familiarize yourself with the contents of the Tuskegee University Student Handbook. Also, by enrolling at Tuskegee University, you agree to comply with all rules and regulations. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The University reserves the right to alter the regulations and policies stated herein.

Email is the official means of communication at Tuskegee University. Please consult your University issued email address from school officials. It is in your best interest to check it regularly.

ABOUT THE UNIVERSITY

HISTORICAL SKETCH

In 1880, a bill that included a yearly appropriation of \$2,000 was passed by the Alabama State Legislature to establish a school for African-Americans in Macon County. This action was generated by two men-- Lewis Adams, a former slave, and George W. Campbell, a former slave owner, who saw the need for the education of African- American youth in this rural Alabama locale.

The bill was signed by Governor Rufus Willis Cobb, and became law on February 12, 1881, thus establishing the Tuskegee Normal School for the training of African- American teachers. Further, a three-man commission was established to govern the school, and was authorized to recruit and hire a teacher. After considerable efforts, the commissioners employed Booker T. Washington, who opened the school on July 4, 1881. Thus, Tuskegee University was born. Thirty men and women from Macon and neighboring counties gathered the first day to attend Alabama's first normal school for the training of African-American teachers.

In 1882, Dr. Washington contracted to buy a 100-acre abandoned plantation, which became the nucleus of Tuskegee's present campus. He began a program of self-help, which permitted students to live on the campus and earn all, or part of their expenses.

Dr. Washington soon envisioned the development of a great university with a diversity of programs. However, he also realized that such growth and development could not be nurtured by state funding alone, and that financial support from beyond state borders would be essential to fulfilling his dreams. Accordingly, the Alabama Legislature, by Act No. 71 passed in 1892, reconstituted and established Tuskegee University with full power of action and authority vested in a board of trustees. Henceforth, Tuskegee could assume the characteristics of a private institution for developmental reasons while continuing partially as a state-supported institution.

Dr. Washington died on November 14, 1915, at Tuskegee, and was buried on the campus near the Chapel. At the time of his death, the foundation had been laid for a strong Tuskegee University. Its endowment amounted to \$2 million and its student body numbered 1,500.

Tuskegee was founded as Tuskegee Normal in 1881, re-designated Tuskegee Normal and Industrial Institute in 1893, changed to Tuskegee Institute in 1937, and renamed Tuskegee University in 1985.

TUSKEGEE UNIVERSITY TODAY

Tuskegee University continues to move into the new millennium. New programs include Aerospace Science Engineering, Environmental Science, a program leading to the Doctor of Philosophy Degree in Materials Science and Engineering, a Doctor of Philosophy in Integrative Biosciences and scores of undergraduate and Master's degrees. The Tuskegee University National Center for Bioethics in Research and Health, designed as a program in cooperation with the Centers for Disease Control and Prevention provides national leadership in the bioethics community through ongoing education, training, research, scholarship, and publications.

Veterinary Medicine, Social Work, Architecture, Engineering (Aerospace Science, Chemical, Electrical and Mechanical), Nursing and Allied Health (Occupational Therapy and Clinical Laboratory Sciences), Business, Education, and Chemistry are all accredited by national professional associations, in addition to the university's accreditation by the Southern Association of Colleges and Schools.

As has always been the case, research and outreach programs complement classroom instruction. For example, Tuskegee scientists have patented a system for growing food without soil for future extended space missions. In another research lab, scientists are using biotechnology processes to enhance the disease resistance, growth, and quality of the sweet potato. The University's multi-million materials research laboratory compares favorably with any in the country; and, in faraway Tanzania, Tuskegee faculty and staff are helping enhance the teaching and research capabilities of the Sokoine University of Agriculture.

UNIVERSITY MISSION

Tuskegee University is a national, independent, and state-related institution of higher learning that is located in the State of Alabama. The University has distinctive strengths in the sciences, architecture, business, engineering, health, and other professions, all structured on solid foundations in the liberal arts. In addition, the University's programs focus on nurturing the development of high-order intellectual and moral qualities among students and stress the connection between education and the highly trained leadership Americans need in general, especially for the work force of the 21st Century and beyond. The results we seek are students whose technical, scientific, and professional prowess has been not only rigorously honed, but also sensitively oriented in ways that produce public-spirited graduates who are both competent and morally committed to public service with integrity and excellence.

The University is rooted in a history of successfully educating African Americans to understand themselves and their society against the background of their total cultural heritage and the promise of their individual and collective future. The most important of the people we serve are our students. Our overall purpose is to nurture and challenge them to grow to their fullest potential. Serving their needs is the principal reason for our existence. A major outcome we seek is to prepare them to play effective professional and leadership roles in society and to become productive citizens in the national and world community. Tuskegee University continues to be dedicated to these broad aims.

Over the past century, various social and historical changes have transformed this institution into a comprehensive and diverse place of learning whose fundamental purpose is to develop leadership, knowledge, and service for a global society. Committed deeply to academic excellence, the University admits highly talented students of character and challenges them to reach their highest potential. The University also believes strongly in equality of opportunity and recognizes that exquisite talent is often hidden in students whose finest development requires unusual educational, personal, and financial reinforcement. The University actively invites a diversity of talented students, staff, and faculty from all racial, religious, and ethnic backgrounds to participate in this educational enterprise.

SPECIAL ELEMENTS OF THE UNIVERSITY'S MISSION

INSTRUCTION:

- We focus on education as a continuing process and lifelong endeavor for all people.
- We provide a high quality core experience in the liberal arts.
- We develop superior technical, scientific, and professional education with a career orientation.

- We stress the relationship between education and employment, between what students learn and the changing needs of a global workforce.

RESEARCH:

- We preserve, refine, and develop further the bodies of knowledge already discovered.
- We discover new knowledge for the continued growth of individuals and society and for the enrichment of the University's instructional and service programs.
- We develop applications of knowledge to help resolve problems of modern society.

SERVICE:

- We serve the global society as well as the regional and campus community and beyond through the development of outreach programs that are compatible with the University's educational mission, that improve understanding of community problems, and that help develop relevant alternative solutions.
- We engage in outreach activities to assist in the development of communities as learning societies.

LAND GRANT MISSION

The above three elements of mission, together with certain acts of the United States Congress and the State of Alabama, define Tuskegee University as a land grant institution. Originally focused primarily on agriculture, the University's land-grant function is currently a generic one that embraces a wide spectrum of liberal arts, scientific, and technical and professional programs.

UNDERGRADUATE PROGRAM

A strong liberal arts program with a core curriculum is provided for all undergraduate students, enabling them to prepare for the mastery of humanities, sciences, technical and professional areas.

The more specific aims of the undergraduate program are to:

- Present the process of education as a lifelong experience;
- Insure that students have a strong grasp of language usage-written and oral, mathematical as well as literary;
- Deepen students' knowledge of history and the cultural heritage;
- Develop students' sense of civic and socially responsible use of time and of knowledge;
- Understand and appreciate the importance of moral and spiritual values to enable students to not only pursue careers but to lead lives that are personally satisfying and socially responsible; and
- Equip students with strong research interests and skills and deep commitments to the professions.

GRADUATE AND PROFESSIONAL PROGRAMS

The University provides graduate level instruction as well as research and training in post baccalaureate professional fields. These programs seek to develop in students the ability to engage in independent and scholarly inquiry, a mastery of certain professional disciplines, and a capacity to make original contributions to various bodies of knowledge. Graduate degrees are offered only in selected fields of unusual University strength and opportunity.

SUMMARY

Tuskegee University accomplishes its central purpose of developing leadership, knowledge and service through its undergraduate, graduate, professional, research and outreach programs. Through these programs, students are encouraged not only to pursue careers but to be of service to society and to remain active lifetime learners. The University seeks to instill a robust thirst for knowledge and a vibrant quest for wholesale patterns of personal and social ethics that have philosophical and spiritual depth. In the process, it seeks to help each student develop an appreciation for the finer traits of human personality, the beauty of the earth and the universe, and a personal commitment to the improvement of the human condition.

PROFILE OF TUSKEGEE UNIVERSITY

Tuskegee University is a co-educational, privately controlled yet state-related professional, scientific and technical university.

Undergraduate instruction at Tuskegee University is organized under seven major areas: College of Agriculture, Environment and Nutrition Sciences; College of Arts and Sciences; Andrew F. Brimmer College of Business and Information Science; College of Engineering; Robert R. Taylor School of Architecture and Construction Sciences; School of Education; and, College of Veterinary Medicine, Nursing, and Allied Health. The curricula for the five colleges and two schools currently offer Bachelor's, Master's, Doctorate of Philosophy, and Doctor of Veterinary Medicine Degrees.

Graduate instruction leading to the Master's Degree is offered in three of the five colleges: Agriculture, Environment and Nutrition Sciences; Engineering; Arts and Sciences; and Veterinary Medicine, Nursing and Allied Health.

The University is accredited by the Southern Association of Colleges and Schools, and the following professional areas are accredited by national agencies: Architecture, Business, Education, Engineering, Clinical Laboratory Science, Nursing, Occupational Therapy, Social Work, and Veterinary Medicine.

Tuskegee University has enrolled more than 70,000 students in its 134 years of service. Its living alumni today number more than 42,000 and are found in all parts of the nation and the world. Tuskegee University was the first African-American college to be designated as a Registered National Historic Landmark (April 2, 1966), and the first African-American college to be designated a National Historic Site (October 26, 1974).

Special features in Tuskegee's program include: The George Washington Carver Museum, named for the distinguished scientist who worked at Tuskegee, which preserved the tools and handiwork of Dr. Carver; the George Washington Carver Research Foundation, a center for a variety of research sponsored by governmental agencies and private industry; the Tuskegee Archives, a chief center for information on problems and history of African-Americans since 1896; the Army, Naval and Air Force Reserve Officers Training Corps; and the Tuskegee University Kellogg Conference Center and Hotel, a state-of-the-art residential and learning center for continuing education.

Tuskegee regards its first 133 years with considerable pride. Over a century after it was founded by Booker T. Washington in 1881, Tuskegee remains one of the most outstanding institutions of higher learning helping to develop human resources primarily within the minority communities. Tuskegee's mission has always been service to people, and this legacy will never falter.

Stressing the practical, but at no time ignoring the need to educate the whole man, Dr. Washington's school was soon acclaimed, first by Alabama and then by the nation, for the soundness and vigor of its educational programs and principles. This soundness and vigor has continued through subsequent administrations of the late Drs. Robert Russa Moton (1915-1935); Frederick D. Patterson (1935-1953); Luther H. Foster (1953-1981); Dr. Benjamin F. Payton (1981-2010); Dr. Gilbert L. Rochon (2010-2013); and Dr. Matthew Jenkins assumed the responsibility as the Acting (sixth) President November 2013. Dr. Brian L. Johnson became the seventh president of the University in June, 2014.

Tuskegee's current enrollment is approximately 3,000 students, who represent most states and a number of foreign countries.

Tuskegee employs approximately 900 faculty, staff and support personnel. Physical facilities include more than 5,000 acres of forestry and campus on which sit more than 100 buildings and structures. Total land, forestry and facilities are valued in excess of \$500 million.

CAMPUS DIRECTORY

To report an emergency, dial: (334) 724-4911

OFFICE

Admissions and Enrollment Management
 Air Force ROTC
 Alumni Affairs
 Army ROTC
 Athletic Department
 Auxiliary Services
 Band Cottage
 Bookstore (Follett)
 Bursar
 Cafeteria
 Campus Digest (Newspaper)
 Campus Safety and Security (Police Department)
 Campus Technology
 Campus Tours (University Ambassadors)
 Career Development and Placement Services
 Carver Museum
 Chapel
 Choir Director
 Counseling Center
 Dean of the Chapel
 Dean of Students
 Financial Aid Services
 Housing
 International Programs
 Student Conduct
 Kellogg Conference Center
 Library (Main)
 Mail Room (Student)
 Navy ROTC
 President's Office
 Provost
 Registrar
 Residence Life and Development
 Student Affairs
 Student Government Association (SGA)
 Student Life and Development
 Student Health Services
 T-CAEIL
 Testing Center
 Title IX
 Upward Bound
 Work Study

Area Code: (334)

PHONE

727-8500
 727-8384/8389
 727-8342
 727-8380
 724-4545
 727-8752/8748
 727-8325
 727-8844
 727-8538
 727-8256
 727-8263
 727-8757/4911
 727-8040
 727-8347
 727-8294/8146
 727-3200
 727-8702
 727-8394
 727-8244
 727-8322
 727-8421
 727-8201
 724-4617/4100
 727-8953/8686
 727-8914/8613
 727-3000
 727-8894
 724-4394
 724-4203
 727-8501
 727-8164
 727-8505
 727-8924
 724-4746
 727-8840
 727-8155
 727-8641/8647
 725-2395/2392
 727-8240
 727-8872
 727-8206
 727-8201

COLLEGES (DEANS' OFFICES)

Andrew F. Brimmer College of Business and Information Science
 College of Agriculture, Environment, and Nutrition Sciences
 College of Arts and Sciences
 College of Engineering
 College of Veterinary Medicine, Nursing, and Allied Health
 Robert R. Taylor School of Architecture and Construction Science
 School of Education

727-8116
 727-8157
 727-8784
 727-8355
 727-8174
 727-8014
 724-4191

RESIDENCE LIFE AND DEVELOPMENT (MAIN)**727-8924****WOMEN'S RESIDENTIAL HALLS**

Adams Hall	727-8939
Douglass Hall	727-8952
Harvey Hall	727-8924
James Hall	724-4559
Russell Hall	727-8936
Sage Hall	727-8799
Tantum Hall	724-3461
White Hall	724-3140
Younge Hall	727-8935

MEN'S RESIDENTIAL HALLS

Banneker Hall	727-8919
Bethune Hall	727-8921
James Hall	724-4559
Rockefeller Hall	727-8924

For numbers not listed, please dial (334) 727-8011 to reach the Campus Operator.

CAMPUS RESOURCES

ADMISSIONS AND ENROLLMENT MANAGEMENT

Ground Floor – Margaret Murray Washington Hall
Monday-Friday, 8:00 a.m. - 4:30 p.m.,
800-622-6531
(334) 727-8500/8289
(334) 727-5750 (FAX)
Admissions@mytu.tuskegee.edu

The overall mission of the Office of Admissions and Enrollment Management is to strategically plan, implement and evaluate services and programs, which facilitate enrollment and student success. Specifically, the mission of the Office of Undergraduate Admissions is to recruit, admit, and serve an eligible, diverse student population regionally, nationally, and internationally. The Office embraces the University's commitment to attain the quality of students who are able to matriculate and graduate. The Office of Undergraduate Admissions also maintains the integrity of the admission process, thus ensuring efficient and systematic evaluation of credentials. Through multiple recruitment strategies, the office works to ensure that eligible students have access to higher education. For more information, please visit: <http://www.tuskegee.edu/admissions.aspx>.

GENERAL REQUIREMENTS

Students interested in applying to Tuskegee University must submit the following:

Application Fee

Students seeking admission to Tuskegee University must pay the following admission application fee:

- Undergraduate: \$25.00
- Transfer, International, and Graduate: \$35.00

Official high school transcript

- Cumulative Grade Point Average: 3.00

Test Scores

- ACT Composite Score = 21
- SAT (CR + Math) = 1000

CONDITIONAL ACCEPTANCE

Students who do not meet at least one of the above criteria are accepted on a conditional basis (e.g., GPA: 2.5, ACT: 18, or SAT: 700).

INTERNATIONAL STUDENTS

Admission to Tuskegee University is based on a written application, official secondary school or college records and transcripts, proof of financial support, and the results from the Test of English as a Foreign Language (TOEFL).

General Requirements for International Students

Submit a completed application, along with a \$35.00 non-refundable application fee.

Payment should be made by a check drawn on a U.S. bank or a credit card.

- ☐ Officially sealed high school/college transcripts from students from English speaking countries.
- ☐ Students applying from non-English speaking countries are to submit official high school/college transcripts to either World Education Services (WES) or Educational Credential Evaluators (ECE) for translated high school/college transcripts. Students are required to pay the processing fees to WES or ECE. The translated transcript should be mailed directly to Tuskegee University from WES or ECE.
- ☐ Official transcript from all U.S. colleges or universities attended.
- ☐ Official results from the Test of English as a Foreign Language (TOEFL): minimum of 62 (Internet-based) or 500 (paper-based).
- ☐ Official ACT or SAT 1 scores.

Tuskegee University Codes:

ACT: 0050

SAT 1: 1813

TOEFL: 1813

- ☐ Financial Affidavit of Support and supporting bank letter please note:
 - ☐ The application will be evaluated only when all of the required documents have been received.
 - ☐ Electronic documents, such as E-mails, faxes, and photocopies, are not acceptable.

APPLICATION DEADLINES

There are no application deadlines, but preferred deadlines are as follows:

- ☐ Fall Semester: March 1
- ☐ Spring Semester: October 30
- ☐ Summer Semester: April 30

PROGRAM OF ACTIVITIES

College Fairs and High School Visits

Admissions recruiters/counselors attend several college fairs and visit selected high schools throughout the country to recruit students for the University. During these fairs and visits, recruiters market and educate the University's academic programs, scholarships availability, student services and programs, as well as all other opportunities available to prospective students.

Campus Tours

University Ambassadors provide prospective students, other visitors and their guests with a guided tour of our lovely campus. During the tour, the history of the University, academics and campus life are highlighted. Prospective students are also provided an opportunity to meet with recruiters to discuss the admissions process. Campus tours are scheduled through the University website.

ALUMNI AFFAIRS & FRIENDS

Tuskegee University Office of Alumni Affairs
317 Kresge Center
1200 W. Montgomery Rd.
Tuskegee, Alabama 36088
Phone: 334-727-8342 or 334-727-8540
Fax: 334-727-8945

TUSKEGEE NATIONAL ALUMNI ASSOCIATION, INC.
P.O. Box 1116
Tuskegee Institute, AL 36087
Website: www.tuskegeenationalalumni.org

The Office of Alumni Affairs develops, coordinates and promotes programs for our alumni to keep them connected and involved with Tuskegee University and one another. Working in tandem with the Office of Alumni Affairs is the Tuskegee National Alumni Association, Inc. (TNAA), a non-profit corporation that is dedicated to the advancement and support of Tuskegee University, its ideals and programs. The Association along with the Alumni Affairs Office works towards mobilizing alumni and friends to support Tuskegee. We invite you to join your local alumni club or become a member-at-large. It is alumni like you who will make a difference for Tuskegee University and the Tuskegee National Alumni Association.

ATHLETICS

Tuskegee University Athletic Department
Second Floor | Logan Hall
1200 W. Montgomery Road | Tuskegee, Alabama 36088
Phone: (334) 724-4545 | **Fax:** (334) 724-4233

CLASS ATTENDANCE & CONDUCT

All student-athletes are expected to attend regularly all courses in which he/she is enrolled and to complete all required work in such courses. Irregular attendance or any substantial number of absences will weigh adversely in the consideration of any petition for a special academic privilege, such as makeup examination(s). Makeup examinations are rarely given!

Evidence giving justification for absences because of illness and other personal reasons must be provided by the student to the instructor. ***The instructor has the right to accept or deny the justification.***

The atmosphere in the classroom should be one in which the greatest amount of desirable teaching and learning can take place. All unnecessary noise and confusion must be avoided. Respect for the professor and classmates in the classroom are essential. Obscene language, aggressive behavior, and cell phone usage will not be tolerated.

CLASS EXCUSE & RESPONSIBILITY

Regular and punctual attendance is the responsibility of the student-athlete. The student-athlete is expected to assume responsibility for regular attendance and to accept the consequences of failure to attend.

Validation of absences while engaged in official representation for Tuskegee University must be secured prior to the students' departure from campus. It is the responsibility of the student-athlete to obtain all of the material covered and assigned during his/her absence. The student-athlete is responsible for initiating any request to make up an examination, an assignment or other work missed because of class absence.

STUDY HALL PROGRAM

In an effort to increase the overall academic performance, each student-athlete that falls into the following categories are mandated to attend six (6) hours of study hall each week during both the fall and spring semester.

1. All freshmen and transfer student-athletes
2. Any student-athlete with a cumulative GPA below 2.30
3. Any student-athlete deemed in need of additional academic assistance

All study hall participation is monitored by the Academic Support Staff and reported to the appropriate coaching staff.

TUTORIAL SERVICES

Tutorial services are provided to the student-athletes who attend Study Hall. Student-athletes who work with tutors gain valuable academic support. In fact, working with tutors helps them develop and maintain study skills.

Tutoring is available for all lower level Mathematics, Science and English at Tuskegee Center for Academic Excellence & Innovative Learning (T-CAEIL). Also, most academic departments hold study sessions for those in need of additional academic assistance.

ATHLETIC ADVISING & MONITORING

Each student-athlete is assigned an athletic advisor based on their team assignment, in addition to a faculty advisor. The Athletic Advisor work in conjunction with faculty advisor to ensure each student-athlete is on track for graduation, provide advising on general education and major requirements, help schedule courses around practice and competition schedules, and inform student-athletes of NCAA eligibility requirements.

SPORT	ADVISOR
Men Tennis Women Tennis Cheerleader	Deana Person Logan Hall, 1st Floor (334) 727-8926 dperson@tuskegee.edu
Men Basketball Women Basketball Baseball Softball	Nicholas Brown Logan Hall, 1st Floor (334) 727-852 nbrown@tuskegee.edu
Football Volleyball Men Cross Country Women Cross Country Men Track & Field Women Track & Field	Duena Butler Logan Hall, 1st Floor (334) 724-4804 butlerd@tuskegee.edu

The Academic Support Services Staff regularly monitors the academic progress and grades of all student-athletes. They are in constant contact with instructors through progress reports, phone call, and emails throughout the semester. The reports assess each student-athletes academic performance, class attendance, assignment completion and grades, and test/quiz scores. The information gathered is used to identify problem areas and make recommendations for improvement.

The academic reports are shared with the coaching staff.

PROGRESS TOWARDS DEGREE REQUIREMENTS

It is of the highest priority all student-athletes remain in Good Academic Standing and take the appropriate steps towards obtaining their degree, tackling everything from grade-point average to term-by-term and annual credit hour requirements. All student-athletes will need to meet the new requirements in order to remain eligible for athletics participation. Eligibility in the Fall is based on coursework completed during the previous academic year (ex. Fall 2019 eligibility is based on the 2018-2019 academic year).

DESCRIPTION	APPLICATION
Academic Good Standing	All student-athletes must have at least a 2.000 GPA
Completion of Nine (9) credit hours each semester*	All student-athletes must complete nine (9) credit hours in which they have been enrolled full-time
Completion of Eighteen (18) credit hours during the academic year**	All student-athletes must complete at least eighteen credit hours during the regular academic year to be considered for summer school
Completion of Twenty four (24) credit hours each academic year***	All student-athletes must complete twenty four (24) credit hours during the full academic year

***Nine (9) credit hours each semester enrolled full-time**

****Eighteen (18) credit hours during regular academic year (Fall and Spring); Only six (6) credit hours from the Summer will count towards eligibility, however, may complete nine (9) credit hours to meet 2.000 GPA requirement.**

*****Twenty four (24) credit hours during full academic year (Fall, Spring and Summer)**

AUXILIARY SERVICES

Room 216 - Kresge Center
Monday-Friday, 8:00 a.m. - 4:30 p.m.
(334) 727-8752/8748

Auxiliary Services of Tuskegee University offers a variety of services that are designed to support the educational program of the University. Their growth at Tuskegee and most college and university campuses is an indication of the importance institutions of higher learning attach to those services, which enable students to more effectively accomplish their educational goals.

The responsibility for the administration of Auxiliary Services at Tuskegee University is vested in the Director. The office has responsibilities for University Mail Services, centralized Laundromat, vending operations, faculty/staff and graduate students housing and special activities, coordination of the use of University facilities by outside groups and other assignments by the Vice President for Finance and Chief Business Officer. Since the purpose of these services is to support the educational program of the University, educational values are stressed whenever possible. By relating functions to the total education of the student, employees in Auxiliary Services can and do make valuable contributions to student life on campus.

LAUNDRY SERVICES

Tuskegee University does not provide personal laundry service; but a coin-operated, centrally located Laundromat is provided for students' convenience. A bill changer is available in the Laundromat and will accept 1's, 5's, 10's and 20's. The Laundromat is opened 24-hours per day.

All washers will be turned off promptly 30 minutes before closing time to allow time to dry. Patrons should not attempt to wash or dry after these hours, as the cycle will not be completed before the Laundromat closes. The University Laundromat is for the convenience of the Tuskegee University family and should not be used by anyone else.

For students' convenience, a 24-hour study room is located inside the Laundromat. A Tuskegee University ID card is required for access.

BOOKSTORE

1200 West Montgomery Road
Margaret Murray Washington Hall, Second Floor
Tuskegee, AL 36088-3207
Phone: (334) 727-5314
Fax: (334) 727-9532
Email: tusk@bkstr.com

OFFICE OF THE BURSAR

First Floor, Kresge Center
Monday-Friday, 9:00 a.m. - 3:00 p.m.
(334) 727-8538 or 800-848-9322

STUDENT BUDGET

Because of the variety of courses offered at Tuskegee University and the differing financial requirements for each student, it is not possible to suggest a budget that will apply generally to all students. A student may estimate financial requirements by selecting the appropriate items listed below:

- Course and Incidental Fees
- Living Expenses
- Books, Supplies and Special Equipment
- Uniforms (if required)
- Transportation

Funds for books, supplies and other personal expenses should not be included in payments made to Tuskegee University.

PAYMENT POLICIES

Methods of payments acceptable to Tuskegee University for the payment of tuition and fees include: **cashiers, certified, travelers, personal checks and money orders** made payable to Tuskegee University, as well as American Express, Visa, Master Card and Discover Cards. **Personal checks must be imprinted with the name, street address (post office boxes *are not* acceptable), and telephone number of the maker.** The check may not exceed a limit of \$12,000. If the cost of tuition and fees exceeds the \$12,000 limit, two personal checks would have to be written, so as not to exceed the \$12,000 limit.

Effective July 1, 2013, all credit card/debit card payments made to Tuskegee University for tuition and all fees (including room and board) by current, new, and transfer student **MUST BE MADE using the Tuskegee University TigerWeb Payment Gateway.** Tuskegee University TigerWeb Payment Gateway accepts: Visa, MasterCard, American Express, Discover, and debit card (where a PIN is not required to complete the transaction).

For questions about making payments online, please visit:

http://www.tuskegee.edu/academics/academic_services/bursar/making_a_payment_using_tigerweb.aspx

Questions about this procedure change may be E-mailed to bursar@mytu.tuskegee.edu, using a current or new student Tuskegee University E-mail address.

CHECK CASHING POLICY

Checks made payable to Tuskegee University should not include extra money which the student would need immediately, since the student may not receive any refund due until at least five (5) working days after date of deposit.

ATM machines are located on the first floor of the Kresge Center (Visa, Plus, Cirrus, Mastercard and American Express) and in the Kellogg Conference Center (Star, Plus, MasterCard, Cirrus, Visa, Discover, American Express, Quest and Armed Forces).

IDENTIFICATION CARD

All students are issued an identification card upon registration at Tuskegee University. Photographs for the identification card may be taken weekly in the Food Service Center temporarily located in Chambliss Business House.

It is a violation of University policy and the Code of Conduct to use the identification card of another student.

Students **must** carry their identification card with them at all times and present the card to University officials upon request. Tuskegee University Police Department (TUPD) personnel reserve the right to detain students who fail to produce identification cards until such time as the student's enrollment status and identity have been verified. Consistent with the University's on-going concern for ensuring the safety and security of our campus community, **a policy has been adopted mandating the universal display of Identification (ID) cards by students, faculty and staff while on campus.** All ID cards must be displayed by clip or chain, and must be presented to university officials or TUPD personnel upon request. Initial ID cards will be provided at no charge. Appropriate sanctions will be imposed for violations of this policy.

The identification card is required for students to:

- Eat in the University cafeteria (residential students)
- Vote in campus elections
- Participate in Student Union activities
- Use the campus library check-out service
- Gain admission to class when requested by an instructor
- Gain admission to campus athletic events
- Pick up transcripts, enrollment verifications or any student records information from the Registrar's Office.
- Receive Service in Campus Technology
 - ☐ Receive service from the Cashier's and Bursar's Offices

A fee of \$30.00 is charged for replacement identification cards.

C-STORE

The C-Store is a convenience for the University community.

Hours of Operation:

Monday-Friday	9:00 a.m.-12:00 a.m.
Saturday-Sunday	10:00 a.m.-12:00 a.m.

CAREER EDUCATION

TOMPKINS HALL, 4TH FLOOR

PHONE: (334) 727-8146

FAX: (334) 727-8258

The primary mission of Tuskegee University's Career Education is to facilitate the professional and personal aspirations of students for internship, cooperative education, full-time employment or admission to graduate/professional schools.

It is the responsible campus unit for teaching students' self-assessment and career planning skills. It provides students on-the-job learning experiences, limited financial assistance for University education and assistance in securing full-time career employment.

The center also aids employers and graduate/professional school faculty in developing human resources for full-time career opportunities. The Center focuses on developing and strengthening ties to the employment and graduate school communities.

DEAN OF STUDENTS AND STUDENT CONDUCT

Suite 203 – Thompkins Hall

Monday-Friday, 8:00 a.m. - 4:30 p.m.

(334) 727-8020

Operating within the context of the University's mission, the Office of the Dean of Students and Student Conduct seeks to maintain the University's academic environment by educating and upholding community standards. The Office of the Dean of Students and Student Conduct supports the educational mission of the University by administering the Student Conduct Code in a manner that educates and holds Students accountable for Student Conduct Code violations and helps Students grow into more responsible and community-minded persons.

CLASSES MISSED MEMO GUIDELINES

The Office of the Dean of Students and Student Conduct prides itself on serving students. We strive to exercise our professional judgement and support to assist students when they are faced with unexpected and challenging circumstances. Office of the Dean of Students and Student Conduct may prepare a classes missed memo as a courtesy to instructors advising them of a student's absence. The Class Attendance Policy can be found in the Student Handbook, which can be accessed online through the Tuskegee University website.

What is a classes missed memo?

Classes missed memos are provided to students under limited circumstances supported by appropriate documentation. These extenuating situations may include:

- Prolonged hospitalization
- Serious illness, accident or injury
- Victim of or witness to a crime
- Death or serious illness of a family member

What is a classes missed memo not?

A classes missed memo is not an institutional excuse. An institutional excuse is limited and is only granted to a student to participate in academic, extracurricular, and athletic events as a representative of the university, or for military service.

With the exception of institutional excuses, how absences are addressed is within the discretion of each instructor and may take into consideration any number of factors including the attendance policy for the course as stated in the syllabus, the structure of the course, the student's prior attendance and performance in the course. Only an instructor may "excuse" an absence. We counsel students to work closely with their instructors to make up any missed work.

Classes missed memos will **not** be issued in the following circumstances:

- An absence longer than two weeks without extraordinary circumstances
- Personal travel such as holiday travel, weddings, family reunions or job interviews
- One day absences including for illness or medical appointments
- Religious Holidays (see Academic Calendar)
- A late request: The classes missed memo request is made more than two weeks after the last day of the absence
- Jury duty
- Interim Suspension
- Legal Issues
- Weather related absences or travel delays

How do I request a classes missed memo?

Students may request a classes missed memo by contacting Office of the Dean of Students and Student Conduct (334) 727-8421 or by coming in to the office. Students should provide the reason for their absence, the dates of absence, and the date they expect to return to class. Students should also bring in or attach to their email documentation of their reason for absence. Appropriate documentation may include a note from a health care provider, hospital discharge paperwork, an obituary or funeral program, or other documentation that indicates the nature and dates of the absence.

DEAN'S CERTIFICATIONS

A Dean's Certification is a statement of an applicant's academic and disciplinary record, or lack thereof. If you are applying to transfer or going on to Law School, Medical School, or Graduate School, you may require a Dean's Certification. Other special circumstances, such as applying for the Bar Association or applying for positions with the government may also require a Dean's Certification. Dean's Certifications often have other names at other institutions – Dean's Report, Transfer Report, etc.

Typically, the institution or agency you are applying to, or seeking employment from, will provide you with a Dean's Certification (or disciplinary clearance) document that will need to be completed by a University Administrator. Please make sure to complete the form accurately. Incomplete or inaccurate information will delay the processing of this document.

The processing time to complete the Dean's Certification is approximately 8-10 business days. Dean's Certifications will be mailed directly to the institution. Please ensure that you have included all of the necessary documents, if any documents that are missing or incomplete this will delay the processing of your Dean's Certification.

TIGER’S DEN FOOD PANTRY

The Division of Student Affairs recognizes the importance of proper nutrition, and that having enough food contributes to your academic success. That’s why we’re beginning to take steps to address food insecurity in the lives of our students. To help our students, our campus and community partners have created important new initiatives, made available with in kind donations. The Tiger’s Den Food Pantry, located in **Thompkins Hall, 3rd Floor**, is a **free service** available to **Tuskegee University students** experiencing food insecurity.

Items typically available include: **non-perishable food items** (exp. canned food, pastas, grains, dried fruits and meats), as well as **toiletries** and **hygiene products**.

Fall & Spring Semester Hours*

Tuesday: 3:00 p.m. to 7 p.m.

Wednesday: 3:00 p.m. to 7 p.m.

Thursday: 3:00 p.m. to 7 p.m.

**Closed Holidays & Breaks*

Food insecurity is when a person lacks access to nutritious, affordable food. As report by researchers in higher education about one-third of college students experience food insecurity.

Students can visit the pantry once per week by showing their Tuskegee University student ID cards. The food will be repackaged for distribution.

Students will not be questioned about their food security when they enter the food pantry.

The pantry will start by giving out canned and non-perishable food items like cereal, juice, pasta and canned fruits and vegetables. The pantry will also provide allergen-friendly items, like dried fruit and gluten-free pasta.

You can help support the Tuskegee University Tiger’s Den Food Pantry by donating nonperishable food items, toiletries and feminine products! All donations will be used to stock the Food Pantry and support members of the Tuskegee University student campus community.

PRESIDENT’S ESSAY CONTEST & AWARDS

Tuskegee University has made a substantial commitment to make the cost of attending the University more affordable through its institutional scholarship and awards programs. Awards are usually based on financial need and scholarships are generally based on merit, talent or other criteria. The President’s Essay Contest and the awarding of annual prizes has occurred since its inception in 1895 and was an essay contest that was sponsored by the Trinity Church of Boston Massachusetts. The original prize was \$25.00 and an additional \$15.00 was added a few years later for a second prize. These prizes were awarded to the students who wrote and delivered the best papers on the given subjects assigned for the competition. The program was very successful in the early years and was originally limited to juniors and seniors. However, it was eventually opened to all students and became known as the President’s Essay Contest after the President of the Institute took on the sponsorship. In the early years there were few other prizes that were established by the friends and benefactors of Tuskegee Institute for students excelling in some aspect of the educational experience at our University. Today the event awards over 100 scholarships. The topics for the essay contest reflected

important issues of their time and some can even be applied and reflected upon today. In addition the offer evidence of the high quality and perceptiveness of Tuskegee Institute students and down through the years.

DEAN OF STUDENT LIFE AND DEVELOPMENT

Suite 400-Tompkins Hall
Monday-Friday, 8:00 a.m. - 4:30 p.m.
(334) 724-4832

The Dean of Student Life and Development serves as a liaison between students, the administration and the community. He or she has the responsibility to promote and be present, when needed, at extracurricular activities and to provide assistance with the implementation and supervision of such programs. The Dean works with student groups, student affairs staff and others to develop extracurricular activities for students.

DIVISION OF STUDENT AFFAIRS

The mission of the Division of Student Affairs is to advance and encourage the learning, personal development and success of students. Together with the university, the Division of Student Affairs is committed to the principle of integrating Student Affairs programs and services into students' total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community. The Division also aggressively promotes high quality and efficient services for students in every area of campus life. Delivery of programs and services are guided by an ongoing assessment of student needs, the campus climate, and established student learning outcomes. The mission is carried out through recruitment and enrollment activities, financial aid assistance, organized student development and leadership programs, career placement assistance, health services and prevention programs, counseling, advising, mentoring, and community service projects.

Student Affairs enhances and supports the academic mission of the university. The Student Affairs mission encompasses the dual paradigms of student development and student services, and includes building alliances between the classroom and other aspects of campus life. As a partner in the educational enterprise, Student Affairs contributes to the comprehensive educational experience of students. Through myriad services, programs and activities, the intellectual, career, personal, social and cultural development of all students is encouraged. Through these programs and services, students are assisted in acquiring the knowledge, skills and insight that facilitate life- long learning, a sense of personal and interpersonal competence and human understanding.

As a source for students, administration, faculty, staff, alumni and the broader community, the Division of Student Affairs provides a wide variety of student support services. These services meet the needs of students as they progress through their college experience and also include problem solving, research assistance and consultation. With a diverse and comprehensive set of responsibilities, Student Affairs contributes to the campus community a special perspective about students, their experience, and the campus environment.

The Vice President for Student Affairs provides the leadership for the Division of Student Affairs.

STUDENT COMPLAINTS

Tuskegee University has adequate procedures for addressing written complaints from students. Tuskegee University provides an open educational environment, rich in values and designed to protect the integrity of teaching and learning. In this spirit, the University encourages all students to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved. The University believes many complaints can be resolved through an open, honest dialogue between the persons involved.

In cases where that may not be possible, the student complaint procedures can assist in facilitating a resolution. These procedures began by the student completing and submitting the [Student Complaint Form](#). All complaints must be written and initiated using this form to be addressed.

Once submitted, the student complaint form is reviewed by the Division of Student Affairs and forwarded to the appropriate office based on the subject matter of the complaint.

Please note that complaints take time to investigate, especially when multiple parties are involved. Upon resolution, the student complaint form is returned to the Office of the Vice President for Student Affairs which will communicate the decision to the student. This policy applies to all students at Tuskegee University, including the Distance Learning Students.

*Students seeking academic appeals: A student has the right to appeal decisions regarding his/her academic performance or academic requirements. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the instructor, person concerned, and/or departmental faculty. If the student has justification for an appeal beyond the departmental faculty or head of the department, he/she must submit a written statement to the Dean of the College who will outline procedures to resolve the matter. For graduate students, if the matter is not resolved, the student has the right to appeal to the Dean of Graduate Programs who will take a final action on the matter.

FINANCIAL AID SERVICES

First Floor - Carnegie Hall
Monday-Friday, 9:00 a.m. - 4:00 p.m.
(334) 727-8201

The Student Financial Aid Services Office at Tuskegee University manages financial aid and scholarship resources from university, federal, state, county and private sources. Funds awarded to ensure that the opportunities to attend the University are provided for eligible students. The Tuskegee University Financial Aid Program is designed to reward academic achievement and to provide financial assistance to supplement family resources. The primary responsibility for financing college expenses rests with the students' parents to the extent that the family is determined able to contribute; however, the Office of Student Financial Aid Services will do everything possible to provide financial planning assistance to Tuskegee students and their families.

Students are encouraged to contact the Office of Student Financial Aid Services and their financial aid counselor for details on the various programs in which the university participates. **EARLY APPLICATION IS ENCOURAGED.** The priority deadline date to submit the Student Aid Report (SAR) to Tuskegee University is March 31 of each year.

The programs at Tuskegee University that provide students with financial assistance are as follows:

- Departmental Scholarships
- Merit Scholarships
- William D. Ford Direct Subsidized Loans
- William D. Ford Direct Unsubsidized Loans
- William D. Ford Direct Plus Loans
- William D. Ford Graduate Plus Loans
- G. I. Bill/Veterans Benefits
- Graduate Fellowships and Assistantships
- Health Professions Scholarships

- Nursing Scholarships (Grants)
- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grants
- TEACH Grant
- United Negro College Fund
- War Orphans and Veterans Vocational Rehabilitation
- Work-Study (College and Federal)
- Departmental Scholarships

Eligible students may also seek financial assistance through the State Office of Rehabilitation. Dependent children of disabled or deceased parents covered by Social Security should contact the nearest Social Security Office to explore possible benefits. Additionally, several states offer financial aid to students who are required to pursue certain courses of study at out-of-state institutions. Among such states are Alabama, Georgia, Mississippi, Kentucky, South Carolina, West Virginia, and the District of Columbia.

FOOD SERVICES

Tompkins Hall
(334) 727-8256

A food service contractor operates the food services at Tuskegee University, serving a variety of nutritionally balanced and attractively prepared meals.

All students who live in campus residence halls are required to participate in the Board Program and be on the seven-day meal plan. ID cards for the regular Board Plan can only be used in Tompkins Hall and are not transferable. Meals are also available on a cash-per-meal basis.

HOURS OF SERVICE FOR BOARD PLAN

Monday-Friday

Regular Breakfast	7:00 a.m. - 8:30 a.m.
Continental Breakfast	8:30 a.m. - 11:00 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Deli	1:00 p.m. - 4:00 p.m.
Dinner	4:00 p.m. - 7:30 p.m.

Saturday

Brunch	10:30 a.m. - 2:00 p.m.
Dinner	4:00 p.m. - 6:00 p.m.

Sunday

Brunch	10:30 a.m. - 2:00 p.m.
Dinner	4:00p.m. - 6:00 p.m.

BOARDING CARDS

The Food Service Department issues a computerized identification card that "checks off" meals a participant is entitled to as it is used. Should this card be lost or stolen, it must be replaced immediately at a cost of \$30.00. Students should go to the Food Service Department in Tompkins Hall for the replacement.

MISUSE OF MEAL CARDS

Meal cards are made non-transferable in an effort to keep meal rates to the student as inexpensive as possible. Misuse of this card, by loaning to a fellow student, is prohibited. Such misuse subjects those students involved to loss of their meal card and other possible disciplinary action.

COMMUTER MEAL PLAN

Visitors or other persons who are not on the Meal Plan may pay a cash casual meal rate at the cafeteria. Casual meal rates afford the guest the same menu and selections as a Board participant.

Meal Plans consist of meal credits that can be used in the dining hall and/or points that can be used in either the snack bar or the dining hall. One point is equal to one dollar.

Meal Plan A: Full Board Plan

19 meals per week in the dining hall

(Required of all students living in residence halls, optional for apartment and commuter students)

Meal Plan B: Points and Meals

Option 1: 100 points and 100 meals

Option 2: 300 points and 50 meals

(Meals and points can be used anytime during the school year.)

Meal Plan C: Points and Meals

Option 1: 50 points and 50 meals

Option 2: 150 points and 25 meals

(Meals and points can be used anytime during the school year)

Meal Plan D: Points and Meals

Option 1: 30 meals

Option 2: 120 points

(Meals and points can be used anytime during the school year).

Additional points can be added to any plan at any time in 50-point increments.

****Prices are subject to change periodically. Please Contact the Office of the Bursar for the more information on the Fee Schedules (334) 727-8538.***

DIET RESTRICTIONS

Students who are on special diets must have their doctors send their prescriptions directly to: The Office of the Vice President for Finance and Chief Business Officer, Tuskegee University, 116 Kresge Center, Tuskegee, AL 36088. The prescription should include a list of foods they should eat and how they should be prepared.

Students who have these special dietary needs are counseled by the General Manager to ensure that they are familiar with their diet plan. These students must present their meal cards to the cashier upon arrival at the cafeteria and report to the supervisor or manager in charge.

For additional information, write or call Thompson Hospitality c/o Tuskegee University, P. O. Box 870838, Tuskegee, AL 36083 (Phone (334) 727- 256).

THE OFFICE OF INTERNATIONAL PROGRAMS

REGISTRATION WITH THE OFFICE OF INTERNATIONAL PROGRAMS

It is EXTREMELY IMPORTANT upon your arrival at Tuskegee University to come by the Office of International Programs, Room 70-120 John A. Kenney Hall for Student Exchange and Visitor Information System (SEVIS) registration. SEVIS registration is mandatory for all new and returning students every semester.

The Student Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring functionality, with access to accurate and current information on non-immigrant and exchange visitors (F-1, J-1 and M-1 students) and their dependents (F-2, J-2 and M-2 visas). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the United States Department of Homeland Security (USCIS) and the U.S. Department of State throughout a student's or exchange visitor's stay in the United States.

APPLICATION FOR FOREIGN EXCHANGE

All students requiring the institutional statement of educational expenses for Exchange Control Permit should request this form from the Office of International Programs (OIP)

SOCIAL SECURITY CARD

Due to recent changes in immigration laws with the United States Bureau of Citizenship and Immigration Services (USCIS), application for a social security number for international students attending Tuskegee University are only processed in Opelika, Alabama, at the address below:

Social Security Administration
1800 Corporate Drive
Opelika, AL 36801
Monday-Friday, 8:30 a.m.-3:30 p.m. Opelika Office Number: (334) 745-7052
Toll Free Number: 1-800-772-1213

What is a social security card or number? A social security number is a unique number issued to you by the Social Security Administration (SSA); a social security card contains the unique number issued by the SSA.

Every working person and taxpayer in the United States must have a social security number. The social security number (SSN) is used by governmental agencies, schools and businesses to identify people in their computer systems. It is a very important identifying number and will stay with you for the rest of your life.

The SSA will not assign you a number simply because you are enrolled in school; you will be eligible to apply for a social security number if you have been authorized for on or off campus employment.

When applying for your social security card, the following information is required: Form SS-5
(Application for Social Security Card)

Passport

Form I-20 or Form DS/2019

Form I-94

Letter from International Student Services verifying school enrollment and student status.

Must be a full-time registered student.

Letter from your employer (on-campus employment)

After receiving your social security number, please take the original card (not photocopy) to International Student Services, Office of Financial Aid Services and Office of the Registrar.

DRIVER'S LICENSE INFORMATION

In order for international students/scholars to obtain an Alabama Driver's License, he/she must travel to Opelika, Alabama or Montgomery, Alabama to take the written and driving test. You must present a letter from the Office of International Programs/International Student Services verifying your student status.

Address for Alabama Driver's License:

Alabama Department of Public Safety Driver's License Division

1040 Coliseum Boulevard

Montgomery, AL 36109

Hours of Operation: Monday – Friday

8:00 a.m. – 4:00 .pm.

Closed Saturdays, Sundays and some holidays

Alabama Department of Public Safety

Driver License Division

1220 Fox Run Parkway

Opelika, AL 36801

You must take with you:

- Your Passport
- Form I-20/Form D/S 2019
- Form I-94
- Social Security Card
- Previous license or other ID

- Good standing letter from The Office of International Programs/International Student Advisor

Before applying for an Alabama Driver's License, please stop by The Office of International Programs.

INTERNATIONAL STUDENT SERVICES

Each of the student services described in this handbook is provided to all students by the units listed. However, there are special services that are required for international students, and these are provided by the Office of International Programs (OIP). In addition to supporting the development of international curricula and promoting faculty involvement in international research and development activities, the OIP also provides the following services to international students:

- Immigration and Naturalization Services documentation
- Employment permission processing
- Liaison with sponsoring agencies, such as home governments sponsoring exchange or scholarship programs and private agencies
- Preparation of documents required for foreign exchange control by home governments
- Coordination of international visitors and conferences with students

United States Citizenship and Immigration Services (USCIS)

The Immigration Office that serves international students at Tuskegee University is located in Atlanta, Georgia. The mailing address and telephone number is:

United States Citizenship and Immigration Services
77 Forsyth Street, Room G85
Atlanta, GA 30303
1-800-375-5283

IMPORTANT IMMIGRATION DOCUMENTS

Several documents are essential for maintaining personal, legal, non-immigrant status while you are a student in the United States, and to make it possible for Tuskegee University to continue to enroll international students. Some of these documents include:

Passport - a travel document issued by the government of the student showing the bearer's identity, origin and nationality. If possible, the passport should be renewed approximately nine (9) months before it expires. Some countries require that the passport be valid at least six (6) months beyond the date the bearer is expected to travel.

Visa - a stamp placed in the passport or travel document by the United States Consular Office abroad showing the period of validity for staying in the United States.

Form I-94 - Arrival-Departure Record (white card). The purpose of the United States Citizenship and Immigration Service (USCIS) Form I-94 is to record arrival and departure information of all visitors to the United States. It shows the date of arrival in the United States, and the "Admitted Until" date, the authorized period of stay expires. Do

not lose this card! When leaving the country, you must surrender the card to USCIS, and a new one will be issued to you upon entering back into the United States.

Form I-20- Certificate of Eligibility for Non-immigrant Student Status. This is a United States Department of Homeland Security document issued by colleges, universities and vocational schools that provide supporting information for issuance of a student visa or change of status card. Since the introduction of the Student and Exchange Visitor Information System (SEVIS), the form also includes the student tracking number (SEVIS number) for the student and program. This document is to be retained by the student at all times and not surrendered upon temporary departure from the United States, as it is needed for re-entry after a temporary absence.

Form DS-2019 - Certificate of Eligibility for Exchange Visitor Status. The Exchange Visitor Program brings qualified students, professors, research scholars, specialists, and short-term scholars to the United States for a variety of educational purposes. The Exchange Visitor is under sponsorship of an agency, institution or organization that has been approved by the Department of State (DOS). Form DS-2019 also includes tracking number (SEVIS number) for participant and program. This document is to be retained by the student/participant at all times and not surrendered upon temporary departure from the United States, as it is needed for re-entry after a temporary absence.

Form I-102 - Application for Replacement/Initial Non-immigrant Arrival- Departure Document.

Form I-134 - Affidavit of Support

Form I-539 - Application to Extend/Change Non-immigrant Status

Form I-765 - Application for Employment Authorization. This form is used for pre- or post-completion of practical training and employment authorization to work off-campus due to economic necessity.

Form AR-11 - Department of Homeland Security, U.S. Citizenship and Immigration Services Alien's Change of Address Card.

Non-Immigrant Status Codes - Types most commonly issued to international university students by the U.S. Citizenship and Immigration Services (USCIS):

F-1 Visa Student

F-2 Visa Spouse or child of the F-1 student

J-1 Visa Student/Exchange Visitor

J-2 Visa Spouse or child of J-1 student/exchange visitor

* B-1 Visa Temporary visitor for business

* B-2 Visa Temporary visitor for pleasure

* If you are admitted to a university while holding this type of status, you must apply for a change of status (i.e., a student status or other appropriate non-immigrant status). Failure to do so prior to the expiration date of the Form I-94 card could cause denial of an application for change of status.

All USCIS forms and applications for enrolled students are prepared by The Office of International Programs upon request.

OTHER IMPORTANT INFORMATION

According to USCIS regulations, students with F-1 status are required to:

- Carry a full course of study (minimum of twelve (12) semester hours);

- Accept employment off-campus only after applying for and receiving approvals from the USCIS; and
- Keep his or her passport valid for at least six (6) months into the future.

INTERNATIONAL STUDENT ASSISTANCE

Under certain contract provisions, non-resident international students may be employed on campus. International students with a J-1 classification, however, must obtain approval from their sponsoring agency before being employed, either on or off campus. International students are not eligible to participate in the Federal Work-Study Program.

Students with J-1 status must:

- Be engaged full-time in an educational program;
- Carry out the educational program described on his/her Form DS-2019;
- Have a passport valid for six (6) months beyond the projected stay;
- Follow the USCIS procedure when transferring to a new sponsor;
- Abide by the contract jointly agreed upon by the student and sponsoring agency, such as no back-to-back degrees;
- Not engage in non-authorized off-campus employment; and
- Not remain in the U.S. beyond his/her authorized stay.

Any student who does not comply with the above regulations may forfeit his/her financial support from the sponsoring agency and/or his legal standing as a non-immigrant student. Any assistance that is required to maintain legal status is provided by The Office of International Programs.

STUDENT HEALTH SERVICES

Suite 235 – John A. Kenney Hall
Monday-Friday, 8:00 a.m.-4:30 p.m.
(334) 727-8641
Fax: (334) 724- 4437

The Affairs, provides Health Care and Education to all enrolled students in accordance with the institutional mission and philosophy.

CLINICAL SERVICES

Student Health Services provides students with quality primary health care, and encourages the use of preventive methods through health education and counseling. The health services are easily accessible and geared to the unique health needs and concerns of the students. The students are seen on a walk-in basis on the same day. Students must be registered and present a Student ID card for services.

HEALTH EDUCATION

Promoting healthy lifestyle choices and behaviors, which prevent illness through year round educational programs and individual health counseling.

HEALTH INSURANCE PLAN

The Tuskegee University Student Health Insurance Plan is provided by Cigna/Summit America Student Health for all registered students. Students are required to enroll in this program, which will be included in your tuition fee bill. Insured students are covered 24 hours per day, on and off campus, at home or abroad, while traveling between home and school and during vacation periods with the exception of international students while in their home country. This coverage is described in detail in a brochure that may be obtained at the Student Health Center.

Any expenses incurred that are not covered by this insurance plan are the sole responsibility of the student. Students should carry their Medical Insurance Identification card with them at all times. Students must pick up their health insurance cards from the Student Health Center when they are issued. They will be required to show their student ID card before receiving the cards.

CHARGES AND BILLING

Students are billed for chargeable services they receive at the Student Health Center. While the Center does not file insurance claims for students, the staff may assist students with filing claims for services received at the Student Health Center. Students who are billed by the Bursar will receive an itemized statement listing the medical services provided.

HEALTH INFORMATION REQUIREMENTS

All students enrolling at Tuskegee University for the first time, as per the Alabama Department Public Health guidelines, are required to complete and submit the Health Profile Form with proof of immunizations and a recent TB skin test. Students are to obtain the Health Clearance before completing the registration process. The Health Profile Form should provide medical history and significant medical conditions and recommendations by the student's personal physician.

MEDICAL EMERGENCIES

Students must call 9411 on campus for ALL MEDICAL EMERGENCIES. Students will be transported to the emergency room by ambulance by EMTs, in case of all serious emergencies. For minor emergencies, students will be transported to the Student Health Center, during office hours.

REFERRAL SERVICES AND TRANSPORTATION

Referral services are provided, if indicated, to most of the area hospitals, medical specialists, clinics and other health facilities through a "referral network." Tuskegee University provides free non-medical transportation to assist students, who are referred to the hospital, specialists, clinics and medical facilities. The Health Services staff assists in making arrangements, and the University will provide return transportation service for students who have been transported. To make transportation arrangements for scheduled medical appointments, students must call the Student Health Center at (334) 727-8641 at least 48-72 hours in advance.

MEDICAL EXCUSE POLICY

Medical Excuses will be issued only for the time spent at the Student Health Center. An extended excuse from classes will be given only in case of serious medical illnesses, as determined by the physicians and the Director of Health Services.

HOUSING AND RESIDENCE LIFE & DEVELOPMENT

West Commons Club House

8:00 a.m. - 4:30 p.m.

(334) 724-4617/4100 or 888-887-5468

The Department of Housing & Residence Life and Development is responsible for the administration and general management of all campus-based student residential living facilities and programs.

The Department of Residence Life and Development at Tuskegee University is charged with meeting the needs of college students in all residence halls. The student residence hall program is an integral part of Tuskegee University's overall education mission. With knowledge of the development and academic needs of students, the department seeks to provide an environment supported by responsive and well-trained professional and student staff members who are committed to helping students develop and mature as they pursue academic achievement. The individual growth and learning that occur in the residence hall and in on-campus living through staff, programs and facilities enhance the mission of the University.

The overall goal of facilitating individual student development is achieved through programs, activities and services offered to and provided for students; the results of which are evident through short-term and long-term growth. Residence halls are open for occupancy during the regular academic year, except when temporarily closed for the Christmas Break. Only selected halls are open during the Summer Session based on summer enrollment housing demand. The opening and closing dates for residence halls are published on the University calendar. Students arriving before the official residential hall opening dates are responsible for making their own living accommodations.

THE UNIVERSITY COMMONS APARTMENTS

The University Commons are fully furnished two bedroom/two bath and four-bedroom/two bath on-campus apartments. Apartment features include a kitchen equipped with refrigerator, dishwasher, garbage disposal, microwave oven and full-sized range with hood.

The energy efficient air conditioned and centrally heated apartments also come with wall to wall carpeting, ceiling fans, mini blinds, spacious closets and sliding closet doors, double bathroom vanities, individual bedroom locks and a built-in study area in each room.

At check-in time residents must be financially cleared (paid in full). Residents will sign their lease and receive their keys upon check-in and will receive a copy of the rules and regulations. Tenants are required to inventory the contents and condition of their assigned apartment using an inventory form issued by the Housing Office, as well as personal inventory sheet. A copy of the inventory must be returned to the Housing Office to remain in the student's file for security purposes. Failure to return required forms will result in a \$25.00 fine.

The tenant must complete an Intent-to-Vacate Form by notifying the Housing Office of departure, turn in keys and be checked out by a Housing Office representative. The common areas, as well as the bathroom and bedroom, should be left in a neat and orderly condition. It is understood and agreed that tenants' failure to follow the prescribed check-out procedures and/or return all keys to the landlord will be charged \$75.00 for improper check-out plus the cost to replace keys. This may result in the partial or full forfeiture of the posted security deposit.

Eligible applicants must have completed four (4) semesters of study, have a minimum of fifty-five (55) hours and a cumulative GPA of 2.30 or above. The applicant must be a graduate student, a veterinary medicine student, or be at least 24 years of age. Pets, children and opposite sex/romantic relationship/intimate partnership living are not allowed. Eligible applicants must not have any disciplinary issues from residential living or student conduct sanctions active or pending.

APPLICATION PROCEDURES

Continuing students must pay the required room security deposit. (See updated University fee sheet.)

ELIGIBILITY

The University requires freshman and sophomore students (those with less than 60 credit hours) and first-year transfer students to live on campus. Students classified as such will be automatically charged room and board for the entire academic year. Juniors, seniors and graduate students may elect to live in other University housing (i.e., University Commons or University Apartments)

To be eligible for campus housing, a student must be accepted to the University and enrolled for a minimum of 12 undergraduate semester hours or 6 graduate hours.

Married and part-time students must request special permission to reside on campus.

APPLICATION PROCEDURE

A required non-refundable new student enrollment fee (see updated university fee sheet) must accompany an application for campus housing. Continuing students must pay the required room security deposit (see updated university fee sheet), which is refundable. Room deposits for returning students are due by May 1 for the Fall Semester and by November 15 for the Spring Semester. Application forms are available in the Housing Office.

Rooms are assigned on a first-come, first-served basis. Mutual roommate requests will be given every consideration, but these requests cannot be guaranteed. The Housing Office reserves the right to make housing assignments in accordance with the availability of rooms and the security of occupants. There are no medical exemptions.

OCCUPANCY PERIOD

Fall assignments cover the full academic year (two semesters), while Spring assignments cover one semester. Residents may not sublet an assigned room.

The University assumes no responsibility for theft, destruction or loss of personal property or any other property in the custody of a student. Students are required to carry rental property insurance, which is available to all students residing in university housing at a nominal fee.

To maintain eligibility for campus housing, students must meet all academic and behavioral standards prescribed by the University. Students who cease attending classes and/or who are required to withdraw from the University must vacate university housing within 24 hours. Exceptions may be granted by the Vice President for Student Affairs.

ROOM CHANGES/CONSOLIDATIONS

The Office of Residence Life and Development (Residence Halls) or the Office of Housing (Student Apartments) shall require a student to change rooms immediately for health, interpersonal, psychological, and disciplinary or other appropriate reasons.

Residents who change rooms without authorization will be fined \$100.00 and required to return to their original assignment.

Consolidation - When one student lives in a double occupancy room and is required to move to another room with a roommate or have a roommate move into his/her existing room, therefore creating a true double occupancy situation.

The University reserves the right to declare a Consolidation Period. The start date for this period will be determined by the "last day for students to register" per semester calendar. During this period, all students who have requested double occupancy accommodations, and for some reason are without a roommate, will be reassigned in order to fulfill the double occupancy requirement. However, if consolidation requires a student to move to another residence hall, the student will incur no additional charges. During consolidation, single room assignments will be granted only if rooms are available and approved by the Director of Residence Life and the Housing Director. The student must be able to pay the required single room change immediately (no charging to the student's account will be allowed).

At the time of consolidation, a resident desiring to remain in a single room will be required to pay the Cashier an amount of \$500.00 and present the receipt to the Office of Residence Life and Development within 72 hours. If the receipt is not presented to the Office of Residence Life and Development, it is the responsibility of the student to move to his/her newly assigned room within the same 72-hour period. At the end of this period, the lock will be changed on his/her existing room, therefore not permitting entrance. At this time, he/she will be assessed \$200.00 to enter and remove his/her belongings. It is the sole responsibility of the student to adhere to this process.

CENTRAL RESIDENCE HALL JUDICIARY BOARD

Four students and three residence hall director/counselors comprise the Central Residence Hall Judiciary Board. The director/counselors are appointed by the Director of Residence Life and Development, and the students are selected from a pool of applicants recommended by a screening committee named by the Director of Residence Life and Development.

Student applicants for service on the Hall Judiciary Board must reside in the residence halls, maintain a 2.00 academic average, and must not have been involved in violation of the Codes of Conduct. The Central

Residence Hall Student Conduct Board commences operation during the third week of the Fall Semester and is dissolved at the end of the Spring Semester. A separate Residence Hall Judiciary Board may be organized for the Summer Session, at the discretion of the Director of Residence Life and Development.

The Board hears behavioral, personal property or damage complaints as they relate to violation of residence hall regulations.

DISCIPLINE

In extreme cases where a resident has repeated, documented offenses that threaten the safety and welfare of other residents, Residence Life Staff and/or the Residence Hall itself, and/or the Central Residence Hall Student Conduct Board (CRSCB) reserves the right to request that a resident be suspended from the Residence Hall for the remainder of the semester. Since students with less than 60 credits are required to live in the residence hall, the suspension will extend through the end of the offending semester. The resident has 24 hours after notification to vacate the assigned room and return the keys to the Office of Residence Life and Development. If keys are not returned, the student will be charged with theft of University property. **NOTE: Room and Board fees are non-refundable.**

A resident who has received such an eviction may appeal the decision of the CRSCB to the Director of Residence Life and Development or his/her designee within 72 hours of the decision. Upon receipt of an appeal, the Director of Residence Life and Development, or his/her designee, will review the decision of the Central Residence Hall Student Conduct Board along with the records and documents presented in the case before rendering a decision. The decision of the Director of Residence Life and Development is final.

RESIDENCE HALL/UNIVERSITY HOUSING SUSPENSION

Separation of the student from the residence hall or any University housing for a definite period of time after which the student is eligible to reapply for housing. Conditions for readmission may be specified at the time of the suspension or at the time of application for readmission.

NOTE: If a student is suspended from University housing, he/she must make other housing arrangements off campus. He or she is not permitted to live with or "squat" with another student living on campus. Both students can and will be penalized to the fullest extent for this infraction.

Squat: To settle on public or private property without right or title.

ROOMMATE CONFLICT

In the event roommates have a conflict that cannot be resolved via counseling by their Residence Hall Director/Counselor, the occupants will be separated and each reassigned to another double occupancy room. Based upon availability, the room may or may not be in the same residence hall.

CHECKING IN AND OUT

Residents will receive a key only after presenting a room assignment card issued by the Housing Office and all residents must be financially cleared (paid in full).

Residents are required to inventory the contents and condition of their assigned room using both the Inventory Form and Room Condition Form issued in the Office of Residence Life. The Inventory Form should be returned to the Residence Hall Director at the time of check-in. This form shall also be used to list all electronics, video games, computer equipment (model and serial number), and valuables for insurance purposes. If other items are acquired after initial check-in, each student is individually responsible for updating this form with the hall director. Failure to complete and submit the Room Inventory Form, Room Condition Report, and the Residence Hall Medical Form by the designated date could result in a \$100.00 fine.

The Room Condition Form, which is filed in the residence hall's office, is completed at the time of check-in to alert the staff to minor maintenance conditions in the room that require attention at the time of move in. This same form will be used for checkout. Additional fees to be charged to clean rooms left untidy will be determined during checkout.

STUDENT RESPONSIBILITIES

Community Fines

Community fines will be imposed when, in the common areas of the Residence Hall, it cannot be determined who caused losses or damages or who performed acts that compromised the health and/or safety of the residents. Such damages, losses and acts include, but are not limited to, damages to floors, walls, light fixtures, doors, windows, ceilings, stairwells, appliances, fixtures, furnishings, plumbing or electrical wiring damage. Other damages may include improper disposal and use of personal items in restroom areas; failure to use proper receptacles for disposal of bodily waste in restrooms and the misuse of sinks, floors and showers. Also included are vandalism and improper disposal of garbage as it relates to the exterior of the building.

The cost assessed for damages, losses and actions that compromise the health and/or safety of others such as labor, material costs, cleaning and supplies will be prorated as deemed appropriate by the University among each user of that common area.

- ☐ A lost key must be reported immediately to the Residence Hall Director/Counselor. The student will then be given a key replacement form, which is filled out by the hall director to take to cashier and pay \$85.00. The cashier will then give the student a receipt in duplicate. The student must then return the replacement slip, along with a copy of the receipt of the Hall Director/Counselor for issuance of a replacement key.
- ☐ Keys should be turned in to each respective residence hall office at the end of each semester. Failure to turn keys in shall result in a fine of \$170.00. Students are encouraged to remove valuables from their rooms during each official school break. The University assumes no liability for the theft of student property.
- ☐ Permanently and fixed furniture cannot be moved. NOTE: If any student is identified as having damaged residence hall property (i.e., light fixtures, furniture, emergency exit doors, *etc.*) such student(s) shall be fined and referred to the Student conduct Board with the possibility of interim suspension. (See Interim Suspension Student Conduct section.)
- ☐ Students should not use devices which leave permanent marks when attaching objects to walls, windows, doors or ceilings (nails, screws, staples, thumb tacks, double-sided tape, and the like). Damages resulting from the use of such items will be assessed and fined to the resident(s).

- ☐ The use of incense, kerosene lamps, candles, or any other device(s) or materials that produce an open flame or noxious odor is prohibited in the residence halls.
- ☐ Pets are not permitted in the residence halls.
- ☐ Food preparation and the use of electrical cooking appliances are not permitted in residence hall rooms.
- ☐ Waterbeds, vehicles with internal combustion engines, or weightlifting equipment exceeding 30 pounds are not permitted in the residence halls.
- ☐ Residents are expected to observe quiet hours at all times (24 hours a day).

The front door is considered the main entrance to all residence halls. All other entrances are to be used only in the case of an emergency. Tampering with doors (main, side and back) locks, windows, fire hoses, alarms and fire extinguishers is prohibited. Violators could be subject to suspension from the University.

House Rules

Upon entering the Residence Hall, each student is given a sheet that lists charges for damages.

IN THE RESIDENCE HALLS:

- ☐ Keep room door locked at all times, even if you are away for only a few minutes.
- ☐ Keep your keys with you! Never place keys under mats, in your mailbox or in any other "hiding place."
- ☐ If a stranger knocks on your door to solicit or if you become suspicious, immediately call the Front Desk of your hall or the Tuskegee University Police Department for assistance.
- ☐ Do not put your name and address on your key ring.
- ☐ If you return to your room and suspect it has been illegally entered, immediately inform your hall director and/or the Tuskegee University Police Department. Do not touch or move anything until the police arrive.
- ☐ If you notice a suspicious person in any public area of your hall, (corridors, laundry rooms, *etc.*), notify the Front Desk immediately. Do not confront strangers.
- ☐ In an emergency, shout "HELP," "POLICE," or "FIRE."
- ☐ Certain violations of the Codes of Conduct are subject to fines in addition to other appropriate sanctions.

"Crime Alerts" from the Tuskegee University Police Department are posted in residence halls as necessary. Check the hall bulletin boards regularly for up-to-date security information and incident reports.

Note: Tuskegee University is not responsible for any personal property in the residence halls. Students are required to purchase personal property insurance that is made available through the university.

RESIDENCE THEFT OR FIRE

- ☐ In the unfortunate event you suffer property loss due to theft and fire accidents follow the procedure below:
- ☐ Notify Tuskegee University Campus Safety immediately. They may be reached at (334) 727-8757.
- ☐ Inform your Residence Hall Director/Counselor or Resident Assistant. (If no one is on duty at that time call, the Residence Life on-call number at (334) 552-1166.
- ☐ You will need to complete an incident report with Residence Life and Development. You will be asked to describe the item(s) that was lost and to give a detailed account of how it came to be lost. Any information you can provide will be helpful in recovering your items (Attempt to Answer “The 5 W Questions” for the report--Who, What When, Where, Why, and How).
- ☐ Your residence hall director will provide you with an insurance pamphlet and an insurance claim form. Insurance is included in your Room and Board charges for the year.
- ☐ Lastly, Tuskegee University Campus Safety will request a copy of your belongings list (inventory form) you were required to complete when you checked into the residence hall. (It is highly recommended that you keep this list current and updated with your Hall Director.)

TELEPHONE SERVICE

Local telephone service is provided in each room if requested, and a fee is assessed for service. This service is not available in all residence halls. Students must provide the telephone and make arrangements for long distance service.

Students found guilty of tampering with and/or destroying telephone equipment or the unauthorized use of telephone calling cards, risk, in addition to university sanction, federal and/or state criminal prosecution.

INTERNET SERVICE

Internet service is provided to all residents. Students must provide their own computer equipment and Ethernet cords, to plug into the Internet outlets.

TELEPHONE SERVICE FOR RESIDENT STUDENTS

Incoming collect calls are not permitted because they are billed to the University, not to the individual phone number. Be especially wary of collect calls from prisons.

Any use of the campus telephone system to annoy or harass others, either on or off the campus, will be vigorously investigated and prosecuted under the campus student conduct system or local laws. Any use of the campus telephone system with the intent to defraud or to avoid payment for service will be investigated and prosecuted under the campus student conduct system or under the Alabama Theft of Services law.

VISITATION

The Director of Residence Life and Development or his/her designee must authorize requests to accommodate overnight guests in a student's room. Such requests must have the approval of the requesting student's roommate. Overnight guests are limited to a maximum of three (3) nights.

Visitation from members of the opposite sex and/or romantic relationships/intimate partners within the resident halls is strictly limited to public visitation areas with the exception of co-educational halls. Residents may entertain guests of the opposite sex and/or romantic relationships/intimate partners in the residence hall lounge or lobby, Sunday through Thursday from 4:00 p.m. to 11:00 p.m. and from 4:00 p.m. to 11:30 p.m. on Friday and Saturday. Loitering in and around residence halls after 11:30 p.m. is prohibited.

There is no visitation on Wednesday, which is designated as a campus-wide study night. Some residence halls may also adopt additional study nights that must be honored by visitors. Parents of the same sex may visit a student's room at any time. Parents of the opposite sex, however, must have permission of the residence hall staff to visit a student's room. Parents are also asked to sign a visitor's log before visiting a student's room. Residents are responsible for the conduct of their guests at all times.

Persons who elect not to cooperate with the security measures will be cited by the Tuskegee University Police Department for non-compliance and may be removed from the campus. They may also be fined for failure to present proper identification.

The Tuskegee University Police Department will insure that entrance doors to residence halls are securely locked after the 11:00 p.m. weekday and 11:30 p.m. weekend curfew, and the area surrounding the residence hall is clear of pedestrian and vehicular traffic.

PENALTIES FOR VIOLATION(S) OF VISITATION GUIDELINES

The following penalties and sanctions shall be imposed upon students charged with violation of the visitation policy, or unauthorized presence in a residence hall. Students are expected to comply with all rules and regulations pertaining to residence halls.

If a visitor gives false identification, refuses to show a valid ID card, or is a non-student; the resident will be held responsible for his/her visitor's violations.

ROOM AND PROPERTY INSPECTION

For safety and health reasons, Residence Life and Development staff members, as well as Campus Police personnel, are allowed to inspect rooms and property to ensure that the health and safety of students and the campus are not being compromised in any way.

1. Luggage and/or other personal property may be inspected prior to being admitted to the residence hall.
2. In addition to scheduled room inspections, Tuskegee University reserves the right to inspect rooms at any time. All inspections will be conducted in the presence of Residence Life and Development officials.
3. A student's room may also be searched by Tuskegee University Police Department personnel with the approval of the Dean of Students for reasons of probable cause. The University will also honor search warrants issued by civil law enforcement officials.

HUMAN RESOURCES

101 Kresge Center
1200 W. Montgomery Road
Tuskegee, AL 36088
Phone: 334-727-8510
Fax: 334-724-4319
Email: employment@tuskegee.edu

The Office of Human Resources is dedicated to making Tuskegee University the workplace of choice by creating, fostering and maintaining an environment which allows the University to attract, employ, and retain the best people.

INFORMATION TECHNOLOGY

Bioethics Computer Lab
(John A. Kenney Hall - 70-128)
Operating Hours:
Mon-Fri 8:30 am-4:30 pm
334-727-8040

The Office of Information Technology is the primary information-technology provider on the campus of Tuskegee University. Our mission is to provide and promote information-technology services that support the mission of the University and provide quality customer service to the university community and guests.

LIBRARY SERVICES

www.tuskegee.edu/libraries
(334) 727-8894

FORD MOTOR COMPANY LIBRARY/LEARNING RESOURCE CENTER

(Hollis Burke Frissell Main Library Building)

Hours of Operation:

Monday – Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.

Saturday:

Fall 9:00 a.m. - 1:00 p.m.
Spring 1:00 p.m. - 5:00 p.m.

The fundamental purpose of the Tuskegee University Library system is to acquire, organize and disseminate information that supports the educational program of the university and prepares the student to function responsibly as an individual within society.

The Tuskegee University Libraries consist of the Ford Motor Company Library (main library), the Architecture Library, the Engineering Library and the T.S. Williams Veterinary Medical Library, each located in their respective academic area. The main library, formerly the Hollis Burke Frissell Library, was built in 1932 and named in honor of the late Dr. Hollis Burke Frissell, second principal of Hampton University. The official name change to the Ford Motor Company Library/Learning Resource Center was

the result of the completion of a 4.5 million dollar renovation to the Hollis Burke Frissell Library Facility. The renovated library was dedicated in March 2001. The Tuskegee University Library was designated a Federal Depository in 1907 and provides the public with free access to government information and resources. Currently, the main library collection consist of approximately 320,000 volumes, 500 electronic book titles, over 250 periodical databases, subscribes to over 1,400 magazines and journals, and 25 newspapers.

Information Literacy classes, formerly Bibliographic Instruction, are offered to instruct faculty, students and staff on how to effectively use the library's on-line catalog, search electronic databases, develop research strategies and techniques and utilize other library resources. This state-of-the-art classroom is equipped with 20 flat screen computers and ceiling mounted projector. Computers are loaded with Microsoft Office Suite. High speed and wireless Internet access is available.

The Library Computer Lab, located on the third floor of the main library, offers access to 42 workstations loaded with Microsoft Office Suite, high-speed internet access, printer with ID card system, scanner and other various applications. The lab also contains a ceiling mounted video projector, videocassette player, DVD player, speaker system, and wireless networking capabilities. This lab is strictly for Tuskegee University students, faculty and staff.

Public Access Workstations (PAWS) are available in all service areas of the main library and departmental libraries for library-related research and do not contain productivity software such as Microsoft Office. Access to these workstations may be restricted to Tuskegee University students, faculty and staff.

Tuskegee University Libraries offer remote access to online databases. Registered students, faculty, and staff of Tuskegee University must use their username and password issued by Campus Technology to gain off-campus access to Library subscribed online databases. Users connecting from off-campus computers must set their web browsers to accept cookies from our proxy server for authentication purposes. Access is restricted to Tuskegee University faculty, staff, and registered students.

In addition to advanced information technology resources, the library also provides interlibrary loan services, photocopy machines, audiovisual equipment, microfilm reader printers and other equipment.

DEPARTMENTAL LIBRARIES

Architecture Library

(334) 727-4572

Hours of Operation:

Sunday	Closed
Monday-Thursday	9:00 a.m. - 5:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	Closed

The Architecture Library is located in Wilcox C and is designed to serve the research needs of the students and faculty in the Department of Architecture. The library houses a collection of approximately 17,000 books and subscribes to over 100 journals in architecture and related areas. The library also provides online access to Avery Index.

Engineering Library

(334) 727-8901

Hours of Operation:

Sunday 2:00 p.m. - 6:00 p.m.
Monday-Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.
Saturday Closed

The Engineering Library is located on the second floor (main entry level) of the Luther Hilton Foster Building. The library is designed to serve the study, teaching and research needs of the students and faculty in the College of Engineering. The library houses a collection of approximately 14,000 books, and subscribes to over 200 journals in engineering and related areas. The Architecture Library and the Ford Motor Company Library provide supplemental resources.

T. S. Williams Veterinary Medical Library

(334) 727-8307

Hours of Operation:

Sunday 2:30 p.m. - 11:00 p.m.
Monday-Thursday 8:00 a.m. - 11:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.
Saturday 9:30 a.m. - 6:00 p.m.

The T. S. Williams Veterinary Medical Library is located on the main entry level of Patterson Hall, College of Veterinary Medicine, Nursing and Allied Health complex and is named in honor of the late T. S. Williams, Sr., DVM, the second Dean of the School of Veterinary Medicine. The library is designed to serve the clinical, research and instructional needs of the faculty, staff and students in the School of Veterinary Medicine. The library's collection incorporates the subject areas of large and small medicine and surgery (clinical sciences), biomedical sciences and pathobiology.

The Library's collection contains over 34,000 volumes emphasizing clinical medicine and veterinary literature including 18,000 books, dictionaries, and reference sources, 275 current scholarly journal subscriptions, 3,200 bound journal volumes, 3,200 volumes of journal titles in microfilm format and electronic resources. Electronic resources include databases such as Merck Veterinary Manual, Animal Health and Production Compendium, PubMed, PubMed Central, CAB Direct, Science Direct, Veterinary Resources and Consultant.

Additional library services include Interlibrary Library Loan Services, which provides access to information not readily available in the Library to faculty, staff and students and Library Instruction, which provides assistance in learning search skills in the retrieval of information to faculty, staff and students.

The libraries are closed on University holidays and breaks. Hours will be reduced during interim periods and summer sessions.

Tuskegee University Archives

Second Floor - Room 44-201 – John A. Kenney Hall

Phone: (334) 725-2383

Fax: (334) 725-2321

Email: archives@tuskegee.edu

Hours of Operation:

Monday-Friday

8:00 a.m.—12:00 p.m. and 1:00 p.m. – 4:00 p.m.

The Tuskegee University Archives is located in the National Center for Bioethics in Research and Health Care and is designed to serve the research needs of the students, faculty and scholars. The University Archives includes material documenting the history and growth of Tuskegee University. Books (including faculty publications), manuscripts, Tuskegee University periodicals and newspapers, ephemera, photographic images, disc and tape recordings, and other archival items are available for research under supervision.

Tuskegee University Legacy Museum

Second Floor - Room 44-200 – John A. Kenney Hall

Telephone Contacts: (334) 725-2342 or (334) 727-8888

(334) 725-2400 FAX

Email: legacymuseum@tuskegee.edu

Hours of Operation:

Monday - Friday 10:00 a.m. until 4:00 p.m.

Closed during official University breaks

The Legacy Museum is a center of arts, culture, science and bioethics in service to human health for Tuskegee University students, faculty, staff, administration and alumni. The Museum's exhibitions and programs also reach international audiences and history buffs and art enthusiasts of all ages.

Located in the National Center for Bioethics in Research and Health Care complex, The Legacy Museum (formerly the Infantile Paralysis Hospital) was initiated under the leadership of Dr. Benjamin F. Payton and the Legacy Committee for the Apology of the United States Public Health Service Untreated Syphilis Study in the Negro Male in Macon County, Alabama, 1932-1972.

Admission is free and open to the public.

LYCEUM SERIES

The University presents an annual Lyceum Series, which exposes students to nationally and internationally acclaimed artists and lecturers. Attendance at these programs is considered a part of the student's college experience that enhances his/her intellectual and personal growth.

STUDENT MAIL SERVICES

Rear Lower Level-Adams Hall

(334) 724-4394

Hours of Operation:

Monday-Friday 11:00 a.m. - 3:45 p.m.

Saturdays and Sundays Closed

The student mail service is located in Adams Hall, (rear) lower level; where all student mail will be delivered. It is important that all students have their mail addressed exactly as follows:

YOUR NAME
TUSKEGEE UNIVERSITY
BOX _____ (YOUR BOX NUMBER) TUSKEGEE, AL 36088

It is necessary that all residence hall and campus apartment students have mailboxes. No mail will be delivered to the residence halls. On-campus students will be assigned boxes and given keys in the Mail Room. Students must fill out mailbox cards before keys are issued.

The Student Mail Service exists for the sole purpose of ensuring that U.S. postal mail, UPS, Federal Express and other bona fide carriers with deliveries to students are received and secured until picked up by the addressee.

The Student Mail Service is managed by a supervisor who must check, sign for and be accountable for deliveries from all carriers. Once such articles are received, a notice is placed in the student's mailbox, which is brought to the window, and the article is received with proper picture identification. All regular mail (non-accountable) is placed in students' mailboxes.

No mail is passed out of a mailbox without written authorization from Auxiliary Services and proper picture identification. The mailroom supervisor or student workers will check boxes for mail when students call.

Any student found reaching through his/her mailbox to or tampering with another box, for any reason, will be denied campus mail privileges and should obtain a box at one of the local post offices, as mail will not be delivered to residence halls. Resident and campus apartment students are given the use of a campus mailbox without charge. However, off-campus students may purchase the use of a campus mailbox for a yearly fee of \$50.00 (academic year).

*Tampering with U.S. Postal Mail is a FEDERAL OFFENSE, as well as a violation of the University's Code of Conduct.

If a student loses the box key, the key replacement cost is \$60.00. The replacement of the locking system is \$150.00.

If a student transfers or moves off-campus and does not return the mailbox key, a \$210.00 fee will be assessed (\$60 for key replacement and \$150.00 for locking system replacement).

For off-campus students, should they wish to retain an on-campus mailbox; the fee is \$30.00 per student per semester. No mailbox fee is charged for summer program residents.

Window services include stamps (domestic and international), small package mailing and priority mailing. Money order service is not available.

Note: Important mail should be sent certified, express or registered. CASH SHOULD NOT BE SENT IN THE MAIL! Students should notify relatives and friends of their mailing address immediately, so their mail will not be delayed.

To pick up postal packages, window service hours are:

Monday-Friday	11:00 a.m. - 3:45 p.m.
Saturdays and Sundays	Closed

STUDENT LIFE AND DEVELOPMENT

Suite 400 ~ Tompkins Hall
Sunday-Saturday, 8:00 a.m. - 4:30 p.m.
(334) 727-8155 Office;
(334) 724-3758 FAX

Tuskegee University Office of Student Life is the central point on campus for many extracurricular student activities, campus civic, religious, and social organizations, leadership opportunities, wellness, Greek-life, Intramural Sports and Recreation, the Royal Court, and the Student Government Association. It is through this office where students experience school traditions, such as the Golden Tiger Experience: New Student Orientation Week, Welcome Back Week, We ARE Tuskegee Week, Homecoming, and the Annual SGA Spring Festival, just to name a few. The Office of Student Life is located in the Student Union where students have access to a game room and lounge area with cable television, along with the dining facility open until 11pm, multiple conference rooms, and a multipurpose room with six flat screen televisions. It is through these experiences and attempting to engage students the Office of Student Life focuses on the holistic approach to student learning.

A comprehensive program of educational, civic, cultural, social, and recreational activities may keep the Tuskegee University student busy before, between, and after classes. The workshops, dialogue sessions, theatrical productions, concerts, movies and games coordinated by Student Life and Development are viewed as an intricate part of the Tuskegee Experience. The Dean of Student Life and staff serve as the University's liaisons for the more than 100 registered student organizations--honor societies, religious organizations, Greek Letter, service, and professional organizations, and State clubs among them.

The Office of Student Life also is responsible for online student elections through Campuslabs, ENGAGE, Golden Tiger Connect for

Engage in online student elections through Golden Tiger Connect formally known as (tuskegee.collegiatelink.net), intramural sports, and monthly leadership/life skills seminars are among the range of activities coordinated through The Office of Student Life. The Golden Tiger Experience: New Student Orientation, Welcome Back Week, We Are Tuskegee Week, The Miss Tuskegee University Gala, Homecoming Events, Mr. and Miss Tuskegee Pageants, SGA SPRING WEEK.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official representative body of the students. All enrolled students are automatically members of the Student Government Association.

OFFICERS OF THE SGA ARE ELECTED BY THE STUDENT BODY THAT INCLUDES THE FOLLOWING:

President; Vice President; Judicial Advisor; Treasurer; Student Coordinator; five Senators-At-Large; and five Judicial Board Members. Officers of the SGA serve for one year. The vice president of the Student

Government Association serves as president of the Student Senate, which includes representatives from all registered student organizations, the residence halls, and class officers.

All positions appointed by the president of Student Government Association (SGA) must have and maintain a cumulative GPA of 2.00 in order to serve in appointed positions. Students interested in appointed positions will undergo an application and interview process with the perspective unit, i.e. executive, class, or Elections Commissioner.

All class officers must have a cumulative GPA of 2.00, and the required classification hours in order to be appointed by the SGA President or Student Senate.

The Dean of Student Life and the Director of Student Activities are the advisors to the Student Government Association.

Fundraising

Permission to participate in fundraising activities must be approved by the Director of Student Activities, the Dean of Student Life, the Vice President for Enrollment Management and Student Affairs, and the Vice President for University Advancement. Organizations must provide a statement explaining the purpose of the fundraiser, how the profit will be used, and be able to give a written account of their financial status at all times. Failure to meet financial obligations may result in sanctions or forfeiture of chartered status. The same penalty may apply for misuse of organizational funds.

STUDENT ORGANIZATIONS AND REGISTRATION AND CHARTERING

Some organizations serve the interest of the entire student body, while other organizations promote special civic, professional, social or academic interests. More than 100 student organizations are registered at Tuskegee University.

Student organizations must officially register by September 30 of each school year through Golden Tiger Connect formally. In addition, the president or designee of an organization must attend one of the two Organization Liability Informational Sessions offered during the fall semester.

To charter a new campus organization, the proposed organization must submit a New Campus Organization Request Application and a copy of the proposed organization's constitution or bylaws. Both forms are available in the Office of Student Life. Requirements: The prospective organization must have at least 10 eligible members before tentative approval can be granted. Each member must have a 2.00/4.00 Cumulative GPA. In order to function as an officer of the organization, a member must have a 2.50/4.00 Cumulative GPA. The organization is required to have a faculty/staff member as advisor. A decision will be made as to whether or not the new organization will be allowed to function on a probationary status at Tuskegee University. The application will be reviewed by the Director of Student Activities, the Dean of Student Life, and a designated person, such as a student, faculty or staff member. Organizations can be denied if the university already has a similar type of organization available to the student body. New organizations must function for one semester before they receive final approval of their campus charter.

ADVISORS TO STUDENTS ORGANIZATIONS:

Every registered student organization must have an advisor(s) selected by the registered organization and approved by the Director of Student Activities, Dean of Student Life, and the Vice-President for Student Affairs respectively.

Co-advisors are strongly recommended. The primary advisor is a current Tuskegee University faculty or staff member. The secondary advisor must also be listed under the registered organization and approved by persons

previously stated. The advisor(s) shall offer support and advice to the officers and the organization's members in carrying out the organization's mission, purpose, and goals. The advisor(s) shall be available to meet with the organization at regular meetings and be present at all activities. In addition, the advisor(s) shall serve as a liaison between the student organization, the faculty, and the administration in matters of concern.

Failure to adhere to the above mentioned might result in advisor change, delay/denial in approval of activities, suspension and/or termination of an organization due to the lack of a primary advisor.

(Tuskegee University Student Handbook, amended 2/16/17)

ORGANIZATIONAL MEMBERSHIP INTAKE

Most organizations have nationally adopted procedures for Membership Intake. These procedures, however, must not conflict with rules and regulations outlined by the University, and the intake process must proceed only within the time frame authorized by the University.

The Office of Student Life will publish the schedule for Membership Intake Process with the approval of the presidents of the Pan-Hellenic and the Council of National Service Organizations.

THE FOLLOWING RULES APPLY TO THE MEMBERSHIP INTAKE PROCESS:

After the Membership Intake Schedule has been announced, the advisor of each organization that participates in the Membership Intake Process must report to the Office of Student Life (Tompkins Hall-Suite 400) to pick-up and sign for the Membership Intake Packet. The Membership Intake Packet will not be released to other members of the organizations.

A Certification Form must be filed with the Director of Student Activities before the process begins.

Candidates for Intake may not be on academic or social probation; must be officially enrolled as determined by the Registrar; must be financially cleared and must have achieved academic classification higher than Freshman status, as determined by the Registrar and judicially cleared by the Dean of Students.

Intake activities may not be conducted during regularly scheduled class hours.

Organizations must submit the location of intake activities at the submission, listing of candidates prior to the start of the membership intake process.

Off-campus membership intake locations are discouraged and must be approved by the Office of Student Life. A calendar of membership intake activities should also be submitted to the Office of Student Life.

Students who are not enrolled at the University may not participate in Intake activities on campus. Students who are enrolled at the University may not travel to other universities to complete Intake activities without the permission of the Dean of Student Life.

Organizations may not impose financial requirements on a prospective member, except for officially established initiation and membership fees.

The Dean of Student Life must grant permission for the selection of an organization advisor who is not a member of the Tuskegee University faculty or staff. Such permission must be granted at least thirty (30) days prior to beginning of the Intake process.

All requests for verification of a student's academic status must be submitted to the Director of Student Activities. The Director will verify and clear GPA requirements of all candidates with the Registrar. Transcripts will not be provided to any student group.

Names and addresses of new members must be submitted to the Director of Student Activities within five (5) days after completion of their Intake.

All students interested in becoming members of fraternities and sororities must have a cumulative grade point average of 2.80/4.00 at the time applying for membership.

No transfer student will be eligible for intake until two semesters have been completed at Tuskegee University and the student has a GPA of 2.80 or better.

Advisors must be present at all Membership Intake sessions.

POSITION STATEMENT ON HAZING AND PRE-INITIATION ACTIVITIES

Hazing is any action taken or situation created intentionally, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling, in any form; creation of excessive fatigue; physical and/or psychological shock; engaging in public stunts and/or buffoonery; late work sessions which interfere with scholastic activities; and, any other activities which are not consistent with fraternal or sorority law, rituals or policies; or the rules, regulations, or policies of Tuskegee University. Hazing has no rightful place in the sorority or fraternity system and is absolutely not tolerated at Tuskegee University. Organizations found guilty of hazing will be subject to severe sanctions and/or penalties.

Hazing as a part of the Intake process is, without exception, strictly forbidden. Violators are subject to severe disciplinary action, which may include suspension. Hazing is a violation of Alabama state law and the policies, rules, and regulations of Tuskegee University. The University prohibits any form of hazing--physical or mental abuse--at any time before, during or after the Intake process. Hazing specifically includes, but is not limited to:

- a) Subjecting a candidate to humiliating and painful ordeals;
- b) Physical or mental abuse;
- c) Personal indignity from abusive behavior; and
- d) Paddling in any form.

Organizations may not ask or allow prospective members to:

- a) Damage or destroy property;
- b) Participate in any activity that may disrupt regular campus activities; or
- c) Participate in any activity that may reflect unfavorably upon the university or the organization.
- d) Improve or Decorate organization plots without the approval from the Office of Student Life

Candidates for organizational intake are required to report incidents of hazing to the Vice President for Enrollment Management and Student Affairs, the Dean of Students, the Dean of Student Life, and the organization's advisor.

Position Statement on Alcoholic Beverages

No alcoholic beverages should be present at any Membership Intake Program or activity of the chapter, neither on nor off campus.

No organization or individual chapter member should permit, tolerate, encourage, or participate in "drinking games".

With less than half of the members of the average fraternity or sorority chapter of an age to legally consumer alcoholic beverages, the University advises that alcoholic beverages not be purchased through the chapter treasury nor purchased by individual members of the chapter for other members or guests.

The fraternity or sorority, with its important responsibility for the development of its youngest members, should not permit chapter members, collectively or individually, to purchase, serve or sell alcoholic beverages to any minor (i.e., persons under legal drinking age).

Process to Improve or Decorate Organizations' On-Campus Plots

Any organization that wishes to improve/decorate its on-campus plot must submit a proposal, including a diagram, to the Dean of Student Life. Include detailed plans of how the organization wishes to improve/decorate its plot.

Once the proposal is received by the Director of Student Life and Development, he/she will forward it to the Manager of the Physical Plant, Grounds Supervisor, and the Office of Communications, Public Relations, and Marketing and Communications for approval.

Note: (1) An organization will not be permitted to paint, cut, remove or damage campus trees, flowers, or foliage. (2) Any lettering or inscriptions must be permitted from the Office Communications, Public Relations, and Marketing. Organizations must not display anything that may be deemed offensive to members and visitors to the university community.

Tuskegee University Posting Policy and Regulations

There will be no posting of alcohol-related events, obscenities, slanderous materials, or material containing nudity or any degree thereof, lewdness or suggestion thereof, or racist or sexist statements. This would include, but not be limited to, posters, flyers, banners, etc. which show/promote nudity, violence, racism, sexism, etc. Profanity or vulgarity is not permitted on advertisements.

All Tuskegee University's student clubs and organizations must have programs and events approved by Student Life and Development.

All posters, flyers, banners, etc. when approved must be stamped by Student Life and Development before distributing and/or posting. Photocopies of originally stamped and approved posters, flyers, etc. are PROHIBITED.

Posting is only permitted on designated/approved bulletin boards. Any materials posted on bulletin boards not designated as such will be removed immediately.

Posting is not permitted on Tuskegee University property (e.g., windows, columns, doors, glass, vehicle windshields, trees, walls etc.), except those postings approved by and for Tuskegee University. Materials posted on University property will be removed. Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or will assume responsibility to clean and/or repair any damages due to its removal.

Fifty copies will be stamped and approved by Student Life and Development for posting. One flyer may be posted per designated bulletin board. Flyers and advertisements must be removed immediately by the student club or organization immediately after the event has taken place. Student clubs and organizations failing to adhere are subject to the possible suspension of future posting privileges.

Approved flyers and banners may be posted for a maximum of three weeks or until the date of the event (whichever comes first). Banners may not exceed 3' x 9' due to space limitations.

There will be no posting of notices or flyers that support or endorse candidates for political office. Student clubs and organizations are PROHIBITED from advertising their sponsored activities on any official document bearing the University's name and logo, without approval from the Office of Communications, Public Relations, and Marketing.

Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by Student Life and Development or Tuskegee University.

Activities sponsored by student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, E-mail, and/or web sites without approval from Student Life and Development and the Office of Communications, Public Relations, and Marketing. Any off campus advertising is prohibited, unless approved by the Office of Communications, Public Relations, and Marketing. Students in violation of any of these regulations are subject to disciplinary action.

PRESIDENT'S OFFICE

308 Kresge Center
334.727.8501
president@tuskegee.edu

Dr. Lily D. McNair became Tuskegee University's eighth president after being unanimously selected by its Board of Trustees. Beginning July 1, 2018, she will serve as the first female president of the institution in its 136-year history. As the chief executive officer, she is responsible for overall administration and general welfare of the University, working to achieve a dynamic fit among faculty, students, staff, programs, facilities, and resources. The president ensures that the various constituencies of the University work together to create an environment conducive to high-quality teaching, learning, and research. While ultimately responsible to the Board of Trustees and overseeing such general concerns as budget, academic programs, and development, the president works closely with officers who are more directly responsible for these and other activities of the University. The president also publicly represents Tuskegee University to its many constituencies, including students, alumni, families, donors, friends, the Tuskegee community, and the larger academic community.

TUSKEGEE UNIVERSITY ONESTOP CENTRAL

Tuskegee University OneStop Central, located in Margaret Murray Washington Hall, is the centralized location where undergraduate students receive assistance with conducting business—traditionally housed in separate offices—in an integrated, collaborative, student-centric, customer-oriented manner. Its mission is to provide quality informative and scalable, student-centric physical and virtual self-service for the enrollment and clearance processes at Tuskegee University. The focus is to provide undergraduate students a single point of communication to aid them in the registration process relating to financial aid, registration, and tuition billing and payments.

Services available at OneStop:

- Academic advising
- Entering schedules in the system
- Financial Aid
- Registration billing,
- Financial clearance.

OFFICE OF THE REGISTRAR

REGISTRATION

Registration is the process by which a student becomes **officially** enrolled at the University.

To ensure that a complete and accurate schedule of courses is in the system:

- a. First Year and Transfer new students must meet with their academic advisor to enter their courses in the system for the second semester. Prior to meeting with your academic advisor you are required to pre-select the day and time of the courses you anticipate taking during the second semester based on the curriculum for your major.
- b. Returning students must meet with their academic advisors with a copy of their curriculum for their major along with a copy of their unofficial transcript and in consultation with their

advisor discuss the courses they anticipate taking. Thereafter, they are responsible for putting their schedules in via Tiger Web.

- c. All students who pre-register for a course(s) in advance of successfully completing its pre-requisite and did not satisfy the minimum grade required should do the following:
 1. “Drop” the course from your schedule. Ex. ENGL 102; MATH 108
 2. “Add” the pre-requisite course. Ex. “D” or “F” in ENGL 101 or MATH 107

Students failing to complete the registration process in accordance with deadlines outlined on the **University Calendar** will not be allowed to attend classes or check into campus housing. The University reserves the right to administratively drop a student from courses if the student fails to follow registration procedures. Course credit cannot be earned until the official registration is posted in the Colleague Datatel Student System.

It is also the student's responsibility to:

- Become familiar with the University Calendar that appears on the Tuskegee University web page, which outlines significant dates related to the registration process.
- Complete and submit the Student Data Form to the Registrar’s Office during registration. The Student Data Form is used to provide accurate mailing information for graduation correspondence, Dean’s Lists, scholarship offers, refunds, billing statements, housing information, and other communications from the university. Students who falsify information on the Student Data Form can be suspended from the University.
- Secure the signatures of academic advisors on registration forms.

ACADEMIC ADVISEMENT

Every student is assigned a Faculty Advisor in his/her college/school. All students are **required** to meet with their assigned academic advisor at least 2-3 times each semester (at the beginning, following mid-term grades and during pre-registration). Students should not add and drop courses or pre-register without meeting with their academic advisors for guidance in meeting curriculum requirements for graduation. It is important to have a printed copy of your unofficial transcript each time your visit with your academic advisor. **First semester new and transfer students must meet** with academic advisor both to pre-register their second semester courses in the Colleague Datatel Student System and/or discuss possible transferrable AP, IB or college course credits.

ACADEMIC HONESTY AND INTEGRITY

Refer to the Tuskegee [University Academic Regulations and Procedures for Undergraduates](#).

CHANGING ENROLLMENT STATUS

WITHDRAWING FROM THE UNIVERSITY

A student desiring to withdraw from Tuskegee University is required to complete the official Withdrawal Form at the Registrar’s Office and surrender his/her ID Card. Withdrawals should be requested by the deadlines specified on the official University Calendar. The effective date of withdrawal is the actual date

the student completes the Withdrawal Form and submits it to the Registrar. Only the Office of the Bursar determines any and all refunds.

DEADLINES FOR OFFICIALLY WITHDRAWING FROM THE UNIVERSITY:

First Semester	Tuesday before Thanksgiving recess
Second Semester	Third Friday in April
Summer Session	Third Friday in July

ADMINISTRATIVE WITHDRAWAL

A student may be administratively withdrawn from the University for the following reasons:

- (1) Disciplinary actions;
- (2) Failure to comply with university policies and procedures;
- (3) Failure to meet financial obligations;
- (4) Medical emergency, which causes a disability that renders the student incapable of performing, required academic activities; and
- (5) Family emergency involving the sudden death of relative.

Students must submit documentation verifying requested medical and family emergencies to the Dean of Students for approval of an administrative withdrawal. The letter “W” will appear on the student’s transcript, which indicates an administrative or official withdrawal and does not affect the student’s grade point average (GPA).

ADMINISTRATIVE CLOSING OF A STUDENT’S ACADEMIC RECORD

The academic record in the Registrar’s Office may be administratively closed for any of the following reasons:

- (1) Failure to comply with rules and regulations of the University;
- (2) Failure to comply with student conduct sanctions; and
- (3) Pending student conduct actions.

All academic actions, including the release of transcripts, are suspended while an academic record is administratively closed; however, the University may grant a special administrative release approved by the Dean of Students.

RE-ENROLLMENT

A student who is not officially enrolled for two consecutive semesters must apply for re-enrollment at least one month before the beginning of the semester in which he/she desires to return. To re-enroll, a student must submit a written statement requesting to return. A current, correct address and telephone number should be included in the request. This may be submitted by fax, E-mail, hand-delivered or U.S. postal mail.

A student who has withdrawn from a professional program must also apply for re-admission to that particular program, if he/she desires to return to that program. The Registrar will forward requests for re-enrollment to the appropriate academic Dean who must approve or disapprove the request. Re-enrollment requests may be sent by mail, fax or email to the following:

Office of the Registrar Tuskegee University ATTN: Re-Enrollment
136 Kresge Center
Tuskegee, AL 36088
(334) 727-8505 Office
(334) 727-8232 FAX
E-mail: leftwich@mytu.tuskegee.edu

CLASS ATTENDANCE

Students are expected to regularly attend all courses in which they are enrolled and to complete all required work in such courses. The student is held responsible for every course for which he/she is registered, and no credit is given for any course taken without proper registration with the Office of the Registrar.

A student who enrolls for a course is expected to attend the class beginning with the first day of class. However, a student who does not attend the class for the first two consecutive class meetings in accordance with the date listed on the **University Calendar** may be denied the right to enter the class and the space reserved for him/her may be lost. The student may be administratively dropped from the class.

UNOFFICIAL DROP

A student who does not continue to attend a class or does not officially drop or withdraw from a class will receive an “F” grade. This is considered an **unofficial drop**. The “F” grade is included in the computation of the grade point average until replaced, at which time only the passing grade is included in the computation. All grades earned, however, remain on the student’s permanent record.

CLASSROOM CONDUCT

The atmosphere in the classroom should be one in which the greatest amount of desirable teaching and learning take place. Therefore, the instructor **has the right to establish the rules and regulation for the classroom; so, it is conducive for teaching and learning**. All unnecessary noise and confusion must be avoided, and this can only happen when students realize their responsibility for proper and courteous behavior.

Respect for the professor and classmates in the classroom are essential. Moreover, obscene language and aggressive behavior will not be tolerated. Any student **judged by the instructor** to be verbally or physically disruptive will be removed from the classroom immediately by a Campus Police Officer and the student will be withdrawn from the class.

RELEASE OF RECORDS

Students who desire their grades to be released to parents and guardians should complete the Record Release Form, located in the Office of the Registrar. Students are guaranteed certain rights pertaining to the review and release of their education records under the provision of the **Family Educational Rights and Privacy Act of 1974**.

Official records are not open to the public and will not be released without written consent of the student. However, certain directory-type information may be released to the public on all students unless individual students state in writing to the Office of the Registrar that they do not wish the information to be released. Such directory-type information may include name, address, telephone number, date and place of birth, major, participation in activities, dates of attendance, degrees and awards received.

Academic information is confidential. However, in order for the University to serve its students, academic information is shared with University administrative offices, academic advisors and select staff for the purpose of providing better services to students.

In the case of indebtedness to the University, satisfactory arrangements must be made with the Office of the Bursar for the release of academic information and transcripts.

VETERANS BENEFITS

Newly enrolled veterans, widows of veterans, children of disabled (100%) or deceased veterans and reservists eligible for VA Education Benefits should initially report to the Counseling Center for assistance and to submit documents. The VA Certifying Official is the Registrar, located in the Kresge Center.

Enrollment Verification

The Office of the Registrar is the only office authorized to verify student enrollment. Students may request a letter of verification of enrollment from this office to be mailed, faxed or picked up, per the student's instruction. Special verification and/or loan deferment forms must also be submitted to the Registrar's Office for processing. There is **no charge** for this service.

TRANSCRIPT REQUESTS

Currently enrolled students can obtain an **unofficial** copy of their transcript from TigerWeb, provided they are in good financial standing. All other requests for an **official or unofficial** copy of transcripts can **only** be obtained from the Office of the Registrar. All such requests must be submitted in writing, along with a receipt showing payment for the transcript. Outstanding financial accounts must be cleared with the Office of the Bursar, prior to receiving a transcript.

The Office of the Registrar is the **official records office** for the academic records of all students at Tuskegee University.

RELIGIOUS ACTIVITIES

THE TUSKEGEE UNIVERSITY CHAPEL

Weekly Sunday morning worship services are central to the Chapel Program. These services are interdenominational in nature. Interdenominational services are held at 9:30 a.m. Sunday School is held in the Martin Luther King Commons Room of the University Chapel, immediately preceding the morning Chapel Service.

Other programs offered through the Chapel include an annual Faith Week, a weekly Sunday School program, Bible Study, prayer and meditation opportunities, and various opportunities for students and other member of the University family to dialogue about issues related to their faith.

The Dean of the Chapel is also available for consultations and counseling on matters pertaining to the spiritual growth and development of members in the University community.

Students are encouraged to make Chapel Service and prayer an integral part of their Tuskegee Experience. Doing so will lift their spirits.

SCHEDULE OF MAJOR ACTIVITIES

Sundays

8:30 a.m. Religious Education (Sunday School) Martin Luther King Commons Room
University Chapel

9:30 a.m. All-University Worship Service
(Sanctuary) University Chapel

Daily

Counseling and Consultation (by appointment) Prayer and Meditation
Tuskegee University Choir Rehearsal

Weekly

Dean's Bible Study Hour
Meetings of various religious groups
Mid-week Vesper Service (University Chapel)

TITLE IX

Constanza Hoffman, MBA
Executive Assistant to the General Counsel
& Vice President of External Affairs
Tuskegee University
320 Kresge Center
Tuskegee, Alabama 36088
Office: 334-727-8872
Email: choffman@tuskegee.edu

Tuskegee University is committed to providing a safe educational community free from discrimination and harassment. The University is committed to operating in compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX. The Title IX Coordinator is responsible for investigating and resolving all reports of discrimination, harassment, and retaliation at Tuskegee University.

Individuals who experience or are aware of Title IX violations are encouraged to report the incident immediately to the Title IX Coordinator for appropriate response. It is strictly against university policy to retaliate against individuals who exercise their right to file a report. Individuals who feel that they

are experiences retaliation in response to their report should inform a designated contact person or the Title IX Coordinator.

Title IX prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Title IX prohibits sex discrimination in all university programs and activities.

POLICY DEFINITIONS

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to TU's Title IX Coordinator or any TU official who has authority to institute corrective measures on behalf of TU.⁴ There can be no imputation of knowledge based solely on vicarious liability or constructive notice, and the "actual knowledge" requirement is not satisfied when the only TU official with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant must be enrolled at or employed by TU when the formal complaint is filed.

Education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (University).

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that TU investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of TU. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by e-mail using the contact information for the Title IX Coordinator listed in this policy and other publications, or through an online portal provided for this purpose by TU that (1) contains the complainant's physical or digital signature, or (2) otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

Incapacitated means a complainant is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic, alcohol, or other substance, including substances administered without consent, or due to any other act committed upon the victim without consent.⁵

Intimate partner. For purposes of this policy, an "intimate partner" is defined as an individual with whom one has or had a short- or long-term relationship that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships can occur between individuals of the same gender or different genders and may include (but are not limited to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between individuals with a child in common.

Rape is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual oral or anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is physically

incapacitated,⁶ physically helpless,⁷ incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or due to a mental or physical disability is incapable of giving consent. This includes **acquaintance rape**, a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A respondent must be enrolled at or employed by TU when the formal complaint is filed.

Sex discrimination means an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Both men and women can file complaints of sex discrimination.

Sexual exploitation. Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another person or violates the sexual privacy of another person without their consent. Examples include recording, photographing, transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved and voyeurism (i.e., spying on others who are in intimate or sexual situations). Sexual exploitation does not include non-consensual sexual penetration or non-consensual sexual contact.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

“**Quid pro quo**,” meaning an employee of TU conditioning provision of a TU aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; and/or one or more of the following:

“**Sexual assault**,”⁸ meaning any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent, including

Forcible Rape—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity;

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity; and

Unlawful, non-forcible sexual intercourse, including

Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and

Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

“Dating violence,”⁹ meaning violence committed by a person —

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.

"Dating violence" does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

“Domestic violence,”¹⁰ meaning includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; and/or

“Stalking”¹¹ includes electronic and cyberstalking and means 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.

Cyberstalking means engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.¹³

“Sexual harassment” includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, written, or physical conduct of a sexual nature, such as sexual violence, sexual advances, and indecent exposure.

Sex Offense: Any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent.

Sexual Violence is a form of sexual harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (if based on sex), taken against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to the use of drugs or alcohol, being a minor, or an intellectual or other disability. Sexual violence includes acts of physical force, violence, threats, and intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through drugs, alcohol, or other substance, or taking advantage of another person's incapacitation, including voluntary drug or alcohol intoxication. Both men and women can be victims of sexual violence.

Sexual Battery is a form of sexual violence and means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

Supportive measures means non-disciplinary, non-punitive, individualized services offered as appropriate, reasonably available, and without charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

- Consent must be voluntary and given without coercion, force, threats, or intimidation.
- Consent can be withdrawn or revoked. Consent to one form of sexual activity does not constitute consent to other forms of sexual activity. Consent on a prior occasion does not constitute consent on a subsequent occasion. Consent cannot be given by a person who is incapacitated. A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an intoxicated person (due to using alcohol or other drugs) is incapacitated depends on the extent to which the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments is impaired.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim could not give, did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent is not implicit in an individual's manner of dress; and accepting a meal, a gift, or an invitation for a date does not constitute or imply consent.

PROHIBITED CONDUCT

Any conduct by an employee, student, or volunteer that denies or limits the ability of a student or employee to participate in or receive the benefits, services, or opportunities of employment or any TU program or activity based on sex is prohibited. This includes any circumstance where:

- An employment or educational decision or benefit is conditioned on submission to unwelcome sexual advances or conduct;
- Submission to, or rejection of, unwelcome sexual conduct is used as a basis for denying employment or an opportunity to participate in or benefit from a TU program or activity;
- Conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student's ability to participate in or benefit from any school program or activity or a term, condition or benefit of employment;

- Conduct alters the educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
- An instructor, administrator, volunteer, or other person in a position of authority engages in sex discrimination or sexual harassment of a student or employee; and/or
- A student or a group of students engages in sexual harassment of another student or students.

The following are examples of behaviors that are prohibited under this policy. This is not intended to be an exhaustive list:

- Unwelcome sexual flirtations, advances or propositions;
- Derogatory, vulgar or graphic written or oral statements regarding one's sexuality;
- Unwanted touching of an individual's body;
- Attempted or actual physical assault;
- Any nonconsensual sexual act, including but not limited to, rape, sexual assault, sexual battery and sexual coercion;
- Unwelcome sexual comments, innuendoes, suggestions or jokes;
- Display of sexually suggestive pictures or objects;
- Domestic violence, dating violence, sexual violence, and stalking, including electronic and cyberstalking;
- Sending text messages, e-mails, or other electronic communications with nude or sexually suggestive photos, videos, or other images, including revenge porn or distribution of nude or sexually explicit images; and
- Sending nude or sexually suggestive images over the Internet.

This policy specifically includes electronic communications, including but not limited to phone calls, text messages, e-mail, and social media communications such as Instagram, Snapchat, Twitter, and Facebook.

REPORTING SEXUAL MISCONDUCT AND FILING A COMPLAINT

Where to report or file a complaint: Sexual assault, sexual harassment and other behavior prohibited by this policy should be reported to:

Title IX Coordinator
c/o The Office of General Counsel
322 Kresge Center
Office: 334-727-8872

To schedule an appointment to make an in-person report, contact Constanza Hoffman at choffman@tuskegee.edu

Deputy Title IX Coordinators:

Constanza Hoffman
C/o The Office of General Counsel
322 Kresge Center
Office: 334-727-8872
choffman@tuskegee.edu

Shenita Brazelton, JD, PhD

Associate Professor of Political Science
Department of History and Political Science
John A. Kenney Hall Ste. 70-107
Office: 334-724-4614
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Trelanne Powell

Department of Athletics
322 Chappie James Center
Office: 334-727-8680
tpowell1@Tuskegee.edu

Reporting sexual harassment. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of sexual harassment) by using the contact information listed for the Title IX Coordinator, and such a report may be made at any time (including during non- business hours) by using the above-listed telephone numbers or email addresses, by completing the online reporting form, or by mail to the listed office address. Third party (including “bystander”) reporting, and anonymous reporting (by the complainant or by a third party) triggers response obligations.¹²

Complaint process. Upon receipt of a complaint, the Title IX Coordinator must contact the complainant to discuss supportive measures (with or without the filing of a formal complaint), consider the complainant’s wishes with respect to supportive measures, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator must also determine whether the allegations, if true, would constitute a violation of Title IX. If the conduct alleged does not meet the definition of Title IX sexual harassment, TU has discretion to pursue disciplinary action under another provision of its faculty, staff or student code of conduct.¹³

Any TU official who has authority to institute corrective measures on behalf of TU receiving a report of sexual harassment is responsible for reporting it to the Title IX Coordinator.¹⁴ Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination.

What to expect. Upon (a) the Title IX Coordinator’s or Deputy Coordinators’ receipt of a complaint, or notice of alleged conduct implicating this policy from a TU official who has authority to institute corrective measures on behalf of TU,¹⁵ the Title IX Coordinator, will meet with the complainant, provide a copy of this policy, and explain:

1. The importance of seeking immediate medical attention for sexual assaults;
2. The importance of preserving evidence;
3. The availability supportive measures even if no formal complaint is filed;
4. The availability of supportive measures for the complainant and respondent before or after the filing of a formal complaint;
5. The obligation to keep supportive measures confidential unless confidentiality impairs TU’s ability to provide them;

6. The right to report a crime to campus or local law enforcement;
7. The right to not report a crime to law enforcement or file criminal charges;
8. The right to simultaneously file both a criminal complaint with campus security or local law enforcement and a formal institutional Title IX complaint;
9. The right to assistance from TU officials with filing a criminal complaint if assistance is requested;
10. If a formal complaint is filed, initial review by the Title IX Coordinator or a designee to determine whether, if true, the allegations would constitute a violation of Title IX;
11. Options for informal and formal resolution if a complaint proceeds beyond the initial review process;
12. Available health care, victim advocacy, mental health, and legal assistance resources and counseling services available both on and off campus, including the campus health center, other campus resources and sexual assault resource centers, and non-campus resources, including health and crisis assistance.
13. Even if a complainant asks TU not to take any action, the University may be obligated to investigate the complaint; and
14. Prohibitions against retaliation.

Complaints signed by the Title IX Coordinator.¹⁶ the only TU official authorized to initiate the grievance process against a respondent is the Title IX Coordinator (by signing a formal complaint). The Title IX Coordinator may, under some circumstances, initiate a grievance process when a complainant does not wish to participate. Such a conclusion can only be reached by the specially trained Title IX Coordinator, and only when specific circumstances justify that action. The Title IX Coordinator will only initiate a grievance process against the complainant's wishes if doing so is not clearly unreasonable in light of the known circumstances. The reasons for the decision must be documented.

Temporary removal of the respondent on an emergency basis. TU is authorized to remove a respondent from its education programs or activities on an emergency basis, with or without a grievance process being pending. In this event, the respondent must be given post-removal notice and an opportunity to challenge the removal.

Confidentiality. TU will make reasonable efforts to preserve complainants' and respondents' privacy and will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for investigation, evaluation and reporting requirements.

TU'S GRIEVANCE PROCESS

TU's grievance process consists of (1) an investigation; (2) a live hearing; (3) an appeal; and (4) imposition of sanctions and remedies. The grievance process may not require, allow, rely upon, or use questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege, including a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless TU obtains that party's voluntary, written consent.

If a party is not an "eligible student," as defined in 34 C.F.R. § 99.3, the University must obtain the voluntary, written consent of a "parent" as defined in 34 C.F.R. § 99.3.

1. Investigation

A formal complaint must be filed before an investigation begins. A formal complaint is:

- A written document filed by a complainant alleging sexual harassment against a respondent and requesting that TU investigate an allegation of sexual harassment, or
- A complaint signed by the Title IX Coordinator.

Formal complaints will be investigated by the Title IX Coordinator or a designee. At its discretion, TU can utilize external personnel to serve as an investigator. Other University officials may assist in gathering facts during the investigation and information from TU campus security or local law enforcement officials may be considered. Individualized support services must be offered to both the reporting and responding parties involved in an alleged incident of sexual misconduct prior to an investigation or while an investigation is pending. Both parties must be given the same opportunity to present relevant evidence and witnesses, including expert and character witnesses. Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

At the time a student or employee files a formal complaint, the student or employee must be employed by TU or currently enrolled in or attempting to participate in a TU education program or activity. In order for the Title IX Coordinator to sign a complaint, the complainant and respondent must be employed by or enrolled at TU.

If a respondent is no longer enrolled at or employed by TU, or specific circumstances prevent TU from gathering evidence sufficient to investigate the complaint or its allegations, the Title IX Coordinator can dismiss the formal complaint or any allegations therein.

Notice of allegations. Upon receipt of a formal complaint, the Title IX Coordinator must provide the following notice to the parties who are known:

1. Written notice of the grievance process;
2. Written notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
3. A statement that the respondent is presumed not responsible for the alleged conduct;
4. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
5. Written notice that the parties may have an advisor of their choice, who may be an attorney;
6. A statement that parties may inspect and review evidence;
7. Any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during a University investigation (the grievance process); and
8. If, during an investigation, TU decides to investigate allegations about the complainant or respondent that are not included in the notice described by (a)-(g), above, TU must provide notice of the additional allegations to the parties whose identities are known.

Investigation of a formal complaint. When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator or designee, including an external investigator, must:

1. Ensure that the burden of proof and the burden of gathering evidence rest on TU;

2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
4. Provide the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;¹⁷
5. Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which TU does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
7. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report.
8. The Title IX Coordinator must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
9. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and a written response;
10. The investigator may exclude any third party (including legal counsel, the complainant and respondent) from witness interviews; and
11. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
12. In all instances, the Title IX Coordinator will follow up and communicate with the complainant and respondent at the conclusion of the investigation.

Dismissal of a formal complaint. A formal complaint may be dismissed by the Title IX Coordinator:

- If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in §106.30 even if proved, did not occur in the University's education program or activity, or did not occur against a person in the United States, TU must dismiss the formal complaint under Title IX. Such a dismissal does not preclude action under another provision of TU's code of conduct.
- TU may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by TU; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- Upon a dismissal required or permitted by this section, TU must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Consolidation of formal complaints. TU has discretion to consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Cooperation. All faculty, staff, volunteers, and students are required to cooperate in the investigation process. Refusal to cooperate will result in disciplinary action based on failure to cooperate in an official TU investigation for employees and volunteers, and disciplinary action potentially leading to dismissal.

Evidentiary/fact relevance determinations. The Title IX Coordinator/Investigator has discretion to determine whether a proffered witness or documentary information would be relevant or helpful to the investigation.

Relevant Information and Directly Related Evidence for Investigation. Prior to the hearing, TU will provide the parties an equal opportunity to inspect and review “any evidence...directly related” to the allegations, including inculpatory and exculpatory evidence, and regardless of whether TU intends to rely on the evidence, and regardless in making a determination of responsibility.

The Title IX Coordinator or investigator may collect and consider the following types of information:

- Statements by the complainant and respondent about the alleged incident(s);
- Statements by witnesses to the alleged incident(s);
- Evidence about the credibility of the alleged victim and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed other victims;
- Evidence that the alleged victim has made false allegations against other individuals;
- Evidence as to the alleged victim's reaction or behavior after the alleged harassment;
- Evidence as to whether the alleged victim filed a complaint or took other action to protest the conduct soon after the incident occurred; and
- Other evidence of the harassment (e.g., reporting conduct to parents, counselors or friends, or medical records)
- The fact of a current or previous consensual dating or sexual relationship between the parties will not imply consent or preclude a finding of sexual violence.
- Medical treatment records and other privileged information will only be considered or disclosed with the written consent of the complainant or respondent.

During the investigation, the complainant and respondent is entitled to an advisor of his or her choice. An advisor can be:

- A parent
- A friend
- A trusted faculty or staff member
- A counselor

An attorney an advisor cannot be:

- A witness; or
- Someone who may influence a party's account or statement of events.

Pending criminal matters. The internal investigation will proceed whether a related criminal matter is pending or not. If there is an ongoing criminal investigation, TU will not wait for the conclusion of the criminal investigation or criminal proceeding to begin its own Title IX investigation. However, if requested by law enforcement, following notice to both parties, TU may temporarily delay the fact-finding portion of a Title IX investigation while the police or other law enforcement officials are gathering evidence.

Time Frame for Investigation and Completion of Report. There is no fixed time frame under which TU must complete a sexual misconduct investigation, hearing or informal resolution. The investigation must be

completed within a reasonable time taking into account the facts and circumstances of the complaint, the number and location of witnesses, and the institution's schedule, including exams, closures for institutional breaks, or other reasons.

Hearing referral. The investigator's final report will be submitted to the Title IX Coordinator for review and a determination as to whether to proceed with a live hearing, provided that s/he was not the investigator of the complaint. If the Title IX Coordinator was the investigator for the complaint, the Dean of Students will review and determine whether to proceed with a live hearing before a Title IX-trained hearing panel for students, and the Human Resources Lead will review the report and determine whether to proceed to a live hearing for employees.

2. Live Hearing

The grievance process must provide for a live hearing. At the live hearing, the decision-makers must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

In addition:

1. During the hearing, there must be an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
2. At the request of either party, TU will provide for a virtual live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
3. An advisor must be allowed to attend disciplinary hearings in an advisory capacity and to cross-examine witnesses.
4. If a party does not have an advisor for the live hearing, TU will provide one at no charge to conduct cross-examination on behalf of that party. An advisor may be, but is not required to be, an attorney.
5. Only relevant cross-examination and other questions may be asked of a party or witness.
6. The decision maker at the hearing will determine whether each question asked during cross examination is "relevant" and whether it violates rape shield law protections before it is answered.
7. The decision-maker must provide on-the-spot explanation for any decision to disallow a question.
8. The decision maker will be barred from considering any statements of any party or witness who refuses to sit for cross-examination in reaching a determination of responsibility.
9. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
10. The fact of a current or previous consensual dating or sexual relationship between the parties does not itself imply consent or preclude a finding of sexual violence.
11. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

12. Live hearings may be conducted with all parties physically present in the same geographic location or, at TU's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
13. The University must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the University's discretion, the hearing may be continued for good cause. "Good cause" may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Evidentiary Standard. A "preponderance of the evidence" standard will be used.

Attendance at hearings. Only the advisor can attend the hearing with a party, unless someone else is required to attend by law. During the hearing, Title IX panel or the hearing officer may be advised by legal counsel or a representative from Human Resources or Student Affairs.

The Panel shall have no authority to compel the attendance of witnesses.

Determinations

A panel must determine whether it is more likely than not that a violation of policy occurred and issue a written decision stating whether the allegations were substantiated, and if so, recommend disciplinary sanctions and remedial measures. For each violation charged, the decision must include specific findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of TU's Title IX policy. For each violation charged, there must be a written determination by the decision makers that includes:

1. The allegations potentially constituting sexual harassment;
2. The procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the University's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
6. Procedures and bases for appeal.

The hearing decision concerning responsibility will be provided to both parties simultaneously, along with any restrictions or sanctions. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

If the complaint is against a faculty member or other employee, the hearing decision will be submitted to a Title IX hearing committee, who will make a decision concerning restrictions or sanctions.

3. Appeals

All appeals will be on the record, unless good cause is found¹⁸ to receive testimony from a witness and the testimony that was not reasonably available at the time the determination regarding responsibility or dismissal

was made, that could affect the outcome of the matter. Parties have the same opportunity to appeal based on any of three grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Any party may file an appeal within five (5) business days of receipt of the decision. Appeals filed after the deadline will not be considered. The institutional designee (the Vice President for Student Affairs for students, and the Human Resources Lead for employees) will issue a decision in writing no later than thirty (30) business days after the appeal has been submitted. Issuance of a decision may be temporarily delayed or limited extensions of time frames allowed for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. The maximum period for deciding an appeal will be sixty (60) business days. For all appeals, TU will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- Ensure that the decision-maker(s) for the appeal not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

4. Remedies and possible sanctions

Remedies may include the same individualized services used as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The range of possible disciplinary sanctions TU may implement following a determination of responsibility are the sanctions for disciplinary misconduct set forth for faculty, staff, and students in TU’s codes of conduct and handbooks for faculty, staff and students. This ranges from educational interventions, counseling, restriction from housing, campus and activities, community service, and probation up to and including termination for faculty and staff, and suspension or expulsion for students.

Individualized services must be offered as appropriate to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct. If a violation of this policy is proven by a preponderance of the evidence (i.e., that it is more likely than not that sexual harassment occurred), immediate action, including protective measures, will be implemented to end the harassment and prevent its reoccurrence. For students, once a student is found responsible for a sexual misconduct violation, before a sanction is imposed, TU should consider: (1) how best to enforce its Code of Conduct; (2) the impact of separating a student from his or her education; and (3) whether the proposed sanction is a proportionate response to the violation.

Any sanction imposed on the respondent that relates directly to the complainant, such as a "no contact" order, transfer to different classes or housing, or a suspension will be disclosed to the complainant. The complainant

and respondent will not be notified of the individual remedies offered or provided other than no-contact orders. In cases of alleged sexual violence, the result of the hearing and any sanction imposed will be disclosed to both parties regardless of whether the hearing concludes an assault was committed.

INFORMAL RESOLUTION

TU offers informal resolution processes such as mediation as alternatives to a full investigation and adjudication of the formal complaint. Informal resolution requires that both parties give voluntary, written consent. Informal resolution cannot be used for complaints against employees alleging sexual harassment of students. In addition:

1. TU will not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a formal complaint is filed.
2. At any time prior to reaching a determination regarding responsibility the University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that —
 - The parties receive written notice disclosing the allegations, and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - Either party has the right to withdraw from informal resolution and resume a grievance process at any time before agreeing to a resolution;
 - The parties will not be required to work out problems directly with one another and will instead be facilitated by a mediator provided by TU.
 - Informal resolution processes can be used to resolve sexual misconduct cases if both parties agree.
3. The parties are free to negotiate the terms of the agreement such as confidentiality and sanctions, and once entered into, the informal resolution agreement becomes binding according to its terms.
4. Individuals mediating or facilitating informal resolution must be free from conflicts of interest, bias, and trained to serve impartially.
5. Parties must be advised in writing and fully aware of the consequences of choosing informal resolution, including the records that will be maintained, that could or could not be shared, and the possibility of confidentiality requirements as a condition of entering into a final agreement.

The informal resolution process will be resolved within a reasonable period of time and may be temporarily delayed or limited extensions of time frames allowed for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

NON-RETALIATION

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because he or she made a complaint, testified, or participated in an investigation or proceedings is prohibited.

1 Effective Date: August 14, 2020.

2 Title IX of the Education Amendments of 1972, as amended, and its implementing regulations, 34 C.F.R. part 106. (“Title IX”); the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)) (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act); Title VII of the Civil Rights Act of 1964, as amended; and regulations published May 19, 2020, in 85 FR 30574 and 34 C.F.R §§ 106.44-106.46; 106.51; 106.30.

3 Published at 34 C.F.R. § 106.30.

4 “Any TU official who has authority to institute corrective measures on behalf of TU” is defined as the Title IX Coordinator, the Deputy Coordinators, the Vice President for student Affairs, the Human Resources Lead, or the President.

5 Persons who are drugged, incapacitated, or under the age of 16 are unable to give consent.

6 “Physically incapacitated” means bodily impaired or handicapped and substantially limited in ability to resist or flee.

7 “Physically helpless” means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.

8 Meaning any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation. 20 U.S.C. § 1092(f)(6)(A)(v).

9 34 U.S.C. 12291(a)(10).

10 34 U.S.C. 12291(a)(8).

11 34 U.S.C. 12291(a)(30).

12 § 106.8(a).

13 § 06.45(b)(3)(i).

14 Whether an individual is an “official with authority” is a legal determination that depends on the specific facts relating to a University's administrative structure and the roles and duties held by officials in the University's operations. 85 Fed. Reg. 30039. TU officials who have authority to institute corrective measures on behalf of TU consist of the Title IX Coordinator, the Deputy Title IX Coordinators, the Director of Human Resources, and the University President.

15 See footnote 15, above.

16 85 Fed. Reg. 30045-30046.

17 TU establishes the following restrictions regarding the extent to which the advisor may participate in hearing proceedings, which apply equally to both parties: the advisor is limited to advising a party and cross-examination of witnesses.

18 The existence of "good cause" shall be determined by the Vice President for Student Affairs.

TIGER ALERTS AND CAMPUS EMERGENCY PROCEDURES

These emergency procedures are intended for use by the Tuskegee University community. You should become familiar with these contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times. New employees and students should be made familiar with it as part of the orientation process.

If you would like additional information on crisis communications and public safety, please feel free to contact the Tuskegee University Police Department at 334-727-8757. Our commitment is to ensure the safety and security of the Tuskegee University community.

Emergency Number – 334-724-4911 (campus ext. 4911).

All Tuskegee University students, faculty, staff and campus personnel are urged to SIGN UP FOR EMERGENCY NOTIFICATIONS by e-mail (campus e-mail acct. only), voice message or text messaging by going to the following link: <https://www.myschoolcast.com/go/tu>

Please contact Information Technology at 334-727-8040 if you are unable to log in.

EMERGENCY PROCEDURES

In the event of a fire, blackout, bomb threat, situation signaling campus unrest, severe weather conditions, or spillage of a hazardous material in, on, or about property owned or leased by Tuskegee University, notice should first be given to the Tuskegee University Police Department. The telephone number is 334-727-8757 or 724-4911.

When a state of emergency is declared due to one of the above-stated situations, students are required to adhere to the directives of university officials and Tuskegee University Police Department personnel. Persons refusing to obey requests from such university personnel are subject to suspension.

INCLEMENT WEATHER/ CAMPUS CLOSING

The communications office assists senior officials in the distribution of information regarding a University closure in the event of a storm. The communications procedure includes:

- Tiger Alert mass email message sent to all students, faculty and staff as soon as possible
- Tiger Alert mass text message to all students, faculty and staff as soon as possible
- Tiger Alert message posted on the Tuskegee University home page

Macon County warning sirens (long constant beep)

Updates available at:

Phone: 334-727-8757

Website: www.tuskegee.edu/alerts or www.tuskegee.edu/TigerAlert

TORNADOES/ HURRICANES/ SEVERE WEATHER

A tornado/ hurricane/ severe thunderstorm WATCH means that a tornado, hurricane or a severe thunderstorm is possible.

A tornado/ hurricane/ severe thunderstorm WARNING means that a tornado, hurricane or a severe thunderstorm has actually been sighted somewhere in the warning area.

If a tornado/ hurricane or severe weather is sighted approaching the campus:
Go to the basement or interior hallway on the lowest floor if time permits. Otherwise, go to an inside wall of your classroom or office, as far away from doors and windows as possible.

Avoid auditoriums, gymnasiums, or other structures with wide, free-span roofs.
Take shelter underneath your desk or any heavy furniture available.

Assume a curled position to protect your head and eyes.

EVACUATION SHELTERS AND SAFE LOCATIONS

In the event of a disaster, an evacuation order will be disseminated by police officials. Students, faculty and staff are encouraged to follow those directions and proceed to one of the shelters listed below that is closest to your current location.

John A. Kenny Hall
Andrew F. Brimmer College of Business and Information Science
Kellogg Hotel and Conference Center ballroom and auditorium
Chambliss Hall (hallways)
Tompkins Hall (FEMA Shelter)
James H.M. Henderson Hall

STUDENT FOOD SERVICES

In the event that we are under tornado/hurricane/severe thunderstorm warning, dining services will not operate under normal operating hours and will resume as soon as the university is clear of any warnings/severe weather threats.

BOMB THREAT

Bomb threats usually occur by telephone. Should you encounter a bomb threat in this manner, take the following steps/precautions:

Try to keep the caller on the line as long as possible.

The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller.

Call the campus police at campus ext. 4911 or 334-724-4911, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time you received the call.

Inform your supervisor and/or department head.

The Tuskegee University Police Department, in conjunction with the University Safety Officer and the building coordinator, will be responsible for building evacuation.

If you should spot a suspicious object, package, etc., report it to the Tuskegee University Police Department.

Under no circumstances should you touch, tamper with or move a suspicious package in any way.

If instructed to evacuate, move a safe distance away from the building. If inclement weather conditions exist, you may move to another building. Do not re-enter the building until instructed that it is safe by Tuskegee University Police Department personnel, the University Safety Officer or your building coordinator.

Note: All persons caught or identified tampering with alarm systems will be prosecuted to the fullest extent of the law.

CHEMICAL SPILLS

The following steps should be taken in the event of a chemical spill:

Call the Tuskegee University Police Department at campus ext. 4911 or 334-724-4911 and the University Safety Officer at 334-724-8424 or 334-421-8604.

Do not attempt to clean up the spill. The Tuskegee University Safety Officer will contact the necessary personnel to clean up the spill or contact a hazardous materials team if needed.

Stay away from the spill. Leave the area if the spill is producing odors or vapors.

The University Safety Officer or the Tuskegee University Police Department will determine whether the building needs to be evacuated.

If instructed to evacuate, move a safe distance away from the building. Do not re-enter the building until instructed to do so by Tuskegee University Police Department personnel, the University Safety Officer or your building coordinator.

FIRE

Upon discovering a fire, immediately sound the building fire alarm and alert other occupants and take the following steps:

Call the Tuskegee University Police Department at campus ext. 4911 or 334-724-4911, giving your name, department, and location of fire.

If the fire is small, you may attempt to extinguish it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are attempting to extinguish. When in doubt, exit the building.

If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.

When you evacuate, do not stop for personal belongings or records. Leave the area immediately, using exit stairways, not elevators.

Evacuate to a safe distance from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Tuskegee University Police Department personnel, the University Safety Officer or your building coordinator.
Do not walk through or stand in a smoke cloud.

HAZARDOUS GAS LEAKS AND ODOR

If a gas cylinder begins leaking, or if you suspect a natural gas leak, take the following steps:

Confine the fumes by shutting the room door.

Call the Tuskegee University Police Department at campus ext. 4911 or 334-724-4911, and the University Safety Officer, giving your name, department and location of the leak.
Activate the building fire alarm to begin building evacuation.

Evacuate to a safe area away from the building. Do not return to the building until instructed that it is safe to do so by Tuskegee University Police Department personnel, the University Safety Officer, or your building coordinator.

Do not walk through or stand near the leak.

For odor complaints, call the Tuskegee University Police Department at ext. 4911, 334-724-4911 or the University Safety Officer.

SERIOUS ILLNESS/ INJURY

If you come in contact with a person who has experienced a serious illness or injury, take the following steps:

Do not move a seriously injured person unless there is a life-threatening situation.

Call the Tuskegee University Police Department at campus ext. 4911 or 334-724-4911, giving your name, location, and telephone number.

Give as much information as possible regarding the nature of the illness or injury, whether or not the victim is conscious, bleeding, etc.

Keep the victim as calm and comfortable as possible. Remain with the victim until the police arrive.

If the injured person is an employee, initiate reporting procedures as directed by your department head or supervisor.

TERRORISM PREPAREDNESS

We have all been hearing about the potential for a terrorist attack in the United States. While there have been no specific threats against Tuskegee University, we need to be aware of steps we can take to prevent an attack or to respond to an attack that does take place.

Following are guidelines for preparing for a terrorist attack:

1) BE AWARE OF YOUR SURROUNDINGS!!!

Report any suspicious person immediately to the Tuskegee University Police Department at either 334-727-8757 or 334-727-8756.

Report unattended backpacks or bags, suspicious packages, spills or smells immediately to the Tuskegee University Police Department at 334-727- 8757 or 334-727-8756.

Keep building doors and windows locked when the building is closed. Report any buildings that are not secured to the Tuskegee University Police Department at 334-727-8757 or 334-727-8756.

2) BE PREPARED

If an explosion occurs, if you notice an apparent chemical spill of unknown origin, if you smell a suspicious odor, or if people near you become suddenly sick, call the Tuskegee University Police Department immediately at campus ext. 4911 or 334-724-4911 or 334-727-8757 or 334-727-8756.

The campus community will be notified by Tiger Alert mass e-mail, text and voicemail if a terrorist attack occurs.

If you are notified that a terrorist attack has taken place, go indoors, close windows and doors, and remain inside until told it is safe to leave. Do not exit a building to go to your vehicle and leave campus. Do not call family or friends to come to campus to pick you up. You could be exposing yourself or your family and friends to toxic gases or other materials.

Contact one family member to report that you are safe, and make the call short as the campus telephone lines will need to remain free for emergency communications.

Tell your family that Tuskegee University's Emergency Plan is to shelter everyone on campus, and make a family emergency plan. If necessary, make a plan for backup care of children or other family members needing assistance if you must remain on campus.

If you are at home and hear that there has been a terrorist attack on the Tuskegee University campus, do not come to campus until the University announces that it is safe to do so.

TigerAlert will notify you of any incidents via mass e-mail, text and voicemail.

The Tuskegee University Police Department , in conjunction with the University Safety Officer will call the appropriate law enforcement, fire, or health agency to respond, assess the situation, and provide advice on when it is safe to resume normal activities, whether areas need to be roped off or quarantined, etc.

Macon County warning sirens (long constant beep) will be activated as circumstances warrant.

All University managers in housing, communications, food service, physical plant and the police department are required to be on call 24 hours during an emergency.

EMERGENCY CONTACT NUMBERS

Tuskegee University Police Department Phone Numbers:

General Assistance Numbers - 334-727-8757 or 334-727-8756 or 334-724-8834

Emergency Number – 334-724-4911 (campus ext. 4911)

Confidential Hotline – 334-724-4583

Please contact your housing coordinator, building coordinator, or department head for evacuation procedures and emergency contact numbers for a particular campus building.

TESTING CENTER

Margaret Murray Washington Hall
Office of Admissions - Room
Monday-Friday, 8:00 a.m. - 4:30 p.m.
334-727-8240

The Testing Center supports the University's goal of ensuring the subject matter competence of its graduates. The Center administers several competency examinations that are required for graduation and manages the administration, analysis and interpretation of a variety of national, state, institutional and agency examinations. Students also receive pre- and post-examination counseling.

WELLNESS CENTER

Suite 100-G Old Administration Building,
Monday-Friday, 8:00 a.m. - 4:30 p.m.
334-727-8244

The provision made for counseling by Tuskegee University reflects the concept of educating students for taking their place in a global society. One specific aspect of this concept is to examine value systems (academic, general, social and moral) that enable students not only to pursue careers but also lead responsible lives. This translates into a search for wholesome patterns of personal and social responsibilities with philosophical and sometimes spiritual meaning. The Counseling Center is an integral part of the university setting that assists students in examining the value systems mentioned above and helps them to deal with coping and problem- solving issues that they encounter in their daily lives within the academic and/or social community.

The University Wellness Center provides personal and educational counseling free of cost to all enrolled students. Professionals in an ethical, private and confidential setting offer counseling. Services are available to students who want to clarify their thoughts and feelings about pressing issues; find meaningful solutions to problems; gain a deeper understanding of who they are in relationship to others and learn strategies for coping with the challenges of the academic environment. Students whose needs cannot be met by the Center staff are referred to appropriate community resources. Confidentiality is afforded to every client with the exception of “duty to warn” situations.

AMERICANS WITH DISABILITIES ACT (ADA) 504 ACCOMMODATIONS PROGRAM

The 504 Accommodations Program is in place to provide and/or assist students in acquiring the necessary resources and accommodations needed as verified through proper documentation. The Accommodations Counselor serves as a liaison between the student and faculty member to ensure that students with disabilities are afforded equal opportunities to demonstrate their academic skills and potential through reasonable and beneficial accommodations.

VETERANS AFFAIRS

The Veterans Affairs Counselor is available to students enrolled at Tuskegee University and serves as the liaison between students and the Department of Veterans Affairs. Counseling services are provided to address the needs and problems of Veteran Students, Dependents, Reservists and National Guard members. Documentation is required to verify eligibility for educational benefits.

POLICE DEPARTMENT

The Tuskegee University Police Department (TUPD) provides 24-hour coverage of the campus area. Service is provided for all emergency calls, including law violations, sickness, first aid, emergency maintenance, emergency notification, and all fire calls. The Tuskegee Police Department building is located in Kresge Center Suite G-20. The telephone numbers is 334 727-8757 or, for on-campus emergencies, call Extension 4911.

TRAFFIC AND PARKING INFORMATION AND GENERAL INFORMATION

Parking and traffic regulations have been designed to promote security and safety on the university campus. Regulations will be strictly enforced, and applied to all persons who operate vehicles on campus--employees, students and visitors.

There are no valid reasons for violating parking and traffic regulations. The fact that a person may park illegally, or observe others doing so, and not receive a citation does not mean the parking is legal.

Only tags and decals issued by the Alabama Department of Revenue, or another State's comparable agency, will be honored for vehicles parked in spaces designated for the disabled.

UNIVERSITY PARKING PERMITS

Vendors are expected to report to the Tuskegee University Police Department - Vehicle Registration Office for an assessment of their expected traffic on campus. Parking permits will be required of all vendors.

VEHICLE REGISTRATION AND PAYMENT OF TRAFFIC FINES

All motorized vehicles operating on the campus of Tuskegee University must be registered with the Tuskegee University Police Department within ten (10) days of arrival on campus. To register a vehicle on campus, you will need to take the following to the TUPD Vehicle Registration Office: (1) registration fee receipt, (2) vehicle registration information, (3) proof of insurance, (4) valid driver's license and a (5) current Tuskegee University I.D. Card.

Registration fees and traffic fines should be paid at the Cashier's Office located on the 1st Floor of Kresge Center. The paid receipt must be presented at the TUPD Vehicle Registration Office where parking permits are issued and traffic fines are cleared.

University parking permits are not transferable. A separate hangtag must be purchased for each vehicle. Hangtags must be visibly displayed on the rear view mirror of the vehicle. If the vehicle driven does not have a rearview mirror, contact the University Police Department for proper instructions on how to display the hangtag. The University prohibits the transfer of a parking permit to a vehicle to which it was not intended. Operators found guilty of transferring hangtags will be denied campus parking privileges. An individual with a lost or stolen permit must report such an incidence within 24 hours of its occurrence.

Visitors should have permits displayed on the driver's side of the front windshield. Visitor permits are available from the TUPD Vehicle Registration Office at no charge to the visitor.

All parking zones include the lawful number of spaces for disabled drivers. Disabled drivers must, however, display the disabled tag or parking emblem issued by the Alabama Department of Revenue, or another comparable State agency. The Office of Campus Safety and Security is not authorized to issue disability tags, but vehicles operated by the disabled must be registered, as must all other vehicles.

PARKING ZONES

Vehicles are assigned to parking zones based on where students live on campus, where employees work, and the proximity of parking lots to those residence halls and work sites.

Vehicles should not be parked outside of an assigned parking zone at any time between 6:00 a.m. and 6:00 p.m., Monday through Friday. Persons who wish to deliver materials outside an assigned parking zone may do so only with the authorization of the Tuskegee University Police Department.

Parking zones are regularly patrolled.

REGISTRATION FEES

The registration fee schedule for vehicles operating on campus is as follows:

a. Student/University Employees	\$75.00 Academic Year
b. (Summer included) Student/University Employees	\$75.00 Semester Only
c. Student/University Employees	\$10.00 Summer Session
d. Retired University Employees	No Charge
e. Visitors	No Charge
f. Lost or Damaged Permit	\$10.00 Each
g. Motorcycle Operators	\$10.00 Annually
h. Reserved Space	\$115.00 Annually
i. Vendors	\$75.00 Annually

Parking permits expire on August 31st each year and may be renewed between August 1st and September 17th without penalty.

OPERATING VEHICLES ON CAMPUS

- A. In accordance with Alabama law, seat belt use is required for all vehicles operated on campus.
- B. The university speed limit is 15 mph.
- C. Vehicles parked in restricted areas (e.g., loading zones, near fire hydrants, etc.), will be ticketed and/or towed or booted at the owner's expense. However, if use of a restricted area is required (such as for loading or unloading), permission must be granted by the Tuskegee University Police Department.
- D. Illegally parked or abandoned vehicles will be towed at the expense of the vehicle owner. Inoperative vehicles will be considered abandoned if not moved within five (5) days or contact has not been made with the TUPD in reference to the vehicle.
- E. Only tags and decals issued by the Alabama Department of Revenue, or another state's comparable agency, will be honored for vehicles parked in spaces designated for the disabled.
- F. In most cases, anyone operating a university vehicle should have a valid university driving permit.
- G. Vehicles are prohibited from driving or parking on lawns and sidewalks. Violators are subject to both fines and towing charges.
- H. Stopping or parking in travel lanes is strictly prohibited on campus.
- I. Motorists shall always give pedestrians the right-of-way at all crosswalks. Violators will be fined.
- J. Driving in the wrong direction on a one-way street is illegal. Violators will be ticketed and fined.
- K. The use of hazard (flashing) lights does not legalize parking in restricted and no parking zones. No parking zones are indicated by signs and/or yellow stripping. Violators will be ticketed and/or booted or towed.
- L. Vehicles without an appropriate permit will not be allowed on campus at any time.
- M. Temporary parking permits are required for all replacement vehicles while registered vehicles are being repaired.
- N. Reserved parking will be enforced 24 hours a day/7 days a week.
- O. **Vehicle audio systems must not be played at loud levels in areas where classrooms and offices are located.**

TRAFFIC VIOLATIONS AND FINES

Traffic fines are payable within ten (10) school days of the date the citation was issued. Failure to pay fines within ten (10) school days of the citation being issued could result in forfeiture of registration and the vehicle being banned from campus.

An individual operating a University vehicle is not immune to traffic rules and regulations. If an individual receives a citation while operating a university vehicle, he/she will be responsible for payment associated with the citation.

An operator who receives five (5) or more unpaid citations during any one semester will be subject to their vehicle being immobilized (booted).

Parking fines are subject to change without notice.

APPEAL OF PARKING/TRAFFIC CITATIONS

Parking/Traffic citations may be appealed to the University's Traffic Appeals Board. **Appeals must be in writing or by completing a Traffic Appeals Form that must be received by the Appeals Board within fifteen (15) working days of citation being issued.** The online Appeal

Form can be found at:

www.tuskegee.edu/about_us/health_safety/tuskegee_university_police_department/Vehicle_registration/traffic_appeal_form.aspx

UPWARD BOUND

Russell Nursery

Monday – Friday, 8:00 a.m. - 4:30 a.m.

(334) 727-8206

The Upward Bound Program is a federally funded TRIO Program that serves 86 students from four (4) target high schools in Lee, Macon and Russell counties. Upward Bound is for participants who are interested in sharpening their academic skills and pursuing education after high school graduation.

Participants are selected from these high schools:

- Booker T, Washington High School, Tuskegee, Alabama
- Loachapoka High School, Loachapoka, Alabama
- Notasulga High School, Notasulga, Alabama
- Russell County High School, Seale, Alabama

The Upward Bound Program must be taken seriously by the participant. Students who are accepted agree to take part in both the academic component and the six-week residential summer program. These components have the following objectives:

- Increase academic performance of program participants.
- Assist participants in developing motivation to succeed in high school and attend college.
- Provide informative and enriching educational opportunities for all participants.
- Provide cultural/educational experiences beyond those available at their high schools.
- Provide tutoring, career exploration, and college advising to participants.
- Provide assistance in securing admission to a postsecondary institution and guidance in acquiring financial aid.
- Provide a bridge between high school and college during the summer after the participants graduate.

The ambitious objectives of the Upward Bound Program can only be met if students actively participate and make a commitment to these goals. If you have questions about Upward Bound, please contact our office at (334) 727-8206.

Upward Bound is NOT A SUMMER PROGRAM! Upward Bound is federally funded through the U.S. Department of Education.

CITY OF TUSKEGEE

THE CITY OF TUSKEGEE

Tuskegee, Alabama, home of Tuskegee University, is located approximately 40 miles east of Montgomery, Alabama, the State Capitol. Tuskegee's population, according to the 2010 census, is estimated at 9,865. It is the largest community, and one of three incorporated towns in a predominantly rural area. The City of Tuskegee has a strong city manager/mayor/council form of government and operates its own light, water and wastes utilities. Tuskegee is called, "*the cradle of African-American aviation*" in America and is home of the famous *99th Pursuit Squadron*. It is also the birthplace of civil rights legend, Rosa Parks, "Fly Jock" Tom Joyner and Grammy and Academy Award-winner, Lionel Richie.

Visitors will find Tuskegee a beautiful city with topography of rolling hills, spruce pines, lakes, streams and meadows. "*The Oaks*," home of Booker T. Washington, founder and first president of Tuskegee University, and the George Washington Carver Museum are popular tourist attractions maintained by the U.S. Department of Interior's National Park Service. "*Grey Columns*," an ante-bellum mansion near the campus, currently serves as the home of the president of Tuskegee University.

CIVIC AND SERVICE CLUBS

Tuskegee has an abundance of civic and service organizations in the area, including, but not limited to the Lions and Optimists Clubs, the Jaycees, Rotary International, Tuskegee Civic Association and American Red Cross; the Tuskegee-Macon Chamber of Commerce; and, the American Association of University Women.

TRANSPORTATION AND MEDIA

Tuskegee is served by five truck lines and one major bus line. It has a local airport, Moton Field, located five miles east of the city, with a 5,000-foot lighted runway, fuel availability, tie-down and terminal facilities. Charter flight and private plane storage facilities are available. Moton Field also boasts the Tuskegee Airmen Museum. Interstate 85, U.S. Highways 80 and 29, and Alabama Highways 15 and 81 are routed through the city.

Tuskegee has one weekly newspaper, *The Tuskegee News*, and the *Montgomery Advertiser*, *Atlanta Constitution*, *Birmingham News*, *Montgomery-Tuskegee Times*, *Midway Voice*, and the *Columbus Ledger-Enquirer* are among newspapers serving the area.

UNIVERSITY STUDENT CONDUCT SYSTEM & CODES OF CONDUCT

STUDENT CONDUCT PHILOSOPHY

Intellectual honesty and mutual respect are not accidental values in a university. They are, for students and professors alike, a presupposition of the pursuit of truth, which brings universities into existence in the first place. It is essential that an academic community uphold these values through rules designed to protect the freedom to teach and learn. The Codes of Conduct (COC or Codes) is one mechanism by which the University endeavors to develop in all students a sense of responsibility to the Tuskegee University community. When students fail to act in accord with the rules and regulations of the community, the University must hold them accountable for their actions. The purpose of the Student Conduct System is not solely to punish students for transgressions, but to help them understand and accept their obligations as citizens of this academic community. The University Codes of Conduct have been developed to promote student growth, to provide Responding Party's with fundamental fairness and educate the University community about the meaning of that phrase, to protect the rights of individuals, and to uphold the educational mission of the University.

GENERAL INFORMATION

Tuskegee University reserves the right to take necessary and appropriate action to protect the mission of the University or the safety of its members. This may include taking disciplinary action against students whose behavior off University premises or between academic periods violates University policies, ordinances or regulations or federal, state, or local laws; or which materially and adversely affects the individual's suitability as a member of the University community.

If a student breaks a law that also violates University standards or conduct, the student may be held accountable by both external authorities and the University. The University may at its sole discretion elect to pursue disciplinary action against the student either before, during or after administrative, civil or criminal proceedings that arise out of the same or other events and shall not be subject to challenge on the ground that external charges involving the same incident have been dismissed or reduced or are pending.

University Student Conduct System (UCS) and the Codes have as an underlying principle the assumption that each student is responsible for maintaining acceptable, ethical, moral and social behavior at Tuskegee University. This section outlines and discusses the primary purpose, procedures, student rights, penalties, and key terms or reference of the UCS and Codes.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups, and recognized student organizations.

ADDITIONS AND REVISIONS

These University expectations are set forth in writing in order to give students general notice and examples of prohibited conduct. The descriptions should be read broadly and are not designed to define expectations or misconduct in exhaustive terms.

The provisions of the Student Conduct System, the University Student conduct System, and the Codes of Conduct are not a contract between the student and the University. The University also reserves the right to amend any provision herein at any time. The University will publish such amendments in relevant campus publications.

STUDENT CONDUCT RECORD RETENTION POLICY AND CONFIDENTIALITY

Records of student conduct actions are maintained in the Office of the Dean of Students and Student Conduct in compliance with the Family Educational Rights and Privacy Act (FERPA), Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Alabama State law, and University regulations. The Office of the Dean of Students and Student Conduct shall maintain the official disciplinary records and a disciplinary tracking system, which shall include, but not be limited to, the student's name and related identifying information, applicable COC section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Student conduct records are maintained separate and apart from all other student records.

Such record will be maintained for seven years after the date of the last incident which led to the initiation of disciplinary action. In cases where the final disposition is an expulsion, the Office of the Dean of Students retains student discipline records indefinitely. Disciplinary records and related information shall be made available to all Student Conduct Hearing boards and University personnel designated in the COC, as necessary. Upon receipt of a request from professional schools, graduate programs, employers or others for the disciplinary records of a student, after the student provides an appropriate confidentiality waiver, the Office of the Dean of Students and Student Conduct will report COC violations consistent with attendant record keeping policies outlined above and align reporting with the educational underpinnings of a university disciplinary process.

Students may arrange to review their own disciplinary records and related information by contacting the Office of the Dean of Students and Student Conduct. Except as provided in the COC, the University shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student or, when the student is a minor, of the student's parents or legal guardian, except as required by law. All proceedings under the COC shall be confidential.

STUDENT RIGHTS UNDER FERPA

The Notification of Rights under the Family Education Rights and Privacy Act (FERPA) is available at <https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Academics/Registrar/FERPA.pdf>

GUARDIAN NOTIFICATIONS UNDER FERPA

Students are adults, capable of making their own decisions, as well as accepting the consequences for those decisions. Except in limited circumstances, it is the student who notifies the parent(s) or self-selected third parties about a pending case. If a student decides to include a concerned third party in the conduct process the Office of the Dean of Students and Student Conduct will be responsive to the inquiry, but the student must

ultimately reply to the meeting request and forthrightly participate in the process. Conversations are between the University and its students.

If a student is found responsible for an alcohol or drug violation, the parents or legal guardians of dependent students under 21 will be notified. The University may waive parental notification in exceptional circumstances if a student makes a bona fide showing that such notification will create significant hardship such as potential violence or financial abandonment that may result in withdrawal from the University. FERPA permits the University to notify parent(s)/guardian(s) when a Student who is under the age of twenty-one (21) is found responsible for or admits to an alcohol or drug Violation.

Notification to parent(s)/guardian(s) of such violations is a part of a strategy to connect parent(s)/guardian(s) with appropriate University Representatives to reduce the risk of University students developing patterns of behavior that may jeopardize their academic success, health, or wellbeing. Under special circumstances, professional staff at the University may use their discretion whether or not this notification is in the best interest of the Student.

WHEN AND HOW PARENT(S)/GUARDIAN(S) WILL BE NOTIFIED:

Parent(s)/guardian(s) will be notified via written letter when the Appeals period has ended and a Student is found responsible for alcohol or drug Violation. This does not include Students who are sanctioned solely for being “knowingly present” during drug/alcohol Violation(s).

WHO SHOULD PARENT(S)/GUARDIAN(S) CONTACT IF THEY HAVE ANY QUESTIONS?

The Guardian Notification Letter will identify who to contact for additional information. Before calling for more information, the University encourages parent(s)/guardian(s) to speak to their student to see if the student requires any assistance and to encourage the Student to make responsible choices that will help the Student avoid future conduct Violations. If parent(s)/guardian(s) want to speak with staff, they should have their Student provide written permission to the staff member who signed the guardian notification letter.

STUDENT IDENTIFICATION REQUIREMENTS

Students are required to carry valid University issued identification cards (ID) at all times. These cards help to identify the individual as a currently enrolled student with University privileges. Students are required to present valid University issued ID when requested by an authorized University official. Additionally, all resident hall students must carry and present, valid University issued ID to gain access for their assigned residence hall.

ADDITIONAL ADMINISTRATIVE CONSEQUENCES

When the outcome of a disciplinary action is suspension from the university, a restriction will be placed prohibiting the student from performing any registration transactions during the period of suspension. The restriction will not be removed, and the student will not be allowed to perform registration transactions, until the stated period of suspension has expired and all disciplinary obligations are met.

Administrative holds affecting registration transactions and the posting of a degree may be placed when students fail to fulfill terms of their disciplinary obligations. Such situations may include failure to respond to a written notice indicating a required appointment with a designated university disciplinary official and failure to complete disciplinary sanctions by an established deadline.

STUDENTS WITH DISABILITIES

Students who are charged with violations of the Student Codes of Conduct or other university policy may be entitled to reasonable accommodation when they have a disability that necessitates special assistance.

If a student has a disability that necessitates assistance during the conduct process, they may request accommodation by e-mailing Ms. Ardelia Lunn in the Wellness Center or calling the Center at 334-727-8244. So that the University can respond in a timely manner, students should make requests to the Wellness Center prior to their scheduled conduct appointments.

When a request is made to the Wellness Center, the Center will communicate the request to the Office of the Dean of Students and Student Conduct. Any adjustments to the conduct process will be made as directed by the Wellness Center. More information about disabilities and the process for requesting accommodation can be found on the Tuskegee University Counseling Center.

PROCEDURES REGARDING CONDUCT RESOLUTION

The resolution of conflict involving students is an educational endeavor. All members of the community are expected to report all violations of the Codes of Conduct to the Office of the Dean of Students and Student Conduct, maintain appropriate privacy for investigations and proceedings, and refrain from filing complaints in bad faith, or in retaliation against any individual. Visitors to campus may also report violations. At all times the privacy of Reporting Parties and their witnesses will be treated with the utmost respect and shared with appropriate University and non-University officials consistent with federal and local laws.

DEFINITIONS

“Advisor” is a person that serves as a supporting person for a Responding Party or Reporting Party. Advisors are selected by the Responding Party or Reporting Party and may be present with the Reporting Party/Responding Party throughout the investigative and hearing process. If any Advisor wishes to be a witness as well, they may be limited in the level in which they may serve as an advisor in order to maintain the integrity of the hearing process.

“Dean of Students” means the Dean of Students of the University and his or her designees.

“Student Conduct Administrative Officer” means one or more University employees in the Office of the Dean of Students designated as Administrative Officers and their designees.

“Incident Report” is a written report that describes the behavior and/or alleged violations of the University Policy.

“Hearing Officer” means a University official authorized by the Vice President for Student Affairs, or designee, to determine whether a student has violated the TU Student Codes of Conduct.

“Reporting Party” is an individual who claims to have been harmed by a student through a violation of the Codes of Conduct or another University Policy. A Reporting Party also may be a University employee or other person who reports a student violation. The University reserves the right to designate a University employee to serve as a Reporting Party or co-Reporting Party when the alleged behavior may have a larger

impact on the University community, when the harmed party chooses not to participate, or when the harmed party is not able to participate.

“Responding Party” is a student or student organization who is reported or alleged to have violated the Codes of Conduct or another University Policy.

“Non-Academic Conduct” involves any conduct that violates published policies, rules or regulations published by the University Board of Trustees. This definition excludes conduct otherwise covered by the University’s definition of academic misconduct. Academic Dishonesty matters are handled in Academic Affairs solely. <https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Academics/academic-rules-regulations.pdf> Pgs. 26-27

“Student” means an individual enrolled as a student at the University.

“Student Organization” means a student group that have been recognized by the University as student organization.

“University” means Tuskegee University.

“University Employee” means faculty, administrators and other individuals employed by the University.

“University Housing” means any residence halls, residence hall rooms and other facilities managed by or under the jurisdiction of the University’s Department of Housing and Residence Life

“University Policy” or “University Policies” refer to any rules and regulations of the University as found in, but not limited to, the Codes of Conduct. These rules and regulations include, but are not limited to, policies related to computer use, solicitation, sexual harassment and other anti-discrimination policies, athletic events, use of facilities, travel, alcohol and drugs, and participation in student organizations.

“University Premises” or “University Property” means any land, buildings and all other property and facilities of the University.

“Witness” means an individual who had been identified as a person who may have knowledge relevant to a particular matter, including individuals who will be interviewed during investigations and individuals who will provide written or in-person testimony at a hearing.

SCOPE

1. Administrative Units – Policy or contractual non-compliance issues related to Residential Life, Campus Recreation, Academic Honesty Policy, University Bookstore, Office of Information Technologies, and other administrative units will be handled primarily by those respective offices using process and procedure set out by those administrative units.

2. Office of the Dean of Students and Student Conduct – Serious cases of behavior or allegations of behavior that could result in expulsion, suspension and/or removal from housing deferred or imposed will be handled primarily by the Office of the Dean of Students and Student Conduct. These include, but are not limited to sexual assault, harassment, stalking, domestic violence, bias related incidents, campus disturbances, threatening behavior, fire safety violations, use and/or possession of weapons and fireworks, records falsification, physical assault, operating under the influence, drug and alcohol possession or distribution, town

or state violations and matters resulting in a student's arrest or citations by local municipalities or campus police. Additionally, matters that impact the health and safety of the community or its members and matters requiring interim action, health and safety considerations, repeat or egregious violations of policy or contractual non-compliance in administrative units as defined jointly by the Office of the Dean of Students and Student Conduct and the administrative unit should be handled by the Office of the Dean of Students and Student Conduct.

CODES OF CONDUCT

STANDARDS

Since the functions of a university depend on honesty, integrity and civility among its members, the Tuskegee University expects a higher standard of conduct than the minimum required to avoid disciplinary action. All registered students agree to conform to University rules, regulations, and policies, and are subject to disciplinary action upon violation of any part of the Codes of Conduct.

Standards and procedures have been established by the University to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the university community, both, on and off campus. Jurisdiction of the Tuskegee University Codes of Conduct shall not be limited to conduct that occurs on Tuskegee University premises. It will be applicable to any conduct which affects the Tuskegee University community as a whole, its individual members, or the pursuit of its objectives. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of promoting responsible citizenship. Hearings and appeals conducted as part of this process are not courts of law. The University Student Conduct System is not intended to simulate courts of law. The Boards are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the University for their actions. Disciplinary action at the University will normally proceed, notwithstanding any civil or criminal proceeding. The process is intended to give a student notice of charges filed against him/her and an opportunity to be heard as it concerns the charges.

The University does not ascribe to the rules of evidence or procedure found in criminal or civil proceedings. The burden of proof shall at all times rest upon the Reporting Party. The standard of proof for deciding a matter shall be by a preponderance of the evidence.

OFFENSES RELATED TO PERSONS

Tuskegee University expects that all students will act in a civil manner that reflects maturity, social responsibility, and respect towards others and the Tuskegee Community.

An offense related to a person is committed when a student or a student organization:

1. Physically abuses or injures a person, or engages in assault, battery, or other acts that endanger or threaten to endanger the health or safety of any person.
2. Limits or restricts the freedom of a person to move about in a lawful manner without authority or consent.
3. Battery is an encounter in which one person threatens to initiate and/or actually engages in physical contact with another person through use of weapons, body parts or other objects, use of blows or other

acts of violence that may include pushing, shoving and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

4. Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person.
5. Harasses or attempts to harass a person through repeated, unwanted communications or by putting another person in objective and subjective fear of injury or unreasonably causing severe or pervasive distress by: purposely following another person; communicating in an anonymous manner; or acting in another manner with the intent to harass a person.
6. Obstructs, interferes, or denies another student or other person the rights and privileges affirmed by the Board of Trustees.
7. Engaging in any act or preparation intended to result in a violation of this Code, which, if not prevented, would have resulted in the completion of the act intended.
8. Violating any provision of any of the following policies:
 - a. Tuskegee University Anti-Hazing Policy;
 - b. Tuskegee University Student Organization Registration Guidelines;
 - c. Tuskegee University Student Alcohol Policy;
 - d. Tuskegee University Drug Free Workplace/Drug Free Schools Policy
 - e. any other University Policies that protect individuals from physical injury or harm.

Note: All allegations that a student violated the University's Policy on Title IX shall be addressed pursuant to the terms of that policy.

9. Any unauthorized use of electronic or other device to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
10. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication that disparages, abuses, harass or intimidates a member of the University community will be subject to disciplinary action.
11. Performs any verbal or non-verbal act that is exposed repeatedly and over time as negative actions (physically, emotionally, or mentally) on the part of one or more persons to another student shall be in violation of Campus Codes of Conduct and punishable as shall be determined.
12. Makes any contact with another person that causes physical injury or mental abuse to another person. Any action or activity committed by either active members, associate members or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties: which may demean, degrade or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:
 - (a) interference with a student's academic or work performance;
 - (b) forced consumption of any food, alcohol, other drugs, or any other substance;
 - (c) forced physical activity;
 - (d) deprivation of food or sleep;
 - (e) physical acts such as branding or paddling;
 - (f) requiring participation in any activity that violates university policies or any local, state or federal law;

(g) other violations as outlined in the National Pan-Hellenic Council (NPC) Constitutions.

13. Commits the act of rape. Rape, as defined by the Alabama Criminal Code.
14. Engages in sexual misbehavior, assault and/or violence, including performing or assisting in the performance of uninvited contact with another person, which includes concealing knowledge of sexual misconduct with a minor person.
15. Engages in the act of stalking. Stalking is a gender-neutral crime, but every case of stalking must be considered as potentially dangerous. This could be repeatedly following a person, appearing at a person's place of residence or business, making harassing phone calls, leaving written or verbal messages or objects or vandalizing a person's property.

(1) Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.

(2) Conduct (not of a sexual nature) that threatens, intimidates, humiliates or otherwise harms another person or group.

(3) Stalking (defined) as following or otherwise contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety or to cause that person substantial emotional distress.

Stalking includes:

(a) repeatedly following or harassing another person;

(b) contacting a person after being asked or ordered not to contact the person.

16. Sexual Assault and Sexual Violence include any type of sexual conduct or contact that is non-consensual, forced or coerced. It includes rape, molestation, incest and some types of sexual harassment. Rape may include stranger rape, acquaintance/date rape and multiple/gang rape.
17. Domestic Violence /Dating Violence constitutes the intentional acts of physical, emotional, verbal and/or sexual abuse that a current or former intimate or dating partner uses as a part of a pattern of coercive behaviors to obtain and/or maintain power and control over the victim.
18. Killing a human being.

OFFENSES RELATED TO PROPERTY

Tuskegee University expects that its students will treat the property of Tuskegee University and the property of others with the same respect that they would ask others to show to them.

An offense related to property is committed when a student or student organization:

1. Knowingly and without consent or authorization has in their possession, dominion or control, property of another person or the University.
2. Knowingly and without consent or authorization removes, (mis)uses, misappropriates, or sells the property of another person or the University.

- a. A student is not permitted to remove food or property from University Food Services service areas unless expressly authorized by University Food Services personnel.
 - b. A student is not permitted to compromise the security of University property through acts such as propping doors open, tampering with locking mechanisms, etc.
3. Intentionally, negligently, or without consent alters, misuses, abuses, damages, or destroys property owned or in the possession of another person or the University.
4. Affixes, implants, or otherwise fastens any object to floors, ceilings, or walls of any University property which might stain, scar, vandalize, or otherwise cause damage to University property.
5. Commits willful property damage to university property or the personal property of others/Facilities/Services. Including:
 - (a) Theft of university property or property of a member of the university or visitor;
 - (b) Damage, destruction or defacement of university property or property of a member of the university or visitor, including littering;
 - (c) Wrongful appropriation of university property or property of a member of the university or visitor;
 - (d) Unauthorized possession and/or use of university property or property of a member of the university or visitor, including knowingly being in possession of stolen goods, including the unauthorized use of vehicles, equipment, services, the university name and logo;
 - (e) Unauthorized entry into university facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms and campus grounds;
 - (f) Bringing animals and/or pets into university buildings, except where properly authorized;
 - (g) Use or operation of rollerblades, skates, skateboards, bicycles and similar items inside university facilities, unless expressly permitted;
 - (h) Violation of any policy or guideline pertaining to specific usage of a university facility.
6. Throws anything from the windows and/or balconies of any University building.
7. Obtains the property of another person or the University by misrepresentation or fraudulent means. A student may not take, borrow, buy, or use University identification, keys, parking permits, issued in the name of another person or violate any other University policies related to the issuance or use of such items.
8. Is present in university buildings or on university property at times or places where such presence is prohibited as, for example, when a building, facility or room is locked and permission to enter has not been given by a duly authorized university official, faculty or staff member. This also includes unauthorized entry into university buildings for other than the purpose for which such buildings are intended; this also includes, among other things, unauthorized entry into and presence in university residence halls, living corridors and rooms.
 - a. Students may not hold group functions in any University area without the express advance approval of the appropriate University official.

- b. A student and/or their guest may not enter University Food Services areas in an unauthorized manner (e.g., via elevator, exit doors, garage, etc.) or without proper identification.
 - c. A student may not enter the University Food Service areas without being properly clothed as defined by University Food Services.
- 9. Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by the Dean of Students, which shall by incorporation become part of this Code, including, but not limited to, the following:
 - a. A student may not possess or use any cooking appliances and/or cooking equipment in University housing unless the appliance, equipment, and/or cooking facility is provided by the University or unless the usage of such is expressly authorized by the University. Please see the Student Handbook for a list of approved items.
 - b. A student may not post or display posters, banners, or advertising on University property (except within their individual accommodation) or in a Food Services area without the advance approval of the appropriate University official and/or Food Services.
 - c. A student shall be responsible for his or her guest(s) at all times and shall be held responsible for any violations of the Codes committed by their guest(s).
 - d. Violates any provision of Tuskegee University Posting and Chalking Guidelines.
 - e. Violates any other University Policies that protect or are otherwise related to the use of University property or the property of other persons.
- 10. Violate the security of university buildings and/or the security of occupants in residence halls and other living areas. Such violation occurs when one knowingly inhibits the closing of an entrance door to a building by blocking the door from closing or disabling the door alarms system or allowing others to gain unauthorized entry through an unsecured entrance door.

OFFENSES RELATED TO THE OPERATION OF THE UNIVERSITY

As members of the Tuskegee University Community, students are expected to serve as ethical representatives. They are expected to know and follow the Codes of Conduct, and show respect for the faculty, staff, community members and administrative processes that are in place to maintain and support our community standards. Students are expected to hold themselves and others accountable and report violations of the Codes of Conduct or other violations to the University.

An offense related to the operation of the University is committed when a student or student organization:

- 1. Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in a commission of an offense under the Codes or other University regulations or rules.
- 2. Disrupts or prevents the peaceful and orderly conduct of classes, lectures, quiet study, and/or meetings or deliberately interferes with the freedom of any person to express their views, including invited speakers.
- 3. Riots/Participates in a mass disturbance. Participating in, or attendance at, riots or mass disturbances by students on any University property. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.

4. Engages in conduct, which may bring disfavor upon the University. Additionally, students may be sanctioned for conduct which constitutes a hazard to the health, safety, or well-being of members of the University community; or which is detrimental to the University's interest, whether such conduct occurs on campus, off-campus, or at university-sponsored events.
5. Participates in actions that impair, interfere with, or obstruct the normal operations of the university and/or interfere with the rights of other members of the university community or visitors. This includes intentional occupation of or blocking the entry or exit of university facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds.
6. Intentionally obstructs of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
7. Violates the provisions of the Dining Services Contract, the Student Handbook, any student organization policy, and/or other University policy, procedure, or guideline whether or not listed in the Codes of Conduct.
8. Violates any federal, state or local law(s), or violates any international law(s) domestic or while abroad.
9. Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials. a) A student may not deface, transfer, duplicate, loan, borrow, or sell University identification. b) A student may not duplicate any University keys. c) A student may not possess or use keys to University facilities unless expressly authorized to do so.
10. Falsifies information or records submitted to a University official or office.
11. Fails without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority.
12. Fails to present University identification or gives false identification or identifying information upon request by an authorized University official.
13. Purports to represent the University or another person in the University community improperly and without authorization.
14. Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official. This includes, but is not limited to, disbursement of any forms of promotional/informational material on university property or on items (e.g. motor vehicles) on university property, requests for donations or the selling or vending of any merchandise or services.
15. Fails to carry their identification card with them at all times and/or present the card to University officials upon request. Security personnel reserve the right to detain students who fail to produce identification cards until such time as the student's identification and enrollment status have been determined.

OFFENSES RELATED TO WELFARE, HEALTH, OR SAFETY

Tuskegee University expects that its student members will act in a manner that respects their own health and well-being, especially concerning the use and or abuse of alcohol and drugs.

An offense related to welfare, health or safety is committed when a student or student organization:

1. Uses, possesses, or manufactures, without University or other appropriate authorization or consent, firearms, explosives, weapons, or other dangerous articles or substances injurious to person or property, while on University property.
2. Fails or refuses to vacate buildings, sidewalks, driveways, or other facilities of the University, or elsewhere on University premises, when directed to do so by an official of the University or any other lawful authority having just cause; or fails to vacate a University building, including University housing, when an emergency alarm sounds.
3. Uses, misuses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to unlawful drug activity, such as pipes with drug residue. The use of medical marijuana in the workplace and on campus is regulated by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, all individuals are required to comply with federal, state or local law and the University's Drug Free Workplace/Drug Free Schools Policy.
4. Is knowingly present during the commission of any violation of federal, state or local law or the University's Drug Free Workplace/Drug Free Schools Policy, including but not limited to the violation(s) of "uses, misuses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue."
5. Aides or abets an individual(s) who is in legal or illegal possession of or who has an intent to use, sell, or distribute or who uses, sells, or distributes controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall room, or to be in any University owned or operated property over which they have control.
6. Possesses, consumes or is under the influence of alcoholic beverages if under the age permitted by the State of Alabama, or dispenses alcoholic beverages to or obtains such beverages for an individual who is under the age permitted by the state of Alabama.
7. Violates any provision of any University alcohol policies, possesses drinking paraphernalia, such as beer bongs, or is knowingly present when other persons violate such policies, including but not limited to possessing or consuming alcoholic beverages if under the age permitted by the State of Alabama or dispensing alcoholic beverages to or obtaining such beverages for an individual who is under the age permitted by the state of Alabama.
7. Falsely reports a fire or other emergency, activating emergency warning equipment without cause, or communicates false information about the existence of explosive or any other emergency the impacts the University community to state or local first responders or University officials.
9. Abuses, removes, damages, or alters fire safety equipment, security equipment, and/or exit signs.
10. Engages in games of chance for money or other gain in violation of the law.

11. Ignites or burns materials which cause a fire without consent or authorization, while on University property.
12. Ignites or burns incense, candles, and/or like materials on University premises without the authorization of a University employee.
13. Violates University restrictions on smoking.

OFFENSES RELATED TO THE CONDUCT SYSTEM

Tuskegee University expects that its student members will act in accordance with all applicable university policies, federal, state, or local laws.

An offense related to the conduct system is committed when a student or student organization:

1. Attempts to intimidate, coerce, influence, or retaliate against a person by any means in an effort to discourage or prevent their use of or participation in any University Student Conduct Process, Student Conduct Process or other proceedings.
2. Attempts to influence the impartiality of any individual participating in any University Student Conduct Process or other proceedings prior to or during the course of a proceeding.
3. Fails to respond to the request of a conduct administrator or University official.
 - (1) Failure to comply with a lawful order of a university official, including a campus police officer, in the performance of his/her duty.
 - (2) Failure to comply with the sanctions rendered during the student conduct process.
 - (3) Failure to comply with a request to be interviewed by a university student conduct officer during the investigation of a code of conduct violation. (Students may choose not to appear and present testimony at a student conduct proceeding after meeting with the student conduct officer).
4. Knowingly falsifies, distorts, or misrepresents information before a conduct administrator or University official.
5. Disrupts or interferes with a conduct proceeding.
6. Knowingly institutes a conduct proceeding without proper cause.
7. Attempts to circumvent settlement agreements reached through the Office of Student Conduct.
8. Any attempt to engage in the conduct prohibited in this section also is an offense related to the conduct system.
9. Violates any federal, state or local law(s), or violates any international law(s) domestically and/or while abroad.
10. Students who are subject to disciplinary actions and are intending to withdraw from the University **MUST** make sure these disciplinary actions are resolved prior to their withdrawal. Failure to respond to a student conduct summons or to resolve a student conduct matter prior to withdrawal will result in a "HOLD" being placed on the student's academic record.

11. Off-Campus Misconduct. Any student who violates community law regulation off-campus, so as to bring negative report upon himself/herself and the University, shall be in violation of the Campus Codes of Conduct and punishable as shall be determined.
12. Contempt of Student Conduct Sanction. Student who fails to comply with sanction requirements, after having signed the “Letter of Understanding and Commitment”, shall be in violation and may be subject to suspension.
13. Conduct inappropriate for a Tuskegee University student. This is conduct, which may bring disfavor upon the University. Additionally, students may be sanctioned for conduct which constitutes a hazard to the health, safety, or well-being of members of the University community; or which is detrimental to the University's interest, whether such conduct occurs on campus, off-campus, or at University-sponsored events.
14. Any attempt to commit any of the aforementioned offenses.

STUDENT RIGHTS IN THE CONDUCT PROCESS

Students and student organizations who participate in the conduct process, as either a Reporting Party or as a Responding Party, have the rights afforded by University Handbook.

All Responding Parties, Reporting Parties, and Witnesses in the conduct process will have the following rights:

1. To receive written notices as prescribed by the Codes of Conduct.
2. To have an Advisor, as defined in the Codes of Conduct, present during any conduct proceeding.
3. To request reasonable accommodations to disability.
4. To have reasonable access to review case information, to the extent permitted by the Codes of Conduct and the law.
5. To participate and/or speak, or not speak during the conduct process.
6. To have the opportunity to address information that may be used in determining a conduct outcome.
7. To be free from harassment, intimidation, and retaliation concerning the conduct process.
8. To provide information for consideration during the conduct process, including identification of witnesses.
9. Submit questions in advance of the hearing to the Student Conduct Officer for presentation to the chair of a hearing board.
10. A hearing before a neutral hearing officer or neutral hearing panel.

Note: Graduate level and Professional level staff working within student housing will often serve as hearing officers within their specific housing facilities due to greater rapport with student

residents, and to foster a sense of community. This alone does not create an interest in the complaint.

11. Appeal the outcome of a hearing according to the procedures set forth in this policy.
12. For the Responding Party, receive advance notice of the alleged violation(s), a general summary of the complaint, who to contact for a meeting, and the date by which that contact must occur.

FILING A REPORT

Students, student organizations faculty, University departments and employees and other individuals who wish to report misconduct by students (Reporting Party or Reporting Parties) may report the incident to the Student Conduct Officer in the Office of Dean of Students and Student Conduct. Reporting Parties are encouraged to submit reports in writing and should file their reports as soon as possible after the alleged conduct.

Reports should contain as much information as possible, and where known to the Reporting Party, should provide

1. The type of misconduct alleged;
2. The name and contact information of the student(s) and/or organization(s) involved in the alleged misconduct;
3. The date(s), time(s), and place(s) of the alleged misconduct;
4. The name(s) and contact information of any individual(s) with knowledge of the incident of alleged misconduct;
5. The existence of any evidence related to the incident (including text messages, photographs, video, and other physical evidence); and
6. Whether a criminal complaint was made in connection with the alleged misconduct.

Reports not submitted in writing will be independently verified prior to initiating the conduct process. For individuals or groups filing a report, a meeting can be arranged with the Student Conduct Officer to discuss the conduct process.

For incidents to be reported in University Residence Life and Housing, individuals or groups filing a report may contact the Residence Hall Director where the incident took place.

INTAKE PRELIMINARY REVIEW BY ADMINISTRATIVE OFFICER

After receiving a report, an administrative officer in the Office of the Dean of Students and Student Conduct will review the information provided by the Reporting Party and determine whether the report alleges conduct that could violate the Codes of Conduct.

Reports that describe conduct that is subject to another University process will be referred to the University department that is responsible for that process according to applicable rules and procedures. For example, any allegations that may constitute a violation of the University's Policy on Title IX will be reported immediately to the Title IX Coordinator. In cases where the same alleged conduct implicates the University's Policy on Title IX and the Codes of Conduct, the Title IX Coordinator will address all such alleged violations in one procedure.

Reports that describe alleged behavior that does not violate the Codes of Conduct may result in no further action being taken. Additionally, lack of sufficient information in a report may result in no further action being taken.

In matters that are not referred to other University processes, and in matters where the administrative officer determines further action is required based on the information provided by the Reporting Party, the administrative officer may:

1. Refer the matter to the Dean of Students with a recommendation to conduct a formal investigation.
2. Issue a notification of charge to the Responding Party and invite the Responding Party to provide information addressing the report. Responding Party must respond in writing within five business days after receiving the notification of charge from the administrative officer.

After initial review of the report and information from the Responding Party, if any, the administrative officer may take the following actions:

1. Dismiss the report because it does not state a violation of the Codes of Conduct.
2. If the Report and information from Responding Party indicate the need for a formal investigation, refer the matter to the Dean of Students with a recommendation for a formal investigation.
3. If the administrative officer determines the Report indicates a possible violation of the Codes of Conduct or other University Policies and does not require further investigation the administrative officer may recommend to the Dean of Students that a Charge be filed against the Responding Party.

The administrative officer shall inform the Reporting Party and the Responding Party in writing regarding the disposition of the preliminary review. When the Responding Party is a Student Organization, the administrative officer will provide this report to the chief officer of the organization. If a Charge will be filed against the Student Organization, the chief officer will

Some Reports, whether they involve possible violations of conduct regulations, also are the result of unresolved disputes between students. In addition to informing the Responding Party of the outcome of the initial review process, the administrative officer may inform the Reporting Party and the Responding Party of the option of resolving the matter through informal mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome. Information regarding the University's mediation processes will be provided upon request.

RESPONSIBILITIES OF RESPONDING PARTIES, REPORTING PARTIES AND WITNESSES

All Responding Parties, Reporting Parties, and Witnesses in the conduct process have the following responsibilities:

1. To be honest and forthright in providing information during the conduct process. Presenting false and/or misleading information during the process is a violation of the Codes.
2. To read all communications, ask questions regarding the conduct proceedings and procedures, and to identify what assistance they may need.
3. To represent themselves in all conduct proceedings and communications.
4. To attend all scheduled meetings, unless alternate arrangements are made in advance.

5. To maintain the integrity of the conduct process and to refrain from interfering with the process.
6. To provide information related to the incident(s) under review.
7. To identify any witnesses who have information about the incident(s).

OFFICE OF THE DEAN OF STUDENTS AND STUDENT CONDUCT PROCEDURES

Investigation and Charges

1. The University has the right to conduct a formal investigation of any matter that may involve a violation of the Codes of Conduct or other University Policies. Formal investigations may be initiated by the Dean of Students based on reports filed by students, student organizations, University administrators, faculty and other employees, guests of the University and other third parties and upon the request of administrative officers.
2. The Dean of Students may refer any report for preliminary review.
3. The Dean of Students may commence a formal investigation of a report without a preliminary review.
4. Formal investigations may include interviewing witnesses, reviewing documents and preparing an investigative report.
5. The Dean of Students may assign employees of the Office of the Dean of Students or other University employees to conduct formal investigations.
6. Following review of the results of a formal investigation that indicate a student or student organization violated the Codes of Conduct or other University Policies, the Dean of Students may approve Charges to be heard in the University Student Conduct Process.
7. The Dean of Students will provide the results of a formal investigation to the Reporting Party and the Responding Party.
8. A report alleging student misconduct must be filed no later than one year after discovery of the alleged violation and the identity of the student(s) involved by the victim.
9. The University may bring charges at any time. If a student has withdrawn or withdraws after the filing of charges, a registration hold may be placed on the student's academic record and the University may proceed to resolve the disciplinary action with an in absentia finding.
10. If no charges are filed, but in the judgment of the Dean of Students grounds exist to believe that the student would benefit from education on a topic related to the investigated behavior, the University may assign a student to an educational process or program to address the concern. No conduct history will result from such an assignment, but failure to complete the assignment could result in subsequent charges.

Notice of Charge

Upon the filing of a charge, the Reporting Party and the Responding Party will receive a Notice of Charge and will have two (2) business days to call the Office of the Dean of Students and Student Conduct to schedule a Disciplinary Conference. The Notice will contain a statement of the charges as outlined by the Codes of Conduct and a summary of the facts upon which the charges are based including the date and location of the incident. If a student does not respond to a Notice of Charge, the hearing process may proceed without the student's involvement.

Disciplinary Conference

At the Disciplinary Conference, the Reporting Party and the Responding Party student(s) will meet with a member of the Dean of Students' staff to discuss the nature of the conduct complained about, and the options to resolve the matter. The parties will also be advised of the range of possible sanctions.

Disciplinary Conference Outcomes

At the end of the Disciplinary Conference the Responding Party may be found not responsible, the Office of the Dean of Students and Student Conduct staff may issue a warning letter, the Responding Party and the Office of the Dean of Students and Student Conduct staff may sign a Voluntary Administrative Review or the Office of the Dean of Students and Student Conduct staff may issue a Summary Administrative Review. In cases which may result in expulsion, suspension, or removal from housing imposed or deferred, the matter may be referred to a University Student Conduct Hearing Board.

The outcomes after the Disciplinary Conference include:

I. Finding of Not Responsible: After a review of the facts the Responding Party may be found not responsible for some or all the charges.

II. Insufficient Information: If the Office of the Dean of Students and Student Conduct staff concludes that there is insufficient information to hold the Responding Party responsible for a violation, the case may be closed as Insufficient/Not Responsible or referred for a formal investigation and further review of the decision whether to issue a Charge. The University also may make an educational assignment at its discretion.

III. Warning Letter/Responsible: The University may provide notice to a Responding Party that her or his alleged behavior may have violated University expectations and if repeated such behavior may be subject to the Student Conduct Process. The University also may make an educational assignment at its discretion. A warning is not a formal disciplinary record and cannot be appealed.

IV. Voluntary Administrative Agreement/ Responsible: If the Office of the Dean of Students and Student Conduct staff, the Reporting Party and the Responding Party) agree on the substantive facts in the case and the recommended sanction the case can be resolved by both parties signing a Voluntary Administrative Agreement. A signed Administrative Agreement constitutes acceptance of the sanction(s) and a waiver of a hearing or appeal.

V. Summary Administrative Review/Responsible: If the Reporting Party and the Responding Party agree with the facts in a case, but dispute the appropriateness of the recommended sanctions, and the matter will not result in expulsion, suspension and/or removal from housing deferred or imposed, the Office of the Dean of Students and Student Conduct staff will issue a Summary Administrative Review. The Reporting Party or the Responding Party can request a Sanction Hearing which will consist of a review of the Disciplinary Conference record and sanction(s) proposed by the Dean of Students based on one or more of the following grounds:

1. The sanction is unsupported by substantial evidence; or
2. The sanction is unsupported by the charges and/or the student's disciplinary history

VI. University Student Conduct Hearing Board

In cases which may result in expulsion, suspension and/or removal from housing through means of interim suspension or termed suspension and where the Reporting Party, the Responding Party, and the Office of the Dean of Students and Student Conduct staff cannot agree on the facts or recommended sanctions, the matter will be referred to a Hearing Board.

Interim Measures

The status of a student in most instances will not be altered and disciplinary sanctions are not initiated until completion of an initial review or an appeal, if any, unless otherwise provided for in this policy.

To ensure the health, welfare, and safety of the Reporting Party, Responding Party, third-parties or the University community, or to uphold the integrity of the process, however, the University may take interim action at any time and is not required to wait to take such action until after the intake, preliminary review, the Disciplinary Conference, a hearing or an appeal. Interim measures are available to all parties. Depending on the specific nature of the allegation, interim action may include, but is not limited to, the following:

1. Imposition of a No-contact order (a directive that the Reporting party and Responding Party refrain from having contact with one another, their families, and/or their personal possessions, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing);
2. Provision of counseling services;
3. Provision of medical services;
4. Provision of academic support services, like tutoring;
5. Provision of alterations to the student's class schedule to ensure the Reporting party and Responding Party do not attend the same classes;
6. Moving the Reporting Party or alleged student to a different University housing facility;
7. Removing a student from University housing and
8. Provision of an escort to ensure the student can move safely between classes and University activities.

Procedures Regarding Conduct Resolution

Any Reporting Party or Responding Party in a matter that has not been referred to another University process may request to delay a Disciplinary Conference or a Hearing. In a case where criminal charges related to an alleged violation are pending against a Responding Party, upon the Responding Party's request, a reasonable delay may be granted to secure the advice of legal counsel except in the case of Interim Restrictions. All other delays may be granted to either party at the discretion of the staff member prior to the hearing or by the Hearing Board once the hearing has begun. This provision shall not apply to any investigations or proceedings subject to the University's Policy on Title IX .

HEARING BOARD PROCEDURES

Structures and Process of the University Student Conduct System

The University Student Conduct System (UJS) is specifically designed to serve and safeguard the vital interests of the University community, students, faculty, administration and staff, in the conduct of work, living and leisure.

The University shall establish appropriate Hearing Boards to conduct hearings concerning alleged violations of the Codes of Conduct that could result in expulsion, suspension and/ or removal from housing. Appointments to University Student Conduct Hearing Boards are made by the Dean of Students.

Assistance for Students who are Reporting or Responding Parties:

1. The Reporting Party and Responding Party Students may access assistance of an advocate from the University community to represent him/her, provided, however, that such an advocate may not be an attorney.
2. When there is a pending criminal case or when there is a reasonable likelihood that a criminal complaint will be sought against a Responding Party arising out of the same facts as the charge, the Responding Party may, at her or his own expense, be accompanied by an attorney who may attend the hearing when the Responding Party is present but may not participate in the hearing. Any student who elects to be accompanied by an attorney must notify the Dean of Students at least three business days in advance of the hearing.

UNIVERSITY STUDENT CONDUCT HEARING BOARDS COMPOSITION AND TRAINING.

The University's Student Conduct System includes four (4) types of University Student Conduct Hearing Boards:

1. Central Residence Hall Student Conduct Board (CRSCB)

* CRSCB procedures are available in the Office of the Director of University Residence Life and Housing and can also be found in the Housing and residence Life section of the Student Handbook.

Four students and three residence hall director/counselors comprise the Central Residence Hall Student Conduct Board (CRSCB). The director/counselors are appointed by the Director of University Residence Life and Housing, and the students are selected from a pool of applicants recommended by a screening committee named by the Director of University Residence Life and Housing. Student applicants for service on the Hall Judiciary Board must reside in the residence halls, maintain a 2.00 academic average, and must not have been found responsible for having violated any of the Codes of Conduct. The CRSCB commences operation during the third week of the Fall Semester and is dissolved at the end of the Spring Semester. A separate Residence Hall Judiciary Board may be organized for the Summer Session, at the discretion of the Director of University Residence Life and Housing. The CRSCB hears behavioral, personal property or damage complaints as they relate to violation of residence hall regulations.

In extreme cases where a resident has repeated, documented offenses that threaten the safety and welfare of other residents, Residence Life Staff and/or the Residence Hall itself, the CRSCB reserves the right to request that a resident be suspended from the Residence Hall for the remainder of the semester. The resident has 24 hours after notification to vacate the assigned room and return the keys to the Office of Residence Life and Development. If keys are not returned, the student will be charged with theft of University property. NOTE: Room and Board fees are non-refundable. A resident who has received such an eviction may appeal the decision of the CRSCB to the Director of University Residence Life and Housing or his/her designee within 48 hours of the decision. Upon receipt of an appeal, the Director of University Residence Life and Housing, or his/her designee, will review the decision of the CRSCB along with the records and documents presented in the case before rendering a decision. The decision of the Director of University Residence Life and Housing is final.

CRSCB procedures are available in the Office of the Director of University Residence Life and Housing

2. University Student Conduct Hearing Board (USCHB)

University Student Conduct Hearing Board (USCHB) is composed of University employees and students, and shall not have fewer than three, nor more than five members. Before appointing the student members of the Hearing Board, the Dean of Students shall solicit recommendations from the SGA and Residence Hall Association.

The USCHB shall be composed of five (5) undergraduate students, (chosen by the Office of the Dean of Students and Student Conduct in consultation with the current student members of the Student Government Association and the faculty chairperson of the University Student Conduct Hearing Board, two (2) graduate students (chosen by the Office of the Dean of Students and Student Conduct in consultation with the faculty chairperson of the USCHB), four (4) members of the faculty (four elected by the University faculty at large), and four (4) staff/administrators (appointed by the Vice President for Student Affairs and/or designee). Faculty shall be elected for three-year staggered terms. Students shall be selected for one-year renewable terms. Staff/Administrators shall be appointed for three-year renewable terms. The Student Conduct Officer shall have the authority to appoint alternate members for student and administrative representatives to ensure the committee's ability to function.

Chairperson. The chairperson of the USCHB shall be a faculty member elected by the committee for a one-year term.

3. Student Conduct Appeals Board (SCAB)

The Student Conduct Appeals Board (SCAB) shall be composed of three people, including one student, one faculty member, and one staff member. It is the responsibility of the Vice President of Student Affairs (VPSA) or designee to make appointments to the SCAB. A staff/faculty member appointed serves as Chair.

Recommendations for appointments to the SCAB shall be made by the VPSA which shall be representative of the University community. Student applicants for service on the SCAB must maintain a 2.00 academic average and must not have been involved in violation of the Codes of Conduct.

The Office of the Dean of Students and Student Conduct shall take affirmative steps to appoint diverse and representative Boards. The Office of the Dean of Students & Student Conduct will be responsible for ensuring all USCHB members attend a thorough training covering all aspects of the conduct process. The training program must include but is not limited to how to conduct an investigation and hearing process that protects the safety of victims, promotes accountability and ensures that the rights of both the Reporting Parties and the Responding Parties are respected and protected throughout the process specific to Tuskegee University.

4. The Sexual Misconduct Hearing Board (SMHB)

The Sexual Misconduct Hearing Board (SMHB) and its procedures are described in the University's Policy on Title IX.

NOTIFICATION OF HEARING

Once it has been determined that a matter will be adjudicated before an Administrative Hearing Officer (Hearing Officer) and the USCHB/CRSCB, the Responding Party, and the Reporting Party shall be provided with a written hearing notice. The notice of hearing shall include the following information:

- i. Date, time, place of hearing;

- ii. Specific violations of the Codes of Conduct or other University Policies that the Responding Party is charged with;
- iii. Name of Reporting Party or University department submitting the complaint;
- iv. Notice of the conduct forming the basis for the Charge, which may include the time, place, person(s) involved, circumstances of alleged prohibited conduct, and name(s) of possible witness(es);
- v. Any applicable requirements or restrictions to protect the interests of affected students or the University; and
- vi. Other information the Dean of Students wishes to include.

The hearing notice shall also inform both the Reporting Party and the Responding Party that they are responsible for contacting their own witnesses, informing them of the hearing particulars, and ensuring their attendance at the hearing. Such notification shall be hand-delivered, mailed, e-mailed or delivered to the local address of record for each party. In the event any party elects to present witnesses, he or she must submit a witness list to the Student Conduct Officer at least two (2) days prior to the hearing. Upon request, copies of the witness list will be made available to the parties.

The Dean of Students, or designee, based on the totality of information, reserves the right to modify the Charges included in the notification of Formal Resolution and add witnesses to the witness list. In the event Charges are added, the hearing will be rescheduled at least seven (7) working days after notice of new charges is issued.

Upon request submitted to the Student Conduct Officer, excused absence letters for students who miss class due to participation in a disciplinary procedure will be provided for students to submit to their professors.

NOTIFICATION OF INABILITY TO ATTEND A HEARING

If either the Responding Party or the Reporting Party cannot attend a scheduled hearing due to compelling circumstances, he/she must notify the Student Conduct Officer as soon as this information is known. If such a request is made, written documentation of the extenuating circumstances must be provided. Failure to adhere to this policy may result in the imposition of additional disciplinary action and/or the University conducting the proceeding without the absent person's participation.

POSTPONEMENT

A one-time request for postponement by either the Responding Party or the Reporting Party may be considered by the Student Conduct Officer or his/ her designee and granted only when it is determined that there is a compelling reason for the delay. If the postponement is granted, the Student Conduct Officer or his/her designee will set a new date for the hearing and notify all parties involved. Further requests for postponement do not have to be considered and a hearing may be held in the absence of either party.

WITNESSES

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the Responding Party or Reporting Party must be submitted in accordance with the timeline established herein.

In those situations when an Officer of the Tuskegee University Department of Public Safety takes a report and/or investigates an incident relevant to the proceeding, the Office of the Dean of Students and Student Conduct, the Reporting Party or the Responding Party may request that the Public Safety Officer attend and/or participate in a hearing as a witness. Such attendance or participation will be permitted if the Hearing Officer or the University Student Conduct Hearing Board determines that the Public Safety Officer's presence will facilitate the finding of facts. The Reporting Party or the Responding Party should contact the Tuskegee University Public Safety Officer directly to make such a request. The student making such a request must also notify the Student Conduct Officer that the request has been made.

DOCUMENT ACCESS

Both the Responding Party and the Reporting Party shall have reasonable access to all of the relevant case documents that are maintained in the Office of the Dean of Students and Student Conduct.

Documents shall also be available for review by the Hearing Officer or members of the University Student Conduct Hearing Board prior to a hearing. Any documents prepared by the Student Conduct Officer, all documents submitted during the hearing and any written and/or oral statements related to a matter are considered to be the record and all of these documents will be reviewed by the Hearing Officer or the University Student Conduct Hearing Board in an administrative hearing proceeding.

Except as provided in the Codes of Conduct, the University shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student or, when the student is a minor, of the student's parents or legal guardian, except as required by law. All proceedings under the Codes of Conduct shall be confidential.

BRIEFINGS AND CONSULTATIONS

Prior to the administrative hearing proceeding, Hearing Officers or members of the USCHB will be briefed by the Student Conduct Officer on factual and procedural matters.

FAILURE TO ATTEND

A Responding Party who fails to attend a scheduled hearing, after receiving notice that he/she has been accused of violating the Codes of Conduct and after receiving appropriate notification of the hearing, may be subject to further disciplinary action by the Student Conduct Officer or his/ her designee. Under these circumstances, the Hearing Officer or the USCHB may elect to proceed with the hearing without the Responding Party and render a decision based on the evidence presented.

A Reporting Party or witness with evidence critical to any adjudication process related to a violation of the Codes of Conduct who refuses to attend a scheduled hearing, after being called by the Student Conduct Officer or his/ her designee, a Hearing Officer, or the USCHB and receiving reasonable notification of a hearing may be subject to disciplinary action.

CLOSED HEARINGS

All hearings are closed. Therefore, only those persons directly involved, to include the Responding Party, the Reporting Party, staff, witnesses and University counsel, when appropriate, may be present, unless the Hearing Officer or USCHB, in consultation with the Student Conduct Officer or his/ her designee, determines otherwise. The Hearing Officer or the USCHB may exclude parties and witnesses when they are not testifying for good cause.

RULES OF EVIDENCE AND LEGAL REPRESENTATION

Any disciplinary proceeding related to alleged violations of the Codes of Conduct are not subject to the formal rules of process, procedure, or evidence, as utilized and applied in criminal or civil court proceedings. These are internal administrative proceedings that will be governed by the rules and regulations contained herein.

Any decision made by a Hearing Officer or USCHB is based solely on whether the record shows it is more likely than not that the charges are true and the Responding Party violated the Codes of Conduct.

Prior to the hearing, both the Responding Party and the Reporting Party may consult with their own personal legal counsel to prepare for the hearing. However, attorneys are not permitted to attend and/or participate in the hearing; they also cannot represent a student at a hearing. A student may, however, elect to have a peer advisor present at his or her hearing. The peer advisor shall serve in an advisory capacity only. Advisors are not permitted to speak at or directly participate in the hearing. Peer advisors must be current students in good academic, disciplinary and financial standing with the University.

BURDEN OF PROOF

The Reporting Party carries the burden of proof to establish that the Responding Party violated the Codes of Conduct. The Responding Party carries the burden of proof to establish any affirmative defenses the Responding Party alleges. The Responding Party should be prepared to respond to all charges and evidence presented against him/her with witnesses and/or documents, as appropriate.

SCOPE OF EVIDENCE CONSIDERED IN A DISCIPLINARY HEARING

The Hearing Officer or the USCHB shall be the sole judge of the relevancy and admissibility of any and all evidence presented for consideration.

ROLE OF THE ADMINISTRATIVE HEARING OFFICER AND UNIVERSITY STUDENT CONDUCT HEARING BOARD

The Hearing Officer and the USCHB are responsible for conducting the hearing in a fair and impartial manner and for recommending such action(s) as necessary to control the hearing and prevent disruptive or inappropriate behavior and issue reasonable sanctions.

STEPS IN THE HEARING

Each hearing shall follow a standardized format. Copies of the procedures may be secured from the Student Conduct Officer in the Office of the Dean of Students and Student Conduct.

DELIBERATION, DECISION MAKING AND REPORTING RESULTS

The Hearing Officer/University Student Conduct Hearing Board shall consider all information contained within the record.

University Student Conduct Hearing Board Findings and Recommendations: Immediately after the hearing, the Panel members will deliberate among themselves and determine:

- i. Whether the facts presented establish that the alleged conduct charged occurred;
- ii. Whether the conduct that occurred violates the Codes of Conduct, as charged; and
- iii. Their recommendations for which specific sanctions, if any, should apply in light of their findings.
- iv. The Chair will write a report containing the University Student Conduct Hearing Board's findings of facts, its conclusion about the charge(s) based on the facts, and its recommendations for sanctions, if any.

The Hearing Officer/University Student Conduct Hearing Board shall prepare a written report of the hearing including any recommended sanctions and submit the report to the Student Conduct Officer or his/ her designee up to five (5) business days from the date of the hearing.

Any sensitive information considered by the Student Conduct Officer or his/ her designee in determining appropriate sanctions for the Responding Party(s) shall be deemed confidential and will not be shared with students, except upon written request from any alleged victim of a crime of violence or non-forcible sex act. Under these circumstances, the results of the University's disciplinary proceedings as well as any sensitive information regarding the Responding Party will be disclosed.

NOTIFICATION OF HEARING OUTCOME

The Dean of Student shall review the recommendations of the Hearing Officer/University Student Conduct Hearing Board and the Dean of Students and shall make a final determination regarding which sanctions to render, when applicable.

Both the Responding Party and Reporting Party will be notified of the hearing outcome within ten (10) working days of the date the Student Conduct Officer receives the written report. If it is determined that a Responding Party Responsible for violating the Codes of Conduct, the Student Conduct Officer shall prepare

a written memorandum setting forth the decision and any sanctions imposed. The Reporting Party will be notified of the hearing outcome but not of the specific action taken against the Responding Party, in accordance with the provisions of the Family Educational Rights and Privacy Act. Please note, the Dean of Student reserves the right to delay notification when it determines that such delay is in the best interest of the University. Under these circumstances, the Student Conduct Officer or his/ her designee will notify both the Responding Party and Reporting Party of the University's determination and provide an anticipated date for notification.

When deemed necessary or appropriate, relevant University officers, officials, units and organizations will also receive notification of hearing outcomes and sanctions.

The University reserves the right to make necessary changes to the policies and procedures outlined in the Student Handbook without prior notice, so long as such changes do not impact the overall fairness of the student conduct process.

The Office of Student Affairs considers Tuskegee University e-mail accounts as a means of official communication with individual students. All students are responsible for checking their Tuskegee-issued e-mail accounts and are held accountable for the contents for the e-mails issued by the University.

As an institution of Higher Education, The Tuskegee University has at its core, a responsibility to educate students. Therefore, educationally based sanctions will be paramount in the foundation and administration of the disciplinary process. Sanctions imposed upon students must be proportionate to the gravity of the offense.

SANCTIONS WHICH MAY BE IMPOSED

LEVEL I

As noted below, sanctions at this level may include warnings, reprimands, and required completion of an educational component. In cases deemed Level I, the outcome is based on the violation being minor and/or the Responding Party taking responsibility and demonstrating mitigating circumstances and/or remorse.

DISCIPLINARY REPRIMAND

A written statement from the hearing authority or other appointed hearing officer expressing disapproval of conduct.

DEVELOPMENTAL SANCTION

The Student Conduct Educator consists of learning modules that educate students. Randomly testing is built into each module. When a student successfully completes the module by passing a test, the student completes an e-mail notification form, which is then automatically forwarded to the appropriate hearing authority.

Mentoring Program helps students establish a meaningful relationship with a faculty/staff mentor in the developing a sense of purpose and a sense of purpose helps students persist and be successful in school. Students are required to complete assignments and hold periodic meeting with the mentor through the duration of the sanction.

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 director of student conduct and/or Campus Safety and Police.

REQUIREMENT TO SEEK COUNSELING (RSC)

This sanction may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors as well as behavior that may cause him/her to be a threat to self or others. In such cases, the student shall be required to provide evidence of attendance and completion of counseling by a qualified professional to the Office of the Dean of Students and Student Conduct.

LEVEL II

As noted below, sanctions at this level may include a restriction of housing privileges, disciplinary probation, restitution, restorative actions/projects, and/or monetary fines. In cases deemed Level II, the outcome is based on the violation being minor to moderate and/or the Responding Party taking some responsibility and demonstrating some mitigating circumstances and/or remorse. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

HOUSING PRIVILEGES

A termination of specific housing privileges intended to remedy a student's disregard for the rights of others for a specific period of time or taking away from the campus community and having to provide recompense.

RESTITUTION

A written direction to replace, repair or make specific compensation for property of the University or another person which was damaged, destroyed, or misused. The University will neither assume responsibility for, nor act in the collection of, privately incurred debts involving students.

RESTORATIVE ACTIONS/PROJECTS

Student(s) are required to engage in actions that attempt to make amends for the negative impact of a violation and repair the harm that resulted from the misconduct. These actions may include activities such as letters of apology, drafting and implementing a plan of resolution, providing restitution services, engaging in restorative justice conferences, or developing plans for reintegration.

FINES

Assessment of a monetary fine to be determined by the hearing body or official. Fines must be paid within a designated time. Proceeds from the fines go to the appropriate student budget. Failure to pay a fine on time may result in a hold on certain services and future registrations and may result in additional disciplinary action.

LEVEL III

As noted below, sanctions at this level may include an involuntary change of housing assignment and any of the sanctions previously mentioned. In cases deemed Level III, the outcome is based on the violation being moderate to severe and/or the Responding Party taking little to no responsibility and demonstrating little to no mitigating circumstances or remorse. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

CEASE CONTACT DIRECTIVE/NO CONTACT ORDER

As a result of one or more significantly negative interactions, a cease contact directive may be put in place for all involved parties. Each person is instructed to have no further contact with the other(s) including but not limited to speaking to them in person, through friends/acquaintances, via telephone or text message, via e-mail or any other form of social media, or in writing. Additional terms may be specified by the order, which should be consulted to determine its parameters. If any party violates this directive to refrain from contact, it will result in a referral to the Office of the Dean of Students and Student Conduct for a violation of the codes of conduct policy of “Failure to Comply with the Directive of a University Official” in addition to any other applicable University policies. Any violation of this directive may result in immediate suspension (loss of all academic credits for the current semester) with possible permanent separation from Tuskegee University. (This order can be administratively assigned as an interim measure without assumption of responsibility for any violation.)

DISCIPLINARY PROBATION

The student placed on disciplinary probation is not prohibited from participating in University-sponsored activities, however, the student may not seek membership or hold elected/appointed student leadership positions on campus and may continue to reside in University housing. However, if during the period of probation he/she is involved in any additional violations of University policy, more severe sanctions may be imposed including the possibility of removal from University housing or possible suspension/expulsion.

Students who are placed on extended periods of disciplinary probation may be placed on career probation. Career probation is intended to remain in place for as long as the student is enrolled at the University and is considered the final step prior to a student being placed on disciplinary suspension or expulsion.

INVOLUNTARY CHANGE OF HOUSING ASSIGNMENT

A written direction to relocate a student to an alternative housing accommodation within a specified period of time. This sanction is imposed only to insure the safety and well-being of the University community or University property, or to insure the student's own physical or emotional safety and well-being. It may also be imposed as an interim sanction pending a Student Conduct Hearing.

LEVEL IV

As noted below, sanctions at this level may include an interim suspension, housing suspension, disciplinary suspension, and any of the sanctions previously mentioned. In cases deemed Level IV, the outcome is based on the violation being moderately severe and/or the Responding Party taking no responsibility and demonstrating no mitigating circumstances and/or remorse, and was deemed to aggravate the situation by his or her actions. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

INTERIM SUSPENSION

This is an immediate exclusion from the residence facilities only, or from classes and all other University privileges or activities. This is imposed by the Dean of Students in consultation with the Vice President of Student Affairs (VPSA) (or his/her representative) of the University, pending a hearing before the appropriate student conduct body. Interim suspension will be imposed only to ensure the safety and well-being of members of the University community, or University property, or to ensure the student's own physical or emotional safety and well-being. The student shall be persona non grata during the period of suspension.

The following is a partial list of COC violations where an interim restriction may apply:

1. Administering or causing to be administered to any person unknowingly or against the person's will any controlled substances. Sale or distribution of or aiding or assisting in the sale or distribution of, any controlled substance.
2. Bomb threat or knowingly issuing false bomb warning.
3. Participation in a riot or civil disorder
4. Possession of a firearm or any other dangerous weapon.
5. Repeated and persistent harassment of any member of the community.
6. Violence against persons which results in bodily injury
7. Violence against persons which constitutes sexual assault.
8. Willful destruction of property.
9. Willful disruption of scheduled University activities.

Interim restrictions may include, but are not limited to, the following:

1. suspension;
2. assignment to alternate housing;
3. limitation of access to designated University housing facilities and/or other campus facilities by time and location;
4. restriction of communication with named individuals or groups within the University community; and/or

5. the requirement to secure advance authorization to engage in a specified activity.

Notwithstanding any other provision of the COC to the contrary, after oral or written notice to the student of the alleged conduct, a meeting between the student and the designated University official will be held prior to the imposition of interim restrictions whenever reasonably possible. Otherwise, the meeting will be held on the first business day that the student is available. At the meeting, if the alleged conduct is denied, the student shall be informed of the basis of the allegation and offered the opportunity to present her or his own version of the facts. The official or her or his designee shall determine in writing whether the interim restrictions will continue or others be imposed, together with the reasons therefore.

If there is reason to believe that any of the interim restrictions imposed has been violated, the official shall request an expedited hearing. Violation of interim restrictions may result in suspension from the University.

HOUSING SUSPENSION

This is a loss of the privilege of living on campus for a specified period of time. The student will be persona non grata during the period of suspension and will not be reimbursed any room fees.

DISCIPLINARY SUSPENSION

This is a termination of registration as a student for a specified period of time. During the period of suspension a student is excluded from classes and all other University privileges or activities. At the conclusion of the period of suspension, the student will be allowed to return to the University on a probationary basis for a period specified by the appropriate student conduct body. The student will not be reimbursed any tuition or fees during the period of suspension and shall be persona non grata on all University property.

Limited Term Suspension (LTS)

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation or failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for (1) the remainder of the semester or summer session during which the sanction is applied, or any portion thereof; (2) the next semester; or (3) any other additional periods determined appropriate by the University. In the event of a limited-term suspension, tuition and fees will be forfeited if the violation occurs after the refund period as recorded on the University Calendar.

Suspensions are recorded on the student's permanent record (official transcript). Students suspended from the University are required to immediately return all University property, including, but not limited to, their student identification cards, room keys and other University property. Suspended students will also be barred from the campus for the duration of their suspension. Exceptions may be granted to this prohibition by the Vice President of Student Affairs, or his/her designee, if it is determined that the barred student must enter University property for the purpose of conducting official business. If a student returns to the campus without permission during the period of suspension, his or her eligibility to be re-admitted to Tuskegee University is jeopardized and such persons may also be charged with unlawful entry and, thereby, made subject to arrest.

LEVEL V

As noted below, sanctions at this level may include housing dismissal, disciplinary dismissal, persona non grata, and any of the sanctions previously mentioned. In cases deemed Level V, the outcome is based on the violation being very severe and/or the Responding Party's presence on the campus is deemed a danger to

others or themselves. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

HOUSING DISMISSAL

A permanent termination of the privilege of living on campus. The student will not be reimbursed any room fees during the period of dismissal and shall be persona non grata on all University housing property.

DISCIPLINARY DISMISSAL

A termination of registration of a student. If the student applies for re-admission, he/she will not be allowed to return to the University. The student will not be reimbursed any tuition or fees during the period of dismissal and shall be persona non grata on all University property.

PERSONA NON GRATA (NO TRESPASS)

This is an exclusion from University property/buildings/persons for a specific or indefinite period of time. Should the student reappear in any prohibited area, he/she will be subject to arrest.

SUBSTITUTED SANCTION

In some cases, substituted sanctions offer a constructive and voluntary undertaking by a student which, by agreement of the student and the appropriate student conduct body or hearing officer, shall be substituted for any of the above sanctions. If the substituted sanction is not satisfactory completed, the hearing officer shall reinstitute the original sanction.

SANCTIONS FOR MISCONDUCT BY STUDENT ORGANIZATIONS

Any action by a campus group that is contrary to or in violation of the Codes of Conduct or other regulations prescribed by the University. Liability of violations may be corporate and/or individual responsibility.

The following sanctions may be imposed upon groups or organizations found to have violated the codes of conduct:

1. A sanction related to level of warning or probation;
2. One or more of the additional sanctions listed previously; and/or
3. Loss of recognition or loss of all privileges (including status as a registered student organization) for a specified period of time, until sanctions are complete, or indefinitely.

STUDENT ORGANIZATION SANCTIONS

Upon a determination of responsibility, the Dean of Students or his/her designee, or Hearing Panel shall recommend a sanction or set of sanctions based on the charge(s), findings of facts, the student organization's student conduct history, and the degree of harm posed by the violation(s) to the University community. Other factors such as the student organization's cooperation or potential for rehabilitation also may be taken into consideration.

The Dean of Students or his/her designee or Hearing Panel may recommend a variety of sanctions individually or in combination, or other sanctions, as deemed appropriate.

Chapter Suspension

Cessation of operations of the chapter and expulsion or movement to alumni status of all current members by the National Office. The chapter, in conjunction with the National Office shall submit a reinstatement plan for approval to the Vice President of Student Affairs or his/her designee.

Chapter Reorganization

Limited operation as defined in the sanction letter. The members shall be reviewed by the National and alumni to determine which members may continue participation in the chapter. Specific conditions shall be established for full reinstatement.

Community Service

Participation of mandated hours spent in the community, in which members of the chapter provide aid and assistance to a charitable or philanthropic organization. Service may include, but not be limited to, fund raising.

Educational Programming

Functions sponsored by a chapter, for the members and other organizations that encourage awareness and understanding of critical issues relating to the nature of the offense.

Fines

A monetary sanction may be levied against the chapter, consistent with the sanctions outlined in the Student Codes of Conduct.

Interim Suspension of Recognition

Pending adjudication of charges filed against an organization, a cessation of operations of the chapter or group.

Letter of Apology

A written statement of apology for an action or behavior to the afflicted. This letter must be provided on Chapter letterhead and copies must be provided to the organization's national headquarters, Office of Student Life and Activities, and Student Conduct.

Mock Social Event Program

A program designed to assist organizations in hosting a social event in congruence with established risk management and social event policies. This program will be facilitated in conjunction with the Office of Student Life and Activities.

Restitution

Restitution is reimbursement for damages to, destruction of, or misappropriation of University property or of any person/group while on University premises or University related premises. If restitution is the determined sanction, the individual or individuals who impose the corrective measure must specify, in writing, the amount due, the time and/or manner by which restitution is to be made, and the individual, office or group to be reimbursed.

Social Probation

The loss of organizational privileges to host, sponsor, co-sponsor, or participate in any social activities, with non-members anywhere. These restrictions do not apply to member only events at which no non-members are present.

Suspension or Dismissal of Individual Members

The removal of member(s) from the chapter or organization roster prohibiting the individual(s) from any involvement in group activity for a specified period of time or permanently.

Suspension of Recruitment Activities

Prohibition of participation in activities involving the recruitment, selection, and acceptance of new members.

Restriction on Reserving Rooms

Denial of access to and/or use of all or part of a facility or facilities again must be implemented for a specified period of time, as defined by the Office of Student Life and Activities. The group must be notified in writing of those areas to which they will be denied use and for what period of time.

Termination of Recognition

Revocation of recognition of the chapter's or organizational charter as a recognized University group with no established date or conditions for reinstatement. The chapter shall cease its operation at Tuskegee University.

Warning

In instances of less serious deviations from the Codes, the organization maybe formally warned of the possible consequences of continuing such behavior. No other specification is taken unless further misconduct occurs. A "Warning" will remain active in an organization's disciplinary file for one calendar year.

MULTIPLE RULE VIOLATIONS FOR THE SAME INCIDENT

Generally, for students charged with multiple violations arising from the same incident, the starting point is the typical sanction for the most serious violation. Then a determination is made whether the other violations warrant imposing a more serious sanction. The University defines serious violations as misconduct that:

1. Caused physical harm to others.
2. Jeopardized the safety and/or well-being of others.
3. Caused an adverse impact to the residential or University community.
4. Caused serious damage to University property or the property of others.
5. Violates conditions of probation or indicates repeated violations.
6. Involves hosting a gathering where prohibited drinking has occurred/common sources.
7. Is a violation of the University Drug Policy?
8. Harms others because of their particular race, religion, gender, sexual orientation or other category protected by law or University policy.

AGGRAVATING OR MITIGATING FACTORS

A student's voluntary use of illegal drugs or alcoholic beverages is not a defense to a claim that the student violated the Codes of Conduct.

Aggravating factors generally serve to increase the severity of a typical sanction. Students should be aware, for example, that even though a typical sanction for a violation might not include eviction from University housing, the presence of an aggravating factor may result in a sanction that does include eviction.

The Codes of Conduct defines an aggravating factor as, "a circumstance attending the commission of misconduct that adds to its seriousness." There are certain factors that Community Standards almost universally considers aggravating. Examples include: an incident causing an adverse or negative impact to an individual or the community, prior misconduct, violence, use of force, dishonesty, and premeditation of a violation, malicious intent of violation, and the presence of any high risk behaviors. The Codes of Conduct defines a mitigating factor as "a circumstance that may be taken into consideration to reduce a sanction." Common examples of mitigating factors include: accident, provocation by others, self-defense, remorse, sincere insight into the nature of the harm caused and a willingness to reduce or heal the effect of that harm.

A mitigating factor does not constitute a justification or excuse for misconduct. A mitigating factor that may be considered in the sanctioning of conduct cases is the level of involvement of a student. It is the desire of TU that, upon graduation, all of our students will have the strength of character to challenge their peers or find appropriate staff when they see violations of the codes of conduct. We recognize, however, that our students are in different developmental spaces and challenging their peers may be difficult. If a student chooses to remain in their room or apartment and is aware that a conduct violation is occurring, but actively seeks to avoid the violation or find appropriate staff, sanctioning may be mitigated. This means a student may not be charged or sanctioned, but if they are, it may be to a lesser degree.

Sometimes students are confused about what Community Standards will be considered as a mitigating factor. That confusion most commonly arises when it comes to the individual student's character. Many students believe that if they present evidence of their good character, their sanction should be reduced. That is not the case. Character is not considered in conduct cases. We want to believe that all TU students have good character. We are incredibly proud that many of our students choose to volunteer their time for worthy causes, participate actively in their halls, and are "A" students. To be fundamentally fair to all TU students, we focus on a behavior (misconduct) and we understand a single choice in a student's life does not define who they are nor their character.

Students also mistakenly consider honesty and cooperation as mitigating factors. They are not. The University expects that all students will be honest and cooperative with hall staff, University officials, and police. When honesty and cooperation are missing, it may very well be considered as an aggravating factor in a case.

Finally, a student's educational plans or desires are not mitigating factors. While the desire to study abroad or participate in an organization is admirable and encouraged by the University, that desire is not considered a mitigating factor.

"SECOND OFFENSE"/PRIOR FINDING OF MISCONDUCT

For several offenses, you will find a typical sanction listed under "Second Offense." Misconduct should be considered a "Second Offense" when it is similar in nature to the prior offense (it does not have to be a second offense for the same violation). For example, the "Second Offense" sanctions would generally apply when the first incident is an alcohol use violation and the second incident is a marijuana use incident. A prior conduct violation that is not similar to the current violation should simply be considered as a general "aggravating factor" when determining the sanction for the current violation.

STUDENT ALREADY ON PROBATION

If a student commits a policy violation when the student is already on probation, an additional sanction of 10 hours of community service will be added to sanction for the current violation. If the student receives additional probation for the current offense, that probation will be added to the end of the existing probation period.

FAILURE TO COMPLETE CONDUCT SANCTIONS

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified in the hearing decision. Students or organizations who do not complete sanctions by the assigned due date, whether by refusal, neglect or any other reason, may be charged with the codes of conduct violation of "Failure to Comply with the Directive of a University Official," receive additional or

more serious sanctions (including suspension for a student or loss of recognition for a student organization, and/or an administrative hold may be placed on the student record until the sanction is complete. An administrative hold prevents a student from registering for classes and housing.

To re-enroll or regain recognition as an organization, a student/group must have satisfactorily completed all (including any additionally assigned) conduct sanctions. This determination will be made by the assistant dean of students (or designee).

Students who graduate with outstanding sanctions may be considered “not in good standing” with the University and restricted from returning to campus until the required conditions are met.

DISCIPLINARY POLICIES

CASES INVOLVING CIVIL/CRIMINAL CHARGES

Individuals who engage in unlawful acts are subject to civil/criminal prosecution. Tuskegee University will extend normal cooperation to public officials in the exercise of their public duties.

No University disciplinary body shall under ordinary circumstances hear a student's case and no charge shall be brought against a student for being arraigned by civil authorities. If a student is found guilty by the civil/criminal authorities, he/she may be subject to disciplinary action by the student conduct systems of Tuskegee University. However, if any charge(s) is made by any member of the University community against a student, this charge(s) will be heard by the appropriate student conduct body.

Under unusual circumstances, where action is pending, a student may be suspended from Tuskegee University for reasons relating to his/her physical or emotional safety and wellbeing, or for reasons relating to the safety of other students, faculty or University property. This authority shall be vested in the Dean of Students or a designee and subject to subsequent appeal.

** In the event of a limited-term suspension, tuition and fees will be forfeited if the violation occurs after the refund period as recorded on the University Calendar.*

LOSS OF OFFICE PRIVILEGES

Any elected student official charged with committing a felony will immediately relinquish the duties of that office and, if tried and convicted, will immediately resign from the office.

READMISSION OF STUDENTS SUSPENDED FOR DISCIPLINARY REASONS

A student may apply to the Dean of Students for readmission after the period of suspension or earlier if he/she feels there is sufficient evidence to cause the University to review the case. Readmission of students suspended for disciplinary reasons is based on review of the educational and personal history of the student and the availability of space in residence halls and classrooms.

SPECIAL FORMATION OF STUDENT CONDUCT BODIES

In the event that any student conduct body is not organized by the specified date, the Dean of Students or a designee shall organize such a body; or, if any student conduct body fails to act on a case within **ten (10) working days**, the student conduct officer or designee may refer the case to the next highest student conduct body.

STUDENT CONDUCT APPEALS

PURPOSE OF APPEAL

The purpose of the appeal process is to ensure that the policies and procedures of the University are administered in a fair and consistent manner. An appeal is a request to a higher adjudicating authority to review a conduct decision or action. When an appeal is heard, the issue in question is not the student's original action or incident; rather it is a request for reconsideration of the original student conduct decision. A student should have no expectation that an appeal request will be successful simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for appeal; the student must demonstrate that such grounds exist. Generally, the University Review Board and/or the Dean of Students are the final appeal.

RIGHT TO APPEAL

Students have the right to appeal a decision of the USCHB only when the original recommendation includes a Level IV or Level V sanction. The student shall be informed of the right to appeal when notified of the final adjudication. Appeal from a decision of the USCHB shall be made to the SCAB.

PROCEDURES FOR APPEAL OR REVIEW

All requests for appeals must be submitted to the VPSA in writing within three (3) business days of the initial hearing. The SCAB normally will act on a request for an appeal within 120 hours (five days) of receiving the appeal from the VPSA. The form should be typewritten, with an attached statement of no more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal request is being submitted and it must be accompanied by any relevant supporting documentation. Each case may be appealed only once.

APPEAL REVIEW PROCESS

Upon receipt of the *Appeal of Disciplinary Action* form and all supporting documentation, the Student Conduct Coordinator will forward the appeal request to the Vice President of Student Affairs or his/her designee. The Vice President of Student Affairs or his/her designee shall have the authority to determine if the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Vice President of Student Affairs or his/her designee so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location.

GROUNDINGS FOR APPEAL OR REVIEW

An appeal to the Student conduct Board shall be determined on the basis of the record of the initial hearing conducted by the unit, the Student conduct Board, or other hearing body with jurisdiction. Unless otherwise provided by the University Student Handbook, an appeals panel may reverse or set aside the decision of the hearing body on the following grounds.

- 1. Procedural Error**

An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

2. Substantive Error

An appeal request will be granted when there was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the Responding Party(s) being denied a fair hearing outcome.

3. New Evidence

An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated or documented and it is required that proof be provided that this information was not available at the time of the hearing.

4. Disproportionate Sanction

An appeal request will be granted when the sanction levied against the Responsible party is manifestly unjust because it is overtly disproportionate to the offense.

APPEAL HEARING

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for the appeal. No witnesses may be called. Appeal hearings will follow a standardized format.

DISMISSAL WITHOUT A HEARING

The administrator adjudicating an appeal may involuntarily dismiss an appeal without a hearing if:

1. The appeal has not been filed in a timely fashion.
2. The appeal does not state a valid ground for appeal.

APPEAL RECORD

In considering an appeal, the Appeal Body will conduct a review of the existing record of the case, which may include, but is not limited to:

1. The hearing file;
2. The written recommendations of the Hearing Officer / Formal Hearing Panel;
3. The recording of the Formal Panel Hearing;
4. The letter of appeal; and,
5. Response to the appeal, if any.

REMEDIES

After reviewing all material relevant to the appeal case, the SCAB may choose one of the following two options:

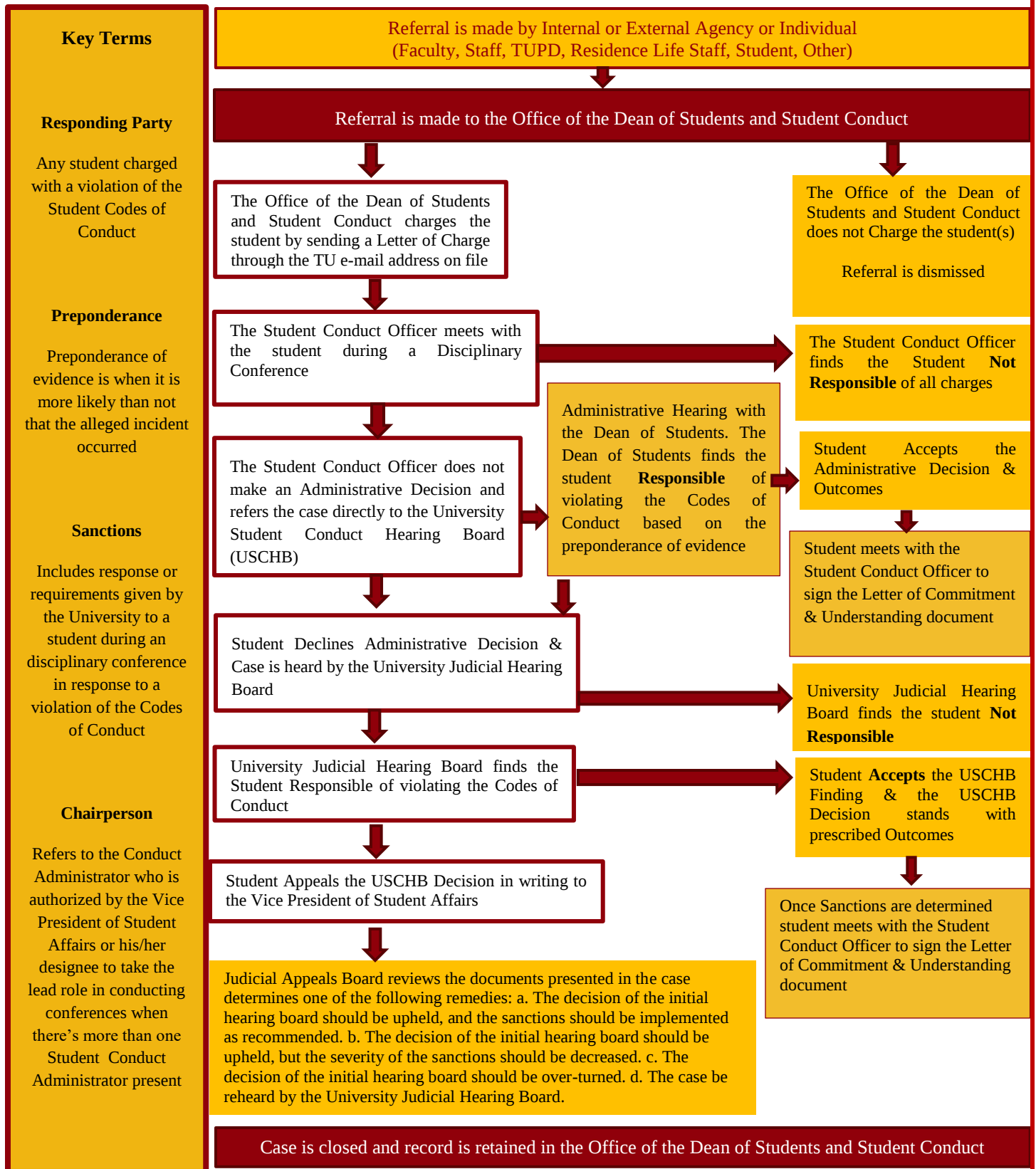
1. Recommend to the Dean of Students that:
 - a. The decision of the initial hearing board should be upheld, and the sanctions should be implemented as recommended.

- b. The decision of the initial hearing board should be upheld, but the severity of the sanctions should be decreased.
 - c. The decision of the initial hearing board should be over-turned.
 - d. The case be reheard by the University Student Conduct Hearing Board. The recommendation is submitted to the Dean of Students with a full explanation for the decision.
- 2. The SCAB can decide to hear the case itself. If this option is followed, the same format will be used as in hearings with the USCHB. In this option, the decision of the USCHB is final.

In reviewing any appeals, the SCAB can recommend a sanction more severe than the sanction recommended by the initial hearing board.

In all appeals, the Chairperson of the Student conduct Appeals Board shall notify the student of the status of his or her case.

DISCIPLINARY VIOLATIONS STUDENT CONDUCT FLOWCHART



STUDENT CONDUCT APPEALS

PURPOSE OF APPEAL

NOTE: This process and procedure does not apply to matters related to sexual misconduct, stalking, and relationship violence. Please refer to the university Title IX Policy.

The purpose of the appeal process is to ensure that the policies and procedures of the University are administered in a fair and consistent manner. An appeal is a request to a higher adjudicating authority to review a conduct decision or action. When an appeal is heard, the issue in question is not the student's original action or incident; rather it is a request for reconsideration of the original student conduct decision. A student should have no expectation that an appeal request will be successful simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for appeal; the student must demonstrate that such grounds exist. Generally the University Review Board and/or the Dean of Students are the final appeal.

STUDENT CONDUCT APPEALS BOARD (SCAB)

The Student Conduct Appeals Board (SCAB) shall be composed of three people, including one student, one faculty member, and one staff member. It is the responsibility of the Vice President of Student Affairs or designee to make appointments to the SCAB. A staff/faculty member appointed serves as Chair.

Recommendations for appointments to the SCAB shall be made by the VPSA which shall be representative of the University community. Student members shall be solicited from the student population and shall meet the following requirements:

1. Must be a registered student.
2. Must not be on academic or disciplinary probation.

RIGHT TO APPEAL

Students have the right to appeal a decision of the University Student conduct Board (UJB) only when the original recommendation includes a Level IV or Level V sanction. The student shall be informed of the right to appeal when notified of the final adjudication. Appeal from a decision of the (UJB) shall be made to the (SCAB).

PROCEDURES FOR APPEAL OR REVIEW

All requests for appeals must be submitted to the VPSA in writing within three (3) business days of the initial hearing. The SCAB normally will act on a request for an appeal within 120 hours (five days) of receiving the appeal from the VPSA. The form should be typewritten, with an attached statement of no more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal request is being submitted and it must be accompanied by any relevant supporting documentation. Each case may be appealed only once.

APPEAL REVIEW PROCESS

Upon receipt of the *Appeal of Disciplinary Action* form and all supporting documentation, the Student Conduct Coordinator will forward the appeal request to the Vice President of Student Affairs or his/her designee. The Vice President of Student Affairs or his/her designee shall have the authority to determine if

the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Vice President of Student Affairs or his/her designee so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location.

GROUNDINGS FOR APPEAL OR REVIEW

An appeal to the Student conduct Board shall be determined on the basis of the record of the initial hearing conducted by the unit, the Student conduct Board, or other hearing body with jurisdiction. Unless otherwise provided by the University Student Handbook, an appeals panel may reverse or set aside the decision of the hearing body on the following grounds.

3. Procedural Error

An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

4. Substantive Error

An appeal request will be granted when there was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the Accused/Responding Party being denied a fair hearing outcome.

3. New Evidence

An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated or documented and it is required that proof be provided that this information was not available at the time of the hearing.

4. Disproportionate Sanction

An appeal request will be granted when the sanction levied against the Responsible party is manifestly unjust because it is overtly disproportionate to the offense.

APPEAL HEARING

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for the appeal. No witnesses may be called. Appeal hearings will follow a standardized format.

DISMISSAL WITHOUT A HEARING

The administrator adjudicating an appeal may involuntarily dismiss an appeal without a hearing if:

- a. The appeal has not been filed in a timely fashion.
- b. The appeal does not state a valid ground for appeal.

APPEAL RECORD

In considering an appeal, the Appeal Body will conduct a review of the existing record of the case, which may include, but is not limited to:

- a. The hearing file;
- b. The written recommendations of the Hearing Officer / Formal Hearing Panel;
- c. The recording of the Formal Panel Hearing;
- d. The letter of appeal; and,
- e. Response to the appeal, if any.

SCAB DECISIONS

In reviewing an appeal, the SCAB shall limit itself to consideration of the following questions:

1. Whether the rights affirmed by the Student Handbook have been denied.
2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5. Whether the sanction or remedy was in due proportion to the gravity and nature of the conduct.

REMEDIES

After reviewing all material relevant to the appeal case, the SCAB may choose one of the following two options:

1. Recommend to the Dean of Students that:

- a. The decision of the initial hearing board should be upheld, and the sanctions should be implemented as recommended.
- b. The decision of the initial hearing board should be upheld, but the severity of the sanctions should be decreased.
- c. The decision of the initial hearing board should be over-turned.
- d. The case be reheard by the University Student Conduct Hearing Board. The recommendation is submitted to the Dean of Students with a full explanation for the decision.

2. The SCAB can decide to hear the case itself. If this option is followed, the same format will be used as in hearings with the USCHB. In this option, the decision of the USCHB is final.

In reviewing any appeals, the SCAB can recommend a sanction more severe than the sanction recommended by the initial hearing board.

In all appeals, the Chairperson of the Student conduct Appeals Board shall notify the student of the status of his or her case.

APPENDICES

UNIVERSITY POLICIES

JOINT STATEMENT ON STUDENT RIGHTS AND FREEDOMS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Freedom to Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's programs. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, or national origin. Thus, within the limits of its facilities, each college and university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protections Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Records

Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus or to any person off-campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by a vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extra-mural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisors are required, each organization should be free to choose its own advisor, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policies of such organizations.
4. Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.
1. Campus organizations, including those affiliated with an extra-mural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications that may be required by organizations whose aims are primarily sectarian.

Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification on the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and

then, by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. University-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

OFF-CAMPUS FREEDOM OF STUDENTS

Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy; and as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizens both on- and off-campus.

Institutional Authority and Civil Penalties.

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional actions should be independent of community pressure.

Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an Accused/Responding Party. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions, which may be applied. They should also take into account the presence or absence of an Honor Code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student conduct bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its

actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no Honor Codes offering comparable guarantees:

Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulation should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct published in advance through such means as a student handbook or a generally available body of institutional regulations.

Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls or apartments controlled by the institution, an appropriate and reasonable authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects of information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by an institutional representative to coerce admissions of guilt or information about conduct of other suspected persons.

Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, nor his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or University property, or for reasons which may reflect unfavorably upon the image of the academic community.

Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality:

1. The hearing committee should include faculty/staff members or students, or, if regularly included or requested by the Accused/Responding Party, faculty /staff and student members.
2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assigned in his defense to an advisor of his choice.
4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear witness statements. At no time will he/she be allowed to directly question adverse witnesses. He/she can submit questions to the chairperson of the student conduct body, to be asked of the witnesses.
6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
7. In the absence of a transcript, there should be both a summary and a verbatim record, such as a tape recording of the hearing.
8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the Student conduct Appeals Board.

The Tuskegee University policies included in this section of the Handbook are those that may be most important to students. These policies should in no way be taken for all of the policies of Tuskegee University. For other policies, students should refer Academic Regulations and Procedures, the Tuskegee University Bulletin, and the various areas to which the policy in question may relate.

DISCLOSURE OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (The Buckley Amendment) requires the college or university to: (1) inform students, on an annual basis, of the location, types and content of "education records: being maintained on them; (2) provide student access rights; and (3) obtain written consent of student prior to releasing personally identifiable data. (The term, "education records," will be made available to all students during the Fall registration and to new students during the Spring and Summer sessions.)

ACCESS TO STUDENT RECORDS

Any student who is or has been in attendance at Tuskegee University has the right to inspect and review his "education records" within a reasonable time (not to exceed 45 days) after making a request. However, the following records are not subject to review:

1. Financial records of the student's parents or any information contained therein.
2. Confidential letters and statements of recommendation.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity. However, the student may have an appropriate professional review such records.
4. Records of law enforcement agencies.
5. Records kept by educational personnel that remain in the sole possession of the makers.
6. Any record containing information on two or more individuals.
7. Any record to which the student has waived his right to access.

Students have these additional rights:

1. To obtain copies of "educational records" at a reasonable cost.
2. To receive institutional response to reasonable requests for explanations and interpretations of the records.
3. To challenge the contents of their "educational records."
4. To authorize the release of "educational records" to a third party(ies). ("Party" means an individual, agency or organization). The third party(ies) must not permit any other party(ies) to have access to information without the written consent of the student.

5. To waive (specifically and in writing) their right of access to confidential recommendations and other information in the "education records."

For further information regarding student records, students may contact the Office of the Registrar.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

TITLE III-CRIME AWARENESS AND CAMPUS SECURITY

SEC. 201. SHORT TITLE.

This title may be cited as the "*Crime Awareness and Campus Security Act of 1990*".

SEC. 202. FINDINGS.

The Congress finds that:

- (1) The reported incidence of crime, particularly violent crime, on some college campuses has steadily risen in recent years.
- (2) Although annual "National Campus Violence Surveys" indicate that roughly 80 percent of campus crimes are committed by a student upon another student, and that approximately 95 percent of the campus crimes that are violent are alcohol or drug-related, there are currently no comprehensive data on campus crimes.
- (3) Out of 8,000 post-secondary institutions participating in Federal student aid programs, only 352 colleges and universities voluntarily provide crime statistics directly through the Uniform Crime Report of the Federal Bureau of Investigation, and other institutions report data indirectly, through local police agencies or States, in a manner that does not permit campus statistics to be separate.
- (4) Several State legislatures have adopted or are considering legislation to require reporting of campus crime statistics and dissemination of security practices and procedures, but the bills are not uniform in their requirements and standards.
- (5) Students and employees of institutions of higher education should be aware of the incidence of crime on campus and policies and procedures to prevent crime or to report occurrences of crimes.
- (6) Applicants for enrollment at a college or university, and their parents, should have access to information about the crime statistics of that institution and its security policies and procedures.
- (7) While many institutions have established crime preventive measures to increase the safety of campuses, there is a clear need:
 - (a) To encourage the development on all campuses of security policies and procedures.

SEC. 103. DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

- (a) Disclosure Requirements.-Section 485 of the Act (200 U.S.C. 1092) as amended by section 103 and 104) is further amended by adding at the end thereof the following new subsection:
- (b) Disclosure of Campus Security Policy and Campus Crime Statistics-
 1. Each eligible institution participating in any program under this title shall on Sept. 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992 and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailing, to all current students and employees, and to any applicant for enrollment or employment upon request., an annual security report containing at least the following information with respect to the campus security policies and campus crime statistics of that institution:

- (A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- (B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
- (C) A statement of current policies concerning campus law enforcement, including:
 - (i) The enforcement authority of security personnel, including their working relationship with State and local police agencies; and
 - (ii) Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- (D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- (E) A description of programs designed to inform students and employees about the prevention of crimes.
- (F) Statistics concerning the occurrence on campus, during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:
 - i. Murder
 - ii. Rape
 - iii. Robbery
 - iv. Aggravated assault
 - v. Burglary
 - vi. Motor vehicle theft.
- (G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution, including those student organizations with off-campus housing facilities.
- (H) Statistics concerning the number of arrests for the following crimes occurring on campus:
 - i. Liquor law violations;
 - ii. Drug abuse violations; and
 - iii. Weapons possessions.
- (I) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State under-age drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this ACT.

Source: 101st Congress, 2nd Session, House of Representatives, Report 101-883, Student Right-To-Know and Campus Security Act, October 16, 1990.

SMOKING POLICY

I. Introduction

Tuskegee University is committed to providing a healthy and safe environment for all students, faculty and staff. This new policy, which will go into effect on September 2, 2014, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

II. Definitions

A. “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

B. “Tobacco Products” such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products (e.g. chewing tobacco and snuff).

C. “Members of the University Community include its faculty, staff, students, volunteers, vendors, customers and visitors.

III. Policy

A. This policy applies to all Tuskegee University employees, students, contractors, vendors, recruits and visitors.

B. The use of all tobacco products is **prohibited** on all property that is owned, operated, leased, occupied or controlled by the University. “Property” for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas.

C. Tuskegee University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence and smoking cessation.

IV. Implementation

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee.

V. Compliance

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

Tobacco Free Implementation Guidelines

Effective September 2, 2014, Tuskegee University will create a tobacco free campus that encompasses the entire Tuskegee University campus and all properties owned, operated, leased, or controlled by Tuskegee University. These guidelines are intended to assist Faculty/Staff, Administrators and students in the implementation of this policy change.

Violation of the policy is defined as using **any** tobacco products, including **e-cigarettes** or other non-combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy will engage everyone in creating a culture of compliance. Faculty/staff and students will be given information and communication about the policy. Through a variety of communication venues, the University will courteously remind any faculty/staff, student, visitor, vendor or contractor violating the Policy that Tuskegee University prohibits the use of all tobacco products on the Tuskegee University property.

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee. They are responsible for responding to reported violations of the Policy.

I. Employees

Employees are defined as persons employed by Tuskegee University (faculty, staff, student and temporary). All Tuskegee University employees will be informed of Tuskegee University Tobacco Policy. An employee who violates the Policy will be subject to corrective action under the Human Resources Policies and Procedures or other applicable University regulations or policies. Employees on the Tuskegee University Campus may also be referred to the Office of Human Resources for access to wellness programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

II. Students

During the admission and enrollment process, all students will be informed of Tuskegee University Tobacco policy and receive informative materials relating to the policy. Students on the Tuskegee Campus may also be referred to the Tuskegee University Student Health Center for access to smoking cessation treatment programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

A. UNDERGRADUATE AND GRADUATE STUDENTS

Undergraduate and Graduate Students who violate the Policy will be reported to the Dean of the appropriate college or the Dean of Students. Students who violate the Policy in student housing areas will be reported to the Office of Residence Life. Students who violate the Policy will be subject to corrective actions according to the applicable disciplinary code (i.e. the Oracle).

B. DUAL STUDENT/EMPLOYEE STATUS

Some students, such as Graduate Teaching Assistants or Graduate Assistants, may have dual status as a student and an employee. These students who violate the policy should be reported

to the Dean of their college, or the Dean of Students. These students may be subject to corrective action according to the applicable disciplinary code, the Human Resources Policies and Procedures or other applicable Tuskegee University regulations or policies.

III. Campus Visitors and Guests

Visitors and Guests will be notified of this policy through campus signage, notification on the Tuskegee University website and notification provided by the University department that is responsible for their visit. Visitors and guests who pre-register for a visit will be informed of the Tobacco free policy at the time of registration or prior to the visit. Tobacco use violations by any person will be reported to the University department that is responsible for their visit. Guests and visitors who violate the Policy may be asked to leave campus.

IV. Vendor and Contracts

Vendors and contractors will be informed of Tuskegee University Tobacco Policy in the bid or contract documents. Violations of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract. Tobacco used by a vendor or contractor will be reported to the appropriate campus contact, such as the Physical Plant Division, Purchasing, Project Managers, Food Services, etc. The name or description of the individual and location should be provided. Follow up will be handled by the Facility Project Manager.

Alcoholic Beverages and Drugs

The possession or consumption of alcoholic beverages is strictly prohibited on University property or at any student-sponsored event. The possession, use or distribution of narcotics or other illegal drugs is also prohibited.

Students are neither allowed to display paraphernalia related to the use of narcotics nor permitted to display in residence hall rooms empty containers of alcoholic beverages.

Policy Regarding Animals on Campus

No animals (dogs, cats, snakes, *etc.*) may be brought onto the University property, except for those engaged in the research and/or clinical programs in the College of Veterinary Medicine, Nursing and Allied Health or the College of Agriculture, Environment and Nutrition Sciences.

University affiliated violators will be subject to disciplinary action. Non-university personnel found in violation will be subject to immediate removal from the campus. This policy applies to ALL BUILDINGS and GROUNDS owned by the University.

Improper disposal of garbage

The University reserves the right to assess community fines for the improper disposal of garbage. This includes: throwing garbage out of windows, leaving garbage on stairs, in bathroom or in any unauthorized area.

ALABAMA HAZING LAW

§ 16-1-23. Hazing

A. Hazing is defined as follows:

1. Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or

2. Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do so or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

3. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

B. No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

C. No person shall knowing permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

A. Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

E. Any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

F. Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

POSITION STATEMENT ON ALCOHOLIC BEVERAGES

- ☐ No alcoholic beverages should be present at any Membership Intake Program or activity of the chapter, neither on nor off campus.
- ☐ No organization or individual chapter member should permit, tolerate, encourage, or participate in "drinking games".
- ☐ With less than half of the members of the average fraternity or sorority chapter of an age to legally consumer alcoholic beverages, the University advises that alcoholic beverages not be purchased through the chapter treasury nor purchased by individual members of the chapter for other members or guests.
- ☐ The fraternity or sorority, with its important responsibility for the development of its youngest members, should not permit chapter members, collectively or individually, to purchase, serve or sell alcoholic beverages to any minor (i.e., persons under legal drinking age).

EXTENDING INVITATIONS TO SPEAKERS

The General Policy

Groups are allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community.

Financial Arrangements

The financial arrangements for prospective speakers, including honoraria and/or travel and living expenses, should be cleared by the sponsor(s) prior to finalizing the invitation.

The Administration of the Policy

The primary, but not exclusive, responsibility for implementation and observation of this policy and the standards contained herein rests with sponsoring groups and individuals who desire to invite a formal speaker shall notify the proper authority in writing at least ten (10) days before the invitation is issued. In case of students and student groups, the Dean of Students shall be notified. Non-student Tuskegee University groups and/or individuals shall notify the Provost (in case of faculty) or the Vice President for Business and Fiscal Affairs (in the case of staff). Failure to respond to written notifications within five (5) days shall be construed as approval. Prior notice on the university's weekly or semester calendar shall be deemed sufficient to cover situations involving class and professional settings, informal gatherings, or meetings of chartered organizations.

Specific Expectations

1. Courtesy should be accorded all invited speakers. Orderly walkouts and orderly sign displays are permissible.
2. The University strongly disapproves of destruction of property, lawlessness, activities which endanger the life, limb, and general welfare of individuals.
3. All off-campus public announcements and news releases inviting off-campus people to activities on the campus should be cleared through the Office of Communications, Public Relations and Marketing. Arrangement to have representatives of public communication media on the campus or at activities involving the University elsewhere should be cleared through the Office of Communications, Public Relations and Marketing.

PROTEST DEMONSTRATIONS, CIVIL, AND POLITICAL ACTIVITIES General Policy

Tuskegee University recognizes the right of students, staff and faculty, acting on their own responsibility, to engage in such activities as protest demonstrations, **civil and political actions**. They may exercise their rights as citizens of the community, state and nation, provided they do so as individuals and do not indicate that they are representing the University.

Guidelines for Implementation

1. It is expected that off-campus activities be organized and followed in accord with established civic or other appropriate legal regulations governing marches and similar activities and that any regulated agreements made with law enforcement officials will be honored. The Dean of Students, or representatives of the Division of Student Affairs, should be advised at least 24 hours in advance of sponsorship and plans for any protest activities off-campus.

2. On-campus informal rallies or informal gatherings involving students should be cleared in writing with the Office of the Dean of Students.
3. Similar activities involving staff and faculty should be cleared through the Office of the Vice President for Business and Fiscal Affairs or the Office of the Provost, respectively. Such clearance must be obtained in writing at least two hours before the activity is held.
4. Generally, neither Tuskegee University nor local law enforcement officers are able to provide adequate and effective protection of individuals or groups who participate in nighttime off-campus activities. Participants in such activities are especially reminded that they do so at their own personal risk and are subject to civil law.
5. Individuals who engage in unlawful acts are subject to civil prosecution. University officials are prepared to apprise students of legal counsel and may offer other assistance. However, Tuskegee University will extend normal cooperation to public officials in the exercise of their duties.
6. The direct or clearly implied provocation to physical violence or property damage by Tuskegee University students, staff or faculty members is considered a serious breach of responsibility and a threat to the safety of the Tuskegee University community.
7. Any individual, upon positive identification, who assists, participates, organizes, instigates and/or leads protest demonstrations, or civil and political actions that fail to observe these guidelines will be subject to such disciplinary action as may be deemed appropriate in the situation.

TUSKEGEE UNIVERSITY POSTING POLICY AND REGULATIONS

The regulations should be secured from the Office of Student Life and Development.

1. There will be no posting of alcohol-related events, obscenities, slanderous materials, or material containing nudity or any degree thereof, lewdness or suggestion thereof, racist or sexist statements. This would include, but not be limited to, posters, flyers, banners, *etc.* which show/promote nudity, violence, racism, sexism, *etc.* Profanity or vulgarity is not permitted on advertisements.
2. All Tuskegee University's student clubs and organizations must have programs and events approved by Student Life and Development.
3. All posters, flyers, banners, *etc.* when approved must be stamped by Student Life and Development before distributing and/or posting. Photocopies of originally stamped and approved posters, flyers, *etc.* are PROHIBITED.
4. Posting is only permitted on designated/approved bulletin boards. Any materials posted on bulletin boards not designated as such will be removed immediately!
5. Posting is not permitted on Tuskegee University property (e.g., windows, columns, doors, glass, vehicle windshields, trees, walls *etc.*), except those postings approved by and for Tuskegee University. Materials posted on University property will be removed! Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or will assume responsibility to clean and/or repair any damages due to its removal.
6. 50 copies will be stamped and approved by Student Life and Development for posting. One flyer may be posted per designated bulletin board. Flyers and other advertisements must be removed immediately by the student club or organization immediately after the event has taken place. Student clubs and organizations failing to adhere are subject to the possible suspension of future posting privileges.

7. Flyers and banners may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first). Banners may not exceed 3' x 9' due to space limitations.
8. There will be no posting of notices or flyers that support or endorse candidates for political office.
9. Student clubs and organizations are PROHIBITED from advertising their sponsored activities on any official document bearing the University's name and logo, without approval from the Office of Communications, Public Relations and Marketing.
10. Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by Student Life and Development or Tuskegee University.
11. Activities sponsored by student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, email and/or web sites without approval from Student Life and Development and the Office of Communications, Public Relations and Marketing. Any off campus advertising is prohibited, unless approved by the Office of Communications, Public Relations and Marketing. Students in violation of any of these regulations are subject to disciplinary action.

SOCIAL MEDIA GUIDELINES

Social media platforms can be powerful tools for communication and interactive dialogue and can be used to establish strong professional and personal networks. However, it is important to recognize that the choices you make when using these tools can have unintended consequences. As a member of the TU community, you are expected to consider how your behavior over social media can impact the experiences of others and your own. We believe that civility is important and is the result of an intentional choice of all members of the campus community. This is especially important on Facebook, Instagram, Snapchat, Twitter and other apps that allow you to interact with others quickly and easily. To help you avoid potential issues, we have put together some guidelines to help you share your voice on social media in positive, respectful and healthy ways:

- Be transparent and honest, but do protect your identity! Don't share your personal information, usernames or passwords with anyone.
- If your message would not be acceptable face-to-face or over the phone, it's not acceptable for social media.
- Even if you use the strongest privacy settings, there is no such thing as a truly "private" profile. Treat everything you post as if it can be seen by everybody.
- Social media is not the appropriate place to resolve a personal dispute. If you feel angry or upset during a social media interaction, step away and respond later or contact the individual offline.
- Be respectful of others! Don't make or post comments that are unlawful.
- You are liable for what you publish on your social media profiles, including videos and blog content. Do not post messages that are unlawful, like, but not limited to, sexual or other harassment, serious expressions of intent to inflict bodily harm, and defamation. Beyond legal frameworks, do not post content that violates the TU Student Handbook. Remember, whatever you publish has the potential

to be seen by the world, so make sure what you post today will not bring negative consequences in the future.

- When posting as an individual, make it clear to the audience that you are not representing the University or organization

THE TUSKEGEE SONG

Music by N. Clark Smith

Tuskegee, thou pride of the swift growing South, We pay thee our homage today,
For the worth of thy teaching, the joy of thy care; And the good we have known 'neath thy sway.
Oh, long-striving mother of diligent sons,
And of daughters, whose strength is their pride, We will love thee forever, and ever shall walk Thro'
the oncoming years at thy side.

Thy hand we have held up the difficult steeps, When painful and slow was the pace,
And onward and upward we've labored with thee
For the glory of God and our race.
The fields smile to greet us, the forests are glad,
The ring of the anvil and hoe
Have a music as thrilling and sweet as a harp
Which thou taught us to hear and to know.

Oh, mother Tuskegee, thou shinest today
As a gem in the fairest of lands;
Thou gavest the heav'n-blessed power to see
The worth of our minds and our hands.
We thank thee, we bless thee, we pray for thee year
Imploring with grateful accord,
Full fruit for thy striving, time longer to strive,
Sweet love and true labor's reward.

Paul Laurence Dunbar

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Tuskegee



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