

Student Affairs

Policies, Rules, and Procedures

The Division of Student Affairs is committed to creating a safe, diverse and intellectual community for all students to enjoy during their time at the university. The following admissions and student affairs policies are rules and procedures that are designed to inform, support and protect students. Students are responsible for adhering to the various procedures, regulations, policies, and codes of conduct of the campus community.

ADMISSIONS

General Requirements

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

1. Application Fee: Students seeking admission to Tuskegee University are must pay the following admission application fee:
 - Undergraduate - \$25.00
 - Transfer, International and Graduate - \$35.0
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2. Official high school transcript (High School Students)
 - Cumulative Grade Point Average = 3.0
3. Transcripts from all universities/colleges attended (Transfer Students)
 - Grade Point Average = 2.5 minimum of 12 transferable credits
4. Test Scores
ACT Composite score = 21

SAT (CR + Math) = 1000
5. **Conditional Acceptance** – Students who do not meet the above minimum of at least one of the above criteria are accepted on conditional basis. (i.e GPA – 2.5, ACT – 18 or SAT- 700).

International Students Procedures

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 non - refundable application fee. Payment should be made either by checks drawn on a U.S. bank or credit card.

1. Official sealed high school/college transcripts from students from English speaking countries.
2. 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.
3. Official transcript from all U.S. colleges or universities attended.
4. Official results from the Test of English as a Foreign Language (TOEFL); Minimum of 62 (Internet-based) or 500 (Paper-based).
5. Official ACT or SAT 1 scores.

Tuskegee University Codes:

ACT: 0050

SAT 1: 1813

TOEFL: 1813

6. 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 email, fax 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

SCHOLARSHIPS AND GRANTS

Tuskegee University Academic Scholarships/Grants for

Incoming freshmen

2013-2014

SCHOLARSHIP	GPA	SAT	ACT	AWARD	Renewable	Renewal GPA
Distinguished	3.7 ⁺	1300	29	Full tuition, room/board, \$800 books	Yes	3.5
University Merit	3.5 – 3.69	1180	26	Full tuition, \$800 books	Yes	3.25
Tuskegee University	3.3 – 3.49	1100	23	\$10,000	Yes	3.0

TUSKEGEE UNIVERSITY GRANTS

Alabama Incentive	2.6 – 3.0	950 - 1000	20 - 21	\$4,000, Housing	Yes	2.8
Tuskegee Grant	2.6 – 2.7	900 - 950	18 - 20	\$5,000	Yes	2.5

TRANSFER STUDENTS SCHOLARSHIP AND GRANT

SCHOLARSHIP	GPA	CREDIT HOURS	AWARD	Renewable	Renewal GPA
University Merit	3.5 – 3.84	20+	Full tuition, \$800 books	Yes	3.25
TRANSFER STUDENTS GRANTS					
Transfer Alabama			\$4000 + Housing		
Transfer Grant	3.0- 3.5	14+	\$ 5000	Yes	2.8

SCHOLARSHIPS/GRANTS POLICIES

- Recipients of the above scholarships/grants must complete at least **30 credit hours** at **Tuskegee University** for each academic year the scholarship award is received.
- Scholarships are awarded during the academic year (which begins **each fall** semester).
- No scholarships are awarded for students who enter in the spring semester of each year.
- All scholarships are subject to availability of University funds and completion of the free online application for Federal Student Aid (FAFSA)

HOUSING

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 and fine sheet. 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 living are not allowed. Eligible applicants must not have any disciplinary issues from residential living or judicial sanctions active or pending.

Application Procedures

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

RESIDENCE LIFE and DEVELOPMENT

The Department of 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.

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 and Enrollment Management.

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, 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 Judiciary 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, the Central Residence Hall Judiciary Board (CRHJB) 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 CRHJB to the Director of Residence Life and Development or his/her designee within 48 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 Judicial 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 which 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 this form by the designated date could result in a \$100.00 charge.

The Room Condition Form, which is filed in the Office of Residence Life and Development, 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. Failure to

complete the checkout procedure will result in a \$25.00 charge. 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. Each occupant will be subjected to a maximum fine of \$100.00 for each offense as assessed by the Director of Residence Life or designee including, but not limited to, the following:

- 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 the Office of Residence Life at the end of the Spring Semester. For those students who will not be returning in the Spring, keys must be turned in at the end of the first 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 Judicial Board with the possibility of interim suspension. (See Interim Suspension Judicial Affairs 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. Any violation of House Rules in each respective hall carries a minimum fine of \$60.00 and a maximum fine of \$300.00.

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-H 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. Your Residence Hall Director will contact the Business Office and retrieve your policy number to include on the claim form.
- 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. However, a student 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 is provided, as well. 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 judicial 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 judicial 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 to resident halls is strictly limited to public visitation areas with the exception of co-educational halls. Residents may entertain guests of the opposite sex 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.

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.

Residents are responsible for the conduct of their guests at all times.

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 fine.

Penalties and Sanctions are as follows:

- First Offense: \$100.00 fine plus 40 disciplinary work hours
- Second Offense: \$200 fine plus 80 disciplinary work hours
- Third Offense: Immediate suspension for not less than one (1) semester and not more than one academic year

Room and Property Inspection

For safety and health reasons, Residence Life and Development staff members, as well as Campus Safety and Security personnel, are allowed to inspect rooms and property to ensure that the health or 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.

Smoking Policy

Tuskegee University is a smoke-free campus. Smoking is not allowed in any residence hall or other campus building.

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 trespass 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.

JUDICIAL AFFAIRS

Tuskegee University Judicial System and the Codes of Conduct

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 ordinances and regulations, federal, state, or local laws; or which materially and adversely affects the individual's suitability as a member of the campus 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, reduced or pending.

University Judicial System (UJS) and the Codes of Conduct (COC) 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 UJS and 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. 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 Judicial 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.

A registered student agrees to conform to university rules, regulations, and policies, and is subject to disciplinary action upon violation of any part of the Codes of Conduct. Inappropriate conduct, on or off University premises, for which disciplinary action may be taken, includes, but is not limited to:

Codes of Conduct Violations

1. Assault, including sexual assault and violence, physical restriction or intimidation of any member of the university community. Any act of harassment, intimidation, coercion of assault, or any other act of violence against any member of the university community, including harassment on the basis of race, ethnic origin, sex or sexual orientation, and sexual harassment.

2. Physical abuse, verbal abuse, threats, intimidation, harassment, including committing injury to the person of another student, faculty or staff member, administrative officer or guest of the university, and/or other conduct which threatens or endangers the health of any person.
3. Riots/Participating in a mass disturbance. Participating in, or attendance at riots or mass disturbances by students on any university property.
4. Trespassing. 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.
5. Violation of 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.
6. 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.
7. Intentional disruption and/or interference with university academic operations, administrative operations, student academic pursuits or university organized extracurricular activities.
8. Disruptive Conduct. (1) 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. (2) Actions that impair, interfere with or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class; and displaying unacceptable behavior/wearing clothing that is inappropriate for an educational setting. (3) Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs. (4) Intentional obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions. (5) Disturbance of any member of the university community or visitor. (6) Solicitation on campus without prior approval from appropriate university officials. 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.

9. Defiance of authority. Any student may be charged with defiance of authority if he/she shows defiance or belligerence toward a university security officer, faculty member or other university official who, in the line of duty, asks for identification or information. Students are expected to carry university identification cards at all times and must identify themselves to university officials upon request. It is understood that university officials or security officers will identify themselves before making such a request.

10. Failure to Comply. (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 judicial process. (3) Failure to comply with a request to be interviewed by a university judicial officer during the investigation of a code of conduct violation. (Students may choose not to appear and present testimony at a student judicial proceeding after meeting with the judicial officer).

11. Unauthorized taking or possession of property or services of another, to include theft and/or receiving stolen property of the University or another person, including the unauthorized sale of the academic property of the University or another person to deny the use of the same when required.

12. Hazing. Any contact with another person that causes physical injury or mental abuse to another person. (1) 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 Inter-fraternity Council (IFC), College Pan-Hellenic Council (CPC) or National Pan-Hellenic Council (NPC) Constitutions.

13. Fraud against the university. Forging, altering, misrepresenting or otherwise falsifying any transcript, academic record, identification card or other official university document. Also, any forgery, misuse or alteration of any university document or records, misuse of the University's computer system to gain access to restricted information, or knowingly furnish false information to the University; whether by a prospective student in connection with prospective student's application for admittance to the University or by an enrolled student.

14. Making a false report concerning a fire, bomb or other emergency, or making a false report concerning a violation of the Codes of Conduct or a crime.

15. Misconduct at a formal hearing. Deliberate and knowing misrepresentation or lying during a formal inquiry conducted by University authorities. This includes misrepresentations or false statements to the Judicial Affairs Officer/Counselor or other persons investigating alleged violations of the Codes of Conduct.

16. Unauthorized or fraudulent use of services or facilities, such as computer services or the University's telephone facilities.

17. Library offenses. Unauthorized removal, stashing, sequestering, defacing, mutilating or theft of library materials; or willful and repeated failure to respond to recall, return or past due notices.

18. Violation of an international, federal, state or local law or ordinance.

19. Abuse of the Judicial System. Knowingly making false charges or giving false testimony in an attempt to have a student sanctioned by the University.

20. 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.

21. Organization misconduct. 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.

22. Identification card violations. It is a violation of university policy and the Codes of Conduct to use another person's identification card.
23. Students must carry their identification card with them at all times and 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.
24. Any attempt to commit any of the above-stated offenses.
25. 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 judicial summons or to resolve a judicial matter prior to withdrawal will result in a "HOLD" being placed on the student's academic record.
26. Gambling. Gambling on campus or participation in games of chance for money or other things of value except as provided by law.
27. Possession of alcoholic beverages. The possession, consumption, usage, manufacture, sale or distribution of alcoholic beverages on university's premises or at a university-sponsored or university-related activity.
28. Squatting in University property. Squatting shall be defined as illegal occupancy. No student shall live in any University building without meeting the regulations set forth by the University. Any student who allows another to live in University housing unauthorized shall be in violation of the Squatting regulation and punishable as the University shall determine.
29. Contempt of Judicial 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.
30. Repeat or Concurrent Violation. Any student who repeats or commits another violation while under sanction(s) shall be subject to suspension.
31. Misconduct via Internet or Mobile Devices. Any student who participates in the transmission of negative images regarding the University or any aspect of campus life including—but not limited to—text messages, Facebook, Twitter, blogs, et cetera, shall be in violation of Campus Codes of Conduct and punishable by suspension or expulsion.
32. Anonymous Publications. Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication will be subject to disciplinary action.

33. Bullying. 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.

34. 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.

35. Tuskegee University does not permit the unauthorized use of the University seal or logos or official reference to the University or the use of the University's name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to Tuskegee University students or a Tuskegee University organization, whether officially recognized or not. Exceptions to this policy require written authorizations from the Office of the President. This policy includes, but is not limited to, public performances or statements, electronically distributed statements, printed matter, Internet web pages, souvenirs, or merchandise.

Capital Offenses

Capital offenses are the most serious of the violations of the Codes of Conduct. Upon being charged with a capital offense, the accused is subject to interim suspension. A student found in violation of a capital offense, indicated by an asterisk (*), is subject to expulsion from Tuskegee University. Such a student shall never be readmitted to the university.

1. *Interference with University functions. Participating in any effort to prevent or disrupt a class or other University function or to seize or occupy any University building or part thereof; or to violate the right of an audience to listen at a University function.

2. *Fire and fire safety systems-related offenses. Unauthorized setting of fires, unauthorized tampering with any fire alarms or fire safety and/or emergency equipment or vehicle.

3. *Possession of weapons and explosives. The possession or use of explosives, incendiary materials, fireworks, firearms or weapons, such as mace or pepper spray, on University property is absolutely prohibited. The knowing possession, use or storage of firearms or dangerous weapons, except for authorized academic or employment purposes, is also prohibited under this section. The use of an instrument that can be mistaken for a real weapon, (including, but not limited to, lifelike revolvers, water pistol/gun, semi-automatic weapons, dummy grenades and incendiary devices) in a threatening or intimidating manner is prohibited. The violation will be treated as if a real weapon were used.

4. *Hazing, as defined under the statutory codes of the State of Alabama.
5. *Rape, as defined by the Alabama Criminal Code.
6. *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.
7. *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.
8. *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.
9. *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.
10. *Killing a human being.
11. *Any attempt to commit any of the above stated offenses.
12. *Possession of illegal drugs or drug paraphernalia. The possession, consumption, manufacture, sale or distribution of narcotics, other illegal drugs or drug paraphernalia on university premises or at a university-sponsored or university-related activity is strictly prohibited. This includes any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, cocaine, date rape drug (i.e., Rohypnol or Roofies, GHB, or Ketamine) and other dangerous drugs classified as illegal by federal or state law, county or city ordinances, including but not limited to those governing alcohol beverages and drugs (Alcohol Policy).

Note: Students residing in a campus facility and who are appealing a disciplinary sanction for violation(s) of the Codes of Conduct classified as a capital offense must immediately vacate the residence hall or University apartment, and discontinue use of all services and facilities of the University during the appeal process.

Tuskegee University's Policy of the Possession and Use of Firearms on Campus

Statement Update

Firearms, as referred to in this statement update, mean any hand guns, including recreation pistols, stun guns or pellet pistols, air guns, or BB pistols, and the like; as well as game and toy rifles, skeet, water gun, and BB rifles, and other such classes or weaponry as might be classified as firearms of any caliber with the potential to inflict injury.

Tuskegee University prohibits the possession, discharging or storage of firearms on campus by students. The policy is specifically stated in such University publications as the Student Handbook, Fire Safety and Security Manual, and the Residence Hall Handbook. It is restated here as an urgent announcement in continuing support of both the general welfare of campus constituent groups, and for the personal safety of all persons employed, studying, or visiting the campus.

This policy will be strictly enforced. Violators will receive summary disciplinary actions and sanctions, which may result in termination of employment, expulsion from the University, denials of request to visit the campus, or undergo criminal process by civilian authorities.

Policy Statement on Discrimination and Harassment including Sexual Harassment

It is the policy of Tuskegee University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Such behavior or tolerance of such behavior, on the part of an administrator, supervisor, faculty or staff member violates the policy of the University and may result in disciplinary action, including termination. The conduct herein described is contrary to University policy and may be illegal under both State and federal laws.

The United States Equal Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Each chairperson, supervisor, unit head or manager is responsible for making sure all students and employees within his or her area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy, and for initiating corrective actions (upon consultation with the Offices of the Provost, Vice President for Student Affairs and Enrollment Management or Human Resources Management, as appropriate).

An employee (including a student employee), who believes that he or she has been subject to discrimination or harassment, should report the conduct to his or her immediate supervisor and, in the event the supervisor is the aggrieved party, to the next higher responsible party. If necessary, the employee grievance procedure should be utilized.

A student who believes that he or she has been discriminated against or harassed should report the conduct to the chairperson of the department to which the instructor is assigned; and, if the chairperson is the aggrieved party, to the dean of the college in which he or she is enrolled, following the organizational line of subordinate and supervisory authority.

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 trespass from the campus.

This policy applies to ALL BUILDINGS and GROUNDS owned by the University.

Codes of Rights and Responsibilities

The University recognizes and supports the individual worth and dignity of each student as a human being, along with the rights and responsibilities of achieving the greatest potential in the pursuit of academic and moral excellence, professional development and life of meaning. To such ends:

1. Students have the right to pursue their education in a wholesome environment and to have appropriate opportunities for learning and enrichment in the classroom across the campus.
2. Students have the right to seek information or clarification from bona fide University officials on rules, regulations or Codes of Conduct regarding such matters that may affect their status or well-being.

3. Students have a right to request a hearing or "due process", as described under the judicial/hearing proceedings of the Student Handbook.

4. Students have the right to the guarantees or protections of freedoms and privacy in federal and state constitutions, local ordinances or university policies.

STRUCTURES AND PROCESS OF THE UNIVERSITY JUDICIAL SYSTEM

The University Judicial 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.

Judicial Hearing Boards

The University's Judicial System includes these hearing boards:

1. Central Residence Hall Judiciary Board (See section on Residence Life and Development.)
2. University Hearing Board

University Hearing Board

The University Hearing Board shall be comprised of at least five (5) and not more than seven (7) members. Membership shall include faculty, staff and one (1) student representative selected by the Judicial Officer and approved by Dean of Students. The University Hearing Board exercises jurisdiction over any violation of Codes of Conduct. The Student Judicial Advisor is an ex-officio member of the board.

Board Members may be appointed to serve successive years. A quorum of the board shall consist of five (5) members, one of whom must be a student. The Board is automatically dissolved at the end of the Summer Session, unless actively involved in a student judicial matter.

Decisions of the University Hearing Board must be appealed to the Judicial Appeals Board (JAB) within seven (7) calendar days after receipt of notice of the decision.

Initiation of Judicial Proceedings

Judicial proceedings against students shall proceed according to the following general rules and guidelines:

1. Any member of the University community may file charges against any student for misconduct or for violation of the Codes of Conduct. The initial complaint should be directed either to the Dean of Students or to the Office of Campus Safety and Security. A complaint should be

submitted as soon as possible after the incident occurs. The Dean of Students shall deliver to the Judicial Affairs Officer each such complaint for processing.

2. The Judicial Affairs Officer processes all complaints filed against University students. The Judicial Affairs Officer may conduct, or cause to be conducted, an investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved on a basis acceptable to the Judicial Affairs Officer. Such administrative disposition shall be final and there shall be no subsequent proceedings.

3. The Judicial Affairs Officer, in processing a complaint, may conduct, or cause to be conducted, investigations to assist in the determination of whether grounds exist to formally charge a student with violation of the Codes of Conduct, Residence hall violations or other University charges. Upon consultation with the Dean of Students, the Judicial Affairs Officer is authorized to file charges against a student or dismiss charges brought against a student based on the reported evidence received.

4. Charges shall be presented to the accused student in writing. For charges requiring hearing before the Judicial Board, a time shall be set not less than three (3) days or more than ten (10) working days after the student has been notified. Maximum time limits for scheduling of hearing may be extended by the discretion of the Judicial Affairs Officer.

5. In all cases, evidence in support of the charges shall be presented and considered. Thus, if a student fails to appear before a judicial body, the hearing shall proceed nonetheless and a determination and recommendation will be made.

Procedure for Notifying of Judicial Proceedings

The student is notified in writing at least 72 hours prior to a hearing in connection with the case. Notification will include a statement of charge(s), time and place of hearing, and the body before which the student is to appear.

- The accused student must appear in person at the hearing to which he or she is summoned, unless permission to be absent is otherwise granted by the Judicial Affairs Officer. Requests for postponement of a hearing, or permission not to attend, must be in writing and must be made at least 48 hours prior to the hearing. An accused student who fails to honor a summons to appear at a hearing and who has not been granted permission to be absent may be charged with contempt of the judiciary.

- The accused student has seven (7) calendar days to appeal the decision of any judicial hearing board. The Dean of Students is responsible for notifying the accused of the decision of the University Hearing Board.

The Hearing Procedure

Many disciplinary matters are decided among the accused, the accuser, and the University Hearing Board. Hearings shall be conducted by a judicial body according to the following guidelines:

1. The accuser and the accused shall have the privilege of presenting witnesses subject to the right of cross-examination by the judicial body. Both the accuser and the accused have the right to cross-examine a witness.
2. Hearings shall be closed and the contents of such hearings are confidential in nature. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.
3. Allowing the presence of any person at the hearing shall be at the discretion of the chairperson of the judicial body and the Judicial Affairs Officer.
4. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
5. Upon the chairperson calling the board to order, the chairperson will state the purpose of the hearing and read the charges brought against the accused.
6. The accused is asked to state his/her plea of "in violation" or "not in violation".
7. In instances where an individual chooses to be represented by an attorney, it shall be at his/her own expense. If an attorney will represent the student, the Dean of Students must receive a letter of representation not later than 24 hours prior to the scheduled hearing. In an instance where the accuser is the University, the appropriate University officer or employee shall present the University's case and shall offer evidence that may include written testimony and witnesses in support of the charge.
8. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson and the Judicial Affairs Officer. Documents, which either party

may intend to use at the hearing, shall be delivered to the Judicial Officer no later than twenty-four (24) hours before the hearing.

9. All procedural and evidentiary issues shall be determined by the chairperson of the judicial body and the Judicial Affairs Officer.

10. After the hearing, the judicial body shall deliberate and determine by majority vote whether the student has violated any section of the Codes of Conduct that the student is charged with violating.

11. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Codes of Conduct.

12. The judicial body's determination, as to the accused being in violation or not, and its recommendations as to sanctions or punishments, shall be delivered directly to the Dean of Students. The judicial body may recommend sanctions; it does not set or impose sanctions. The Dean of Students sets and imposes sanctions in student disciplinary matters.

13. Within three (3) working days of the judicial body's determination and recommendation, the Dean of Students shall deliver to the accused and the accuser a "Notice of Determination," "Notice of Sanction," and "Notice of Right to Appeal." The Dean of Students sets sanctions in student disciplinary matters.

Judicial Appeals Board and Process

Students can appeal the decision of any judicial hearing. An appeal may be filed, "if and only if a university policy or a university regulation has been violated, or the student's due process rights have been violated."

Section 1: Judicial Appeals Board Review and Membership

1. The Vice President for Student Affairs and Enrollment Management appoints a Judicial Appeals Board to review the verbatim record and sanctions. The decision of the Judicial Appeals Board shall be final.

2. The Judicial Appeals Board shall be comprised of at least four (4) and not more than six (6) members. Membership shall include faculty, staff and one (1) student representative selected by the Judicial Officer and approved by the Vice President for Student Affairs and Enrollment Management. The

chair of the Judicial Appeals Board shall be a representative from the Office of the University Counsel.

Section 2: Basis upon which an Appeal May be Considered

An appeal may be made for one or more of the following purposes:

1. To determine whether the original hearing was conducted in conformity with the prescribed procedures of the Student Code. Minor deviations from the designated procedures will not form the basis for sustaining an appeal unless it is determined that such deviation resulted in significant prejudice. For any substantial deviations from designated procedures, the appeals officer, i.e., University Counsel, may at his or her discretion remand the matter for reconsideration.
2. To present new evidence that could not reasonably be made available at the time of the original hearing. Such cases, at the discretion of the appeals officer, may be remanded back to the appropriate hearing format for reconsideration in light of new evidence.
3. To determine whether the sanction imposed was appropriate to the violation with which the respondent student or student organization was charged.

Section 3: Appeal Procedures

1. The respondent student or student organization, or the complainant, may appeal any decision reached as a result of a University Hearing Board or administrative hearing.
2. All appeals must be made in the form of filing a letter of appeal within seven (7) business days of the date on the decision letter. The letter of appeal must be personally signed by the student. Respondents should address the appeal letter to the Judicial Appeals Board, and submit the letter of appeal to the Judicial Officer within seven (7) calendar days after the initial hearing. The Judicial Affairs Officer will forward the appeal letter and supporting documentation, including the student's file, to the Vice President for Student Affairs and Enrollment Management, who will submit this information to the Judicial Appeals Board. The chair of the Judicial Appeals Board will be responsible for contacting the student(s)/organization(s) requesting an appeal. The complainant or respondent shall be contacted and

invited to present in person his/her appeal to the Judicial Appeals Board, after submitting the written appeal. Such presentation shall be limited to no more than forty-five (45) minutes.

3. The Chair of the Judicial Appeals Board will inform the student(s)/organization(s) of the Board's final decision. This information will also be copied to the Vice President for Student Affairs and Enrollment Management, the Dean of Students and the Judicial Officer.

Section 4: Sanction Reduction

1. In keeping with the education mission of Tuskegee University, the Office of the Vice President for Student Affairs and Enrollment Management will accept requests for sanction reduction. These requests are available to all students and student organizations after one calendar year of the date sanction was assigned as a judicial sanction.

2. A three-person panel, consisting of the Dean of Students and two students from the Student Judicial Board, will hear all requests. Requests should be submitted in writing to the Judicial Affairs Officer, along with one letter of recommendation from a member of the Tuskegee University community.

3. The student or student organization must prove to the panel's satisfaction that he/she/it has developed increased self-discipline as a result of the sanction period and can contribute to the University community through increased involvement opportunities. The request should demonstrate significant contributions, both of an academic and co-curricular nature, to the panel.

4. The Dean of Students will inform the student or student organization of the panel's decision. This information will also be copied to the Vice President for Student Affairs and Enrollment Management and the Judicial Officer.

The Judicial System of Tuskegee University is regulated by confidentiality requirements of the Family Education Rights and Privacy Act of 1974 as amended. The unauthorized disclosure of the student's confidential information is prohibited under this act.

KEY TERMS OF REFERENCE AND DEFINITIONS

The major terms and their meanings are intended to provide greater clarification and understanding of the University Judicial System (UJS) and the Codes of Conduct (COC). This glossary may be subject to amendments, as warranted.

Definitions:

Accused - a person charged with violation of established rules, regulations or policies.

Accuser - the University or person who charges the accused.

Arson - the deliberate unauthorized setting of a fire.

Attempt - an overt act toward the commission of an offense.

Contempt - failure to adhere to the lawful direction of the chairperson of a judicial board or failure, without just cause, to attend a hearing called by a judicial board.

Deadly Weapon - an instrument made or adapted for the purpose of inflicting injury or death including, but not limited to: pistols, rifles, shotguns, knives, swords, daggers, metal knuckles and clubs.

Disorderly Conduct - conduct which causes a public inconvenience, annoyance, alarm, or disobeying an order of an authorized University official. This conduct includes, but is not limited to: fighting, abusive or obscene language or gestures; disrupting the quietness of a residence hall, official University business or activity.

Faculty - persons employed by the University to perform teaching, research, and/or outreach duties.

Judicial Affairs Officer - the person authorized to administer the University's Judicial System.

Limiting the security of others - any behavior or action which jeopardizes, or threatens to jeopardize, the security of others.

Menacing - any action which places, or attempts to place, a person in fear of imminent danger of injury.

May - the term "may" is used in the permissive sense and does not imply a duty.

Offense - any violation of the laws of Alabama or the rules, regulations or policies of Tuskegee University.

Physical injury - causing harm or pain to another individual's body.

Probation - disciplinary status in which a student is placed by a campus judicial body upon being found guilty of violating a university rule, regulation or policy. Probation restrictions and requirements include: (1) loss of special privileges, including participating in extracurricular activities; (2) loss of eligibility for election to student offices or the continuation in an elected position; (3) other requirements may apply, including scheduled meetings with a counselor.

Residence Hall Probation - residency in the residence halls is conditional upon strict adherence to the Codes of Conduct and the Housing Contract.

Residence Hall Suspension - a student may not reside in, visit or otherwise use the residence hall for the period of the sanction and may also forfeit the unused portion of housing fees.

Restitution - reimbursement (to the University or an individual) for repair or replacement of damaged property.

Shall - the term "shall" is used in the imperative sense.

Should - the term "should" is used in the permissive sense and does not imply a duty.

Student - the term "student" includes all persons taking courses at the University, both full- and part-time, pursuing undergraduate, graduate or professional studies and those who attend post-secondary educational institutions other than Tuskegee University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students for the limited purposes of construction and application of the Codes of Conduct.

Student Judicial Advisor - the person elected by the student body to advise the Dean of Students on matters related to judicial affairs and the special concerns of students. It is not the position of the Student Judicial Advisor to provide legal advice to students on any specific case(s). Rather, the judicial advisor should keep the Dean of Students advised on all student concerns

about procedural matters as they relate to the judicial process. The Student Judicial Advisor participates solely as an observer in the board hearings. The Student Judicial Advisor may offer to the board suggestions and questions prior to deliberations; however, he/she does not participate in the deliberations of the board.

Student Government Association (SGA) - the official organization of the student body.

Squatting - To settle on public or private property without right or title.

Theft of Services - the unauthorized obtaining and use of services by deception to avoid payment of fees or charges related to use.

Trespassing - unauthorized access and/or presence on any part of University premises.

University - the term "university" used within the text of this document means "Tuskegee University".

University Hearing Board - the term "University Hearing Board" means any person or persons authorized by the Dean of Students to determine whether a student has violated the Codes of Conduct and to recommend imposition of sanctions.

University official - the term "University official" includes any person employed by the University performing assigned administrative or professional responsibilities.

Vandalism - the deliberate destruction of property. (The University reserves the right to assess community billing for vandalism and/or theft of property.)

SANCTIONS OF THE JUDICIAL SYSTEM

Sanctions, which include but are not limited to the following below, may be imposed by the Dean of Students upon a student, fraternity, sorority, or other registered or unregistered student organization found responsible for violating the Code of Conduct. More than one sanction may be imposed for any single violation.

1. Warning/Reprimand - A warning/reprimand may be oral or written. A warning/reprimand is an expression of the University's disapproval, by the Office of the Dean of Students or the Judicial Affairs Officer, to the student

for violating the Codes of Conduct or other University regulations. It is a notice and warning to the student that he/she is violating or has violated University regulations.

2. Probation - Probationary status is warranted when violation of University regulations has occurred and a sanction stronger than reprimand, but not as stringent as suspension or expulsion, is appropriate. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulations during the probationary period. The student who is on probation will be considered not in good standing and may also be subjected to one or more of the following restrictions and conditions during the period of probation:

- a. Loss of special privileges, including participating in any and all types of extracurricular activities;
- b. Loss of eligibility for election to student offices;
- c. Loss of any position held in any campus-wide student organization for the period of probation;
- d. Any scholarship(s) held by the student may be subject to revocation.
- e. Requirement to make monthly visits (or more frequently if deemed necessary by counselor) to an appointed counselor for the duration of the probationary period. The Dean of Students or his/her designee will appoint the counselor.
- f. The performance of work service under the mentorship and supervision of a faculty or staff member.
- g. In certain circumstances, student may demonstrate a need for social guidance. In these instances, he or she may be required to participate in selected social and/or cultural enrichment activities deemed beneficial to the refinement of their personal growth and development.

3. Emergency/Interim Suspension - The Vice President of Student Affairs Admissions and Enrollment Management, in collaboration with the Dean of Students, may impose an Emergency Suspension from residence or academic status when, in the judgment of these University officials, such action appears necessary for reasons relating to a student's physical or

emotional safety and well-being or the safety and well-being of a member of the University community. Alternatively, in certain circumstances, the Dean of Students may impose an immediate interim suspension prior to a hearing before a judicial body on the merits of the violation of the Codes of Conduct. Interim suspension may be imposed against a student who is charged with a capital offense, or other offense of a kind or nature, which involved interference with the educational process or interference with the orderly operation of the University. Additionally, interim suspension may be imposed to ensure the health, property, safety or well-being of members of the University community; to ensure the student's own physical or emotional safety and well-being; or, if the student poses a threat of disruption of or interference with the normal operations of the University. During the interim suspension, the accused student shall vacate the residence hall and University property and shall be allowed on University property only for the purpose of appearing before various University officials and hearing boards. Under interim suspension, a student is prohibited from attending classes or any other campus event as mention in this paragraph. An interim suspension is not subject to appeal.

4. Suspension - Separation of the student from the University for a definite period of time. During the suspension period, the student shall not be allowed on University property, nor attend any University functions without the written permission of the Dean of Students. Conditions for readmission may be specified. Suspension may also include a period of separation from the University for an unspecified period of time (indefinite suspension), no less than one calendar year, unless otherwise allowed by the Dean of Students.

All suspended students applying for readmission to the university must petition the Dean of Students. The Dean of Students may conduct, or cause to be conducted, appropriate investigations or inquiries to determine the student's suitability to return.

5. University Expulsion – Permanent separation from the University, without the right of readmission.

6. Revocation of Degree –

The disciplinary procedures outlined in this document replace all previously published student disciplinary and judicial procedures.

Dress Code Policy for Students

The purpose of this policy is to provide the students with general dress code parameters. It is not intended to be overly prescriptive but is designed to ensure decorum appropriate to a university environment.

The following guidelines are established:

- Dress standards at Tuskegee University require that students are dressed in good taste at all times.
- Students are not permitted to wear sleepwear outside of the residence halls.
- Men are not permitted to wear headwear that includes “do rags”, stocking caps, bandanas, baseball caps, and/or any other head paraphernalia inside the buildings.
- Women are not permitted to wear baseball caps inside buildings.
- Men are required to wear their pants on their waists (no sagging pants) in academic facilities.
- Any style of dress which distracts or takes away from the teaching/learning process in the classroom will not be permitted.
- Students are expected to dress in a neat manner and make the appropriate selections for the time, occasion and place.

Questions or disputes about the appropriateness of a particular mode of dress for the time, occasion or place should be referred to the Dean of Students.

CAREER DEVELOPMENT AND PLACEMENT SERVICES CENTER

The primary mission of Tuskegee University's Career Development and Placement Services Center is to facilitate the professional and personal aspirations of students for internship, cooperative education, full-time employment or admission to graduate/professional schools. The Career Development and Placement Services Center is the responsible campus unit for teaching students' self-assessment and career planning skills. It provides students with on-the-job learning experiences, limited financial assistance for university education, and assistance in securing full-time career employment. For the University, the Center focuses on developing and strengthening ties to the employment and graduate school communities.

All students, regardless of major, are encouraged to avail themselves of the many opportunities provided through the Career Development and Placement Services Center:

- Individual and group career counseling
- Mentoring and employment coaching experiences
- Inventory and self-assessment tools
- Résumé writing and Interview Technique workshops
- Tuskegee University/Business and Industry Student Interview Clinics
- Media and library materials on career opportunities and employers
- Employer Information Sessions
- On-campus employer interviews
- Co-op and summer internship opportunities
- Full-time employment opportunities
- Graduate and professional study opportunities
- Career Fairs, seminars, workshops and other keys to success programs

STUDENT HEALTH SERVICES

The Tuskegee University Student Health Services, a unit of the Division of Student 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-around educational programs and individual health counseling.

Health Insurance Plan

The Tuskegee University Student Health Insurance Plan is provided by Aetna 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 or by visiting www.aetnastudenthealth.com.

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.

Pregnancy

Pregnant students are not permitted to reside in university residence halls or Commons Apartments after the second trimester (24 weeks).

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.

DEAN of STUDENTS

The Dean of Students 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.

The role of the Dean of Students ranges anywhere from assisting students with problems registering to being a problem solver, surrogate parent, listener, and dealing with violators of the Campus Codes of Conduct. The Dean must be fair, compassionate, understanding, a good administrator, and interact well with students and their parents.

The Dean of Students is expected to promote a campus climate that supports the intellectual, social, psychological, cultural and physical development of all students and strive to provide quality programs and services for students that enhance and enrich their collegiate experience. The Dean of Students serves as an advocate for all students.

STUDENT LIFE and DEVELOPMENT

A comprehensive program of educational, civic, cultural, social and recreational activities may keep the Tuskegee University student busy before, between, and after classes. The seminars, 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.

Student elections, intramural sports, a closed circuit broadcast station, and a weekly movie schedule are among the range of activities coordinated through the Student Life and Development Center. The Miss Tuskegee University Gala, the Spring Pageant, the annual Homecoming Parade, and the Honda Campus All-Star Challenge competition are highlights of the Student Life and Development Program.

The Director of Student Life and Development 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.

Student Government Association/Student Organizations

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 (5) Senators-At-Large; and five (5) 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.

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 Vice President for Student Affairs and Enrollment Management, through the Director of Student Life and Development, advises the SGA.

Student Media

Student media is an important part of student life, acting as a responsible platform for dialogue concerning student-centered events and issues. These media include: the Campus Digest newspaper, TUTV and the Tuskeana

Yearbook. While the bulk of the work is executed by students who submit their own editorial and programming ideas, the Office of Communications, Public Relations and Marketing has final approval of all productions. This role as advisor is not meant to censor student work, but rather act as a responsible, professional steward to ensure that the five tenets of news are present: newsworthiness, timeliness, significance, prominence and proximity. The Office also advises against any matters that may be libelous or slanderous.

Any media intended for student publications and airing must be released through the Office of Communications, Public Relations and Marketing.

The Office of Communications, Public Relations and Marketing disseminates a separate policy and procedure manual that students must agree to follow before joining the staff of any student media outlet. Advisors, as well as students in these media, seek the counsel and follow the rules of the Black College Communication Association, the Associated Press and the Student Press Law Center.

The Campus Digest

The Campus Digest is the official student newspaper of Tuskegee University. It provides unbiased, accurate news and thought-provoking prose to its readers.

The Campus Digest is advised by the Office of Communications, Public Relations and Marketing.

Fundraising

Permission to participate in fundraising activities must be approved by the Director of Student Life and Development, the Vice President for Student Affairs and Enrollment Management, and the Vice President for University Advancement.

Organizations must 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/Registration

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 October 15 of each school year with a Vital Information Form, and 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 file a Tentative Operational Approval Request Form, and a copy of the proposed organization's constitution or By-laws. Both forms are available in the Office of Student Life and Development where student organizations should register. Note: An organization must have at least ten (10) eligible members before tentative approval can be granted. Each member must have a 2.5 GPA in order to function as an officer in the organization.

The person(s) submitting the packet will be required to present their proposal to a panel. The panel will decide whether or not the new organization will be allowed to function on a probationary status at Tuskegee University. Organizations must function for one semester before they receive final approval of their campus charter.

Each registered student organization must have an advisor selected by the organization, which must be a member of the University faculty or staff and hold membership in the organization. Some Greek Letter organizations are given special permission for non-faculty or staff members to serve as advisors. The advisor is the liaison between the organization and the University and is required to attend ALL meetings and activities sponsored by the organization.

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 Director of Student Life and Development, with approval by the presidents of the Pan-

Hellenic and National Service Organization Councils and the Vice President for Student Affairs and Enrollment Management, will publish the schedule for Intake activities.

The following rules apply to the Membership Intake Process:

1. After the Membership Intake Schedule has been announced, the advisors of each organization that participates in the Membership Intake Process must report to the office of Student Life and Development to pick-up and sign for the Membership Intake Packet. The Membership Intake Packet will not be released to other members of the organizations.
2. A Certification Form must be filed with the Director of Student Life and Development before the process begins.
3. Candidates for intake may not be on academic or social probation; must be officially enrolled as determined by the Registrar; and must have achieved academic classification higher than Freshman status, as determined by the Registrar.
4. Intake activities may not be conducted during regularly scheduled class hours.
5. Students who are not enrolled at the University may not participate in Intake activities on campus without the permission of the Vice President for Student Affairs and Enrollment Management. Students who are enrolled at the University may not travel to other universities to complete Intake activities without the permission of the Vice President for Student Affairs and Enrollment Management.
6. Organizations may not impose financial requirements on a prospective member except for officially established initiation and membership fees.
7. The Vice President for Student Affairs and Enrollment Management 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.
8. All requests for verification of a student's academic status must be submitted to the Director of Student Life and Development. The Director will verify and clear GPA requirements of all candidates with the Registrar. Transcripts will not be provided to any student group.

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

10. 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 of applying for membership.

11. 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.

Position Statement on Hazing and Pre-Initiation Activities

Hazing is any action taken or situation created intentionally, whether on or off campus premises, 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:

1. Damage or destroy property;
2. Participate in any activity that may disrupt regular campus activities;
or
3. Participate in any activity that may reflect unfavorably upon the university or the organization.

Candidates for organizational intake are required to report incidents of hazing to the Vice President for Student Affairs and Enrollment Management, the Dean of Students, the Director of Student Life and Development, 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).

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 the preceding regulations are subject to disciplinary action.

ROSTER OF STUDENT ORGANIZATIONS (partial listing)

General Organizations

Campus Digest

Gospel Ensemble

Rave Review Modeling Troupe

Student Government Association

Tuskegee University Cheerleaders

Golden Essence Dance Team

TU Golden Voices Concert Choir

TUTV

Tuskeana (Yearbook)

University Concert Band

Marching Crimson Piper Band

International Students Association

Unexposed Dance Squad

Civic Organizations

Tuskegee University College Democrats

NAACP-Tuskegee University Chapter

Pan-Hellenic Council

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.

Delta Sigma Theta Sorority, Inc.

Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

Sigma Gamma Rho Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

Iota Phi Theta Fraternity, Inc.

Honor Societies

Alpha Delta Mu Honor Society	Social Work
Alpha Kappa Delta Honor Society	Sociology
Alpha Kappa Mu Honor Society	General
Beta Gamma Sigma Honor Society	Management
Beta Kappa Chi Scientific Honor Society	Natural Sciences
Epsilon Tau Sigma Honor Society	Allied Health
Eta Kappa Nu Honor Society	Electrical Engineering
Gamma Sigma Delta Honor Society	Agriculture
Golden Key Honour Society	All Disciplines
Kappa Delta Pi Honor Society	Education
Phi Delta Kappa Honor Society	Education
Pi Mu Epsilon Honor Society	Mathematics
Pi Sigma Epsilon-Epsilon Chapter	Business
Pi Sigma Alpha Honor Society	Political Science
Pi Sigma Phi Honor Society	Choral Fellowship
Pi Tau Sigma Honor Society	Mechanical Engineering
Pi Theta Epsilon, Alpha Upsilon Chapter	Occupational Therapy
Psi Chi International Honor Society	Psychology
Sigma Lambda Chi Honor Society	Construction Science and Management
Upsilon Pi Epsilon Honor Society	Computer Science
Tau Sigma Delta-Beta Chi Chapter	Architecture

Religious Groups

Christian Brotherhood United for Christ

Christian Sisterhood

Christian Veterinary Fellowship

Muslim Student Association

Tuskegee University Chapel Sunday School

Tuskegee University Wesley Foundation

Other Organizations Service Organizations

Alpha Phi Omega Service Fraternity, Inc.

American Institute of Aeronautics and Astronautics

American Institute of Architecture Students

American Institute of Chemical Engineers

Arnold Air Society

American Chemical Society Student Affiliates

American Veterinary Association -Student Chapter

Association of Computing Machinery

Biology Club

Campus Civitan Club

Clinical Laboratory Sciences Club

Engineering Student Leadership Council

Environmental Science and Engineering Club

Finance Club

Gamma Sigma Sigma National Service Sorority, Inc.

Golden Gates Scholars

Marketing Club

Minority Association for Pre-Health Students

Minorities in Agricultural, Natural Resources and Related Sciences

National Association of Black Accountants

National Organization of Minority Architecture Students

National Student Business League

National Society of Pershing Rifles

Student Occupational Therapy Association

Pre-Alumni Council

Pre-Veterinary Club

Society of Women Engineers

Student Education Association

Students in Free Enterprise

Tuskegee University Business and Engineering Society (TUBE)

State Clubs

Alabama Club

California Club

Carolina Club

Illinois Club

Florida Club

Georgia Club

Indiana Club

Louisiana Club

Metro Club

Tennessee Club

Texas Club

Tri State Club

Students are by no means limited to participation in the organizations listed here. Rather, these organizations represent only those most recently registered with the Office of Student Life and Development.

Students are encouraged to consult with the Director of Student Life and Development for advice on organizing or joining groups which may not be listed.

Student Government Association **Constitution**

PREAMBLE

We, the students of Tuskegee University, wish to provide a more effective student government that will assist the University with issues relating to student affairs. We, therefore, endeavor to create a true academic and intellectual atmosphere in this institution; to promote harmonious relations among students, faculty, administration, and staff to be instrumental in the creation of an esprit de corps within the Tuskegee community; to advance the general welfare of the student body, to utilize students more effectively in the decision-making process at Tuskegee University, and realizing that such an organization is necessary for the building of a greater institution of quality, do ordain and establish this Constitution.

ARTICLE I-NAME

The name of this organization shall be the Student Government Association of Tuskegee University hereafter referred to in this document as the SGA.

ARTICLE II-COMPOSITION

The SGA shall be divided into three (3) branches: The Executive, Legislative, and Judicial.

ARTICLE III-POWERS OF THE SGA

Section 1

The SGA shall have the power to make such legislation, resolutions, recommendations and endorsements as are authorized by this Constitution.

Section 2

The SGA shall have the power to represent the student body on decisions in areas that comply with the policies of Tuskegee University, the laws of the United States of America, the State of Alabama, County of Macon, and the City of Tuskegee.

ARTICLE IV-MEMBERSHIP

Section 1

All duly registered undergraduate students of Tuskegee University shall be members of the SGA. A duly registered student is any person enrolled at Tuskegee University for a course yielding academic credit or in special programs with duration of at least three months, unless such enrollers are specifically exempted.

ARTICLE V- THE EXECUTIVE BRANCH

Section 1 - Powers

All executive powers herein granted shall be vested in a President who, along with the Vice-President, Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer, must be elected as per ARTICLE IX, Section 2, Paragraphs B-D.

The officers of the Executive Branch, in addition to the President, Vice-President,

Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer shall be called the Cabinet. Any additional members of the Cabinet shall be recommended to the Senate by the SGA President at the beginning of the academic year. A list of recommended appointments must be submitted to the Senate prior to its first meeting of the year. All appointees must be approved by the Senate prior to October 1 of the academic year in which they are to serve. Any member of the Cabinet not approved by the said date shall not be allowed to serve until approved. The approved list should be submitted to the Director of Student Life and Development within five (5) days after confirmation by the Student Senate.

All appointees must be duly registered, full-time students of Tuskegee University and shall have a 2.0 cumulative GPA at the time of appointment. The Cabinet shall consist of:

- A. The elected officers of the SGA.
- B. An Executive Secretary who will be responsible for the recording of minutes and all correspondence of the SGA.
- C. A member of the faculty/staff in an advisory capacity to the Executive Branch.
- D. A Secretary of Health and Human Services who will be responsible for the coordination of events to enhance physical health of the students and the community as a whole.
- E. A Secretary of Advertising who will be responsible for advertising events, activities and meetings of the SGA.
- F. A Commissioner of Elections who will be responsible for maintaining the just and efficient operation of campus elections.
- G. A Commissioner of Records who will be responsible for properly storing all minutes from each branch of government of the SGA, all legislation, resolutions, recommendations, and endorsements adopted by the SGA, and a list of all SGA elected officials, appointed officials, Class officers, and members and officers of the Senate. At the end of each academic year, the Commissioner shall submit a booklet containing all of the above information to the Director of Student Life and Development and the President of the University.
- H. The Chief of Staff, who shall be responsible for the just and efficient operation of the SGA President's Cabinet. The Chief of Staff shall also be assigned other duties as designated by the President. The Chief of Staff shall not require confirmation of the Student Senate.
- I. Other appointed members of the Executive Branch as deemed necessary upon the recommendation of the SGA President with the consent of the Senate.

ARTICLE VI-LEGISLATIVE BRANCH

Section 1

All legislative powers of the SGA shall be vested in the Student Senate during the academic year. Executive action required during the summer must be approved by the Director of Student Life and Development.

Section 2 - Functions and Powers of the Student Senate

A. The Student Senate shall comply in full with all duties and powers established for the Student Senate in this Constitution.

B. No legislation passed by the Student Senate shall be constructed to limit or modify any of the powers granted under this constitution except by constitutional amendment.

C. The Student Senate shall be chaired by the SGA Vice President, hereafter called President of the Senate, who will call a meeting at least once each month, and at other times when voted on, or petitioned by one-third of the Senate.

D. The Senate may pass bills that have been vetoed by the President of the SGA with a two-thirds majority vote of the entire membership of the Student Senate.

E. The Senate shall have full representation on the multi boards as designated by the University.

F. A majority vote of a quorum of the Student Senate (25% of eligible senators) shall be required for adoption of motions or passage of bills unless otherwise specified in this constitution.

G. The Student Senate has the final authority in the adoption of the recommended SGA budget breakdown as proposed by the Executive Branch and as approved by the Vice President of Student Affairs and Enrollment Management. The budget will consist of the fiscal year allocation as determined by the University Budget Committee as approved.

H. The Senate shall have the power to grant, revoke, and review charters to student organizations as recommended by the Student Coordinator and approved by the Vice President of Student Affairs and Enrollment Management.

I. The Student Senate must approve, by majority vote, appointments made by the SGA President.

J. The Student Senate can consider any issues of importance related to the well-being of the student body.

K. The Senate, during its first meeting, shall elect from its membership a President Pro Tempore who shall act as President of the Senate in the absence of the President of the Senate, when the President of the Senate is Acting President, or when requested to do so by the President of the Senate. The President Pro Tempore shall also be Acting President of the Student Government Association in the absence of the President and Vice-President and shall be vested with the full powers of such office. The President Pro Tempore shall assume office immediately after being elected by the Senate. The term of the President Pro Tempore shall expire at 11:59 a.m. on the second Monday of that following May. The President Pro Tempore shall have the same requirements to hold office as that of the SGA Treasurer.

L. The Senate shall adopt rules of which to govern its self by. No rule of the Senate shall be constructed to limit or modify and powers granted under this Constitution.

M. Hereafter the adoption of this Constitution, each year of the Senate shall be titled in numerical order (i.e. First Student Senate, Second Student Senate).

N. All officers of the Student Senate shall serve for two academic semesters.

O. An agenda, which shall contain the date, time, and place shall be posted at least two (2) academic days in advance in the SGA Office by the President of the Senate. Further application of this provision shall be specified in the rules of the Senate.

P. All Senators shall, upon taking office, be administered the following oath by the President of the Senate: "I, ... , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm)that I will faithfully discharge my duties as SGA Senator to the best of my ability. So help me God."

Q. All bills and resolutions passed by the Student Senate shall be known as "Senate Statues."

Section 3 - Business of the Senate

A. Apportionment - The Senate shall be composed of four (4) class presidents, residence hall presidents, five (5) Senators-at-Large, one (1) student representative from each school and/or college; and one (1) representative from each chartered organization. Senators-at-Large shall be elected in the campus-wide elections. All students shall assume their duties during the first month of the regular academic year and will serve the term of two semesters.

B. Absences - If a Senator has to send a proxy to a Senate meeting, they must notify the Senate President prior to the convening of the preceding meeting when possible. If this is not possible, the Senator must send a type written letter to the Senate President explaining why a proxy is needed. Any member of the Student Senate who is absent from two or more consecutive regular meetings shall be subject to review and sanction.

C. Vacancies - If after the first Monday in November, no representative has been chosen to represent each college and chartered organization, the SGA President shall appoint a member from that college or organization to serve as the representative.

D. Qualifications - Any duly registered, full-time student of Tuskegee University is qualified to serve in the Student Senate and shall also have a 2.50 cumulative grade point average on a 4.00 scale.

E. Governing Rules-Parliamentary authority for this body shall be Robert's Rules of Order.

ARTICLE VII-JUDICIAL BRANCH

Section 1 - Powers and Duties

A. The Student Judicial Board shall rule upon the constitutionality of legislation and official actions of elected or appointed officials at the request of the Senate or Executive Branch.

B. The Student Judicial Board may also question, comment, or rule upon other matters at the request of the Senate or Executive Branch.

C. The Student Judicial Board shall serve as a board of appeals to decisions of the Elections Board.

D. The Student Judicial Board shall maintain a comprehensive record of every official ruling made.

E. The Student Judicial Board shall adopt rules of which to govern itself by.

Section 2 – Overrule

Two-thirds of the entire members of the Student Senate shall be necessary to overrule any Judicial Board decision with the exception of decisions regarding elections which cannot be overruled.

Section 3 - Composition

A. The Judicial Board shall consist of the Student Judicial Advisor and five (5) Board members elected by the student body each year.

B. Whenever the Judicial Board has fewer than six (6) members, the Student Judicial Advisor shall nominate members subject to confirmation of the Student Senate.

C. Any member may be removed from the Judicial Board with a two-thirds majority vote of the entire membership of the Student Senate.

D. All members shall, upon taking office, be administered the following oath by the Student Judicial Advisor: "I, ... , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as SGA Judicial Board Member to the best of my ability. So help me God."

Section 4 – Qualifications

A. Student Judicial Board members shall be duly registered, full-time undergraduate students at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. Student Judicial Board members shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.

C. Student Judicial Board members shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.

D. Student Judicial Board members shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

ARTICLE VII-QUALIFICATIONS AND DUTIES OF SGA OFFICERS, CABINET MEMBERS AND OTHER ELECTED OFFICIALS

Section 1 – Qualifications

President

The President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least one academic year immediately prior to assuming the duties of this office.

A. The President shall have successfully completed sixty (60) hours of college credit acceptable to Tuskegee University at the time of application.

B. The President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.

C. The President shall be eligible for readmission to the University, in good social standing and without any criminal or judicial action pending or felony convictions at the time of application.

Vice President

A. The Vice President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. The Vice President shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.

- C. The Vice President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.
- D. The Vice President shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Student Coordinator of Clubs and Group Activities

- A. The Student Coordinator shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Student Coordinator shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Student Coordinator shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.
- D. The Student Coordinator shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Student Judicial Advisor

- A. The Student Judicial Advisor shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Student Judicial Advisor shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Student Judicial Advisor shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.

D. The Student Judicial Advisor shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Treasurer

A. The Treasurer shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. Treasurer shall have at least a 2.50 cumulative GP A on a 4.00 scale at the time of application.

C. The Treasurer shall be eligible for readmission to the university, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Other Cabinet Member

Any other Cabinet member must meet the qualifications as set forth in this Constitution.

Oath

A. The President, Vice-President, Student Judicial Advisor, Student Coordinator of Clubs and Group Activities, and Treasurer shall, upon taking office, take the office oath to be administered to them by the President of Tuskegee University: "1, , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as to the best of my ability. So help me God."

B. Any other Cabinet member shall, upon taking office, take the following oath to be administered by the SGA President: "1, , do solemnly swear (or affirm) that 1 will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my

office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as to the best of my ability. So help me God."

Section 2 - Duties

A. President

1. To honor, uphold, and defend this Constitution.
2. The President shall direct the activities of the Executive Branch with due consultation of the Cabinet.
3. The President shall appoint all non-elected Cabinet members subject to the approval of the Student Senate. Such appointed Cabinet members shall serve at the pleasure of the President.
4. The President shall make recommendations for appropriate legislation to the Student Senate. They shall deliver a "State of the Students" address to the Senate at the first meeting of the academic year, the first meeting of the second semester, and at other times.
5. To implement measures and to enforce legislation enacted by the Student Senate.
6. The President shall have the power to veto acts of the Student Senate. If the President does not veto act of the Senate within five (5) working days after passage, such acts shall become law without the President's signature.
7. To serve as an ex-officio non-voting member for all executive SGA committees and departments.
8. To develop the operating budget for SGA and submit the same budget to the Senate at the first meeting of the academic year. The budget should represent a proportional allocation for each semester during the academic year.
9. Prepare a summer term budget to be approved by the Director of Student Life and Development and the Vice President for Student Affairs and Enrollment Management. These funds may be expended prior to the approved SGA budget.
10. The President shall take responsibility for the financial matters of the

SGA. They shall co-sign all requests for expenditure of funds with the Treasurer. All expenditures must be approved by the Director of Student Life and Development.

11. The Student Government Association officials and agents must be in compliance with all university contracts, policies and procedures.

12. The President shall have the power to call special sessions of the Student Senate.

13. The President shall submit a financial report to the Student Senate reflecting the financial status of the SGA twice each semester.

14. To prepare and submit to the Student Senate and Director of Student Life and Development the agenda for the Student Affairs Committee of the Board of Trustees and for the Student Officers Council five (5) days prior to the meeting.

15. The President or designee shall be present at all meetings of the Board of Trustees and provide a written summary of key issues to the student body at least seven days after said meeting.

16. To approve or not approve all contracts that the SGA enters into with other organizations.

B. Vice President

1. To honor, uphold and defend this Constitution.

2. To assist the President in the administration of the business of the SGA.

3. The Vice President shall execute the duties and powers of the SGA President in their absence or at the President's request.

4. To conform to the order of succession as designed in ARTICLE XI, Section 5.

5. To direct programs dealing with international, national and local affairs which interest the Tuskegee University students.

6. The Vice President shall preside over all meetings of the Senate. They shall vote only in the case of a tie and may not vote during an impeachment trial.
7. The Vice President shall appoint and dismiss all members of any Student Senate Committee and shall serve as an ex-officio member of all such committees.
8. The Vice-President shall appoint and dismiss all chairs and vice chairs of any Student Senate committee.
9. The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each meeting.
10. The Vice President shall submit a list of all Senators and their addresses to the SGA President and the Director of Student Life and Development prior to the second Senate meeting of the academic year in which they are to serve.
11. The Vice President shall call for an election within the Student Senate in order to eject the appropriate Senate officers.

C. Student Coordinator of Clubs and Group Activities

1. To honor, uphold and defend this Constitution.
2. To receive and evaluate requests for funds from campus organizations and charitable groups, and to refer such requests to the Executive Branch for consideration.
3. To maintain a historical amount of all important SGA events and assure that all annual (having occurred three consecutive years) events are on the SGA and campus calendars.
4. To coordinate and initiate entertainment programs for the SGA.

D. Student Judicial Advisor

1. To honor, uphold and defend this Constitution.
2. To serve as chairperson of the Student Judicial Board and shall vote only in the case of a tie.

3. To provide advice and assistance to students who request it with regards to violations of these rules.

4. To advise and represent students and their interests regarding rules of the University and violations of these rules.

E. Treasurer

1. To honor, uphold and defend this Constitution.

2. To be responsible for the records relation to all financial transactions of the SGA.

3. To assist the SGA President in preparing a budget for the academic year.

4. To make a comprehensive report of financial transactions on a bi-monthly basis to the Student Senate and student body.

5. To be responsible for maintaining a balanced budget and prevent deficit spending. They shall co-sign all requisitions with the SGA President.

6. To ensure that no funds are expended outside of executive power and legislative authority.

7. The Treasurer shall publish a "Financial State of the SGA" report each semester with distribution to the President, General and Associate General Officers of the University and the director of Student Life and Development. This report must be published at least twice per school year.

ARTICLE IX - STUDENT ELECTIONS AND TERM OF OFFICE

Section 1 - The Elections Commissioner and Committee

A. Duties

1. The Elections Commissioner shall appoint and oversee an Elections Committee of at least five (5) members, none of whom may be candidates for office or serve on a campaign team of any candidate for office. The Committee and its chairperson are subject to Senate confirmation.

2. The Committee shall have the power to appoint any additional students who are not seeking an office in the election to help them run the election.
3. The Committee shall be charged with validating the qualifications for candidates running for office, enforcing the election laws and certifying the candidates' election to office.
4. The Committee shall have the responsibility of posting a list of candidates who are eligible for their positions at least ten (10) days before an election.
5. The Committee shall investigate any infractions made concerning improper conduct of candidates during campaigning and refer its findings to the Director of Student Life and Development.
6. The Office of the Registrar shall serve as the final authority in determining academic eligibility.
7. The Director of Student Life and Development or a designee shall serve on the Elections Committee as an ex-officio member.
8. The Committee shall store all ballots from each election for five business days immediately after the election for which they were used. At the expiration of the five days, the Committee will then destroy the ballots. However, if there is a recount of the ballots in progress, the ballots are not to be destroyed until the recount is completed.
9. A candidate may request in writing a recount of the ballots of the election in which they were a candidate. Such request must be made within two business days after the results were posted.
10. The Committee will post at the office of the Director of Student Life and Development and the SGA Office the results of all elections. Such results must be signed by the Elections Commissioner and the Director of Student Life and Development or their designee. Such document must include the day and time that the results were posted.

Section 2 - Positions Filled by Campus-Wide Elections

A. The following positions shall be filled through a campus-wide election: SGA President, SGA Vice President, Student Coordinator of Clubs and Group Activities, Student Judicial Advisor, Treasurer, Class Officers, five Senators-at -Large, and five members of the Student Judicial Board.

B. All candidates must submit an application to the Elections Committee certifying the candidates' qualification and agreement to abide by and fulfill all the duties and regulations set forth in this Constitution.

C. No candidate shall run or be appointed to an office for which they are unable to hold for its full term.

D. After the initial posting of names of candidates for election, a candidate may change positions after three business days. A candidate may also withdraw from an election within five business days after the initial posting of candidates for election.

Section 3 - Class Officers (Sophomore, Junior, Senior)

A. The following Sophomore, Junior, and Senior Class positions shall be filled through a class-wide election: President, Vice President, Secretary, Treasurer, Class King, and Class Queen.

B. All candidates shall have the following credit hours approved by the Registrar: Sophomore, 30 hours; Junior, 60 hours; Senior, 90 hours.

C. All presidential candidates shall possess at least a 2.50 cumulative GPA at the time of application.

D. All other candidates shall possess at least a 2.00 cumulative GPA at the time of application.

Section 4 - Freshman Class Officers

A. All Freshman Class election will be held in the month of September.

B. Positions available will be President, Vice President, Secretary, Treasurer, Class King, and Class Queen.

Section 5 - Election of Candidates

A. Campaigning

1. Campaigning shall take place during the period designated by the Election Committee.

2. Campaign managers of candidates may be present at the polls and during the casting and counting of ballots. However, the candidates are only permitted in the polling area when they are casting their personal ballots.

B. Candidates receiving a clear majority of the total votes cast shall be recognized as the elected officials. If no candidate receives a majority (one half plus one) of the total votes cast for the office, a run-off election between the two candidates receiving the highest number of votes shall be held within seven (7) business days after the initial election.

C. In races for committee positions, those candidates receiving the highest number of votes in the positions to be filled in each category will be declared the winners.

D. The Student Senate shall provide further election laws for the Election Committee to adhere by.

ARTICLE X - IMPEACHMENT and CONVICTION

Section 1 - The Role of the Senate

The Senate shall have the sole power to impeach and remove an elected or appointed member of the SGA. The Senate shall also have the sole power to impeach and remove an elected Class Officer.

Section 2 - Just Cause

An elected or appointed official of the SGA and an elected Class Officer may be

impeached and convicted for only the following charges: 1. Violation of Oath of Office; 2. Failure of administer their duties of office; and 3. Violation of the Codes of Conduct in the Student Handbook.

Section 3 - Procedure for Impeachment

The Vice-President shall preside over the Senate when it is deliberating impeachment except when the impeachment of the SGA President is being

considered. In order to begin impeachment proceedings, a resolution must be adopted by the Senate to create a committee to investigate possible impeachment

charges. After the investigation, the Senate shall proceed to vote on each individual charge. A charge shall be considered to be adopted and an officer impeached if the charge receives a two-thirds majority vote of the entire membership of the Senate. If an official is impeached, procedures for a hearing shall then be enacted with the Senate sitting as the jury.

Section 4 - Procedure for Hearing

The Vice-President shall preside over the Senate when it is sitting as the jury for

impeachment charges. The chair of the committee that investigated the impeachment charges shall serve as the prosecutor and shall hereafter be referred to as the prosecutor. The accused official, hereafter referred to as defendant, may serve as their own representative or may request another student or attorney, to be compensated for by the accused official, act as their defense representative. The prosecutor and the defendant shall each be able to make their opening arguments, present evidence, question witnesses, and making closing remarks to the Senate.

After both the prosecutor and defendant have rested their case, the Senate shall

deliberate and proceed to a vote on each charge presented of guilty or not guilty. A two-thirds majority vote of the entire membership of the Senate shall be required for a guilty conviction. If the defendant is judged to be guilty on any charge, the defendant shall be immediately removed from office and shall not be eligible for election to any further SGA or Class offices.

ARTICLE XI. TERM OF OFFICE, RESIGNATIONS, ORDER OF SUCCESSION and FILLING of VACANCIES IN OFFICE

Section 1 - Term of Office

The term of all newly elected positions including SGA Executive Officers, Judicial Board, Senators-at-Large, and all Class Officers shall begin on the second Monday of May at 12:00 noon. The term of all newly elected

Freshman Class Officers shall begin five days after their election. The term of all Cabinet members shall begin immediately upon being confirmed by the Senate, but shall serve at the pleasure of the President. The term of all Senators shall begin immediately after taking the Oath of Office. All terms shall end on the second Monday of May at 11:59 a.m. of that following year.

Section 2 - Resignations

In the event that an executive officer, senator or committee member decides to resign, the official letter of resignation should be submitted to the President of the SGA and the Director of Student Life and Development. Should the SGA President decide to resign, the official letter of resignation should be submitted to the Director of Student Life. Class Officers should submit official letters of resignation to the Director of Student Life and Development.

Section 3 - Filling of Vacancies Caused by Lack of Candidates

In the event that an elected position is not filled during the regularly scheduled

election due to lack candidates, the SGA President will appoint a student to fill the vacancy.

Section 4 - Filling of Vacancies Caused by Death, Resignation, Removal, or

Impeachment

In the event that any of the following SGA Offices--Vice-President, Student Judicial Advisor, Student Coordinator of Clubs and Group Activities, and

Treasurer--is vacant by death, resignation, removal, or impeachment; the SGA

President shall appoint a student to fill the remainder of the term of office.

In the event that any of the following Class Offices--Vice-President, Secretary,

Treasurer, Class Queen and Class King--is vacant by death, resignation, or removal; the Class President shall appoint a student to fill the remainder of the term of office.

Terms left vacant by the above methods shall be filled in the above fashion for residence hall officers.

Section 5 - Executive Branch

In the event of death, resignation, or removal of the SGA President, the order of

succession shall be: (1) Vice President, (2) President Pro Tempore of the Student Senate, (3) Student Judicial Advisor, (4) Student Coordinator of Clubs and Group Activities and (5) Treasurer.

Section 6 - Leave of Absence

In the event that an officer of the SGA needs to leave the campus for a period of more than five (5) days, a leave of absence shall be required; and officers shall comply with the above order of succession. Weekends and days that the University are closed shall not apply. The Student Senate shall create a Leave of Absence Form. The SGA Treasurer may temporarily designate another student to perform their duties for a period not to exceed five (5) days. Such student shall not qualify to be in line of succession.

Section 7 - Residence Hall and Class Officers

In the event of death, resignation, or removal of an officer of a residence hall or Class Officers, the order of succession shall be: Vice President, Secretary, Treasurer, Class King and Class Queen.

ARTICLE XII - AMENDMENT AND REVISION

This Constitution shall be revised and/or amended by a two-thirds vote of the Senate or by one-third vote of the student body and by the approval of the President of Tuskegee University.

ARTICLE XIII - RATIFICATION

Section 1.

This Constitution shall be confirmed if it receives the approval of a two-thirds majority vote by the entire membership of the Senate.

Section 2.

This Constitution shall be approved, if approved, by the university President.

Section 3.

This Constitution shall take effect immediately upon its adoption and approval.

Adopted by the Senate

April 22, 2008

Pan-Hellenic Council of Tuskegee University
Constitution and Bylaws

(Revised Fall 2010)

Preamble

We, the members of the National Pan-Hellenic Council of Tuskegee University, in order to create and promote cooperation and unity among Greek Letter Organizations at Tuskegee University and provide the opportunity for joint participation in the government of student affairs, and to create a more harmonious working relationships in matters affecting these groups, do hereby pledge our loyalty and support to the high purpose of promoting the best interest of our cause and Tuskegee University by adopting the following constitution.

Constitution

Article I - Name

The name of this organization shall be the National Pan-Hellenic Council of Tuskegee University.

Article II – Purpose and Objectives

Section 1. Purpose

The purpose of the National Pan-Hellenic Council of Tuskegee University is to foster relationships and the spirit of cooperation between Greek Letter Organizations and coordinate activities that administer and governs the actions of all Greek Letter Organizations.

Section 2. Objectives

- A. To create a spirit of friendship among all people on the campus.
- B. To develop unity and cooperation among Greek Letter Organizations.
- C. To stimulate the members of the Council to foster and sponsor projects that will raise the educational, moral and cultural tone of the campus.
- D. To coordinate and administer Membership Intake procedures.
- E. To serve as a judicial body for the violators of the regulations enacted by the Council.

Article III - Membership and Term of Office

Section 1.

Each organization shall have two student representatives from each of the following Greek Letter Organizations of Tuskegee University to serve as delegates to represent them on the Council:

Alpha Kappa Alpha Sorority, Inc., Gamma Kappa Chapter

Alpha Phi Alpha Fraternity, Inc., Gamma Phi Chapter

Delta Sigma Theta Sorority, Inc., Gamma Tau Chapter

Zeta Phi Beta Sorority Inc., Theta Beta Chapter

Kappa Alpha Psi Fraternity Inc., Gamma Epsilon Chapter

Sigma Gamma Rho Sorority Inc., Epsilon Theta Chapter

Phi Beta Sigma Fraternity Inc., Beta Kappa Chapter

Omega Psi Phi Fraternity Inc., Lambda Epsilon Chapter

The Colony of Iota Phi Theta Fraternity, Inc. at Tuskegee University

Additional fraternities and sororities admitted to the National Pan-Hellenic Council shall be approved by the National Pan-Hellenic Council and listed in order of their approval.

Section 2.

The term of representation shall be stipulated by each organization. A representative may be re-elected by his or her organization. The council shall be notified immediately of any change in representation.

Section 3.

Delegates selected by their respective organizations are elected for the entire academic year. At least one delegate should be an Executive Officer in his or her respective organization. Furthermore, each organization shall have an alternate to take the place of any delegate in case of a delegate's absence; this alternate will sustain the same voting rights and privileges as the official delegates.

Section 4.

For membership, its National Organization must recognize the fraternity or sorority as an active chapter, and each organization shall send in a letter before the beginning of each year, stating that it is active; letters are sent to the local National Pan-Hellenic Council.

Section 5.

If an individual cannot continue to be the delegate for the following semester, a letter from that delegate's organization must be sent to the Council.

Section 6.

If for any reason an organization is unable to officially participate with the National Pan-Hellenic Council for a period of time-whether due to suspension, investigations, or loss of Chapter-it cannot participate in any Pan-Hellenic functions. This includes, but is not limited to, meetings, social events, and conferences.

Article IV - Officers and Their Duties

Section 1.

The council shall have, in order of rank, the following officers:

- + President
- + Vice President

- + Recording Secretary
- + Treasurer
- + Parliamentarian
- + Chief of Staff
- + Chaplain

The Standing Council according to a time designated by the Council shall elect officers. Advisors shall not be eligible to hold office. A vacancy in any regular office may be filled by a majority vote of the voting membership at any regular meeting for the balance of the term of office. The president and parliamentarian shall have served as a delegate or officer one full year prior to election to those offices.

Section 2.

The president shall preside at all meetings of the National Pan-Hellenic Council and perform any and all other duties usually demanded of such an office. The president shall appoint all committees deemed necessary. The president shall have the power to enforce and interpret the Constitution. The president shall investigate alleged violations of rules, and report them to the Council, Dean of Students, and Vice president for Student Affairs and Enrollment Management.

Section 3.

It is the president's discretion whether to add more offices if he or she deems fit. The president shall also have the power to place fines on any organization that fails to adhere to the one-fourth membership requirement at any Pan-Hellenic Council activity without excused absence submitted to the president in a timely manner prior to the event(s), to include but not limited to the following activities: meetings, community service projects, fundraisers, parties, and campus-wide social events. The amount of the fines shall be fifteen dollars (\$15) per event. All fines shall be paid in the Fall one week prior to Homecoming Week and in the Spring one week prior to the first Greek Week. Failure to do so will result in suspension for the upcoming semester and will remain in effect until all fines are paid. If fines are not paid the organization will not be able to participate or receive proceeds from the Homecoming Step Show or any other step shows or

events sponsored by the Pan-Hellenic Council and will forfeit their Greek Week(s). Excessive penalties will result in disciplinary actions to be determined by the Council and the president.

Section 4.

It shall be the duty of the vice president to act in the absence of the president and to serve as ex-officio officer of all committees designated by the President.

Section 5.

It shall be the duty of the recording secretary to keep an accurate record of all proceedings of the Council, and to be responsible for records, files and correspondence of the council.

Section 6.

The recording secretary shall have the responsibility of notifying all representatives of the National Pan-Hellenic Council's meetings; also, to report on and respond to all National Pan-Hellenic Council correspondence.

Section 7.

The treasurer shall be responsible for the safe deposit of all monies of the council and disburse funds with the president and advisor signing all orders.

Section 8.

It shall be the duty of the parliamentarian to be well versed in parliamentary procedures, to safeguard the rights and privileges of all members equally, and to help transact the business of the Council legally and efficiently. The parliamentarian shall be strictly nonpartisan at all times.

Section 9.

It shall be the duty of the chief of staff to coordinate and administer all community service activities.

Section 10.

Election of officers will be held in April, no later than the week before academic finals.

Section 11.

All officers shall perform other duties as assigned by the council president.

Section 12. Removal of Officers

A. Officers who are absent from three consecutive meetings (Executive and Regular Council) shall be declared ineligible to serve at the conclusion of the third meeting.

B. Officers can be reinstated with a letter written to the council and with a majority of voting delegates.

C. Officers may be removed from office by the body for breach of duty or failure to represent the council in a positive manner.

Article V - Meeting and Voting

Section 1.

Meeting of the National Pan-Hellenic Council shall be held every two weeks at a place and time designated by the president of the Council.

Section 2.

At every regular meeting, the following order of procedures shall be followed:

- I. Roll Call
- II. Reading minutes of the preceding meeting
- III. Treasurer Report
- IV. Old Business
- V. Committee Reports
- VI. New Business
- VII. Adjournment

Section 3.

Call meeting of the Council shall be called when the president feels that business pertaining to the Council merits such a meeting. In addition, member organizations can request call meetings of the Council through the president.

Section 4.

Each organization shall be entitled to two votes.

- A. Each fraternity and sorority must appoint a proxy to serve during the absence of a regular representative on the council.
- B. Such proxy will serve in the capacity of a member with voting power; however, such is not eligible to hold office.
- C. If only one representative is present from an organization, that person may cast both votes. (Discuss with Council.)
- D. Delegates from each organization will vote on all matters unless otherwise stated by the constitution.

Section 5.

Two-thirds of the council shall constitute a quorum.

Section 6.

No member of the Executive Committee shall possess voting rights. However, in case of a vote resulting in a tie, the Executive Committee of the Council shall collectively cast the deciding vote.

Article VI - Dues

Section 1.

To be considered an active organization within the Council each organization must pay \$100.00 for the entire school year or \$50.00 a semester to the National Pan-Hellenic Council by the last week in October. The Executive Committee of the Council will reprimand any organization that fails to pay its dues by the end of the last week of October (i.e. fines, suspension of voting rights). However, an organization will still be allowed to pay dues for the semester/academic year-albeit late-until the Tuesday before Homecoming. Spring semester dues are to be paid by each organization prior to the start of Greek Weeks.

Section 2.

The penalty for an organization that does not pay its dues is the following:

- A. First Semester-No benefits (proceeds) from Homecoming Step Show.
- B. Second Semester-An organization forfeits its rights to a Greek Week in the Spring Semester.
- C. Any other disciplinary action the Executive Committee deems appropriate.

Section 3.

All funds shall be kept or maintained in a local bank. At the end of the school year, all records shall be sent to the Office of the Director of the Student Union. A letter of transmittal prepared by the Council President and Treasurer shall be sent to the Faculty Advisor, Dean of Students, and the Vice President for Student Affairs and Enrollment Management. Any funds are disbursed from the National Pan Hellenic Council to its member organizations will be transferred to each respective organizations campus account.

Section 4.

Chapters reactivated in the Fall are responsible for the whole amount of the dues, and any organization reactivated in the Spring are responsible for half of the annual dues.

Article VII - Organizational Activities

Section 1.

A conscious effort should be made by all member organizations of the Council to not schedule conflicting activities.

Section 2.

To avoid the scheduling of conflicting activities each member organization must present a schedule of upcoming activities at each National Pan-Hellenic Council meeting.

Section 3.

Greek Letter Organizations will not be allowed to schedule activities during the week of other organizations as designated by the Director of Student Life and Development and the National Pan-Hellenic Council. If so, the Greek Letter Organization must have written and signed permission from the other organizations.

Section 4.

For all National Pan-Hellenic Council activities, each organization must be represented by at least one fourth of its active membership.

Section 5.

Each active organization must submit a roster of its active membership at the beginning of each semester.

Section 6.

To be in good standing with the Council the following three conditions must be met: (a) Dues (b) Active membership roster (c) Scheduled events. Failure to adhere to the above sections will result in disciplinary actions (i.e. fines, suspension of voting rights) as deemed necessary by the Executive Committee.

Section 7.

Any member organization in conflict with another member organization regarding an event should try to resolve that conflict among each other. If the two organizations fail to find a resolution to the conflict, it is the duty of the National Pan-Hellenic Council to investigate and resolve the matter.

Article VIII - Powers or Derivation of Authority

Section 1.

The powers of the Tuskegee University National Pan-Hellenic Council shall be:

A. To make laws that pertains to its government. Authorized officials of Tuskegee University may review any functions, powers or responsibilities delegated by the Constitution relative to governing of the National Pan-Hellenic Council.

1. The Council has the power to impose probation and suspension periods upon its members for violations of its laws and policies.

2. Appeals to the decision of the Council shall be made in the following order: (a) Faculty Advisor (b) Director of Student Life and Development (c) Dean of Students, and the (d) Vice President for Student Affairs and Enrollment Management. The results of appeals shall serve as an advisory for future functions if necessary.

B. To admit, according to the criteria stated in the By-laws, petitioning fraternities and sororities for membership in the Tuskegee University National Pan Hellenic Council.

C. To levy and collect annual dues.

D. To make recommendations to the member organizations for legislation, and to refer to the member organization matters which are of interest to the college and fraternity/sorority world.

Article IX - Membership Intake Activities

Section 1.

Students must have completed a minimum of 30 semester credit hours before being eligible for membership in a Greek Letter Organization at Tuskegee University. 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. (Taken from Tuskegee University Student Handbook)

Section 2.

Membership Intake will be limited to only 70 prospects each year per organization.

Section 3.

A schedule of the Membership Intake Calendar must be secured/received from the office of Student Life and Development.

Section 4.

Students enrolled at Tuskegee University and pursuing membership in a Greek Letter Organization must be initiated through Tuskegee University.

Section 5.

All organizations shall submit to the Council and to the office of the Director of Student Life a roster of all persons in their respective organizations, whether they are active or inactive members. This roster shall be kept up-to-date at all times.

Section 6.

Failure of any Greek Letter Organization to adhere to the above rules and regulations will subject the organization to an automatic one year probationary period on any additional penalty so imposed by the Council and/or the Vice President for Student Affairs and Enrollment Management. The beginning of this probationary period shall be retroactive to the beginning of this period that the infraction occurs.

Section 7. Tuskegee University Greek Letter Organizations Membership

Intake Window Schedule

The President of the Graduate and Undergraduate Chapters, the Membership Intake Coordinator, and the Advisors must sign the Tuskegee University Hazing Policy and other documents.

Prior to the designated date specified by the University, Undergraduate members are to sign the "Rights of the Candidates" witnessed by the respective Advisors and mailed to Parent/Guardian for their signature.

IMPORTANT NOTE: Each organization that has national deadlines should confer with national, regional and state directors to inform them of Tuskegee University's Membership Intake Schedule. It is important that Tuskegee University Membership Intake Schedule is adhered to.

Article X - Membership of New Organizations

Section 1.

Eligibility of an organization for membership in the Tuskegee University National Pan Hellenic Council is as follows:

Active Membership: To be eligible for membership, an organization must meet the following requirements.

- A. It must have as members no person who holds membership in, has resigned from, or been expelled from any other Greek Letter Organization.
- B. It must have as candidates no person who has broken a pledge with or had his or her pledge broken by another Greek Letter Organization.
- C. It must have been established in its National Charter for at least one year.
- D. It must be an approved Greek Letter Organization.

Section 2. Application for Admission

The petition of any organization for membership shall be submitted at least thirty (30) days before the annual or regular meeting of the Council.

Section 3.

Organizations seeking membership in Tuskegee University National Pan-Hellenic Council must be recognized by the National Pan Hellenic Council.

Article XI - Parliamentary Procedure

Section 1.

In all matters not provided for in the Constitution and By-Laws, the Tuskegee University Pan-Hellenic Council shall be governed by Robert's Rule of Order, Revised Edition.

Section 2.

This Constitution shall become effective immediately upon ratification of two-thirds of the membership of the National Pan-Hellenic Council at Tuskegee University.

Section 3.

An amendment shall become effective upon ratification of two-thirds of the membership.

Article XII - By Laws

Section 1.

The Council may sponsor (twice per school year, Fall and Spring) a “Probate Show” or related group activities prior to the initiation of candidates for a particular period. The date and place for the activity shall be decided upon by the Council and participation is optional.

Section 2.

The “Probate Show” or related group activities shall be held on a NON-COMPETITIVE BASIS.

Section 3.

No one shall begin Membership Intake without the verification forms attesting their average to be at least 2.80. There will be three-day clearance period following the Information Session for final discrepancies and possible inaccuracies relative to grade point averages. The President and Faculty advisor shall work closely with the Registrar’s Office and the Director of Student Life and Development in clearing and discharging ALL grade point averages.

Section 4.

Each organization shall receive a Preliminary and Final (if necessary) sheet or form relative to status (grade point averages) of their respective candidates.

Section 5.

A comprehensive outline of the activities shall be submitted to Faculty advisor and the Director of Student Life and Development. This outline signed by the Council President and Dean of Probates of the respective organization and approved by the Director of Student Life and Development, National Pan- Hellenic advisor and the Vice President for Student Affairs and Enrollment Management.

Section 6.

No official activities are to be conducted between the hours of 11:00 p.m. and 7:00 a.m.

Section 7.

With the official exception of membership and initiation fees, no organization should impose excessive financial requirements upon any of its prospective members.

Section 8.

No activity should be conducted during regular scheduled class time. This does not include the noon (or lunch) hour.

Section 9.

Any bruises or injuries indicative of physical abuse by the chapter shall subject the responsible organization to one-year probationary and/or suspension periods unless such bruises have been reported, examined and found not to be caused through the activities or negligence of the organization in question.

Section 10.

At no time shall an organization ask or allow any of its prospective members to:

- A. Damage or destroy property on or off campus
- B. Participate in any activity that will disrupt regular campus activities
- C. Participate in any activities that will reflect unfavorably upon the college or the organization

Tuskegee University Anti-Hazing Policy

Position Statement on Hazing and Pre-Initiation Activities

Hazing is any action taken or situation created, intentionally, whether on or off campus premises, 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 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.

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

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 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 knowingly 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.

(d) 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, nor individual chapter method, 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 consume 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).

COUNSELING and TESTING CENTER

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 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 Counseling Center provides personal and educational counseling free of cost to all enrolled students. Counseling is offered by professionals in an ethical, private and confidential setting. 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.

Testing Center

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.

FINANCIAL AID SERVICES

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:

- 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
- TECH Grant
- United Negro College Fund
- War Orphans and Veterans Vocational Rehabilitation
- Work-Study (College and Federal)
- Departmental Scholarships
- Yellow Ribbon Program (Post 9/11 G.I. Bill (Chapter 33))

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.

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.

The following information provides the specific procedures, depending on the nature of the complaint, which are used to assist in resolving student

complaints. These procedures illustrate how complaints are handled and resolved.

Conditions in Residence Hall (no hot water, mold, mildew, etc.)

Student complained there was no hot water in the residence hall, and this condition had persisted for several days. Student follows protocol established by the Residence Life and Development for reporting problems with hall conditions.

Step 1 Student completes Request for Service/Complaint Form to report problem(s) and submits to Residence Hall Director.

Step 2 Residence Hall Director completes and submits a Maintenance Request Work Order to Facilities Management.

Step 3 Facilities Management schedules work to be done within 72 hours, or earlier if classified as an emergency.

Step 4 Work is completed within 72 hours, or Hall Director is informed why work has not been completed and given an estimate of time when work will be completed.

Step 5 Hall Director informs student or status of request. If work has not been completed, inform when completion is anticipated.

Step 6 If work is not completed in a reasonable amount of time (when work was promised), Hall Director informs Director of Residence Life and Development, who may contact the Director of Facilities Management or the Dean of Students to register a formal complaint.

Parking Tickets

Student feels he/she was unfairly issued a parking or traffic ticket. The protocol

for appealing a parking ticket may be found on the Tuskegee University website (www.tuskegee.edu) by scrolling down on QUICK LINKS to TU Police Department. Once on the Department's home page, click on link, Appeal a Ticket.

Step 1 Complete, and submit the Traffic Appeal Form.

Step 2 Traffic Appeals Committee will review the case, render a decision, and inform the student.

Step 3 Students accepts decision; or if dissatisfied, may request a hearing in person before the Committee.

Roommate Issues

Student's roommate accuses him/her of stealing some of his/her personal possessions and/or money.

Step 1 Student completes Request for Service/Complaint Form and submits to Hall Director/Counselor.

Step 2 Director/Counselor interviews complainant and accused to determine further steps: (1) counsel and mediate matter between roommates; (2) refer to TU Police Department; (3) refer matter to Residence Hall Judicial Board; or (4) take other steps (i.e., move both roommates to diffuse a volatile and potentially violent situation).

Step 3 Director/Counselor determines matter has been successfully resolved or feels matter has not been resolved and further counseling or investigation is required.

Step 4 If matter cannot be resolved in-house, the student is referred to TU Police Department to make a formal complaint by completing an Incident Report Form.

Step 5 Police Department investigates matter and keeps Hall Director informed of progress.

Sexual Misconduct (by employee, non-faculty)

Student accuses an employee of sexual misconduct (i.e., sexual harassment, inappropriate touching, inappropriate language, sexual innuendo, off-color jokes, etc.)

Step 1 Student reports incident(s) to Dean of Students in writing.

Step 2 Dean of Students sends copies of Incident Report to Vice President for Student Affairs and Director of Human Resources (HR).

Step 3 HR Director refers matter to TU Police Department for investigation.

Step 4 Police Department investigates allegations, interviewing complainant, alleged perpetrator, and witnesses, if any.

Step 5 Police investigator makes recommendations for further action to HR Director, with copies to Dean of Students and Vice President for Student Affairs.

Step 6 Recommended action(s) taken by HR Director and/or Dean of Students, with copy to Vice President for Student Affairs.

Step 7 Student informed of action(s) taken or recommended.

Sexual Misconduct (by faculty member)

Student accuses a professor of sexual misconduct (i.e., sexual harassment, inappropriate touching, inappropriate language, sexual innuendo, off-color jokes, offering grades for sex, etc.)

Step 1 Student reports incident(s) to Dean of Students in writing.

Step 2 Dean of Students sends copies of Incident Report to Provost, Vice President for Student Affairs, and Director of Human Resources (HR).

Step 3 HR Director refers matter to TU Police Department for investigation.

Step 4 Police Department investigates allegations, interviewing complainant, alleged perpetrator, and witnesses, if any.

Step 5 Police investigator makes recommendations for further action to Provost, with copies to Dean of Students, HR Director, and Vice President for Student Affairs.

Step 6 Recommendations implemented by Provost, with copies to HR Director, Vice President for Student Affairs, and Dean of Students.

Step 7 Student informed in writing of recommended action(s).

Grades

Student complains s/he received an unfair grade and has been unable to resolve the matter satisfactorily with professor.

The policy/protocol for dealing with complaints about grades can be found in the TUSKEGEE UNIVERSITY CATALOG, which is posted online on the Tuskegee University website (www.tuskegee.edu). To find the Catalog, click on Academics on the University's homepage, and scroll down to Course Catalog/Bulletin. When the Catalog appears, look for the Table of Contents for Academic Regulations. Within Academic Regulations, find the section, Appeal of Academic Decisions; and follow the procedure as outlined.

Step 1 Student submits written statement to the instructor's College Dean, setting forth his/her complaint, efforts to resolve it, and supporting evidence or justification for the complaint.

Step 2 College Dean may appoint a Committee of Faculty to review the written statement from the student, as well as any other evidence and information the instructor may have to support his/her decision.

Step 3 The Committee then makes a recommendation to the College Dean, submitting to him/her all supporting data; and the Dean then renders a decision which is immediately communicated in writing to the student, the person(s) concerned, and the Committee.

Step 4 If the student or the person(s) concerned is dissatisfied with the decision of the instructor's College Dean, he/she may appeal to the Provost.

Step 5 Provost will review all information and evidence; and if he/she wishes, refer the matter to a committee for further investigation and recommended actions.

Step 6 The Provost then renders a decision which is to be communicated to the student, the person(s) concerned, and the College Dean.

Step 7 If the student or the person(s) concerned is dissatisfied with the decision of the Provost, he/she may appeal to the President of Tuskegee University.

Step 8 The President will make a final decision in the case and communicate it to the Provost and the student.

Note: All appeals of academic decisions, including requests for review of instructors' grades, must be initiated no later than 30 calendar days after

the decision was made. A student who is not in residence should mail the written statement to the College Dean.

Residence Hall Fines

Student wishes to appeal a fine imposed by Hall Director/Counselor.

Step 1 Student make a complaint in writing to the Hall Director/Counselor giving supporting evidence of justification for the complaint/appeal. Copies of complaint are forwarded to the Dean of Students and Director of Residence Life and Development.

Step 2 Director/Counselor reviews written statement and supporting documentation, interviews complainant and any witnesses before making decision on student's appeal.

Step 3 Decision is given to student, with copies to Dean of Students and Director or Residence Life and Development. If student is dissatisfied with the decision, he/she may appeal to Director of Residence Life and Development.

Step 4 Student appeals to Director of Residence Life and Development, providing all supporting documentation.

Step 5 Director of Residence Life and Development may appoint a committee to review appeal, or present appeal to the Residence Hall Judicial Board for review and recommendation(s).

Step 6 Decision of Judicial Board is giving in writing to the Director or Residence Life and Development.

Step 7 Director or Residence Life and Development informs student of decision, with copy to Dean of Students and Vice President for Student Affairs.

Step 8 If student is still not satisfied, a last appeal may be made to the Dean of Students. All supporting documentation is given to the Dean of Students, including decisions and recommendations previously made by the Director of Residence Life and Development and the Residence Hall Judicial Board.

Step 9 Dean of Students, after review of all pertinent documents, renders a decision and informs student of decision in writing, with copies to

the Director of Residence Life and Development, Director/Counselor, and Vice President for Student Affairs.

ADA Accommodations and Complaints of Non-Compliance

Wheelchair-bound student complains of difficulty getting around campus due to insufficient access ramps and other accommodations.

Step 1 Student makes complaint in writing to Vice President for Student Affairs or Dean of Students.

Step 2 Vice President for Student Affairs forwards complaint to Dean of Students for handling.

Step 3 Dean of Students forwards complaint to Vice President for Capital Projects and Facilities Management.

Step 4 Vice President for Capital Projects and Facilities Management will investigate complaint and make recommendation(s) to resolve problem. Decision/plans will be communicated to student, with copies to Dean of Students and Vice President for Student Affairs, and University President.

Step 5 Vice President for Capital Projects and Facilities Management will identify funds to implement plans to meet ADA requirements.

Theft of Property

Student complains of items being stolen from his/her residence hall room.

Step 1 Student reports theft in writing in Incident Report to Residence hall Director/Counselor.

Step 2 Residence Hall Director refers student to TU Police Department to file a report.

Step 3 Police Department give copy of report to student and refers him/her back to Hall Director/Counselor to obtain, complete, and file Renter's Insurance Claim Form.

Step 4 Claim is processed by insurance company and either honored, rejected, or sent back for additional information.

Step 5 Claim should be processed by insurance company within seven to 10 (7-10) days.

Student Wishes to Appeal Sanction of University Judicial Hearing Board

If a student is found guilty of a violation of the Codes of Conduct, s/he may appeal to the President of the University.

Step 1 Student writes a formal letter of appeal to the President within 48 hours after receipt of Notice of Sanction and Notice of Right to Appeal, stating reasons/grounds for the appeal.

Step 2 Letter is submitted to the Judicial Officer for processing and delivery to President and follow steps outlined in the TUSKEGEE UNIVERSITY STUDENT HANDBOOK.