



2021-2022

STUDENT HANDBOOK

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FACTS ABOUT THE UNIVERSITY

Date Established: 1925 by Saint Katharine Drexel and Sisters of the Blessed Sacrament

Type of Institution: The only American Historically Black Catholic University

Major Function: Teaching, Research & Community Service

Accreditation: Xavier University of Louisiana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Xavier University of Louisiana.

Major Divisions: College of Arts and Sciences, College of Pharmacy

Degrees Offered: Bachelor of Arts, Bachelor of Science, Bachelor of Music, Master of Arts, Master of Arts in Teaching, Master of Theology, Doctor of Pharmacy

President:	Dr. C. Reynold Verrett
Provost/Senior Vice President for Academic Affairs:	Dr. Anne McCall
Vice President for Enrollment Management	Dr. Keyana Scales
Vice President for Facility Planning & Management:	Mr. Marion Bracy
Vice President for Fiscal Services:	Mr. Edward Phillips
Vice President for Institutional Advancement:	Mr. Phillip D. Adams
Vice President for Student Affairs:	Mr. Curtis Wright
Vice President for Technology Administration:	Dr. Mable Moore
Dean, College of Arts & Sciences:	Dr. Anderson Sunda-Meya
Dean, College of Pharmacy:	Dr. Kathleen Kennedy

Enrollment: 3200

Traditions: Lagniappe Preview, New Student Orientation, SGA Welcome Week, Student Organization Fair, Volunteer Fair, Founder's Day Convocation, Wellness Week, Octoberfest, Class Spirit Weeks, Greek Step Show, Homecoming and Coronation of Mr. and Miss Xavier, MLK Week for Peace, Black History Convocation, Family Weekend, SpringFest, Hall Pride, Hall Step-Off, Volunteer Appreciation Week, Senior Grad Finale/Week, Commencement

Colors: Gold and White

Mascot: Gold Rush (Men); Gold Nuggets (Women)

Motto: "Deo Adjuvante Non Timendum"
"With God Helping Us, There is Nothing to Fear"

Varsity Sports: Men & Women's Basketball, Cross Country, Tennis, Track and

UNIVERSITY MISSION STATEMENT

Xavier University of Louisiana, founded by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

ALMA MATER

In the Mississippi Valley, In the Crescent Bend

Stands our loved and noble Xavier, Far her praises send.

CHORUS: Wave her colors, bear them onward

Gold and White so true

Hail to thee, all hail, dear Xavier

Hail, all hail, X. U.!

Xavier, ever be our guide, And lead us on the way

Through life's journey, Onward, Upward, to the eternal day.

Note: The Alma Mater is sung at the close of Convocations, assemblies and ceremonies. All rise when the Alma Mater is sung, and no one is to applaud afterward.

UNIVERSITY SEAL

The Xavier seal is composed of a shield inscribed in a circle. On one side of the shield is a lion rampant in a field of white. His claws are tinged with gold. On the other side of the shield, on a green field is a crescent and above the crescent a gold spear of wheat. The gold and white are Xavier's colors. The green field signifies confidence in God; the lion, symbol of courage and strength, stands for the Xavier student nourished with the wheat. The wheat may also stand for the Sisters of the Blessed Sacrament, who founded Xavier University. The Crescent represents the city of New Orleans; it may also symbolize Mary, the Virgin Mother of God, from who the Second Divine Person (Jesus Christ) arose.





XAVIER

UNIVERSITY of LOUISIANA

Office of Student Affairs

Welcome to Xavier University of Louisiana! As a Xavierite, you are part of a spectacular community of students, faculty, staff, and alumni. It is my hope that you find yourself at XULA and explore all that the campus community has to offer. You are exactly where you are supposed to be and it is your responsibility to own your seat in this amazing community of scholars.

Whether you are an undergraduate or graduate; full-time or part-time; we are ready to help you succeed here, and the contents of this handbook will equip you with the tools to become successful. Your choices and actions will define your Xavier experience. Whether you choose to join XAB or SGA or volunteer in Vincent's Vault, there are many ways for you to get connected. Be curious, take risks and recognize that learning occurs within the context of our lives.

Student Affairs measures its success based on the ways in which we support you, therefore our success is inextricably connected the success that you enjoy. Please take advantage of every resource, service, and program offered. Each of us shares a responsibility for creating the community in which we live. As an institution of higher education, we commit ourselves to creating a climate where students, faculty, staff, and community members can explore concepts and ideas with openness and respect. You are the embodiment of Mother Katherine's dream of a more just and humane society. As a Xavierite, I hope you are challenged to grow both academically and spiritually; and that we can assist you on your journey to becoming a civic minded agent of change.

If you see me walking across campus, say hello and let me know how you're doing. Have fun, stay safe, and have a great semester. Take good care.

I Remain,

A handwritten signature in blue ink, appearing to read 'Curtis Wright'.

Curtis Wright

Vice President of Student Affairs



Student Government Association

XAVIER UNIVERSITY *of* LOUISIANA

Welcome to the illustrious Xavier University of Louisiana, where we exceed expectations! You are joining a close-knit community of peers, faculty, and staff who are rooting for your success. From your family at home who have invested in your academic career, to your peers who will soon become your Xavier family, this is your home away from home.

As a Xavierite, you will be provided with many opportunities that will serve as a catalyst to a brighter future. You will learn much about yourself and others that will challenge and inspire you to be the change in your family, your community, your university, and when you graduate, the world.

Your Student Government Association will be working hard throughout the year to elevate your student life experience here at Xavier. We are here to listen, take action, and assist you through your journey here. I encourage you to connect with others to build your own Xavier experience, and take advantage of opportunities to get involved on campus. This handbook provides you with the essential information you need to become an engaged Xavierite.

If you have any questions or need SGA's assistance with anything, feel free to stop by the SGA office on the second floor of the University Center (UC). We are located in UC Room 210B. We want to know how you are doing and how we can help. Use this academic year to work hard, connect with others, and explore all that this great institution has to offer. Stay focused and enjoy this year.

Thank you,

A handwritten signature in black ink, appearing to read "Emmanuel Ukot", written over a horizontal line.

Emmanuel Ukot

President, Student Government Association

DIVISION OF STUDENT AFFAIRS

Office of the Vice President for Student Affairs

University Center 305B

The Vice President for Student Affairs (VPSA) provides administrative leadership, support and direction for all matters related to Student Affairs and student life and participates as a member of the President's cabinet in planning, budgeting, and policymaking for the university. The VPSA oversees the areas of Athletics and Recreational Sports, Campus Ministry, Center for Student Involvement, Community Standards, Health and Wellness, Inclusion and Social Justice, Residential Education, University Center and University Police. Other areas of responsibility include student conduct, student government, student organizations, and Greek life.

Athletics and Recreation

Convocation Annex 322

As part of the overall development of its students, Xavier provides an outstanding athletics program. Xavier has intercollegiate varsity teams in basketball, cross country, tennis and track and field for men and basketball, cross country, tennis, track and field and volleyball for women. A co-ed program, competitive cheer, also is offered. Beginning in 2020-21, intercollegiate baseball (men) and softball (women) will be offered.

The athletics program provides a safe and motivating environment for student-athletes to excel, but also recognizes the need for students to pursue and achieve academic excellence. This combination of athletic achievement and academic excellence is the foundation of a sound athletic program with long-term success where coaches share the responsibility of educating our student-athletes.

Campus Recreation provides a welcoming environment with programs that inspire the University community to engage in recreation and wellness opportunities. Xavier students, faculty, and staff are eligible to participate in club sports, intramural activities, and informal recreation and fitness programs. These programs vary in skill to attract and involve students, faculty and staff with differing interests and abilities. The balanced athletic and recreational sports program is an important educational experience and provides excellent training for students in all departments of the university.

Note: In addition to the Student Handbook there is a student-athlete handbook. The student-athlete handbook is available in the Athletic Administration office located in Suite 322 of the Convocation Center Annex.

Campus Ministry

Campus Ministry encourages students, faculty, and staff to grow in their own faith and to find support within the University community. It offers a variety of programs and opportunities for faith development through one-on-one interaction and group settings. Opportunities are provided for students, faculty and staff to meet with the Campus Ministry staff to plan and prepare spiritual activities that will meet the needs of the Xavier community—fostering fellowship, community outreach, leadership development and values clarification. Campus Ministry is staffed by a Director,

2 fulltime Chaplains (Catholic and Interfaith), Catholic Deacon, Administrative Assistant, Music Minister, Liturgical Dance Instructor and Peer Leaders (student volunteers). Other opportunities for student involvement in Campus Ministry include:

Liturgical Dancers
Gospel Choir
Praise Team

Bible Study
Retreat Team

Knights of Peter Claver Collegiate Unite 403

Society of St. Vincent DePaul Conference

Church Minister (Lectors, Ushers, EM, Decorators)

Catholic Relief Ambassadors

Center for Student Involvement

University Center 316

This office promotes a comprehensive co-curricular program that aids in the personal development of students and enhances their educational experience through student life activities. Our staff encourages sponsorship of out-of-class programs that offer opportunities to link academic, professional and personal development goals with campus/ community involvement. This unit also coordinates the development of, and supervises the procedures and activities of University-recognized student clubs and organizations. The mission of the Campus Activities Office is to support the academic goals of Xavier University by providing services and programs designed to enhance and maximize students' co-curricular educational opportunities. This office will promote a positive campus environment that empowers students to interact and share common interests, fosters opportunities for leadership development, and broadens awareness of their social and civic responsibility. Through various programming, this department strives to increase student satisfaction on campus and assists in the retention of students leading to graduation

The Center for Student Involvement houses Volunteer Service/ Service-learning, XU LEADS (Leadership Education and Developmental Skills), and Campus Activities. The Center for Student Involvement mission is to build a foundation for comprehensive development through educational, social, leadership, and diverse programming for Xavier students. The Center for Student Involvement, supports the University's mission by implementing programs that will develop students into leaders for a diverse and global society. The ultimate purpose of the Center for Student Involvement is to educate students to become facilitators of social change.

Center of Health and Wellness

The Center of Health & Wellness provides quality holistic care for all of Xavier students. We, as a unit are committed to creating a healthy environment and an atmosphere of exclusivity and diversity for all students. Our friendly, caring and professional staff provides medical, mental, accessibility resources and health education programs that help students make healthy lifestyle choices in support of their academic, personal, and professional goals for the ultimate purpose of helping to create a more just and humane society.

Counseling Services provides a wide range of programs and experiences designed to facilitate academic, personal, and social development. Our professionally trained and licensed staff includes a psychologist, counselors and social workers who offer individual and group counseling to all students. The staff is available to assist students in a variety of concerns: college survival, relationship and roommate concerns, making important decisions about one's personal life, dealing with concerns related to alcohol use, adult/child issues, eating concerns, familial issues, academic concerns, issues related to physical, emotional or sexual abuse, date rape, etc. and crisis counseling when the need arises. Referral services are available and used when appropriate.

All counseling services are free and confidential. Services are available, Monday – Thursday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 a.m.–4:00 p.m. The office is closed for lunch from 1 pm - 2pm daily. Appointments are recommended for counseling needs other than emergencies. (504) 520-7315

Xavier University Wellness Education provides resources, programs, and services that help Xavier students make healthy choices in support of their academic, personal and professional goals. Wellness Education is committed to engaging the Xavier community in creating a healthier campus, healthier students, and reducing barriers to wellness. We are a holistic model focused well-being, engaged learning, academic success, and inclusivity. Wellness Education Staff provides programs on many health-related topics including: Alcohol Use and Abuse, Substance/Drug Abuse, Sexual Health, Relationship Skills, Nutrition and Fitness, Eating Disorders and Body Image, Personal Safety, Stress Reduction and Time Management. Wellness also houses the Peer Health Educators (PHE). Our PHE's are trained student volunteers who collaborate with the Center of Health and Wellness to host and promote holistic wellness year-round.

If you would like to invite the Wellness Education Staff to have an information table at your event, please contact us with the date, time, location and purpose of your event. We are always interested in learning about new opportunities to serve students!

Office hours are Monday – Thursday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 a.m.– 4:00 p.m. The office is closed for lunch from 1pm - 2 pm daily. (504) 520-7315

Disability Services

Disability Services, coordinates all services and programs for the disabled student population. Support and assistance are given to students with physical and/or mental/emotional impairments, learning differences, chronic illnesses, and temporary disabilities. Disability Services encourages student empowerment through self-advocacy, program accessibility/accommodations, and a psychologically supportive environment.

Disability Services is a resource for the accommodation of students regarding academic and non-academic accessibility issues relevant to campus life, personal growth and career development. Personalized support services, programs, and referrals are also available to reasonably accommodate students with the special needs who self-identify. Some of the services available include registration assistance, orientation assistance, accessibility assistance, referral to testing services and coordination of academic or non-academic accommodations, such as extended time for testing, a distraction-reduced environment, and housing and dining accommodations. All services are confidential and in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act.

Office hours are Monday – Thursday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 a.m.– 4:00 p.m. The office is closed for lunch from 1pm - 2pm daily. Appointments and walk-in services are available. (504) 520-7318

Student Health Services

St. Joseph A & HRC 217

Student Health Services provides for the maintenance and improvement of the health and welfare of enrolled students with emphasis placed on mitigating illness. The on-campus health care facility offers a range of medical care services including primary health care, acute care (non-life threatening), and allergy shots. All currently enrolled Xavier students are eligible for unlimited office visits at no charge. A minimal fee is assessed for certain procedures and/or medications. These charges can be added to the student's account and paid at a later date or paid with either a credit or debit card. All medical information is **confidential**.

Women's Health Services are offered by appointment only.

A student who requires the services of a physician or nurse practitioner after hours will be referred to an off-campus physician or emergency room at his/her expense.

Off – campus services, e.g. laboratory test, x-rays, prescriptions, etc., are the responsibility of the student. Payment or proof of current insurance is required at time of treatment.

Excuse notes:

- Excuse Notes are given at the discretion of the Student Health staff based on their medical findings and professional assessments.
- Excuse notes are only given when care is received through Xavier Student Health Services. Please acquire a note from the place of service when care is received elsewhere.
- The Student Health staff does not have the authority to exempt students from class, exams, etc. Such final decisions will be made by the professor, faculty, department, etc.

Note: see Health Policies for information relating to health procedures for registration, campus accidents and emergencies.

The general clinic is a “walk-in” service. Services are available Monday-Thursday from 8:30am – 4:30pm and Fridays 8:30am-4:00pm. The office is closed for lunch from 1pm-2pm daily. (504) 520-7396

Office of Inclusion and Social Justice

University Center 208

The Office of Inclusion and Social Justice (OISJ) acknowledge that our students, faculty, and staff possess many different experiences, values, beliefs, and abilities. Within that context, we seek to promote a safe, welcoming, and affirming environment that fosters a sense of belonging and respect for all people and cultures. OISJ is committed to supporting initiatives that welcomes and encourages individuals who desire to reflect and further our calling, as a Historically Black and Catholic university: to create a more just and humane society

Our primary goal is to advance inclusion and social justice through advocacy and diversity education in relation to age, ability, race, ethnicity, gender identity and expression, religious and spiritual beliefs, political affiliations, class, size, sexual orientation, immigrant status, and national origin.

Residential Education

University Center 305

Welcome to the Office of Residential Education at Xavier University. Xavier's Office of Residential Education offers a variety of living environments designed to meet the diverse needs of students. St. Martin dePorres Hall is our high-rise residence hall that is double style housing with a private bathroom, St. Katharine Drexel offers all-female housing as an option and St. Michael Hall

provides an all-male living for our first-year students. The Living Learning Center, which is our suite-style residence hall, is the home to our Xavier University Honors College students. St. Katharine Drexel also houses first-year students, and those who are part of this hall participates in our First Generation Living Learning Community.

University Center

University Center

The University Center is the center of campus life at Xavier. The University Center serves students, faculty, staff, alumni and guests offering a variety of programs, activities, services, and facilities to complement the academic experience. An extensive array of cultural, educational, social and recreational programs provides students, in particular, the opportunity to balance course work and free time as cooperative factors in education. The University Center functions as the gathering place of the university community as it provides services and conveniences in offices for student organizations, Student Affairs, e-conference rooms, campus card center, campus mail service, campus dining service, a game room, a café, and a large study area that converts to a showcase lounge and much more.

Xavier University Police Department

S. Carrollton and Drexel Drive

University Police maintains the campus as a safe and secure environment. The Office of University Police is open 24 hours a day, 7 days a week and serves as the information center to visitors entering the campus. Officers patrol the campus on a regular schedule by foot, bicycle, and vehicles. Officers also avail themselves as crime prevention practitioners by providing safety & security information to students, faculty and staff of the university as well as local community. Major emphasis is placed upon personal safety and security beginning with the individual. The Office of University Police oversees parking and traffic control, crime prevention and offers several crime prevention and safety awareness programs throughout the year.

Members of the Xavier University Police department include commissioned officers and non-commissioned security personnel. Commissioned officers have completed the police academy and attained P.O.S.T. (Peace Officers Standards Training) certification, commissioned by the State of Louisiana, Office of State Police. Non-commissioned security personnel may attend the police academy within the first year of hire.

University Police is responsible for responding to and investigating all violations of law. To assure safe access to the University, officers need the cooperation and support of all members of the Xavier community. Any suspicious or potential criminal activity or other emergencies should be reported immediately at 520-7490. Other services provided by University Police: *investigation of suspicious or criminal acts, auto accidents; access to university facilities; access to university facilities; vehicular, bicycle, and foot patrol of all XU properties enforcement of university policies.*

CAMPUS RESOURCES

ATMs

Liberty Bank

Lounge, University Center 1st floor
St. Martin dePorres Hall

Academic Computing Services

There are academic computer labs across campus available to Xavier students. Xavier operates four open Computer Labs – Library RMC, NCF Computer Lab, St. Joseph Computer Lab, Xavier South Computer Lab---and Mini Labs in the Residence Halls. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. Information Technology Services trains students to work in the labs, answer questions and help students with printing and access problems.

Bank Accounts, Direct Deposit and Check Cashing

Xavier University will cash one-party checks for students up to \$25.00. Students are urged to open an account with a local bank in order to avoid complications in the management of funds. Numerous banks are located within a five-mile radius of campus. All refunds, work-study and student employment earnings must be direct deposited into bank accounts. Keep careful records of credit and point of sale purchases to avoid fees for insufficient funds.

Bookstore

The University Bookstore is located on the second floor of the University Center. It supplies all university required textbooks and school supplies. Also available are various school insignia clothing, novels, books and magazines and other gift/souvenir items for the entire family and campus community. In addition, snack, beverage and toiletry items are offered.

Refund Policy

Textbooks:

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes during Fall and Spring sessions; the first 5 days of class for the Summer Sessions.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

General Reading Books, Software, Audio, Video and Small Electronics:

- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be original condition.
- No refunds or exchanges without original receipt.

All Other Merchandise:

- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gifts cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards.
- Merchandise must be original condition.

For more information on returns and exchanges by mail or for online purchases, please see <https://xula.bncollege.com/shop/xula/home>. Purchases may be made with cash, check, major credit cards or on the XCard/Rush-Buck\$ account.

Campus Card Office/Auxiliary Services

The Office of Auxiliary and Support Services houses the Campus Card office and also oversees contracted services for the university---Bookstore, Dining Services, Document Centre, Post Office, Graduation Attire and Vending, ATM and Laundry machines. Auxiliary Services also is the campus lost and found location. All students may obtain an XCARD/ID card from the Campus Card Office, University Center, Room 122, Monday – Friday, 9:00 a.m. – 4:00 p.m. A new student (i.e., first time attending Xavier University) may obtain an XCARD/ID card only after he/she (1) has registered for classes for the current semester and (2) has been fiscally cleared via a Student Accounts representative/cashier. See ID Card in this listing for more information.

Copy Services/Document Center

Coin/card operated copy machines for student use are available in the University Center, University Library, Pharmacy Library, Chemistry Dept., Xavier South 2nd floor, St. Katharine Drexel Hall and the Living Learning Center. Students may deposit RUSHBUCK\$ and use the XCard/ID Card to make copies.

The XU Document Center is located on the 1st floor of the University Center. It provides “While You Wait” services for all print jobs up to 300 sheets and 24 hour service for up to 5000 sheets, business cards and typesetting jobs. Copy services include black and white/full color copies on letter, legal, tabloid (12 x 18) on white, pastel, bright, resume paper or card stock. Stationary/graphic

services include: brochures, envelopes, flyers, invitations, letterhead and newsletters. Binding/finishing services include: automated folding, cutting, stapling and spiral binding. The Centre also provides special services such as digital printing, faxing, laminating, scanning and transparencies.

Dining on Campus

The dining experience at Xavier offers a variety of menu choices catered to the casual diner and residential students. Xavier Campus Dining Services operates the UC Dining Hall, Café Noir, Chick-Fil-A, SubConnection and Catering. Xavier Campus Dining menus are planned around the greatest variety possible to meet the most diverse range of individual preferences. Diners are encouraged to choose from a wide variety of food every day for the healthiest and most balanced diet. Students who are interested in more information, have special needs or concerns about nutrition, are invited to schedule a meeting with the General Manager, by email to tj.talabi@sodexo.com.

Note: Inappropriate attire which includes, but is not limited to sleepwear or loungewear, will not be permitted in the dining hall of Xavier University.

UC DINING HALL – Xavier’s 650-seat residential restaurant features a traditional all-you-can-eat dining program. The dining hall houses six different stations which offers students a variety of delicious cuisines which include home-style meals, made to order pasta and stir-fry, burgers, vegan options, a salad bar, an array of desserts and more.

CHICK-FIL-A - In our kitchen, we focus on fresh and simple ingredients. We serve chicken that is whole breast meat, with no added fillers or hormones, and we bread it by hand. Produce is delivered fresh to our kitchens several times a week. Salads are chopped and prepared fresh throughout the day. Our lemon juice is hand mixed daily with pure cane sugar and water (yep, that’s all) to make Chick-fil-A Lemonade. It may not be the easy way, but it's the only way we know. Located on the 1st floor of the University Center.

SubCONNECTION – offers classic and premium subs, wraps, salads and pizzas made to order. Located on the 1st floor of the University Center.

Café Noir – Offering Starbucks finest freshly – brewed whole bean coffees one cup at a time. We also offer an array of baked goods, blended coffees, iced beverages, cold brew, espresso, tea, and Frappuccino beverages.

XAVIER CATERING SERVICES – Xavier University Catering Services understand that student organizations work with limited budgets and are committed to work to fulfill the dining needs for your student event. No matter how basic or large scale, you will be provided a full range of quality and innovative catering services. The catering department will gladly work with you to create your special event or to tailor a menu for a theme party or reception. For arrangements, stop by the catering office located in the University Center, Room 113, visit our website <https://xuladining.sodexomyway.com/catering> or call (504) 520-7573.

For more information about Xavier Dining Services, visit <https://xuladining.sodexomyway.com/>

Emergency Assistance

The university maintains an emergency system via telephone and through XULASafe app that will assist students in times of need. If assistance is needed, students should contact the Office of University Police at 520-7490 or through the XULASafe app or 911 if off campus and the situation is life threatening and provide the following information:

- Name
- Location
- Phone number
- Brief nature of the emergency.

University Police staff will dispatch appropriate emergency personnel and/or the Student Affairs Administrator on-call from the Health and Wellness Center and/or the Office of Violence Prevention Education and Advocacy.

Emergency Alert Systems:

- XULASafe App, <https://www.xula.edu/itc-xula-safe>
- Six Emergency Blue Light call stations are located throughout the campus and connect directly to the Xavier Police Dept. to report any emergency or suspicious activity.
- An Emergency alert messaging system is extended to the campus community to receive notification of weather alerts and other emergencies via text, email and voice mail after and registration of wireless device and email address. All Students should register. However, all Students in on-campus housing must register for this service. To sign up for the Emergency Alert and Mass Notification System go to: <https://www.xula.edu/emergencyalertsystem>

Identification Card (XCard)

Each student should carry his/her ID card (the XCard). It provides identification for tracking class attendance, checking out library books, gaining entry to University sponsored events, and gaining entry into the cafeteria for those who have a Meal Plan or RUSHBUCK\$. Students may not lend their cards to anyone else; permitting another person to use a card or using someone else's card is considered fraud. The XCard is your personal ID card but is the property of Xavier University and should be carried at all times while on campus and presented upon request by any University official and can be confiscated from bearer as a result of inappropriate conduct or abuse.

The XCard is also financial transaction card. The XCard RushBuck\$ refers to a stored value account established by pre-depositing funds via (1) the Blackboard Community System (online), (2) the PHIL Station, located on the first floor of the University Center near the cafeteria entrance, or (3) in the Campus Card Office, University Center, Room 122. As a cash alternative, RushBuck\$ can be used for purchasing services/goods from selected copy and vending machines, merchandise from the bookstore as well as meals from Xavier food services.

Insurance

All full time undergraduate students are automatically enrolled in the Student Health Insurance plan. Students must be covered by health insurance which provides coverage in the New Orleans metropolitan area for both physician office visits as well as emergency room visits. Students who meet the criteria may waive the Student Health Insurance plan. This waiver requirement must be met each year during the Fall semester or in the Spring for students enrolling for the first time in January during the open waiver period.

Graduate students and their dependants are eligible to enroll on a voluntary basis.

Exception: The Physician Assistant Program requires their students to be automatically enrolled in the Student Health Insurance plan and they are required to complete a waiver form during the waiver period.

Please see insurance policy and waiver information: <https://www.xula.edu/insurance>

International and Intercultural Programs

International Student advising and liaison for immigration and visa paperwork are some of the services to provide assistance to enrolled international students. The Director of the Center for Intercultural and International Programs serves as advisor and works with international students to provide counseling on socio-cultural matters and coordinate and plan events where students can engage in social and cross-cultural activities.

Liability

The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Xavier University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls. The student is encouraged to carry insurance for protection against such losses.

Library

The Xavier University Library/Resource Center provides services to students, faculty, staff and alumni. A Federal Documents Depository since 1991, the Library houses federal publications, Archives and Special Collections division, Instructional Media Services, and specially designed class/viewing rooms and wet study carrels. Inter-library loans are available to students, faculty and staff. The Library is open until midnight five nights a week, and special hours during final exams, holidays and summer months.

Lost and Found

Items lost and found on the main campus are usually returned to the University Police Office or Auxiliary Services, UC 122G. Items are kept for 30 days and disposed of after that time. Individuals may inquire of lost and found items at either office between the hours of 9 a.m. and 9p.m. Monday - Friday, except holidays.

Non-University Religious Groups

Non-university religious groups that wish to come to the campus to present programs or otherwise encounter students must have the approval of the Vice President for Student Affairs. The vice president (or designee) will grant such approval after consultation with the Office of Campus Ministry.

Notices/Announcements/Publicity

All signs or posters which are to be placed on the campus must be approved in the appropriate office. Please bring the sign or poster to be approved before it has been duplicated. Student Affairs (UC 305B) manages the posting/publicity policy and is responsible for approving posters and flyers on campus in for confirmed and scheduled events. Requests for banners and oversized posters must be submitted to the Campus Activities office. Requests for outdoor banners and signs must be submitted to Building Services. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting or reservation privileges.

Packaged Items - Express Mail & Pick-up

Non-U.S.P.S. Express Mail and packaged items shipped via UPS (United Parcel Services) are handled through the Receiving Department (504-520-7345), UC 212.

Post Office/Contract Postal Unit (CPU)

The University Post Office is located on the 1st floor of the University Center. You may purchase stamps, mail letters and packages during window service hours M – F, 8:30 am – 4:30 pm. All other services (.e.g. on-campus mail pick-up) are available M – F, 8:00am – 5:00pm, Saturday, 9:00am – 12:00pm. Please note that the Post Office is closed on Sunday and any designated University holidays/closures. Also, incoming/outgoing off-campus mail services are suspended on Federal mandated holidays (e.g. Labor Day).

Federal Express Mail, DHL Mail, and items shipped via United Parcel Services (UPS) are handled through the Receiving Department (504-520-7345). The Post Office/Contract Postal Unit only handles mail for the United States Postal Services (USPS).

Students living in the following residence halls should have incoming mail addressed as:

Student's Name	Student's Name
Living Learning Center	St. Martin dePorres Hall
1 Drexel Drive	1 Drexel Drive
New Orleans, LA 70125-1098	New Orleans, LA 70125-1098

Student's Name	Student's Name
St. Katharine Drexel Hall	St. Michael Hall
1 Drexel Drive	1 Drexel Drive
New Orleans, LA 70125-1098	New Orleans, LA 70125-1098

Publications

Student publications include the *Xavier Herald* newspaper and the University Yearbook "Xavierite." Students are encouraged to seek positions on the newspaper and yearbook staffs. *This Month at Xavier (TMAX)*, a monthly newsletter, is published by University and Media Relations (UMR). This newsletter is circulated to alumni, students, staff and parents. UMR also emails the weekly e-news to all students, faculty and staff.

Religious Life

Xavier University is a Roman Catholic institution and through the Office of Campus Ministry offers religious programs and activities for the entire University community, regardless of religious affiliation. Mass is held daily and all religious observances of the Catholic Church are followed. Non-Catholic students are invited to attend all of the religious services, but are also provided information

on Protestant services. All activities of a religious nature must be in accordance with the “Policy on Religious Activities.”

University Cashier

All bills for tuition, fees and transcripts can be paid at the Cashier in the Fiscal Services Office located on the 3rd floor of the Xavier South Building. Reimbursements and other direct pay checks are also available at the cashier.

Vans and Use of Personal Vehicles

The Student Government Association maintains a 15-passenger van for use by recognized student groups for official university business. Only those persons on the university's approved drivers list and who maintain a good driving record may operate a university van. Drivers must be 21 years of age, complete the university's "Van Safety Driving Course" and pass a background check prior to being placed on the list of approved drivers. Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside the metropolitan area. Faculty, staff and students are insured by the university's policy while operating university-owned or university-rented vehicles. Employees' personal automobile coverage is primary when using their own vehicles on university business. Students driving their own vehicles will have to rely solely on their own liability coverage for accidents even when participating in activities or attending events required for academic credit.

Vehicle Registration/Parking

The University Police Department oversees parking and traffic control on campus. All vehicles using University parking facilities must be registered with the University Police Office and properly display a parking permit. All parking zones have restricted access weekdays, 9 a.m. – 5 p.m. Reserved and Authorized Personnel only zones have restricted access 24 hours. Parking decals are issued for one academic year and summer semester. Please refer to the Parking and Traffic Guide for more specific regulations at <https://www.xula.edu/parkinginformation>.

Voter Registration

The National Voter Registration Act of 1993 (NVRA) and Act 10 of the 1994 Louisiana Legislative Session encourages voter registration by providing new and innovative ways to register to vote—mail, motor voter, and agency-based registration.

The Office of Student Affairs offers students the opportunity to register to vote as part of Orientation and when reporting for an Identification Card. Voter registration applications are available in the Office of Student Affairs, University Center 305B.

STUDENT INVOLVEMENT

The University offers students various services, resources and co-curricular programs to enhance student engagement and involvement. These services and programs fall under the supervision of the *Division of Student Affairs*. Student Affairs at Xavier is committed to an active participation in student success and learning both in and out of class. All programs and services are designed to encourage and link learning experiences and student development goals. Our philosophy is based upon the principle that the strongest education integrates the existing academic program with a supportive, caring atmosphere for each student to learn and grow outside the classroom. Responsibilities of staff extend to ensure students' personal growth and development:

- to advocate for students,
- to enlist student involvement in University programs and processes,
- to guide student transition to college life,
- to advise on policies and procedures, and
- to assist students in their learning and development as students, emerging leaders, engaged citizens and aspiring professionals.

Staff is available to assist in advising student organizations, aid in problem-solving and any special needs programs. Our doors are open and students may feel free to stop by the offices to share their ideas and concerns.

STUDENT GOVERNMENT

The Student Government Association (SGA) is the official representative of students in University policy-making and administration. This organization establishes an accountable self-government and provides the opportunity for responsible, individual and collective action. Its purpose is to plan, promote, and make recommendations for the interests and welfare of the student body as well as the University. It is charged with enacting legislation which regulates other student organizations and the general conduct of student life.

STUDENT LIFE COUNCIL

The Student Life Council advises the Vice President of Student Affairs on the current issues regarding student housing, welfare, guidance, counseling, career services and employment, and student activities to help students forge educationally relevant campus experiences of a non-academic nature. The Student Life Council sets the standards for student elections; recommends guidelines for student housing, welfare, utilization of student facilities; and provides advisory support to programs related to varsity athletics, intramurals, residence halls, and student organizations. Membership in the Student Life Council includes: student government leadership, residence hall association leadership, university center governing board, the three faculty representatives appointed by the President from among recommendations submitted by the Academic Assembly, guidance counselors, residence hall and faculty advisors and membership in major student organizations.

UNIVERSITY CENTER ADVISORY BOARD

The University Center Advisory Board is composed of students, staff, and faculty members. It makes recommendations affecting the overall functioning of the Center; periodically evaluates the Center's activities in relation to programs, facilities, and staff; and encourages social, cultural, and recreational programs for the University community. It serves in an advisory capacity in matters pertaining to the University Center. The Advisory Board is composed of students (6) appointed by the Student Government Association from students nominated to the Board from the Student Body at Large; the Senior Conduct Officer; and the UC Director. All offices are held by students. All meetings are open to the general University community.

XAVIER ACTIVITIES BOARD

The Xavier Activities Board (XAB) serves as the planning body for major student activities. This student-run group provides diverse programming that appeals to the entire student body and aids in the development of the well-rounded student. Membership in XAB includes an Executive Board, Program Chairs, and representatives from the student body. XAB holds weekly executive board meetings and all students are encouraged to attend and provide varied ideas. XAB operates under the Center for Student Involvement office and is advised by the Director of Student Involvement.

COMMUTER/OFF-CAMPUS STUDENT NETWORK

The purpose of the Commuter Student Network is to provide services and activities for local and off-campus students as well as serve a vehicle to voice their issues and concerns. All non-resident students are eligible and encouraged to get involved in this group. For more information, the Center for Student Involvement Office located in the University Center, Suite 316.

PHARMACY STUDENT ASSOCIATION (PSA)

PSA promotes cooperation between pre-pharmacy and pharmacy student body, faculty, administration, and SGA. Supervise student affairs consistent with the particular needs of the pre-pharmacy pharmacy students. Concern itself with the work in the interest of the pre-pharmacy pharmacy students as they relate to the College of Pharmacy and Xavier University. Endeavor to support the High standards of the profession of Pharmacy at XU and in the surrounding community.

GREEK LIFE / NATIONAL PAN-HELLENIC COUNCIL (NPHC)

The National Pan-Hellenic Council (NPHC) is the advisory and governing body of Xavier University's eight (8) social Greek organizations. NPHC provides a forum for the exchange of ideas, to coordinate matters of common interest, to plan cooperative service and academic programs and to formulate membership intake rules, policies, and plans. Individual member organizations offer leadership, service, cultural and personal development opportunities Information may be obtained from the NPHC Advisor.

MOBILIZATION AT XAVIER 2.0 (M.A.X)

Mobilization at Xavier was founded in August of 1988. We center social justice as we coordinate and implement weekly volunteer service opportunities and events on and off campus in conjunction with Volunteer Services. M.A.X. 2.0 helps students M.A.Ximize their time by actively engaging in the community as volunteers to promote social awareness and social responsibility. M.A.X 2.0 hosts weekly service opportunities, campus-wide Service Saturdays, Social Justice Trainings, Service Seminars, and much more. By becoming a member of M.A.X 2.0 students serve the community, partake in civic engagement, and become diligent advocates to our most vulnerable populations who often are unheard.

Student Government Association Constitution

Preamble

We, the students of Xavier University of Louisiana, desiring to promote the welfare of the Student Body; to develop a sense of leadership and responsibility for growth through initiative, discipline and self-direction; to assume the fullest powers and responsibilities of self-government, not inconsistent with the responsibilities and policies of the University administration; to encourage a clear and continuous exchange of ideas between students, faculty, and administration of this University; to promote academic freedom and responsibility; believing that these ideas are essential to the welfare of this Catholic University, and, recognizing the need of guidance from the Lord Jesus Christ in the attainment of these goals; establish this constitution in an exercise of the authority delegated to us by the Board of Trustees and the President of Xavier University of Louisiana.

Article I. Name and Membership

- Section I.1 This organization shall be known as the Student Government Association of Xavier University of Louisiana.
- Section I.2 Every enrolled student who pays the student activity fee, as defined by the regulations of this university, shall be a member of the Student Government Association and shall have a voice and vote therein.

Article II. Structure and Composition

- Section II.1 The Student Government Association (SGA) of Xavier University of Louisiana shall provide for its own self-government by means of three primary branches: the Legislative Branch, the Judicial Branch, and the Executive Branch.
- Section II.2 SGA is also composed of several departments, committees, class councils, and auxiliaries.
- Section II.3 The Student Government Association maintains separation of powers within its structure. No student shall simultaneously hold office in more than one branch of government or other auxiliaries, and there shall be no overlap of responsibilities in the other branches.
- Section II.4 The term for all executive and class officers will be for one year, commencing once the oath of office is taken during the Gold Ball and ending the following year on the day of the Gold Ball.

Article III. Powers and Jurisdiction

- Section III.1 The SGA shall have the power to make and implement policy in areas of concern to students and to otherwise promote the welfare of the student body and the Xavier community. In the exercise of such powers and privileges, the student body acts through itself, its officers, and department and councils and boards established in the Constitution and Bylaws, and other entities as may be established under the guidance of the Vice President for Student Affairs or his/her designee, in compliance with university, municipal, state and federal laws.

Section III.2 The SGA may adopt rules and procedures for its further self-government through an executive order (executive branch), bill (legislative branch), or memo/code (judicial branch). The parliamentary authority is the current edition of Robert's Rule of Order, unless superseded by the Bylaws.

Article IV. Executive Branch

Section IV.1 Composition of the Executive Branch

Clause 1: The executive powers shall be vested in the SGA President. The Executive Branch shall be a separate branch responsible for the administration of the Student Government Association, the development of policy, and the implementation of legislation. The Executive Branch shall be composed of the Executive Board, Presidential Cabinet, and any departments, teams, and committees created by the President.

Section IV.2 The SGA President shall:

Clause 1: Serve as the official representative of the student body of Xavier University of Louisiana.

Clause 2: Serve as a liaison between the students and the university administration, and as a student representative to the Board of Trustees, and execute the provision of the SGA Constitution.

Clause 3: Serve as a member of the Louisiana Association of Independent Colleges & Universities Student Advisory Council (LSAC) and fulfill the requirements of that position.

Clause 4: Oversee the operations of the Student Government Association and represent students at dedications, receptions, and other university events.

Clause 5: Recommend for consideration by the SGA Student Senate such measures as he or she shall judge necessary and expedient in the performance of his or her executive duty.

Clause 6: Approve bills and resolutions passed by the SGA Student Senate while reserving the right to veto entire bills and resolutions and also line-item vetoes, provided that he or she exercises such power within seven (7) calendar days. If the SGA President does not act on a measure within this period, the measure shall be considered adopted

Clause 7: Be responsible for the implementation of all legislation passed by the SGA Student Senate.

Clause 8: Call emergency meetings of the SGA Student Senate.

Clause 9: Make all appointments provided for by this Constitution and have the authority to remove students under presidential appointment.

Clause 10: Serve on all university councils and committees where stated or assigned, and appoint student representatives to serve on such university committees.

Clause 11: Preside over all student body, executive, and IOC meetings.

Clause 12: Review records and documents kept by the Secretary and Treasurer.

Clause 13: Perform all additional executive functions proper to the office and consistent with the Bylaws or assigned by the Vice President for Student Affairs or designee.

Section IV.3 The SGA Vice President shall:

Clause 1: Serve as the presiding officer of the Student Senate and approve the agenda for Senate meetings.

Clause 2: Assist the SGA President in the execution of duties and assume the office of the SGA President in the event of the absence of the President, including chairing Executive Board meetings.

Clause 3: Uphold the SGA Constitution and serve as Chief Parliamentarian in the Executive Branch to resolve constitutional inquiries.

Clause 4: Appoint a Senate President Pro-Tempore to assist with the duties of the Student Senate. This position is the only position in the legislative branch outside of presidential appointment.

Clause 5: Establish and oversee committees in the Student Senate to consider all questions of student welfare and general student interests.

Clause 6: Monitor that procedures are carried out to enforce and enact a bill or resolution passed by the Student Senate.

Clause 7: Serve on all university councils and committees as appointed by the SGA President.

Clause 8: Perform all additional executive functions proper to the office and consistent with the Bylaws or assigned by the Vice President for Student Affairs or designee.

Section IV.4 The SGA Treasurer shall:

Clause 1: Serve as the Chief Financial Officer of the Student Government Association.

Clause 2: Account for the funds as passed by the Student Senate.

Clause 3: Keep an accurate record of all SGA financial transactions, including collecting and maintaining records of monies collected at SGA events.

Clause 4: Provide an end-of-semester financial report to the Executive Board and Student Senate, and upon request by the SGA President or Student Senate.

Clause 5: Establish and maintain an audit system for the SGA.

Clause 6: Perform all additional executive functions proper to the office and consistent with the Bylaws or assigned by the Vice President for Student Affairs or designee.

Section IV.5 The SGA Secretary shall:

- Clause 1: Serve as the recording Secretary and Chief Communications Officer of the Student Government Association.
- Clause 2: Be responsible for the recording, processing, and maintenance of the official business of the Student Government Association.
- Clause 3: Document attendance and record minutes of all official Executive Board meetings, emergency meetings, IOC meetings, and all other general meetings of the SGA.
- Clause 4: Prepare, present, and distribute all the minutes of the above meetings to appropriate SGA staff, board, and advisors.
- Clause 5: Inform all Executive Board members of all meetings.
- Clause 6: Lead the Department of Communications and develop an internal and external communications strategy.
- Clause 7: Serve both as recording and corresponding Secretary of the Inter-Organizational Council.
- Clause 8: Keep and make available to the Student Senate a permanent record of the Constitution of the Student Government Association and all actions of the Inter Organizational Council.
- Clause 9: Publish all pertinent acts and decisions of the SGA, IOC, and Student Senate to the student body, following the approval of the SGA advisor.
- Clause 10: Perform such duties as the SGA President may assign to them.

Section IV.6 The SGA Chief of Staff shall:

- Clause 1: Be appointed by the SGA President and serve as the chief aide to the SGA President.
- Clause 2: Be responsible for overseeing special projects within the Office of the SGA President and lead the Presidential Cabinet.
- Clause 3: Serve as manager of the SGA office.
- Clause 4: Create the hours of operation of the SGA office and work schedules for all office hours student staff.
- Clause 5: Recommend to the SGA President candidates to fill open positions within the SGA.
- Clause 6: Perform such duties as assigned by the SGA President.

Section IV.7 Miss. Xavier shall:

- Clause 1: Serve as a university ambassador.
- Clause 2: Oversee the Royal Court and coordinate at least one awareness/cultural/social event per semester with Mister Xavier geared towards empowering the student body.
- Clause 3: Preside over all Homecoming and Springfest activities with Mister Xavier.
- Clause 4: Serve as a member of the SGA Executive Board.
- Clause 5: Serve on any other university council or committee as appointed by SGA President.
- Clause 6: Aid the university in recruitment efforts as requested. Clause 7: Perform such duties as the SGA President may assign to her.

Section IV.8 Mister Xavier shall:

- Clause 1: Serve as a university ambassador.
- Clause 2: Oversee the Royal Court and coordinate at least one awareness/cultural/social event per semester with Miss. Xavier geared towards empowering the student body.
- Clause 3: Preside over all Homecoming and Springfest activities with Miss. Xavier.
- Clause 4: Serve as a member of the SGA Executive Board.
- Clause 5: Serve on any other university council or committee as appointed by SGA President.
- Clause 6: Aid the university in recruitment efforts as requested. Clause 7: Perform such duties as the SGA President may assign to him.

Section IV.9 Vacancies

- Clause 1: The presidential line of succession is as follows:
 - a. SGA Vice President
 - b. Senate President Pro-Tempore
 - c. SGA Treasurer
 - d. SGA Secretary
 - e. SGA Chief of Staff
- Clause 2: In the event the office of the SGA President becomes vacant, the Vice President shall ascend to the office of SGA President. The Senate President Pro-Tempore shall then ascend to the office of Vice President and appoint a current senator-at-large to the position of Senate President Pro-Tempore. The President will appoint a new senator-at-large.
- Clause 3: In the event the office of the SGA President and the office of the SGA Vice President become simultaneously vacant, the Senate President Pro-Tempore

shall ascend to the office of SGA President and appoint a senator to serve as Vice President, who will in turn appoint a senator to serve as Senate President ProTempore. The President will then appoint individuals to fill the vacancies in the Student Senate.

Clause 4: In the event of any other vacancies, the SGA President shall make appointments as set forth in Bylaws Article III.

Section IV.10 Executive Departments and Committees

Clause 1: The President shall have the authority to create executive departments and committees to assist the executive officers in the administration of the executive branch.

Clause 2: Executive departments and committees shall consist of Directors, Assistant Directors, and Coordinators.

Section IV.11 Class Councils

Clause 1: Every undergraduate class shall have a Class Council that represents them in the Executive Branch and creates spirit-building traditions centered around improving the Xavier community and unifying the members of each class.

Clause 2: Each Class Council consists of the following positions:

- a. Class President
- b. Class Vice President
- c. Class Treasurer
- d. Class Secretary
- e. Class King (Mister) f. Class Queen (Miss.)

Clause 3: The duties of the class president are as follows:

- a. Attend all student body meetings as the class representative.
- b. Chair all class and Class Council meetings.
- c. Attend the SGA Leadership Summit.
- d. Develop a class budget and oversee its appropriation.
- e. Attend all Inter-Organizational Council meetings.
- f. Develop an action plan in coordination with the Council and be responsible for the activities and finances of the class.
- g. Appoint a cabinet and create committees to assist in the administration of class affairs.

Clause 4: The duties of the class vice president are as follows:

- a. Attend all student body meetings.
- b. Attend all class and Class Council meetings.
- c. Be responsible for specific class operations as designated by the class president.
- d. Assume the responsibilities of class president in the president's absence.
- e. Attend all Inter-Organizational Council meetings.
- f. Attend the SGA Leadership Summit.

Clause 5: The duties of the class treasurer are as follows:

- a. Attend all student body meetings.
- b. Attend all class and Class Council meetings.
- c. Attend the SGA Leadership Summit.

- d. Maintain an accurate record of the class budget and be responsible for class finances.
- e. Complete purchase requests in a timely manner.
- f. Submit end-of-semester financial reports to the Class Council, advisors, and the SGA Treasurer.

- Clause 6: The duties of the class secretary are as follows:
- a. Attend all student body meetings.
 - b. Attend all class and Class Council meetings.
 - c. Attend the SGA Leadership Summit.
 - d. Keep and post accurate minutes of all meetings.
 - e. Manage the communications efforts of the class council, including but not limited to social media management, graphics, and basic photography.
 - f. Handle correspondence for the Class Council.

- Clause 5: The duties of the class king and queen are as follows:
- a. Attend all student body meetings.
 - b. Attend all class and Class Council meetings.
 - c. Attend the SGA Leadership Summit.
 - d. Maintain class spirit.
 - e. Simultaneously serve on the Royal Court, led by Mister and Miss. Xavier University of Louisiana.
 - f. Spearhead the class week.
 - g. Serve as a class ambassador.
 - h. Assist Mister and Miss. Xavier with Homecoming, as requested.

Article V. Legislative Branch

Section V.1 Composition of the Legislative Branch

- Clause 1: The legislative powers of the Student Government Association shall be vested in Student Senate, hereinafter referred to as “the Senate.”

- Clause 2: The Senate shall be composed of the following members:
- a. SGA Vice President
 - b. Eight (8) Senators from the College of Arts & Sciences, with two coming from each class
 - c. Two (2) Senators representing the College of Pharmacy
 - d. Four (4) At-Large Senators representing the general student body

Section V.2 The Senators-at-Large shall:

- Clause 1: Serve as members of the Student Senate, representing all members of the SGA.
- Clause 2: One Senator-at-large shall be appointed Senate President Pro-tempore to assist in the duties of the Senate and preside over the Senate in the absence of the Vice President.

- Section V.3 The Senate Clerk shall:
- Clause 1: Keep the official records of the Student Senate.
- Clause 2: Record all bills and resolutions passed at Senate meetings.
- Clause 3: Distribute senate minutes to the SGA Executive Officers, Senators, and advisors.
- Clause 4: Inform all Senators of all Senate meetings.
- Clause 5: Keep the SGA Secretary abreast of all bills and resolutions passed by the Senate.
- Clause 6: Perform such duties as the SGA Vice President may assign to them

Section V.4 Legislative Duties

- Clause 1: The Student Senate shall, within the area of student authority, legislate on matters concerning students and student affairs, including university policy and community affairs.
- a. Make recommendations by a two-thirds (2/3) vote of those present at a duly constituted meeting, for an appropriation of SGA funds.
- b. By a two-thirds (2/3) vote of those present at a duly- constituted meeting of the Student Senate override, when necessary, the Presidential veto.
- c. Pass on any appointment made by the SGA President.
- d. Remove, for cause, any person appointed by the SGA President; a two-thirds (2/3) vote of those present at a duly constituted meeting of the Student Senate is required except where otherwise provided for in this constitution.
- e. By majority vote, elect a successor to any vacant office, except where otherwise provided for in the constitution.
- f. Adopt such rules and procedures (not inconsistent with the constitution) as are necessary for the efficient and orderly conduct of the Student Senate affairs.

Section V.5 Meetings

- Clause 1: There shall be bi-monthly meetings of the Student Senate during the regular school year.
- Clause 2: The Senate will keep minutes of its meetings current and make them available to the public.
- Clause 3: Members of the student body are entitled to attend all meetings of the SGA Student Senate, unless excluded by the Senate for a specific matter as stipulated by the Bylaws. Non-Senate members of the student body have full privileges of the floor but may not vote.

Section V.6

Quorum

Clause 1: A quorum shall be declared at any meeting of the Student Senate when a roll call shows 60 percent of the duly elected and duly appointed voting members of the Student Senate or official proxies present.

Section V.7

The term for all senators will be for one year, commencing once the oath of office is taken during the Gold Ball and ending the following year on the day of the Gold Ball.

Section V.8

Senate Removal

Clause 1: A member of the Student Senate shall be removed from said body for the following reasons:

g. Because they have accumulated a total of more than two (2) absences and three (3) proxies per semester from the regular Student Senate meetings during a congressional year. An absence shall be defined as a voting member or proxy not being present at any time in the duration of a regular meeting. A member removed for excessive absences cannot be reappointed during the academic year.

h. Because they resign, are impeached, or are recalled from office by virtue of which they hold a position on the Student Senate.

i. Because they cease to be an official member of the group they represent except where otherwise provided for in this Constitution.

Article VI. Judicial Branch

Section VI.1

Composition of the Judicial Branch

Clause 1:

The Judicial Branch shall be composed of the Judicial Council and the Election Board.

Clause 2:

The Judicial Council shall be composed of the following members who shall be appointed by the SGA President and confirmed by the Student Senate, subject to presidential veto:

- a. Senior Class Associate Justice
- b. Junior Class Associate Justice
- c. Sophomore Class Associate Justice
- d. Freshman Class Associate Justice
- e. College of Pharmacy Associate Justice f. Judicial Clerk

Clause 3:

The Chief Justice shall be chosen from the Associate Justices by the SGA President with the concurrence of the Student Senate.

Clause 4:

The Chief Justice shall oversee all operations of the Judicial Branch.

- Clause 5: The Election Board shall be composed of the following members who shall be appointed by the SGA President and confirmed by the Student Senate, subject to presidential veto:
- a. Director of Elections
 - b. At least one senior class representative
 - c. At least one junior class representative
 - d. At least one sophomore class representative
 - e. At least one freshman class representative
 - f. At least one Pharmacy Student Association representative

Section VI.2 Powers and Jurisdiction of the Judicial Council

- Clause 1: The Judicial powers of the Student Government Association shall be solely vested in the Judicial Council.
- Clause 2: The Judicial powers of the SGA shall extend over all cases involving a violation of this Constitution, the Bylaws of the SGA, and the policies and regulations of the university as they pertain to student organizations.
- Clause 3: The Judicial Council shall have supreme jurisdiction in all cases of impeachment. It shall serve on all disciplinary hearing committees as appointed by the SGA President. It shall hear cases of a minor nature as referred by the Vice President for Student Affairs.
- Clause 4: The Judicial Council shall oversee the Election Board and have supreme jurisdiction in all election matters.
- Clause 5: They shall render decisions regarding all questions concerning campaigns, balloting, elections, nominations, qualifications, removal and succession of candidates or officeholders.
- Clause 6: Upon the filing of a complaint, they shall render decisions upon any election dispute or irregularity within seventy-two (72) hours after the filing of such complaint.
- Clause 7: Upon finding behavior within the Election Board inconsistent with the Election Code and the Constitution and Bylaws, they shall take decisive action and advise the SGA President on further action, as deemed necessary.
- Clause 8: They shall verify all election returns, such verifications being final unless contested within seventy-two hours (72) after the election.
- Clause 9: They shall verify the validity of a recall election.

Section VI.3 Term of Office

- Clause 1: College of Arts & Sciences and College of Pharmacy Justices are eligible to be appointed until their time of graduation.

Section VI.4 Judicial Council Removal

Clause 1: Any member of the Judicial Council may be removed for cause by four-fifths (4/5) of the voting members of that body.

Section VI.5 Meetings

Clause 1: There shall be bi-monthly meetings of the Judicial Council.

Clause 2: A duly constituted meeting of the Judicial Council shall consist of the presence of four-fifths (4/5) of the voting members of that body.

Section VI.6 In order to be eligible for elections to an SGA office, a Judicial Council member must first resign from said body.

Section VI.7 Election Board

Clause 1: The Election Board shall be nested under the Judicial Branch. The Election Board shall have the power to conduct all student body elections and other official election business consistent with this constitution.

Clause 2: The Election Board shall serve from the time of appointment until a new Election Board is appointed, but not more than two academic years.

Clause 3: The Director of Elections shall be appointed by the President and reports to the Chief Justice within the Judicial Branch on all election matters.

Clause 4: If any member of the Election Board decides to run for an elected position, they shall resign by the first day of December preceding the Spring election to be eligible to run in the Spring election.

Clause 5: Should a vacancy occur on the Election Board during the semester, the SGA President will appoint a replacement.

Clause 6: The duties of the Election Board shall be:

- a. To conduct all Student Government Association elections.
- b. To determine dates and procedures for all SGA elections and other official elections consistent with this Constitution.
- c. To secure poll commissioners for all polling stations.
- d. To instruct all polling commissioners as to the duties of their position.
- e. To disqualify any candidate who shall fail to comply with election regulations.

Article VII. SGA Auxiliaries

Section VII.1 SGA auxiliaries are autonomous from the SGA branches but are under the SGA and are regulated by the Constitution and Bylaws.

- Section VII.2 The Xavier Activities Board (XAB) shall be known as the premier programming arm of the SGA. XAB has the authority to manage the allocation of the programming fees in accordance with the XAB Bylaws. XAB currently has the following executive offices: President, Vice President, Treasurer, and Secretary. The XAB President shall have the authority to restructure lower-level positions as deemed necessary.
- Section VII.3 Mobilization at Xavier 2.0 (M.A.X. 2.0) shall be known as the premier community service organization under the SGA. M.A.X. 2.0 currently has the following offices: President, Vice President, Treasurer, and Secretary. The M.A.X. 2.0 President shall have the authority to restructure lower-level positions as deemed necessary.
- Section VII.4 The Pharmacy Student Association (PSA) shall be known as the official representative of the pharmacy student body for the Student Government Association. PSA currently has the following offices: President, Vice President, Treasurer, Secretary, two (2) Senators, and Justice. The PSA President shall have the authority to create more positions and appoint a cabinet as deemed necessary.
- Section VII.5 Within the Royal Court's duties, which is under the SGA, is the oversight of planning for Homecoming and Springfest. There shall be two committees: the Homecoming Planning Committee and the Springfest Planning Committee.
- Clause 1: Within the Homecoming Planning Committee, Mister and Miss. Xavier shall appoint a Director of Homecoming. They shall also appoint Assistant Directors and Event Coordinators in the fall to handle the logistics for the week of events that promote spirit and unity.
- Clause 2: Within the Springfest Planning Committee, Mister and Miss. Xavier shall appoint a Director of Springfest. They shall also appoint Assistant Directors and Event Coordinators to handle the logistics for this long-standing campus tradition.

Article VIII. SGA Leadership Councils

- Section VIII.1 The Inter-Organizational Council (IOC) is a leadership council within the Office of the SGA President that functions to provide effective student leadership and self-government; to provide a communication link among the various organizations; and to provide a broader scope of student activities. The president of each university-approved and active organization and class is a member of the IOC.
- Section VIII.2 The Big Five Council shall be an advisory council within the Office of the SGA President consisting of the presidents of the Xavier Activities Board, Mobilization at Xavier 2.0, and the Pharmacy Student Association under the SGA, the director of the Peer Dean Association, and the president of the Student Government Association, who shall lead the Big Five Council. The Big Five Council shall communicate frequently to ensure collaboration on programming throughout the academic year and shall support each organization's event.

Section VIII.3 The President's Council shall be advisory council within the Office of the SGA President consisting of the class presidents and the SGA President, who shall lead the President's Council. During meetings called by the SGA President, class presidents will deliver a report of their class council's operations and share concerns from their respective classes directly with the SGA President.

Article IX. Election Code

Section IX.1 The University, through the Office of the Vice President for Student Affairs, establishes the qualifying GPA and eligibility for student leadership positions.

Section IX.2 Executive Officer Qualifications

Clause 1: The minimum qualifying GPA is a 2.75 cumulative but is subject to change at the discretion of the Vice President for Student Affairs.

Clause 2: Candidates for SGA President, Vice President, Secretary, Treasurer, and Chief of Staff must have completed at least 42 credit hours by the end of the Spring semester/at the time of Senate confirmation.

Clause 3: Candidates for Miss. and Mister Xavier must have completed at least 95 hours by the end of the Spring semester/at the time of Senate confirmation.

Clause 4: All students qualifying for SGA executive officer positions are required to have completed the Emergent and Advanced track of XU Leadership Education and Development Skills (L.E.A.D.S.) or enroll at time of appointment or service.

Clause 5: Candidates must pass a written examination on the SGA Constitution, which is to be conducted by the Election Board.

Clause 6: Candidates shall not be on conduct, scholastic, or attendance probation at the time of their appointment or service.

Clause 7: Candidates shall have earned twelve (12) semester hours at Xavier University of Louisiana the semester prior to the election.

Clause 8: The SGA President and Vice President shall have served at least two (2) semesters in the SGA (class, organizations, councils, or boards) as an appointed or elected officer prior to running for an office.

Clause 9: The SGA Treasurer, Secretary and Mister and Miss. Xavier shall have served for at least one (1) semester in SGA (class, organizations, councils, or boards) as an appointed or elected officer prior to running for an office.

Section IX.3 Class Officer Qualifications

Clause 1: The minimum qualifying GPA is a 2.75 cumulative but is subject to change at the discretion of the Vice President for Student Affairs.

Clause 2: Candidates shall have earned at least 30 credit hours (except for positions representing the freshman class) by the end of the Spring semester/at the time of Senate confirmation.

- Clause 3: All students qualifying for class officer positions are required to have completed the Emergent track of XU Leadership Education and Development Skills (L.E.A.D.S.) or enroll at time of appointment or service.
- Clause 4: Candidates must pass a written examination on the SGA Constitution, such examination to be conducted by the Election Board.
- Clause 5: Candidates shall not be on conduct, scholastic, or attendance probation at the time of their appointment or service.
- Section IX.4 Administrative Personnel Qualifications
- Clause 1: Administrative personnel shall be defined as the following:
- a. Members of the Presidential Cabinet
 - b. Directors, assistant directors, coordinators, and general members of the executive departments and committees
 - c. Legislative and judicial clerks
 - d. Executive assistants and personnel within the Office of the SGA President
- Clause 2: The minimum qualifying GPA is a 2.75 cumulative but is subject to change at the discretion of the Vice President for Student Affairs.
- Clause 3: Candidates for the judicial and legislative clerk positions shall have earned at least 30 credit hours by the end of the Spring semester/at the time of Senate confirmation.
- Clause 4: All students qualifying for director, assistant director, and legislative and judicial clerk positions in the SGA branches are not required to take a written examination but are required to have completed the Emergent track of XU Leadership Education and Development Skills (L.E.A.D.S.) or enroll at time of appointment or service.
- Clause 5: All students qualifying for coordinator, executive assistant, and general member positions are not required to take a written examination or be enrolled in XU Leadership Education and Development Skills (L.E.A.D.S.) at time of appointment or service.
- Clause 6: Candidates shall not be on conduct, scholastic, or attendance probation at the time of their appointment or service.
- Section IX.5 Senate and Judicial Council Qualifications
- Clause 1: The current minimum qualifying GPA, currently 2.75 semester/cumulative is inserted into the SGA Constitution, but is subject to change. An alternate GPA of 2.5 semester/3.0 cumulative may also be considered.
- Clause 2: Candidates shall have earned at least 30 credit hours (except for positions representing the freshman class) at the time of the nomination.
- Clause 3: All students qualifying for the senator and justice positions are required to have completed the Emergent track of XU Leadership Education and Development Skills (L.E.A.D.S.) or enroll at time of appointment or service.

- Clause 4: Candidates must pass a written examination on the SGA Constitution, which is to be conducted by the Election Board.
- Clause 5: Candidates shall not be on conduct, scholastic, or attendance probation at the time of their appointment or service.
- Section IX.6 Nominations shall be made by the following actions:
- Clause 1: Candidates shall file their intentions to run and the choice of office during the filing period established by the Election Board.
- Clause 2: The Judicial Council shall confirm the candidates' eligibility. A seven-day period of filing shall be opened twenty-one (21) days before the date of the election.
- Section IX.7 General Elections
- Clause 1: A general campus election shall be conducted by the Election Board beginning no later than April 1 and concluded by April 15 of each year. The SGA executive officers, class officers, and class senators shall be elected at this time. All elections shall be held campus-wide for at least two (2) consecutive days.
- Section IX.8 Special Elections
- Clause 1: A special election shall be conducted by the Election Board within four weeks of the commencement of the fall semester to fill the positions representing the freshman class, to pass on any referendum or constitutional changes, or any other items which may require a vote of the student body.
- Section IX.9 Runoff Elections
- Clause 1: All officers elected under this constitution ± including members of the Royal Court ± must receive an over 50-percent majority of the votes cast in the election. If no candidate receives at least over 50 percent of the votes cast, the two candidates receiving the highest number of votes in the primary shall be given the opportunity to qualify for the runoff election.
- Section IX.10 The term of office which has been established by the articles of this constitution for all SGA officers shall be terminated by the following procedures and steps outlined therein:
- Clause 1: Upon resignation from office.
- Clause 4: If the officer ceases to be a member of the group that they represent.
- Clause 5: Impeachment
- a. By the filing of formal impeachment charges of an elected officer by one-fifth (1/5) of the members of the Student Senate at a regular meeting of the Senate.
 - b. By a formal hearing at the next regularly scheduled Senate meeting, to be presided over by the Chief Justice of the Judicial Council (or by the SGA President in case the Chief Justice is the officer charged with impeachment).
 - c. By a three-fourths (3/4) affirmative vote for conviction of the accused officer from those present at the Student Senate meeting, voting by secret ballot.

Article X. Finance

- Section X.1 The SGA President shall be responsible for appropriating funds to the Student Government Association and all branches, councils, and organizations therein.
- Section X.2 The Student Government Association shall disburse monies according to funds collected from the Student Activity Fee.
- Section X.3 Requisitions for the expenditure of SGA funds shall be signed by the President, Vice President, and the duly appointed university advisor to the SGA. Class and student organization requisitions shall be signed by the President, Treasurer, and the duly appointed university advisor. The income provided by the Student Activity Fee shall be determined and made available by the university by the fourth week of each semester.
- Section X.4 The SGA funds shall be calculated at the beginning of each semester. The funds shall be determined by the Office of Student Affairs in coordination with the Office of Fiscal Services and the Student Government Association.
- Section X.5 The SGA funds shall be itemized as follows:
- Clause 1: The SGA funds shall be from the Student Activity Fee. Full-time undergraduate and pharmacy students shall pay \$125 per semester and part-time students shall pay \$65 per semester.
- Clause 2: The SGA President's discretionary fund and any incoming revenues and shall be under the control of the SGA President, not to be allotted by Senate.
- Section X.6 The Student Senate shall receive a proposed budget from the SGA President to deliberate and decide on.
- Section X.7 The finalized budget adopted by the Student Senate shall be a balanced budget.
- Section X.8 Compensation
- Clause 1: SGA stipends shall not exceed 10% of the actual total SGA funds.
- Clause 2: The following positions within the Student Government Association may receive a stipend amount determined by the SGA President and subject to Senate approval:
- a. SGA President
 - b. SGA Vice President
 - c. SGA Treasurer
 - d. SGA Secretary
 - e. SGA Chief of Staff
 - f. Miss. Xavier
 - g. Mister Xavier
 - h. SGA Chief Justice
 - i. SGA Senate Clerk
 - j. XAB President

- Clause 3: The SGA President shall receive free room and board and parking privileges (a gold parking pass) to aid with the duties of the office.
- Clause 4: The Office of Student Affairs may determine compensatory aid for any executive officer positions as deemed necessary.
- Clause 5: The SGA President may grant stipends to current positions and create stipend level positions where deemed necessary for the expediency of the Student Government Association.

Article XI. Amendments

- Section XI.1 Amendments may be proposed to this constitution by two-thirds (2/3) vote of the Student Senate.
- Clause 1: After voting on proposed amendment, the Judicial Council must receive a copy of the amendment to rule on its constitutionality.
- Section XI.2 At least seven (7) days must elapse between the date of passage of proposed amendments by the Student Senate and their submission for ratification to the student body.
- Section XI.3 Proposed amendments shall become a part of this constitution after they are ratified by an over 50-percent majority vote of the student body at an election designated for that purpose.
- Section XI.4 The right of initiative is hereby given to the student body to propose changes to the constitution. If a petition is signed by 15 percent (15%) of the student body, the party petitioning a change must present the results to the SGA President. The SGA President will then consult with the Judicial Council to verify the results. After such, an election for the consideration of a constitutional amendment must be held between 14 and 21 days following the presentation of the petition to the SGA President.
- Section XI.5 All proposed amendments must be certified as consistent with university policies by the appropriate university officials prior to their submission to the student body.
- Section XI.6 If a proposal to correct cosmetic changes, such as numbering and spelling, is approved by a simple majority vote of the Senate, the Constitution shall be amended.

Article XII. Legislation and Bylaws

- Section XII.1 The Constitution shall be interpreted in conjunction with the Bylaws of the Student Government Association.
- Clause 1: The Constitution supersedes the Bylaws in cases of conflict.
- Section XII.2 Any legislation consistent with this Constitution which has more than a temporary effect shall be considered a bylaw.
- Section XII.3 The Bylaws shall include the processes and procedures established in each branch.
- Section XII.4 The Election Code shall be in the Bylaws.

- Section XII.5 Any proposed bylaw must be presented in writing during a duly constituted meeting of the Student Senate. In the event that corrections are necessary during a reading on the Senate floor, the vote on the bylaw may not be taken until the next duly constituted meeting of the Student Senate.
- Section XII.6 A two-thirds (2/3) vote of the Student Senate membership at a duly constituted meeting is required to pass a bylaw.
- Section XII.7 The Student Senate shall have the authority to vote and pass legislation with a majority vote of the Senate.
- Section XII.8 The SGA President shall have the authority to pass actions on behalf of the Executive Branch, without the vote of the Student Senate, and on behalf of the Student Government Association, with the vote of the Student Senate.
- Section XII.9 All legislation must be shared with the Judicial Council for oversight and review of constitutionality

Article XIII. Oath of Office

- Section XIII.1 **General Oath** (for use when swearing in multiple student-leaders and the nonexecutive officers of the Student Government Association)
- I, _____, hereby solemnly affirm to faithfully execute the duties of my office to the best of my ability, in accordance with the Constitution of the Student Government Association and the regulations of Xavier University of Louisiana.
- Section XIII.2 **Executive Oath** (for use when swearing in the executive officers of the Student Government Association)
- I, _____, hereby solemnly affirm to faithfully execute the Office of _____ of the Student Government Association of Xavier University of Louisiana to the best of my ability, in accordance with the Constitution of the Student Government Association and the regulations of Xavier University of Louisiana.

BY-LAWS

Article I. The Inter-Organizational Council

Section One – Upon assuming his/her office, the president of the SGA shall assemble the Inter-Organizational Council (IOC).

Section Two – The Inter-Organizational Council shall:

- a. Insure that all recognized organizations of this university are structured and maintained according to the principles established in this constitution and its by-laws, as well as the policies of this university;
- b. Communicate with and provide for the annual registration of all organizations;
- c. Establish procedures for the recognition and functioning of newly formed organizations;
- d. Recommend to the Office of Student Involvement the suspension of any organization that acts contrary to its approved constitution, or the policies of the university; and
- e. Sponsor such activities which require a joint effort of all member organizations.
- f. The president of each University-approved and active organization and class is a member of the IOC. Each representative of a University- recognized organization shall be empowered to cast one vote within the council.
- g. In every clause where organization is mentioned, organization shall automatically include all organizations, honor societies, and classes recognized by IOC.

Section Three – All organizations which have been recommended for suspension shall have the right to appeal to the Judiciary Committee of the SGA.

Section Four – The composition of IOC shall be:

- a. One (1) representative of each organization and class recognized by the IOC
- b. The President of the SGA, whom shall have voice but no vote
- c. The Vice-Chairperson of IOC
- d. IOC Secretary of who shall have voice but no vote
- e. The Vice President of Student Affairs or his/her representative, currently the Director of Student Involvement, of whom shall have voice but no vote.

Section Five –

- a. The president of the SGA shall chair all IOC meetings
- b. If both the president of the SGA and the Vice Chairperson of IOC are unable to chair a meeting, the SGA president may appoint a representative to chair the meeting of IOC.
- c. The Vice Chairperson shall be appointed by the President of the SGA subject to the approval of the Executive Board of SGA.
- d. The SGA Secretary shall keep the minutes of all IOC meetings.

Article II. Verification of Elections

Section One – Two (2) members of the Judiciary Council shall be present for the tabulating of ballots for all elections conducted by the SGA. They shall affix their signature to the official tabulation as a verification of the election returns. This section in no way shall void appeals by candidates concerning matters set forth in Article V of this constitution.

Section Two – All organizations recognized by the Inter-Organizational Council should select their officers (for the coming year) by a democratic process no later than two weeks after the SGA elections are held.

Article III. Appointments and Hearings

Section One – All appointments to be made by the President of the SGA shall be accompanied by a brief biographical statement which shall be delivered to members of the Student Senate two weeks in advance of the proposed vote on the nominations.

Section Two – The president of the SGA or his/her representative and the candidate(s) shall appear before the Student Senate in order to answer any questions pertinent to the nomination(s).

Section Three – Nominations shall be published for members of the SGA in an appropriate form of communication.

Section Four – Interested parties may appear before the Student Senate in support or opposition to nominations.

Section Five – A simple majority vote of the Student Senate shall be sufficient for appointment.

Section Six – All individuals appointed to normally elected positions must meet all requirements of that position as stated in this constitution and its by-laws.

Article IV. Budget Procedures

Section One – Budget hearings shall be publicized in the university publications and other appropriate forms of communication.

Section Two – Members of the Budget Hearing Committee shall include three (3) members of the Student Senate, the president of the SGA, and the Vice President of Student Affairs, or his/her representative.

Section Three – The income provided by the university (Student Activities Fees) shall be determined by the fourth week of each semester.

Section Four – All requests for expenditures shall be made in writing at the budget hearings.

Section Five – All awards of funds shall be strictly accounted for, with a financial statement and evaluation form completed within two weeks following the sanctioned activity. These forms shall be provided by the SGA.

Section Six – The Student Senate shall receive from the president of the SGA a prepared budget including receipts and expenditures by September 15th of the Fall Semester and January 31st of the Spring Semester.

Section Seven – The Student Senate shall pass on its finalized budget by September 30th of the Fall Semester and February 15th of the Spring Semester.

Section Eight – The budget adopted by the Student Senate shall be a balanced budget.

Section Nine – No loans will be granted by the SGA Student Senate to any organizations and/or individuals. No IOC monies shall be allocated to individuals.

Section Ten – In order to provide compensation for the time, energy and effort spent working for the SGA, the following officers, President, Vice President, Treasurer, Secretary, Clerk of Senate, and Miss/Mr. Xavier will be proposed a stipend subject to senate approval. Stipends shall not exceed 10% of the total SGA funds.

Section Eleven – The availability of SGA funds to a student organization shall be based upon

(1) active attendance at IOC and Student Body meetings – attending at least three-fourths (3/4) of both IOC and Student Body meetings called, and (2) active participation in community service – a

minimum of three community service projects per semester with prior notification to and registration with the XU Volunteer Center. At least two service projects must be off-campus per semester.

Section Twelve – The For Spring Budget Hearings, active attendance and active participation shall be a prerequisite for eligibility.

Article V. Meeting Procedures

Section One – Class meetings are to be held once per month on a date and at a time set forth by the University calendar and communicated in appropriate form to constituents.

Section Two – Student body meetings are to be held once per month on a date and time set forth by the University calendar and communicated in appropriate form to constituents.

Section Three – Treasury reports and congressional reports are to be given during the above mentioned meetings. General activity planning shall be discussed and decisions for the academic year shall be made.

STUDENT ORGANIZATION GUIDELINES

The University recognizes the roles in which organized activities serve in enhancing the educational, professional, and social experiences of the Xavier community. Intellectual and personal growth takes place in student organizations which have effective leaders and cooperative members. Organizations and groups may be established for any legal purposes, provided these groups do not discriminate with regard to race, creed, color, religion, or disabling condition. Students are encouraged to participate in the programs provided by these organizations. The Center for Student Involvement maintains records of all student organizations.

Operating License

Only officially registered and University-approved organizations shall operate on campus. Existing organizations must maintain Inter-Organization Council (I.O.C.) standards in order to retain University recognition and shall meet all prerequisites before obtaining complete accreditation and charters are issued. Membership in recognized student organizations must be open to ALL registered students at the University. Student Organizations that are granted exemption to have members of only one gender under Title IX of the Educational Amendment of 1972 are granted the same exemption by the University.

In order for an organization to be approved, it must be sanctioned by the Inter-Organizational Council. All registering student organizations will agree, at the time of registration with the University, to the policies and procedures promulgated herein relating to activities on campus. While members of the faculty and staff serve as advisors to assist student organizations in their programs, the Director of Student Involvement supervises all campus clubs and organizations. Detailed guidelines governing all university organizations are further outlined in the Student Organization Guide Book.

Rights and Benefits of Campus Organizations

Upon receipt of its charter, an organization will attain all rights and privileges and immunities conferred by such a charter:

1. The use of the University's name and visual identity in association with the name of the organization. **Note: use of University seal and logo requires prior approval**
2. Use of University facilities in accordance with policies governing them.
3. Listing of the organization in the official publications of the University.
4. Solicitation of members on campus.
5. Use of campus mail box.
6. Use of University calendar and reservations system, to schedule and publicize events.
7. Right to request student activity funding from the appropriate source.
8. Ability to establish membership dues and raise funds
9. Use of the Student Organization Resource Room, equipment and supplies to promote programs, events and activities.
10. Use of campus copy center
11. Use of cashbox and storage/security
12. Use of Student Government van (when available).

Responsibilities of Campus Organizations

Xavier University Student Organization:

1. Shall not discriminate against membership of individuals based upon race, creed, age, ability, national origin, gender or sexual orientation.
2. Must adhere to national, state local and college policies, procedures and laws.
3. Must be responsible for all activities and/or damage at any event sponsored by or involving the organization.
4. president and officers must attend leadership programs throughout the academic year. For example, the SGA Leadership Retreat, spring Regional Leadership conference, Organizational Workshop series, Emergent and Advanced Leadership programs.
5. president must attend IOC and student body meetings.
6. shall be responsible for all information included in the Student Organization Guide
7. must renew registration each spring for the next academic year and update information whenever new officers are elected or appointed and must submit semester packets to the Office of Student Involvement
8. shall maintain a copy of the organization's charter on file in the Office Center for Student Involvement
9. may not use Xavier University insignia, seal, logo or any other form of visual identity without prior approval from the Vice President of Student Affairs, or designee

INTER-ORGANIZATIONAL COUNCIL (I.O.C.)

Purpose

The purpose of the Inter-Organizational Council is to work under the supervision of the Student Government Association in cooperation with the Office of Student Involvement in furthering the goals and objectives of the University by insuring that all University Organizations are properly structured, maintained, and functioning in such a way as to provide effective student leadership and self-government; to provide a communication link among the various organizations; and to provide a broader scope of student activities.

Implementation

The I.O.C. shall carry out its aims by consistently and objectively reviewing all University-recognized organizations relative to their constitutional purpose and governing procedures, in keeping with University standards and requirements for recognition.

Memberships

The President of each chartered student organization is a member of the I.O.C. Each representative of a University-recognized organization shall be empowered to cast one vote within the council. The I.O.C. shall be chaired by the President of the Student Government Association.

Advisor

The Coordinator of Traditions and Special Events to the I.O.C. and is available to assist students in planning events that help build community on campus.

PETITIONING FOR RECOGNITION ON CAMPUS

General Requirements for Recognition

Registration of student organizations shall be with the Vice President of Student Affairs, or designee, currently the Director of Student Involvement. Upon initial contact the feasibility and mechanics for starting and organization shall be discussed with the Director of Student Involvement. Any organization which limits their membership on the basis of race, religion, color, disabling condition or national origin will not be granted recognition. An organization must have a minimum of ten (10) students of Xavier University interested in the goals of the organization.

All newly recognized organizations shall be granted *temporary* charters for one academic semester. Until chartered, all such groups will be designated as *Interest* groups and may utilize University facilities for meetings, but they cannot be authorized to hold fund raisers or dances, sponsor speakers or any other type of program, nor utilize the University's name.

Procedures and Requirements for Local Chartering

Any organization who has met the above requirements must make a formal application following procedures to obtain a charter.

1. Submit a copy of each of Petition to Organize, Proposed Constitution, Member Roster and Letters of Support (if applicable).
2. The proposed constitution shall define its types of membership and designate that each member be enrolled in the University for twelve (12) hours or more and have an overall GPA of 2.000 or better.

3. An academic organization must submit evidence, certified by the Department Chairman and Dean of College, of approval of the constitution.
4. A Religious organization must submit evidence certified by the Office of Campus Ministry of approval of the constitution.

Procedures and Requirements for National Affiliation

A chartered local organization or a group of students interested in having national affiliation shall meet the same requirements as for local chartering. The organization must also meet the following additional requirements.

1. Submit three brochures or other publications of the national organization.
2. Submit at least one copy of the national constitution and by-laws.
3. Group must secure and submit a letter of approval from the regional or national office before it can be recognized on campus.

Requirements for Social Greek Organizations - To merit continued existence, an organization must:

- a. substantially fulfills the purpose for which it was chartered;
- b. be an active member of the Pan Hellenic Council;
- c. maintain at least ten (10) active members unless otherwise approved by the Office of Student Affairs
- d. maintain a semester and cumulative gpa of 2.00 membership; 2.80 leadership/officer;
- e. complete the annual charter renewal form and any other information requested by the Vice President of Students, Campus Activities Director and the Student Government Association.

Failure to maintain the academic requirements for two consecutive semesters may result in the suspension of the organization and possible revocation of its University charter.

MEMBERSHIP INTAKE

The University requires a resident and cumulative minimum GPA of 2.80 the semester of intake and the semester immediately following to maintain active membership. The immediate past summer GPA is not considered in the calculation. *note: some organization national affiliates may have additional requirements.*

Final Recognition

ACCEPTANCE

After all requirements have been met and procedures properly followed, the Office of Student Affairs and the Inter-Organizational Council of the Student Government Association will review the organization's petition for recognition and their constitution. If approved the above bodies, the organization is recognized as an Interest Group for one probationary semester. Upon approval the Office of Student Affairs must be notified and supplied with a copy of the constitution, the name of the proposed faculty advisor(s), and the names and addresses of elected offices.

DENIAL OF RECOGNITION

If disapproved by the Student Government Association, the Vice-President must inform the organization in writing of the reasons of the objection. The organization may resubmit its documents at the next meeting with a representative present. If it is denied a second time and the organization can show prejudicial treatment, it may appeal to the Director of Student Involvement.

EVALUATION/REVIEW/APEAL

At the end of approximately one year the organization will be evaluated by the Inter-Organizational Council. A written evaluation will be submitted to the Office of Student Involvement and the Student Government Association. The evaluation will either recommend or deny final recognition listing its reasons or objection(s). If recommended and accepted by both the Director of Student Involvement and the Student Government Association, the organization may continue to function with all the rights and privileges so granted. If denied final recognition, a public hearing may be called with presentations made by the Student Government Association and the organization's President and Advisor. At the conclusion of the hearing, the committee appointed by the Director of Student Involvement or the President of the Student Government Association will discuss, debate, and vote on the organization. The action of the committee is expressed as a recommendation to the Student Government Association and the Director of Student Involvement.

Registration of Members

After elections each spring semester an organization must submit to the Office of Student Involvement an Organization Roster. This roster should include Active, Inactive, Association, and Honorary members. The form can be obtained online or in the Office of Student Involvement and submitted no later than April 15 or within the last two weeks of the spring semester. An organization with national affiliation must submit proof of membership from the national office in order to be considered a campus affiliate member. An organization failing to submit its roster on time will have its charter revoked for a minimum of one semester. Once the membership roster has been submitted, any change in this membership should be reported immediately. An organization having less than ten (10) active members will have the charter suspended for a period no less than one semester or until the total active members are at least ten.

Registration and Requirements for Officers

Each organization must register its officers with the Office of Student Affairs within 72 hours of their election or by May 1st. Any student seeking or holding office in any chartered organization on Xavier's campus must meet the following requirements:

1. Full time enrollment status.
2. Resident GPA of 2.80* or better.
3. No University sanctions – academic or disciplinary.

The officers are responsible for assuring that the organization adheres to all governing regulations.

Eligibility requirements for the Student Government Association, Classes, and other organizations, only where the GPA is higher and/or other requirements are necessary, will supersede or be added to the minimum listed above.

Suspension and Revocation of Organization Charter

An organization which fails to meet the necessary requirements as outlined in this manual or violates any university guidelines or regulations, will have its charter revoked for a period of no less than one semester. Organizations should refer to specific University guidelines governing Greek Letter organizations, Inter-Organizational Council and Professional Societies/Fraternities.

Copies of each set of guidelines are available to relevant organizations in the Center for Student Involvement.

USE OF UNIVERSITY FACILITIES

Activity Clearance

EMS, Event Management Services, is the online Event Information and Master Calendar system for the university. It operates under the Office of the Vice President for Student Affairs, coordinated by the Dean of Students. University Scheduling assists all XU faculty, staff and students needing to reserve university facilities. Student organizations should have Advisors submit activity requests at <https://www.xula.edu/eventscalendar>.

Event Scheduling is operated daily by the University Scheduler (UC 305B) who serves as central processing and manages the general distribution of information related to the use of university facilities. University facilities are assigned a Location Manager whose office should be contacted directly for questions about room set-ups, capacity and specific building resources or requirements. For additional questions or comments, please email events@xula.edu or visit the University Center 305B.

Reservation Requests

All requests for use of university facilities other than courses scheduled through the Registrar's office are considered events. Events can be requested and viewed online from the university website <https://www.xula.edu/eventscalendar>. Event requests should be submitted at least two weeks prior to the desired date to allow time for processing and event promotion. You must be an officially recognized student organization or group to have use of university facilities.

To Request an Event:

- 1) Meet with **Campus Activities** to discuss programs/annual budgets for the semester/year if necessary.
- 2) Advisor submits event request online.
- 3) Submit event set-up form to University Event Center office (UC Room 316).
- 4) The room requested will be assigned if available. The University reserves the right, however, to assign another room or facility to meet overall space requests.
- 5) Decisions are made based on information supplied in your request. Please be accurate and complete in your event request and set-up. Material alterations in either may result in cancellation, room change or fees assessed.
- 6) Confirmation is sent electronically to Organization Advisor usually within three business days.
- 7) Meeting rooms are available 30 minutes prior to scheduled meeting time. Misuse of facilities may result in refusal of permission for future requests.

NO ACTIVITY SHALL BE PUBLICIZED PRIOR TO FINAL CLEARANCE!

Contracts

All contracts for campus entertainment, vendors, etc. must be reviewed and approved in the Office of Student Affairs. No student may agree to verbal or written contracts on behalf of any student organization or the University.

Alcoholic Beverages

The serving of alcoholic beverages at any student function is strictly prohibited.

Public Safety

All organizations must provide University Police at activities that are open to the public and/or charge a fee. Arrangements must be made with the Student Affairs Office.

STUDENT CLUBS and ORGANIZATIONS

A number of chartered student organizations are available to students, offering something for everyone. The organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Included are governmental, academic, professional, service, religious, social, and special interest groups. The following is a list of the many diverse clubs and organizations that are registered with the University. A detailed description of these and other organizations is listed in the Student Organization Directory.

Note: *Because the University requires clubs and organizations to register each fall semester, this listing may not be current. *Inactive 2014-2015 **New Organization Interest group 2014-2015*

ACADEMIC/DEPARTMENTAL CLUBS

Closely associated with respective academic departments, these clubs focus on study and research; exposure to career options; and foster fellowship among majors and other interested students.

Academy of Students of Pharmacy
ACS/Chemistry Club
American Marketing Association
Biology Club
Care Academic Resiliency Engagement (CARE)
English Majors Club*
Foreign Language Club
History Club
Political Science Club
Pre-Physical Therapy Club
XU Division of Education Network (XU DOE)

HONOR SOCIETIES

These groups encourage and recognize outstanding academic achievement as their primary purpose.

Alpha Epsilon Delta (<i>Pre-med</i>)	Phi Alpha Theta (<i>History</i>)
Alpha Kappa Mu (<i>University</i>)	Phi Alpha Delta (<i>Law</i>)
Alpha Lambda Delta (<i>Freshmen</i>)	Phi Sigma Iota (<i>Foreign Language</i>)
Beta Beta Beta (<i>Biology</i>)	Psi Chi (<i>Psychology</i>)
Kappa Delta Pi (<i>Education</i>)	Rho Chi (<i>Pharmacy</i>)
National Society of Leadership and Success	Omicron Delta Kappa (<i>Leadership</i>)
Sigma Tau Delta (<i>English</i>)	

PROFESSIONAL GREEK ORGANIZATIONS

These organizations provide pre-professional association and contacts while focusing on scholarship, professional development, and ethical leadership.

Kappa Epsilon (<i>Pharmacy</i>)	Phi Beta Lambda (<i>Business</i>)
Kappa Psi (<i>Pharmacy</i>)	Phi Lambda Sigma (<i>Pharmacy</i>)

SOCIAL GREEK ORGANIZATIONS

Founded on the principle of Brotherhood and Sisterhood, these nationally-affiliated organizations stress scholarship, leadership, and service through well-balanced social programming.

Sororities

Alpha Kappa Alpha
Delta Sigma Theta
Sigma Gamma Rho
Zeta Phi Beta

Fraternities

Alpha Phi Alpha
Kappa Alpha Psi
Omega Psi Phi
Phi Beta Sigma

SPECIAL INTEREST ORGANIZATIONS

These groups provide interaction and various activities based upon mutual interests who cooperate with and contribute to the general welfare and programs of the University.

African Students Union	ASCP (American Society of Consultant Pharmacists)
Catholic Relief Services	Caribbean Students Association
Chi Alpha Christian Fellowship	Chinese Mahjong Club
Christian Pharmacists Fellowship International	College Democrats
CPNP (College of Psychiatric and Neurologic Pharmacists)	ENACTUS
Fashion Society	Gold Star Dance Team
Golden Girls Pom Squad	Habitat for Humanity
Louisiana Assn of Health Systems Pharmacists	MAPS (Minority Assn Pre-Health Students)
M.A.X. (Mobilization At. Xavier)	Muslim Students Association
NABA (National Association of Black Accountants)	NAACP
National Association of Black Journalists (NABJ)	
NOBCCChE (National Organization of Black Chemists and Chemical Engineers)	
NSBE (National Society of Black Engineers)	
National Student Speech, Language, Hearing Association (NSLHA)	
Nubian Xpressions	Ordinary People
Pre-Alumni Association	Pre-Dental Club
Pre-Pharmacy Student Association	Pre-Optometry Club
Pre-Veterinary Club	Public Policy Club*Public Relations
Student Society of America	
Red Cross Club	Soccer Club
SPECTREAU	Student Media
Student National Pharmacy Assn	Women’s Caucus
Xavier Debate Team	Xavier Horticulture Club
XU Vietnamese Association	

REGIONAL CLUBS

These groups provide various student activities based upon geographic location.

California Club	Chicago Club
DMV Club (D.C., Maryland and Virginia)	Michigan Club
Philadelphia Student Union	

OTHER STUDENT GROUPS

There are other student groups which do not operate on the basis of self-government, but are under the umbrella of University departments. A partial list of these groups appears below.

Intercollegiate Athletics

Gold Rush Men's Basketball
Gold Rush Men's Tennis
Gold Rush Men's Cross Country
Gold Rush Men's Track & Field

Gold Nuggets Women's Basketball
Gold Nuggets Women's Tennis
Gold Nuggets Women's Cross Country
Gold Nuggets Women's Track & Field
Gold Nuggets Women's Volleyball

Performing Groups

	Cheerleading Squad
Instrumental**	Symphonic Band
	Jazz Ensemble
Vocal**	University Chorus
	Concert Choir
	Opera Workshop
	Campus Ministry Gospel Choir

**Students are not required to be Music majors to participate

Policy Statements

Xavier University of Louisiana approves, issues, and maintains university wide policies to provide continuity, ease of access, understanding and guidance to the university community.

Amnesty for Reporting Individuals

No bystander or victim that reports, in good faith, any incident of sexual assault, domestic violence, dating violence, and stalking, will be charged with an alcohol or drug use violation of the institution's code of conduct.

Amnesty

The health and safety of every student at Xavier University is of utmost importance. Xavier University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Xavier University strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to campus officials. A bystander acting in good faith, or a victim/survivor who discloses an incident of domestic violence, dating violence, stalking, or sexual assault to Xavier officials or law enforcement will not be subject to the University's student conduct process for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking, or sexual assault.

Behavioral Health Emergency

A student who experiences a behavioral emergency, including attempts to harm himself/herself, may be required to leave campus and must submit a behavioral health assessment by a qualified professional or agency. If the emergency involves a community disturbance, disrupts the orderly functioning of the university, or requires more supervision to maintain than the university can reasonably provide, or jeopardizes in any way the safety of the student or others, the student may be required to remain off campus. The Director of Counseling Services (or designee) will prepare an evaluation of the student's capacity for remaining enrolled at the university. The Director of Counseling Services will make a recommendation to the Vice President of Student Affairs and/or Dean of Students regarding the student's ability to return to the university. If the situation evolves into a medical emergency, the director of Student Health services will prepare an evaluation. The student's parent(s) or guardian may also be notified. Parent(s) or guardian of dependent students must/will be notified.

If the student is allowed to remain enrolled, he/she will be required to sign an Agreement to Return to Campus, which documents conditions for remaining enrolled. This agreement may include outpatient treatment, and the student, the Vice President of Student Affairs and the Director of Counseling Services will evaluate it each semester, including the summer term. At any of these times, the agreement may be terminated. Parents may be required to assist the student. In the event of an extreme emergency such as a suicide attempt or any extreme situation where the student's judgment is significantly impaired, until parents or guardians can be contacted the on-call counseling staff will assist with initial treatment recommendations. The student or his/her family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation and any hospitalization costs or outpatient treatment.

Cyber-Harassment, Threats and Bullying

Recent events have placed the issue of cyber bullying, cyber stalking and cyber harassment at the forefront of campus conduct concerns. Xavier University of Louisiana is committed to each student's success and establishes a caring, responsive, and safe learning environment that is free of discrimination, violence, and bullying. The Office of Student Affairs establishes student's rights and responsibilities and responds to such behaviors through our Code of Conduct, www.xula.edu-studenthandbook.php. The following is an amendment to the 2012-2014 Student Handbook effective January 1, 2014, under Specific Regulations (Prohibited Behavior).

Harassment, Threats, and Bullying: Persistent, severe, or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm. This includes conduct whether physical, verbal or electronic, written or video—

- (1) which is beyond the bounds of protected free speech, directed at a specific individual(s), and likely to cause an immediate breach of the peace, and
- (2) including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.

Cyber Bullying: Cyber bullying is the willful and repeated bullying that takes place with the use of different kinds of technology and social media. It can be used on various sorts of devices such as computers, cell phones, tablets and other electronic communication devices. It often occurs through the use of social media sites such as Facebook or Twitter. However, it also happens through texting, online chatting, instant messaging, emails and other various forms of communication. Messages and images inflict emotional pain and degrade another person or persons and can quickly spread to a vast audience.

Examples of Bullying

Examples of specific behavior that constitutes bullying include:

- Wearing gang paraphernalia and other clothing meant to intimidate or exclude another;
- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status;
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status; and
- Physical acts of bullying, such as punching, slapping, or tripping someone.

Examples of Cyber Bullying

- Sending mean or inappropriate text messages and emails
- Posting embarrassing pictures of someone else online for others to see
- Starting or perpetuating degrading rumors about another person
- Creating a fake profile of someone that contains inaccurate information
- Impersonating the victim online by sending derogatory, degrading, or controversial messages which causes others to respond negatively to the victim
- Harassing the victim during a live chat.
- Encouraging others to send the victim threatening e-mails or to overwhelm the victim with offensive e-mail messages
- Sending anonymous messages to inflict the above

DRUG FREE CAMPUS

Xavier University of Louisiana, in its concern for the physical and emotional health, development and well-being of its students and employees, and to be in compliance with regulations of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Section 22, provides a program of prevention and early intervention for alcohol abuse and other drug use, misuse, and dependency.

REGULATIONS: Section 1213 “Drug And Alcohol Abuse Prevention” *Section 1213 Subpart B (a) (1) requires annual distribution to each student and employee of:* “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;” Policies regarding the drug free campus will be disseminated to faculty and staff at the required fall and/or spring Institutes and to students at the time of registration. These policies are as follows: Xavier University of LA neither permits nor condones the illegal possession, use, manufacture, dispensing, distribution, and/or sale of drugs, narcotics, or alcohol. Students and employees (individually and as members of groups or organizations) are subject to criminal prosecution for violations of local, state and federal laws concerning the unlawful possession, use, manufacture, dispensing, distribution and/or sale of drugs and alcohol both on and off campus. The responsibility for knowing and abiding by the provisions of the University’s alcohol and drug policies rest with each individual. Precise regulations and standards of conduct may be found in the handbook appropriate to each individual’s status on campus.

Section 1213 Subpart B (a) (2) requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;” State and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons 18 years or older and under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of State Act 33, RS 14.91.2, Sections .1 and .5]. State law provides that anyone who is found guilty of manufacturing or distributing illicit drugs could be sentenced to a term of imprisonment at hard labor for a period not to exceed 30 years and may in addition be sentenced to pay a fine of not more than \$15,000. A person over the age of 25 who is found guilty of distributing illicit drugs to a person under the age of 18 is automatically sentenced to life imprisonment at hard labor. Any person convicted of an offense as a second or subsequent offense shall be sentenced to a term for twice the amount authorized by the original statute. Any property used in the distribution or manufacture of controlled substances is subject to forfeiture under Louisiana law.

Section 1213 Subpart B (a) (3) requires: “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;” Illicit drugs and alcohol abuse are a threat to the physical and mental well being of individuals and clearly are an impediment to the learning process and environment. The use of illicit drugs and the abuse of alcohol may contribute to birth defects in children, health hazards and other debilitating conditions.

Section 1213 Subpart B (a) (4) requires: “a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;” Individuals who seek assistance with substance abuse problems are provided health and counseling referral for evaluation, treatment, rehabilitation, or re-entry programs. These referral services are available through the Counseling Center or Student Health Service Center. Off campus referrals may be made to one of several agencies based on an individual’s personal situation. Participation in assistance programs will be viewed positively by the University, but will not prevent disciplinary action for acts which have occurred, nor will it relieve the employee of the responsibility to perform assigned duties in a safe and effective manner. Failure to successfully complete an assistance or rehabilitation program will constitute grounds for dismissal.

Section 1213 Subpart B (a) (5) requires: “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1).”

The University will cooperate in criminal investigations of violations of the law and will administer upon students and employees disciplinary sanctions of suspension, dismissal, expulsion, termination of employment and/or referral for prosecution. Sanctions may also include treatment assistance and/or rehabilitation programs. Employees and students must notify the University within five days of any arrest or conviction under a criminal drug statute. Any individual with the presence of drugs in his or her body for non-medical reasons or a blood alcohol level in excess of .05% is prohibited from University premises.

EMERGENCY PREPAREDNESS

Xavier University of Louisiana (XULA) is located in New Orleans, Louisiana. As such, the University is susceptible to violent tropical weather systems. The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. The University maintains an up-to-date Emergency Preparedness Plan. This Plan is specifically focused on the potential threat of an extended outage related to future hurricanes. However, this plan will be implemented in the event of any emergency, including fires, chemical hazards, pandemic illnesses, and tornadoes. The current Hurricane Emergency Plan is available on the University's website at <https://www.xula.edu/weatherpreparedness>

EMOTIONAL SUPPORT/SERVICE ANIMAL

Xavier University of Louisiana strives to create supportive and comfortable living communities inclusive of the needs of all students. Xavier University of Louisiana complies with the **Americans with Disabilities Act of 1990 (ADA)**, the **Rehabilitation Act of 1973 (Section 504)**, and the **Fair Housing Act (FHA)** which all prohibit discrimination based on disability and impose various obligations upon the University to accommodate the use of Service animals and Emotional Support animals that are approved as an accommodation for students with disabilities. Requests that fail to comply with all required documentation and evidence of the necessity of the Service or Emotional Support Animal set forth in this policy will be denied.

Xavier University of Louisiana reserves the right to enforce all relevant rules for the use of Service or Emotional Support Animals through the student conduct code and applicable laws. The University also reserves the right to revoke permission granted for the campus presence of any Service or Emotional Support Animal whose student (owner) fails to follow the requirements set forth in this policy. Additionally, the University reserves the right to update and/or revise this policy as necessary.

Animals Not Governed by this Policy (This policy does not apply to the following animals)

- Animals involved in authorized research
- K-9 animal (police dog)
- Fish contained in aquariums
- Animals used for performance on premises or involved in a University sponsored activity, such as mascots.
- Pets owned by Faculty and/or Staff who reside in university owned Residence.

University Compliance

Xavier University of Louisiana under the oversight of the VP of Student Affairs is responsible for implementing this university policy.

Definitions

Approved animal: a service or emotional support animal that works, provides assistance or emotional support that alleviates one of more symptoms of a person's disability.

Service Animal: a service animal as per Title III of the ADA is defined as: "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Although dogs are the only species specifically delineated by law as service animals, ADA guidelines were revised in

2010 to include miniature horses with the definition of “service animals” where the use of a miniature horse instead of a dog is reasonable. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. A service animal performs functions and tasks that the individual with a disability cannot perform for themselves. Service animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include, but are not limited to: guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Emotional Support Animal: An animal whose sole responsibility is to provide calming influence, affection, stability, or security. An emotional support animal should demonstrate a good temperament and reliable, predictable behavior. Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An emotional support animal, however, may be incorporated in a treatment process to assist in alleviating the symptoms of that individual’s disability. This treatment occurs within the person’s residence. **Emotional Support animals are not service animals and will not necessarily qualify as a reasonable accommodation under ADA.** Similar to the ADA, **Louisiana law** does not include protections for **emotional support** animals, and owners of public accommodations are not required to allow **emotional support** animals on their premises. If they meet the qualifications as a reasonable accommodation, then such animals can only be permitted in housing and not in public indoor areas on campus.

Disability: Defined under the FHA, 504, or the ADA, as a physical or mental condition or impairment that is medically recognizable, and diagnosable, and that substantially limits one or more of a person’s major life activities. These limitations may include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity, or is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of disability can be from either a medical or mental health provider. It should verify the disability as well as the need for an approved animal.

Approved Animal: An “approved animal” is a service or emotional support animal that has been granted as a reasonable accommodation under this policy.

Student (owner): The “student (owner)” is the student who has requested the accommodation and has received approval to bring the “approved animal” on campus.

Trainer: Trainers are responsible for teaching dogs to perform behaviors that assist disabled individuals with daily tasks.

Zoonotic Disease: a disease caused by viruses, bacteria, parasites and fungi and spread between animals and people.

Americans with Disability Act (ADA): The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Rehabilitation Act: Section 504 of the 1973 Rehabilitation Act was the first disability civil rights law to be enacted in the United States. It prohibits discrimination against people with disabilities in programs that receive federal financial support and set the stage for enactment of the Americans with Disabilities Act.

Fair Housing Act: prohibits discrimination on the basis of disability in all types of housing transactions. The Act defines persons with a disability to mean those individuals with mental or physical impairments that **substantially limit one or more major life activities**. The term mental or physical impairment may include conditions such as blindness, hearing impairment, mobility impairment, HIV infection, mental retardation, alcoholism, drug addiction, chronic fatigue, learning disability, head injury, and mental illness. The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. The Fair Housing Act also protects persons who have a record of such an impairment, or are regarded as having such an impairment.

Applying for a Service or Emotional Support Animal Accommodation

For a student to qualify to have a Service or Emotional Support animal on Xavier University of Louisiana campus the student must have a disability as defined by the ADA and/or current medical documentation that supports the need for an animal. **Medical Providers must be certified/accredited** in one of the following categories: **MD, Ph.D., Psy.D., and LCSW**. Students may apply for a Service or Emotional Support animal accommodation through the Office of Disability Services. (See process below)

Student's accommodation request must be submitted 60 days prior to the start of the academic semester they are applying to attend.

Fall and Spring Exceptions: Only students with a significant change in health status request will be considered after the posted deadline.

Process

1. Contact the Office of Disability Services (ODS) for required forms:

Service Animal Only

- Complete Animal Registration Form
- Release of Information Form

Emotional Support Animal Only

- ODS Disability Certificate
- Release of Information Form
- Upon Approval, complete Animal Registration Form

2. Documentation Requirements

- a) All request and completed forms must be submitted to the Office of Disability Services prior to the semester the student plans to attend.
- b) All required documentation must be received by the Office of Disability Services before any accommodations are granted.

Approved Accommodation Notification

Once all required documentation is received by the Office of Disability Services the student will be required to submit the following information (**see below**) on the approved animal to the Office of Disability prior to bringing the approved animal on campus:

- Current veterinary vaccination records
- Signed documentation of a clean bill of health

Once the above documentation is received, the student (owner) and the following entities (**listed below**) will receive an approved accommodation notification from the Office of Disability Services:

- Dean of Academic Affairs (**service animals only**)
- Director of Residence Education (**If living on-campus only**)
- Office of Student Affairs
- University Police

Service Animals

A service animal, which is covered by the ADA and Section 504, is different from an emotional support animal. Only dogs under titles II and III of the ADA are recognized as service animals, unless under the revised guidelines of 2010 the use of a miniature horse instead of a dog is considered reasonable

and as applied to Section 504 are allowed in buildings other than residence halls when required to assist the student in the University's educational program or activity. "Reasonable accommodations" will be made by the University to permit the use of a service animal by any student enrolled at the university in both academic and nonacademic settings.

Federal regulations do not require the individual with a disability to provide documented proof of training of the dog, nor do they have to provide documentation of their disability. In situations where it is not obvious that the dog is a service animal, students may be asked the following two questions:

- 1. Is the dog a service animal required because of a disability?**
- 2. What work or task has the dog been trained to perform?**

Service animals may travel freely with their student (owner) throughout University facilities and will be given access to ADA-appropriate buildings/rooms. This includes the library, general offices, financial aid, registrar, public dining halls and general public events, etc.

Individuals with disabilities who use service animals cannot be isolated from other individuals, treated less favorably than other individuals without a disability, or charged fees that are not charged to others without animals.

The University may prohibit the use of approved service animals in certain locations when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. (e.g., where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals. A human assistant will be provided to the individual in this case. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the appropriate department representative; the person directing the restricted area has the final decision.

If you have additional questions concerning the ADA and service animals, please call the Department's ADA Information Line at (800) 514-0301.

Specific Responsibilities

Service Animal Student (owner)

- The student must have a disability as defined by the ADA.
- The service animal must be trained to do specific tasks for the qualified individual directly related to the individual's disability.
- The student should register with the Office of Disability Services; by registering students will have the ability through ODS to inform their professors in advance that they will have a service animal in the class, lab, etc.
- Service animals should wear some type of identification symbol, identifying the animal as a working animal, but not disclosing disability.
- All service animals must wear a harness, leash, or other tether, at all times outside of the handler's private quarters, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. When a leash or tether is not in use, the service animal must be otherwise under the handler's control (*e.g. voice control, signals, or other effective means*).
- A service animal in training must be accompanied by the trainer who is training the service animal and the animal must wear a leash, harness, or cape that identifies the animal as a service animal in training. If the trainer is a student, they must provide information about the overseeing training agency.
- Service animals in training and their trainers are expected to adhere to the responsibilities and requirements of trained service animals and their student (owner).
- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.

Emotional Support Animal (ESA)

Emotional support animals, as defined under the FHA are only allowed by the University in residence halls and are not allowed in academic settings (e.g. classrooms) or in other areas or buildings on campus.

Request for an emotional support animal may be approved but not the specific animal (*i.e. Pitbull, Doberman*) you request to bring on campus. **Most reptiles, rodents and monkeys** may be rejected because of health and safety concerns, as they can carry zoonotic diseases which pose a threat to the general welfare of residents in the communal living environment. Before an emotional support animal can be allowed on campus, the student must receive an **approved accommodation notification** from the Office of Disability Services.

Specific Responsibilities

Emotional Support Animal (ESA) Student (owner)

- Emotional support animals must be contained within the approved student's privately assigned residential area (room, suite, and apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness to leave the campus or use the restroom. Always carry equipment sufficient to clean up the animal's feces whenever the animal is brought outside to use restroom.
- Any emotional support animal left in a residential facility while the student (owner) is temporarily away attending classes for any length of time, must be housed in a crate. The student (owner) of the animal retains responsibility for the animal at all times.
- Emotional support animals **must not** be left overnight in Residential Halls to be cared for by another student. Animals must leave campus if the student (owner) leaves campus for a prolonged period, including overnight.

General Responsibilities:

(Student (owner) / University Community / Office of Disability Services)

Student (owner) Responsibilities:

- Assuring that the approved animal does not unduly interfere with the routine activities of the University or cause difficulties for other members of the University community. The student (owner) and approved animal are both responsible for abiding by all applicable residential policies, including room inspections.
- Student (owner) must provide for the care necessary for the animal's well-being. This includes bathing, grooming, and other care procedures, including regular flea and tick treatments as needed.
- The student (owner) should ensure that the animal does not display any behaviors or noises that are disruptive to others, unless it's part of the service being provided to the student (owner).
- All animals must be housebroken, **puppy pads will not be permitted.**
- Official animal signage must be displayed on all external doors of the residence where a service or emotional support animal reside.
- Every academic year the student (owner) must renew their Service or Emotional Support Animal accommodation request.
- The student (owner) is responsible for the approved animal during a fire alarm, fire drill, or other building emergencies and /or natural disasters.
- In the case of an emergency, the University is not responsible for evacuating the animal. The student (owner) must have on file the name and contact information of an individual who could come to campus to remove the animal if needed within a reasonable amount of time. **This person must be identified during the approval process.**
- The student (owner) is financially responsible for the actions of the approved animal including bodily injury or property damage. The student (owner)'s responsibility

covers, but is not limited to, replacement of furniture, carpet, windows, wall covering, etc. The student (owner) is expected to cover these cost at the time of repair and/or move-out. **The University shall reserve the right to bill the student (owner)'s account for unmet obligations. Final restitution costs will vary depending upon the original condition of the residence and other factors.**

- All roommates or suite mates of the student (owner) must sign a Roommate/Suite mate Acknowledgment Form allowing the approved animal to be in the residence with them. In the event that one or more roommates or suite mates do not approve, either the student (owner) and animal or the non-approving roommates or suite mates, as determined by the Office of Residence Education policy, may be moved to a different location.
- The student (owner) must notify the Office of Disability Services in writing if the approved animal is no longer needed or is no longer in residence. To replace an approved animal, the student (owner) must file a new accommodation request.
- The student (owner) is responsible for independently removing the approved animal's waste. Waste must be disposed in a sealed bag in designated areas. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside designated areas. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Outdoor solid animal waste must be picked up immediately and disposed of in a sealed plastic bag.
- The student (owner) is responsible for complying with local and state licensing laws for animal rights and student (owner) responsibilities. Approved animals must be current with vaccinations against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a vaccination tag.
- All approved animals must have an annual vaccination certificate and a statement regarding a clean bill of health from a licensed veterinarian on file with the Office of Disability Services.
- The student (owner) agrees to continue to abide by all other University policies. Any violation of the rules may result in immediate removal of the animal from the University and may be reviewed through the Student Conduct Process and the student (owner) will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the University premises for any reason, the student (owner) is expected to fulfill housing obligations for the remainder of the housing contract.
- Xavier University of LA reserves the right to request documentation showing that the animal has been licensed if applicable. All applicants should contact the **Louisiana SPCA Animal Control Office @ (504) 368-5191** to ensure compliance with local ordinances.

University Community Responsibilities: Members of the University community are required to abide by the rules outlined in this policy:

- Must allow **Service Animals** to accompany its student (owner) at all times and in all general public places on campus, except where animals are specifically prohibited.
- University community and general public should not:
 - Pet the service animal, it may distract them from the task at hand
 - Feed the service animal
 - Deliberately startle the service animal
 - Attempt to separate an student (owner) from their service animal
- Should contact Office of Disability Services if any questions or concerns arise relating to service animals on campus.
- Should report any service animals who misbehave, or any student (owner) who mistreat their service animals to the Office of Disability Services@ (504)520-7607 and/or University Police @ (504)520-7490, or Louisiana SPCA @ 504.368.5191 ext. 100.

Office of Disability Services Responsibilities:

- Assist the University community when questions or concerns arise relating to service animals on campus, and seeks legal advice when necessary.
- Develops necessary policies and guidelines according to the American Disability Act (ADA) on behalf of the University regarding service and /or emotional support animals on campus.

Conflicting Health Conditions:

The University acknowledges that the presence of service and emotional support animals may present health, safety, security, and programmatic issues for other members of the community; however, according to ADA guidelines allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals.

The American Disability Act states when a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. The individual impacted by the presence of the animal must register with the Office of Disability Services and provide verifiable medical documentation to support the claim.

The Office of Disability Services will consider the needs of all students in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible.

Abandon Animals

Any abandon animals will be turned over to the SPCA; any charges incurred will be the responsibility of the student (owner) of the animal. The university reserves the right to apply any charges incurred to the student's (owner) account.

Complaints/Appeals

Complaints /Appeals regarding Service or Emotional Support animals on campus can be directed to the Office of Disability Services @ (504)520-7607

References

Americans with Disabilities Act of 1990 (ADA)

Fair Housing Act (FHA)

U.S. Department of Justice: Service Animal Guidance

Removal of a Service Animal or Emotional Support Animal

Removal can occur if:

1. The animal is found by the University to be out of control or disruptive and animal's owner does not take immediate and/or effective action to control it.
2. The animal is not housebroken or kept in a cage where waste can be managed effectively.
3. The animal is found to be neglected or mistreated and prompt corrective action is not taken.
4. The animal is physically ill.
5. The animal is unreasonably dirty.
6. The animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/members of campus.
7. The service animal attempts to enter a place on campus where a service animal's safety is compromised.

Process of Removal or Resolution of Violations:

1. Student will receive a written warning if a complaint(s) is received regarding the animal.
2. The student will have an opportunity to rectify the situation and correct the behavior.
3. If a second complaint is received, Disability Services will conduct further assessment of the situation and the extent of impact to the community.
4. The student with the animal may be asked to switch rooms if there is availability on campus.
5. If a third complaint is made or incident occurs, the animal will be removed from campus. Students must identify a person who could come to campus to remove the animal if needed within a reasonable amount of time. This person MUST be identified during the approval process.
6. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from campus after a first complaint, depending on the severity of any incident involving any service or support animal.

GUIDELINES FOR STUDENT PUBLICATIONS

Publications

1. All articles should be signed. The editor assumes the responsibility for all articles which do not bear a signature.
2. On each edition of a printing a definitive statement should be made indicating that the views and ideas expressed are those of the writer and/or the editor, and do not necessarily reflect the views of the University – its students, faculty, or administrators.
3. Each issue should indicate the name of its editor, the publishing address, the mailing address or any contact address of the publishers.
4. Editors are expected to subscribe to the canons of responsible journalism, namely: responsibility, independence, sincerity, truthfulness, accuracy, impartiality, fair play, decency and freedom of the press.
5. At the same time it is expected that editors will be protected from arbitrary suspension and removal. Only for proper and stated causes will editors be subject to removal and then by orderly and prescribed procedures. (Proper cause for action against an editor will be determined by a Publications Board which would consider the canons of responsible journalism as these relate to the avoidance of libel, slander, obscenity, vulgarity, etc.)

Publications Board

1. The Board shall consist of nine members: four (4) students, two (2) faculty, two (2) administrators and a chairman named by the Vice President of Student Affairs.
2. For this time only, the members will be appointed by the Vice President of Student Affairs upon recommendations from the students and faculty.
3. The board will serve the University in the responsibility of judging whether or not an article is considered in bad taste or in violation of the canons of responsible journalism, as these relate to the University community. It is understood that the Publications Board will take into consideration the fundamental rights and responsibilities that the student possesses as a member of the society at large.
4. Any ruling against an editor or writer by the board may form the basis for disciplinary proceedings. The University reserves the right to refer such cases for further appropriate action. Nothing contained in these procedures preempt any individual group or agency, which may claim to be aggrieved from pursuing outside legal redress.

Outside Publications

1. All outside publications of any kind must be cleared by the Office of Student Affairs before distribution or posting.
2. Failure to receive clearance may be appealed to the Publication Board.
3. The same basic standards applicable to campus publications will be required of outside publications.

The Office of Student Affairs is charged with the responsibility of supervising the overall mechanics of these guidelines, and the power to act on and then refer cases involving violations. It is understood that the Publications Board, the Office of Student Affairs, as well as all other board and offices of the University are subject to the final review of the Vice President of Student Affairs.

For Independently Published Newspapers/Newsletters

In order to emphasize that a student newspaper/newsletter does not speak officially for the institution, it should carry neither the institutional seal, official motto, nor the name of the University.

All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

HEALTH PROCEDURES FOR UNIVERSITY REGISTRATION

New Entrants:

- A. Each accepted applicant will receive information in their admissions packet directing them to Student Health Services webpage (<https://www.xula.edu/immunization-requirements>)
- B. Parental consent (page 2 of required Immunization form) must be completed for students 17 years or younger for medical/emergency treatment.
- C. Xavier University of Louisiana is committed to providing our students a safe environment for learning. To establish this environment the university follows the guidelines of the Louisiana Law (R.S. 17:170 - Schools of Higher Learning), Centers for Disease Control (CDC), and the American College Health Association immunization requirements/recommendations for students entering institutions of higher learning. In attaining this goal, students' will be required to submit Louisiana State required immunizations, complete a tuberculosis questionnaire and submit proof of COVID-19 vaccine.

State of Louisiana required Immunizations / Tuberculosis Questionnaire / COVID-19 Vaccine:

1. Measles, Mumps, Rubella (MMR) requirement: Two (2) doses of live vaccine required at least 28 days apart, 1st MMR dose must be given on or after the first birthday. If born prior to 1957, vaccine not required. Documentation of immunity by serologic test is also acceptable.
2. Tetanus-Diphtheria-Pertussis (Td, T-dap) One (1) dose of vaccine given within the past ten (10) years
3. Meningococcal Meningitis (Quadrivalent vaccine A, C, Y, W-135): One (1) dose required at 16 years of age or older. Not required for those 55yrs.or older.
4. COVID-19 vaccine, Two (2) doses of the Moderna vaccine required at least 28 days apart or Two (2) doses of Pfizer vaccine at least 21 days apart or One (1) dose of Johnson & Johnson Janssen vaccine. Second doses administered within a grace period of 4 days earlier than recommended date is valid and second doses administered up to 6 weeks after the first dose is valid.
5. Tuberculosis Questionnaire: All students entering the university must complete the tuberculosis questionnaire (Tb).
6. **Exception: Students enrolled in Online Programs are not required to meet immunizations requirements.**

Re-Admitted Students:

1. Xavier University and Louisiana State law require all returning students to update those immunizations that are outdated. Please contact Student Health Services (504-520-7396) to confirm which immunizations you will need to update.
2. You must also complete the Immunization Compliance form and submit it to Student Health Services prior to registration.

All Resident Students:

1. Resident students must comply with State and University immunization requirements. No Exceptions!

2. All documentation must be submitted to the Office of Student Health Services prior to registration to obtain Health and Residential Clearance.
3. STUDENTS CHECKING INTO HOUSING MUST BE HEALTH CLEARED and RESIDENTIAL CLEARED – NO EXCEPTIONS!

ALL FULL TIME STUDENTS AND RESIDENT STUDENTS ARE REQUIRED TO SHOW HEALTH INSURANCE EVIDENCE WHICH PROVIDES COMPREHENSIVE COVERAGE IN THE NEW ORLEANS METROPOLITAN AREA. OTHERWISE, THE STUDENT WILL BE REQUIRED TO ENROLL IN THE UNIVERSITY'S HEALTH INSURANCE PLAN.

MEDICAL EMERGENCY ADVISEMENT

IF THE SITUATION IS LIFE-THREATENING – (During or After Hours)

- Call 911
 - Notify University Police @ 520-7490 (this office is open 24 hours a day)
 - Notify Student Health Services @ 520-7396 (a nurse will also go to the site if available)
 - An accident or acute life-threatening illness occurring during office hours MUST be reported to Student Health Services.
- A. Family Notification
- Every effort will be made to notify the student's family of the emergency situation.
 - If the student is a hall resident the Resident Hall Director will also be notified.
 - The Office of Student Health Services (during hours of operation) and the V.P. of Student Affairs MUST be notified of any serious injury or illness involving a Xavier student.

NON-EMERGENCY/ ILLNESSES

- Students should report to Student Health Services during the hours of operation, if unable to report to Student Health a nurse will be called to evaluate and determine if care should be rendered by Student Health, off campus physician's office or emergency room.
- If after hours, students should report to the Resident Director/Hall Advisor and go to the nearest Urgent Care or Emergency Department.

AFTER HOURS EMERGENCY SERVICE/ILLNESS

(Resident Students)

- Any serious illness or injury must be reported to the Housing staff on duty and the Hall Director. An injury of a criminal nature must be reported to University Police @ 520-7490. A minor illness or injury must be reported to the Resident Director / Hall Advisor.

SERIOUS ILLNESS/INJURY

- In cases of more serious illness or injury, especially those that would require prolonged bed rest or hospitalization of three days or more, Student Health Services (with the student's permission) will notify the student's academic dean of the student's illness so that the professors can be formally informed of the situation.

REPORTING OF ACCIDENTS/ILLNESSES

- A written report must be sent to the Office of Student Health Services, immediately following the emergency situation.

EMERGENCY TRANSPORTATION SERVICES

(Payment of the transportation is the student's responsibility.)

- If EMS (ambulance) personnel evaluate the student and determine that ambulance transport is not warranted, then ride sharing or taxicab service can be called for transportation to a local Emergency Department.

ON CAMPUS TRANSPORTATION

- **A student who becomes ill or injured on campus and is unable to ambulate to Student Health Services should call the clinic @ 520-7396 and/or Campus Police @ 520-7490. Campus Police will transport a nurse to the site and transport the nurse and student to Student Health Services. This service is reserved only for situations where the student is too ill or injured to ambulate or drive themselves to Student Health Services.**

ILLNESS MEAL SERVICES

- A resident student with a serious illness, or who is on bed rest, needing meal assistance will be provided a take-out meal letter from Health Services to be given to the Resident Hall Director/ Hall Advisor. With this take-out meal letter along with the ill student meal card a sick tray can be obtained from the cafeteria. Resident Hall Director/ Hall Advisor will assist the sick student with obtaining meals and returning trays/dishes to the cafeteria.

RETURN TO SCHOOL

ABSENCE FROM CLASS (Resident or Commuter Students)

- Student Health Services does not provide excuses for everyday illnesses (such as colds) that may lead to missed classes or incomplete assignments. In cases of more serious illness or injury, especially those that would require prolonged bed rest or hospitalization of three days or more, Student Health Services (with the student's permission) will notify the student's academic dean of the student's illness so that the professors can be formally informed of the situation.

PRESCRIPTION DRUG USE

- Students are advised to use only those drugs prescribed by their medical provider. Prescription medication **SHOULD NOT BE SHARED BETWEEN STUDENTS!!!**

FIRE AND EMERGENCY PROCEDURES

- The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are **NOT** to be used in the event of a fire/fire drill. Use designated stairways only.

INCLEMENT WEATHER

The university remains open during times of storms or other types of inclement weather in order to serve resident students as well as commuters who live close to campus. The most accurate and up-to-date information about the status of classes and campus services can be found on the university website (www.xula.edu). Please Note that in the event of an actual emergency, especially one that causes the campus to be closed the XULA emergency web site and/or the toll-free telephone number are the only official sources for information regarding Xavier University of Louisiana.

INTELLECTUAL PROPERTY POLICY AND PROCEDURE

This policy and procedure is to encourage Xavier faculty, employees, students and any others covered by this policy to disclose and protect intellectual and other property resulting from their research so that the benefits of that research may reach society at the earliest opportunity.

This policy applies to all University Employees, students, and other individuals as described in the *Intellectual Property Policy and Procedure*. This policy and procedure shall become a part of the conditions of (a) the employment of every Employee and (b) the enrollment of every student, whether such Employee or student was employed or enrolled before or after its adoption. Moreover, as a condition of their impending or continuing employment with, work at, enrollment at, or support by the University, all Applicable Individuals are required upon request to execute all lawful and appropriate patent applications, assignments and other documents as may be reasonably requested by the University so that it may implement, secure and protect the Intellectual Property to which it is entitled pursuant to this policy and procedure.

The Senior Vice President for Resource Development or his/her designee(s), as appropriate, shall be responsible for the implementation and administration of this policy. Any dispute arising under this policy, involving the University and/or any Applicable Individual shall be resolved using the procedure as outlined in the *Intellectual Property Policy and Procedure*. The complete policy can be found on the Office of Resource Development website, <http://www.xula.edu/resourcedevelopment-intellectualproperty>

LIABILITY

The university shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Xavier University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls. The student is encouraged to carry insurance for protection against such losses.

LOSS OF PERSONAL PROPERTY

The University is not responsible for loss of or damage to personal property in the residence hall including equipment and appliances, due to fire, theft, interruption of water, heat, utilities, power surges, or other causes. Students residing in residence halls are required to provide a power surge protector with a *minimum* joule rating of at least 600 to assist in protecting computing equipment, audio/video equipment and appliances.

MISSING STUDENT PROTOCOL (Policy Drafted August 2009)

Goals for Missing Students Protocol:

1. Identify students who may be experiencing serious academic, personal, medical, behavioral health, or other challenges.
2. Intervene appropriately to address missing students and connect with campus resources.
3. Address unexplained student absences with faculty and update course rosters.

Actions by Students, Parents, Faculty, and Staff

1. Contact the Office of the Vice President for Student Affairs (VPSA) regarding missing students.
2. Faculty is especially encouraged to contact the VPSA and College Dean.
3. For any student who has missed 3 consecutive classes
4. When there is disturbing or other e-mails indicating unusual behaviors.
 - o Faculty should document student absences and behaviors
 - o If a student meets with a faculty member regarding medical and behavioral health concerns, please share this information with the VPSA.

Actions taken by Xavier University Office of the Vice President for Student Affairs

1. Establish immediate contact with the student
2. Contact via e-mail, phone, or cell phone to address his/her situation.
3. Inform University Police
 - o If unable to locate the student in 10-20 minutes, notify University Police.
 - o If the student is an off-campus student, request a wellness check at the address of record.
4. Contact Residence Life to determine housing status
 - o Have RA/RHD consult with the roommate to determine the last point of contact
5. Obtain course registration and contact faculty to determine attendance and behaviors
6. Obtain record of meals from Dining Services to assist with establishing last point of contact
7. If a student athlete, consult with Athletic Coach to determine last point of contact and engagement in athletic practice and competition
8. Contact OAE to determine if the student has used academic services
9. Contact Health Services and Counseling Services to determine last appointment
10. If the student whereabouts remain unknown, contact parents to determine the last point of contact and ask the parent to have the student contact the Office of the Vice President for Student Affairs. In some cases, provide appropriate information without alarming parents. (FERPA- Financial Dependent Students Only) Refer to Emergency Contact information on file.
11. Identify other possible contacts who might have information regarding the student's whereabouts

Once the student is located

Meet with the student, determine the primary concerns

- 1) Medical/Behavioral Health Concern
 - If the student is not a danger to him/herself
 - o Refer to counseling/campus health services. Counseling/Health Services may refer for medical or behavioral consult
 - o Establish a follow-up meeting time with the student
 - o Notify faculty and coordinate coursework
 - o May require Extended Absence and/or Withdrawal
- 2) Non-Medical/Behavioral Health Concern
 - o Work with the student to develop an action plan
 - o Refer to counseling
 - o Establish a follow-up meeting time with the student
 - o Work with faculty to address outstanding coursework
 - o May require Extended Absence and/or Withdrawal
- 3) Refer students to appropriate campus resource

Document all actions for reference in enrollment concerns (Extended Absence, Withdrawal, Academic Standing, etc.) and any possible legal concerns.

NETWORK - RESPONSIBLE USE

The Network Responsible Use Policy is available on the University's website at <https://www.xula.edu/itc>. The Information Technology Department publishes and enforces this policy which governs the use of computing facilities and network resources at Xavier University of Louisiana. You agree to abide by these policies when you access the related resources. Anyone suspected to be in violation of the policy, may have technology access blocked until resolved.

Rights, Privileges, and Responsibilities

Academic and intellectual freedoms are cherished *rights*, as is freedom of expression; these rights apply to the use of University network resources. Access to these resources is a *privilege* that

carries certain responsibilities and duties. These duties and responsibilities derive from the fact that all computers, hardware, software, and institutionally generated operational information stored on computers and any network resources are and remain the property of Xavier University of Louisiana. Ethical and legal uses of these resources are a *responsibility* for every user.

A. Access to Resources

All employees, faculty, staff and students of Xavier University of Louisiana as well as authorized groups and individuals shall be granted access to the University's network resources so long as such access and use is in accord with this policy.

B. Privacy & Confidentiality

Xavier University of Louisiana respects the privacy of its users and the confidentiality of their work, but there are important exceptions to this general principle. Xavier University of Louisiana makes no guarantee of privacy or confidentiality against the world at large. It is the responsibility of the user to take appropriate steps to insure his or her privacy.

C. Censorship

Free expression of ideas is central to the academic process. While Xavier University of Louisiana does not ordinarily engage in censorship of the expressions of an individual, the University reserves the right to censor the expressions of any users of any network or computer facilities of the University to the extent that the University believes that such expression violates any laws or policies of the University.

D. Innovation & Creativity

Members of the University community are encouraged to make innovative and creative use of information technologies in support of education, research and community service.

E. Security & Passwords

Users shall not disclose information (such as a password) or engage in activity that compromises the security of the network. Users are responsible for choosing a secure password for their accounts on the network.

F. Legal Use

Users of University information technology resources must comply with federal and state laws. Examples of illegal use include, but are not limited to: A user engaged in harassment of individuals or groups. A user violating copyright through the download or distribution of copyrighted materials such as music, video, and other works, including unauthorized peer-to-peer (P2P) file sharing. Go to the website below for a list of legal sites to download from:

<http://www.educause.edu/Resources/Browse/LegalDownloading/33381>

Penalties for violation of federal copyright laws:

Upon identifying illegal file sharing activity, the rights-holder or agent will often file an infringement complaint with the service provider. Xavier University of Louisiana is the service provider for its students, faculty and staff. Unless these complaints are addressed promptly, the University may also be held liable for infringement. Therefore if you use the University network to make illegal copies or fail to protect legally obtained media on your computer, you put yourself and the University at risk. If the rights-holder elects to file suit against you, the law permits a claim of up to \$150,000 per infringed title. In some extreme cases, criminal penalty could apply.

It is also possible that ITC may discover copyright infringement activity while tracing the cause of network performance problems which sometimes result from high consumption of bandwidth over a prolonged period by a single user. In such cases we will take immediate action to prevent this continued activity by the violator. Any kind of illegal use of the university's technology resources will result in actions as outlined under Sanctions in Section J of this document. See below:

Violations of this policy will be dealt with seriously. Violators will be subject to the normal disciplinary codes and procedures of the University, i.e., students will be subject to applicable student discipline, faculty will be subject to applicable faculty discipline, and staff will be subject to applicable staff discipline. Any such discipline may include in the case of students expulsion from the university or in the case of faculty and staff termination of employment. Any users, including students, faculty, and staff, provided University network access who violate this policy face loss of the privilege of access to the network resources at Xavier University of Louisiana. Appeals to any disciplinary action shall be in accord with the disciplinary policies as outlined in the student, faculty, or staff handbook as appropriate. Neither student, faculty, nor staff shall be allowed legal counsel at such appeals.

G. Ethical Use

Information technology resources must be used in accordance with the high ethical standards of Xavier University of Louisiana. Faculty members are to refer to the Faculty Handbook. Students are to refer to the Student Handbook, in particular, the section entitled "Code of Conduct." The staff members are to refer to the Staff Handbook.

H. Commercial Use

Users are not to use University resources to sell or solicit sales for any goods, services, or products except by written permission of the President of the University or the President's designee.

I. Personal Use

In the interest of making the use of information technology a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is permitted.

J. Sanctions

Violations of this policy will be dealt with seriously. Violators will be subject to the normal disciplinary codes and procedures of the University, i.e., students will be subject to applicable student discipline, faculty will be subject to applicable faculty discipline, and staff will be subject to applicable staff discipline. Any such discipline may include in the case of students expulsion from the university or in the case of faculty and staff termination of employment. Any users, including students, faculty, and staff, provided University network access who violate this policy face loss of the privilege of access to the network resources at Xavier University of Louisiana. Appeals to any disciplinary action shall be in accord with the disciplinary policies as outlined in the student, faculty, or staff handbook as appropriate. Neither student, faculty, nor staff shall be allowed legal counsel at such appeals.

WEB POLICIES

A. Browsing the World Wide Web

There is no specific University rule that prevents users from viewing any page anywhere on the World Wide Web. However, users browsing the Web are still subject to all the constraints of legal and ethical uses.

B. Publishing on the University's Web Servers

All faculty, students and staff at Xavier University of Louisiana are entitled to publish unofficial pages on the University's website. There are two varieties of unofficial pages, Personal page and Instructional pages. Personal pages are authored by an individual and pertain to matters of personal interest. Instructional pages are designed by an individual to support teaching, learning, or research activities. Both varieties of unofficial pages are the intellectual property of the individual who created them.

C. Disclaimer

The content included in an unofficial Web page is the responsibility of the user. As such, the use of the University seal, logos or other official emblems on unofficial pages is forbidden. So that it is

clear to those viewing the unofficial pages that the University does not sponsor the content, such pages must contain a link to the standard disclaimer located at <http://webusers.xula.edu/disclaimer.html>.

D. Advertisement

Paid advertisements are not allowed on unofficial pages except by permission of the President of the University or the President's designee.

E. Server Space

Disk space quotas for unofficial pages are 15 megabytes for students and 50 megabytes for faculty and staff. Users who require more disk space can submit an email request for additional disk space to the appropriate Vice President.

F. CGI Access

Users are permitted to run common gateway interface applications from their account.

EMAIL POLICIES

Electronic mail is an important resource for academic and administrative communications. Its use is encouraged. However, users take full legal responsibility for all email that they send.

a. Server Space

The disk space quota for email accounts is 50 megabytes for all users. For the good of the University, certain users will not be constrained by this disk space quota. Users who require more disk space can submit an email request for additional disk space to the appropriate Vice President.

b. Bulk E-mail

In general, email to all University accounts should be done sparingly and for serious reason.

Examples include, but are not limited to, notification of an impending network service outage or the notification of an event that would cause the University to temporarily suspend operations.

Approved October 23, 2003 by the Governance Committee for Information Technology, (rev. 12/09). The University reserves the right to edit or amend these policies. The official copy of this document supersedes any public display of the document that is not consistent with the official copy.

NON-DISCRIMINATION STATEMENT

Xavier University of Louisiana is a private Catholic institution whose programs and activities are open to all qualified persons regardless of race, color, national and ethnic origin, sex, handicapping condition or religion.

NOTICES/ANNOUNCEMENTS/PUBLICITY

All signs or posters which are to be placed on the campus must be approved in the appropriate office. Please bring the sign or poster to be approved before it has been duplicated. Student Affairs (UC 305B) manages the posting/publicity policy and is responsible for approving posters and flyers on campus in for confirmed and scheduled events. Requests for banners and oversized posters must be submitted to the Campus Activities office. Requests for outdoor banners and signs must be submitted to Building Services. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting or reservation privileges.

PACKAGED ITEMS – EXPRESS MAIL & PICK UP

Non-U.S.P.S. Express Mail and packaged items shipped via UPS (United Parcel Services) are handled through the Receiving Department (504-520-7345).

Post Office/Contract Postal Unit (CPU)

The University Post Office is located on the 1st floor of the University Center. You may purchase stamps, mail letters and packages during window service hours M – F, 8:30 am – 4:30 pm. All other services (e.g. on-campus mail pick-up) are available M – F, 8:00am – 5:00pm, Saturday, 9:00am – 12:00pm. Please note that the Post Office is closed on Sunday and any designated University holidays/closures. Also, incoming/outgoing off-campus mail services are suspended on Federal mandated holidays (e.g. Labor Day).

Federal Express Mail, DHL Mail, and items shipped via United Parcel Services (UPS) are handled through the Receiving Department (504-520-7345). The Post Office/Contract Postal Unit only handles mail for the United States Postal Services (USPS).

Students living in the following residence halls should have incoming mail addressed as:

Student's Name
Living Learning Center
1 Drexel Drive
New Orleans, LA 70125-1098

Student's Name
St. Martin de Porres Hall
1 Drexel Drive
New Orleans, LA 70125-1098

Student's Name
St. Katharine Drexel Hall
1 Drexel Drive
New Orleans, LA 70125-1098

Student's Name
St. Michael Hall
1 Drexel Drive
New Orleans, LA 70125-1098

PUBLICATIONS

Student publications include the *Xavier Herald* newspaper and the University Yearbook "Xavierite." Students are encouraged to seek positions on the newspaper and yearbook staffs. *This Month at Xavier (TMAX)*, a monthly newsletter, is published by University and Media Relations (UMR). This newsletter is circulated to alumni, students, staff and parents. UMR also emails the weekly e-news to all students, faculty and staff.

RELEASE OF INFORMATION/PRIVACY OF EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- 1) the right to inspect and review education records
- 2) the right to seek to amend education records
- 3) the right to have some control over the disclosure of information from those education records
- 4) the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content

of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and Parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of this Student Handbook in its entirety online at <http://www.xula.edu/student-handbook> and at <https://www.xula.edu/itc-privacy-statement>

Students can complete a FERPA waiver to allow parent/guardian access to information at <https://www.xula.edu/registrars-office-completing-a-ferpa-waiver>

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students and parents on its website – www.ed.gov.

RESIDENTIAL EDUCATION

The Residential Education Staff

The Residential Education Staff assumes responsibility in the overall functioning of the Residential Facilities. The staff has a responsibility to:

- 1) establish a pleasant and growth-promoting living environment;
- 2) assist individual students in their needs and problems;
- 3) advise student organizations, committees, or other groups;
- 4) enforce rules and regulations; and
- 5) perform administrative duties required in the functioning of the residence facilities.

Residence Hall Government

Each student is a member of the Residence Hall Association and fees for diverse programming and resources are collected as part of semester tuition and fees. Residence Hall government consists of the Inter-Hall Council, each individual Hall Council and the Residence Life Student Conduct Board. Each student is an important part of this process. The extent and effectiveness of the Councils and Conduct Board depend mainly on individual student efforts in self-governance and their interest in Residence affairs.

The ***Inter-Hall Council*** is organized to coordinate joint programs and activities of the residence halls. It is comprised of representatives from each hall.

Each ***Hall Council*** consists of the unit representatives. It functions as an executive and legislative body, establishing regulations and representing student residents to conduct residence hall business.

The ***Residence Hall Conduct Board*** hears referred cases. It also reviews and interprets the residence guidelines and constitution. The responsibility for deciding cases involving residence hall violations referred to in this handbook is granted to the Conduct Board of the residence unit. This board will assess the facts and recommend the disposition in all cases. Those infractions which subject a student to suspension or dismissal from the University will be handled by the Office of Student Affairs or referred to the University Hearing Committee. Appeals from the residence board

may be made to the Office of Student Affairs. The Hall Council, in conjunction with Student Affairs, determines policies designed to insure a favorable living environment for all students.

The *Nutrition Advisory Committee (NAC)* is responsible for monitoring food service operations and encourages nutrition awareness among residents, faculty and staff.

There will be mandatory *Hall Meetings* held in the residence hall to inform students of important information regarding resident living, emergency situations and other concerns of the University. These meetings will be scheduled by the residence life staff. Residents will be notified and held responsible for the information distributed. The meetings may be held for the entire hall or on each floor. Failure to attend or submit a request for an official excuse prior to the meeting will result in a Student Code of Conduct violation.

SPECIAL OVERNIGHT

An overnight may be used when a student wishes to remain out of the residence hall until the following morning. The resident will be required to complete a form that will be located at the front desk of each hall. Students should contact the residence hall if emergencies arise which necessitate their being out later than the curfew. Students under the age of 18 years are not permitted to sign out without parent/guardian permission. The Residential Education staff will contact the parent/guardian at time of request from resident.

LATENESS

When a resident returns to the residence hall, late, disciplinary action can be taken and will result in action from community standards.

SPECIAL CURFEW REGULATIONS

After any campus social activity the curfew is extended one half hour past the close of the event for those in attendance.

CURFEW PENALTIES

Frequent violations of curfew will be considered serious acts of insubordination and subject the student to dismissal from the residence facility and the University.

Curfew Regulations – Student Status

New First Time Freshman - Every Day - 2:00am
Sophomore, Junior, Senior, Graduate and Pharmacy - No Curfew

UNIVERSITY DINING HALL

The University Dining Hall is open seven days a week, serving both resident and commuting students. The housing contract includes dining hall services. These may not be separated unless you reside in an authorized off main campus location. The dining hall offers a 15 and a 19-meal plan which offers three meals Monday through Friday and brunch plus dinner on Saturday and Sunday. Food cannot be carried out of the dining hall without approval. Meal hours and menus are posted in the dining hall and online. When it becomes necessary to alter meal hours for any special purpose, notices will be posted at least 24 hours in advance. If a student's class schedule does not permit them to eat during the scheduled meal hours they should take their schedule to the Dining Services manager and make other arrangements. If the conflict cannot be resolved by the manager you should contact the Residential Education and/or Office of Student Affairs.

On holidays or days when the University does not have classes scheduled, the dining hall will serve 2 meals (brunch and dinner). All meals begin with lunch on the first day of hall check-in and will end with breakfast on the last day of hall check-out for the fall and spring semesters (except for graduating seniors) and the first day of finals for the summer sessions.

MEAL CARD

The Campus XCard serves as the multi-purpose ID/meal card. The card must be presented for verification to the cashier at each meal, or the student must pay cash. For resident students, loss of a meal card should be reported immediately to the Campus Card office or if after business hours, to the residence director in your Hall, and to the dining hall manager. A lost meal card will be replaced for a fee payable in cash to the Campus Card office.

If you are a resident living on campus you are eligible to get a "TEMPORARY CARD" See your Resident Hall Director to receive a temporary card that will give you access to your meal plan until the next business day.

Residence Hall Policies

Residential Policies:

The Office of Residential Education and Xavier University has developed policies and procedures to ensure that all contractual relationships, as well as fire, safety, and maintenance standards, are upheld in the residence halls. In most instances, policies relate directly to the health and safety of residents and the condition of facilities. Since the ultimate responsibility for fulfilling these standards lies with the individual residents, all residents must read and abide by the Residential Living Agreement. A copy of the agreement will be handed to you upon check in. If there is anything you need clarified, feel free to contact the Office of Residential Education. A signed Residential Living Agreement is a binding obligation between the student and Xavier University. The student is responsible for satisfying the full financial obligation of the contract in a timely manner consistent with published University payment schedules. Failure to meet the financial obligations to the University may result in the student's required vacancy of their residential space. The student is obligated to reside in the facility stipulated in the contract and abide by the rules of conduct established for the residence hall system. Failure to do so will result in a fine and/or University sanction. In addition to these regulations, all students are required to abide by University policies and principles as set forth in the Code of Community Standards. Sanctions for breaking any of these rules range from a fine, warning, or probation to suspension from the residence halls or from the University. These policies are strictly enforced because of our commitment to ensure the health and safety of all members of our community. If you are banned from housing, you cannot enter a residence hall for any reason without permission from the Office of Community Standards; if you are the roommate/suitemate of the banned student and allow the banned student into the room/suite, you can be held responsible through the student conduct process and/or be charged for the entire room bill for having hosted the banned student. Anyone violating these policies may be subject to automatic disciplinary action under the Code of Community Standards.

CONDUCT CODES

The Student Conduct code and following additional regulations will govern student conduct in the residence facilities. The willful violation of any of these regulations will subject the offender to possible suspension or dismissal from the facility and/or the University.

Hall Decorum

GENERAL AREAS

We expect each resident to be considerate of the staff as well as their fellow residents by maintaining the cleanliness of the general areas of the residence hall including bathrooms, utility rooms, corridors, laundry rooms, etc. Each resident is responsible for the condition of the lounge. Furnishings may not be removed or interchanged from the lounge or any other areas. Removal of any such item is a conduct violation.

NOISE

Students are expected to respect the rights of others 24 hours per day. Shouting, screaming, cursing and other types of boisterous behavior are strictly forbidden at all times. Any resident has the right to tactfully and courteously approach another resident regarding noise. Excessive noise which indicates disrespect for the rights of others will not be tolerated.

Noise is any sound that can be heard outside of the confines of a room. Radios and stereo sets are to be modulated in such a way that they entertain only the occupants of the room in which they are located. The use of earphones is encouraged. The playing of stereos and radios or any equipment at a level which falls into the scope of the definition of noise may result in the confiscation of the set and/or the loss of the privilege to play the set.

STUDY HOURS

All class periods are considered periods of study. The evening study period begins at 7:00 p.m. and lasts for the entire evening Sunday through Friday. During this time, the study atmosphere must be maintained.

ATHLETIC CONTESTS AND HORSE PLAY

Athletic activities are confined to the gymnasium, activity fields and other designated areas. Active game play of any type on the grounds surrounding and/or in the residence halls is prohibited.

LOUNGES/RECEPTION AREA

The main lounge is the reception area of the residence. The following Lounge regulations are in effect:

- 1) Dress: Pajamas and robes are not permitted until the residence hall closes.
- 2) Eating and dancing are permitted only on approved occasions.
- 3) Furniture Removal: Removal of Furniture from the lounge for use elsewhere or on the patio is not permitted.
- 4) Braiding, Combing, Styling hair is not permitted in the hall lounges, porches or patios.

EXTERIOR HALL DECORUM

Since eating is not permitted on the porches, students are encouraged to use the patio and courtyard areas in the rear of the residence halls for outdoor lounging. The noise level should be kept at a minimum so as not to disturb the other residents. Climbing, repelling or related activity is prohibited on campus buildings and structures.

PATIO

The Patio is for hall residents, however students can utilize as guests. Grill cooking is allowed under supervision of Housing or other designated University staff and the following conditions are observed:

- a. The patio area must be cleaned, fires extinguished and all equipment should be placed in the proper storage area.
- b. Cooking and eating are to be confined to the patio area Food is not to be brought into the lounge.
- c. The use of electronic equipment (Stereos, radios, etc.) is permitted only if the volume is kept at a level which will not disturb the residential quarters and the neighbors.
- d. Permission is given by Residence Hall Director.

Decorations

The occupants of each room will be held accountable for any damage incurred during their tenure. Students causing damage through the use of these items will be assessed for damages, and will be fined the cost of repairs. Only notices and signs approved by Student Affairs and Residence Hall Director may be posted inside or outside the residence hall.

Additional floor coverings and personal window coverings may be used, however, the following are forbidden:

1. The installation of traverse drapery rods, or any permanent objects.
2. The painting of, or otherwise altering, the appearance of the wall.
3. The use of combustible materials in decorating areas. All decorations must be approved by the Residence Hall Director and Building Services Director.

Use of Electrical Appliances/Cooking

Electric hot plates, hot pots, ovens and electric heaters constitute a fire and health safety hazard. Use of these and any other cooking devices within a resident's room is expressly prohibited. Individual microwaves are prohibited as well.

FURNITURE AND EQUIPMENT

Furniture and Equipment provided in each resident's room and all other areas of the building are the property of the University and are provided for the convenience of the occupant. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building, any equipment of this nature unless granted permission by the Residence Life Director.

FURNISHINGS AND ROOM INVENTORY

You are responsible for all of the furnishings and items in your care. Each room is provided with suitable furnishings which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. Plastic liners purchased by the room occupants are to be placed in the trash cans. At registration time each resident will be provided with a "Room Condition Form" which should be filled out and returned to the hall office the first day of occupancy.

Whenever a resident moves from an assigned room or checks out of the hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the "Room Condition Form" will be charged to the resident. ***FIRE DOORS & LOUNGE DOORS ARE TO BE KEPT CLOSED AT ALL TIMES.***

University property is not to be removed and transported elsewhere without the approval of the Residence Hall Director. Students with non-approved property found in their possession will face disciplinary sanctions and fines.

ROOM AND BOARD CHARGES

Students contracting to live in University residence facilities automatically agree to the combined room and board charges as outlined in the fee schedule. A health condition might be cause for an exception. A written statement by the attending physician, enumerating the diagnosis, medication and food items necessary for the prescribed diet, must be submitted each semester that conditions of exception exist. This information will be furnished to the cafeteria management for their cooperation in having available a variety of choices for the students. A request for exception to this policy should be directed to the Student Health Center. The request must be made within two weeks of the date of regular registration so that if conditions are not acceptable to parties concerned, the student will have time to seek off-campus accommodations.

Prohibited Items in the Residence Halls:

The list provided below is not an exhaustive list of prohibited items, actions, and behaviors, and is subject to change as per residence life policy, Orleans Parish and Louisiana state fire code. If a resident is assessed a monetary fine for a health and safety violation, the cost will be \$100 per violation. This amount is deducted from the resident's housing deposit at the end of the academic year, or when the resident checks out of the residence halls

- a. No pets except for fish in unfiltered tanks.
- b. No cooking appliances of any kind, including but not limited to broilers, hot plates, hot pots, popcorn poppers, microwaves, George Foreman grills, immersion coils, and coffee makers. Refrigerator/freezer/microwave units rented from the University are allowed under established guidelines. Personal microwaves are prohibited in the residence hall rooms and suites. Residents may bring their own refrigerator for their residence hall room, but it may not exceed 5 cubic feet in size. Additionally, the number of these legal-sized refrigerators is limited to one per room or two per suite if no refrigerator is provided.
- c. No illegal drugs or drug paraphernalia, including hookahs
- d. No firearms, explosives, or any type of fireworks or weapons, including air pistols and BB guns.
- e. No gambling
- f. No candles, incense, or anything that burns, and no open flames of any kind.
- g. No electric heaters, multiplugs, or extension cords.
- h. No soliciting
- i. No littering or damaging of any area or equipment of the residence halls.
- j. No removal of lounge furniture to rooms.
- k. No tampering with fire extinguishers, equipment, alarms, or signs
- l. No motorcycles or any gas engine vehicles, and no gasoline storage of any kind. No hoverboards or similar devices and their chargers
- m. No throwing of anything from windows or balconies
- n. No waterbeds or lofts
- o. No life-support equipment of any form, including but not limited to containerized oxygen units and/or electrical generators.
- p. No playing of sports that may cause damage to University property or harm to others
- q. No creating of any type of hazardous condition
- r. No construction, including lofts, bars, cinder blocks, or materials to loft beds
- s. No unauthorized wiring; this includes but is not limited to outside TV antennas, satellite dishes, room-to-room wiring, and extension cords.
- t. No storage of bicycles in hallways or stairwells
- u. No halogen lamps, lava lamps, rock salt lamps, multi-plug lamps, or lamps with outlet
- v. No duplicating of University keys (i.e., room/suite keys)
 - aa. No curtains, valances, or drapes; no tapestries or fabric shall be placed on the ceilings or walls.
 - ab. No 3D printers.
 - ac. Improper disposal of medical waste (i.e., sharps containers) can result in disciplinary action and/or fine.

Other actions/behaviors/prohibited items* that MAY result in a fine.

- Blocked smoke detector/sprinkler/outlet
- Wall space covering more than 50%
- Unclean living conditions
- Illegal/double occupancy

- Refrigerator(s), appliances, and devices not plugged directly into a wall outlet. • Items on wardrobe, items over egress (over windows or doors).
- Items cannot be suspended from the ceiling or within 24 inches of the ceiling (including ceiling in closets).
- Fabric on walls/ceilings (including tapestries, flags, curtains, drapes, and valances).
- Plugging strands of lights into one another (daisy chaining).
- Unauthorized Xavier University property in room or suite.
- Unauthorized personal furniture in room or suite.
- Humidifiers/Dehumidifiers
- Failure to comply with residence hall procedures.

*Any item not in compliance with Louisiana State fire codes and those of the Orleans Parish Fire Marshall's office is prohibited in Xavier's residence halls

Health and Safety Violation Appeals

If you receive a health and safety violation fine, specific instructions on the appeals process will be provided to you at that time. Appeals of all fines must be made in writing by the deadline to the Health and Safety Violation Committee. The Committee will review the appeal and respond in writing to the student(s). When it cannot be determined who is responsible for a violation, all occupants of the room, suite, or apartment will be fined the listed amount. Students assuming responsibility for the violation can do so in writing to the Committee (by the scheduled deadline) and have the charges against their suitemates/ roommates rescinded. Dropping charges against suitemates/roommates rests with the discretion of the Office of Residential Education. Should you have any questions about the health and safety violation appeals process, you may email the Office of Residential Education at reslife@xula.edu.

FIRE DOORS & LOUNGE DOORS ARE TO BE KEPT CLOSED AT ALL TIMES. (this should be under fire alarms)

PAYMENT OF ROOM DAMAGES

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement (to be determined by Building Services) and \$50.00 negligence fee. Payments for damages must be made in full before the resident is permitted to register for the next semester. All payments are to be made at the Fiscal Office.

The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the Office – cost of materials only.
2. Damages caused by a resident accidentally but not reported to the Residence Hall Office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the general resident body.

Guests

Each resident is responsible for the conduct of their guest(s). Residents may not entertain guest(s) in their rooms overnight. You must refer to the Residence Hall Welcome Packet for visiting hours. Extension of visiting hours for reasons of study, etc., will usually be granted at the discretion of the Residential Education staff. Because of security considerations, all visitors to the residence hall are required to register at the main desk *and* leave identification until the visit is concluded. ***HOSTS WILL BE FINED FOR ANY UNAUTHORIZED GUEST, AND WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY RESULT IN DISMISSAL FROM THE HALL.***

Overnight visitation is a courtesy usually extended to parents and relatives, or in emergency situations. Students desiring accommodations for the above will contact the Office of Residential Education for authorization or clearance at least two weeks prior to the proposed visit. A nominal fee of \$40.00 for two nights will be charged to all overnight guests.

Guests are not allowed during University Holidays or semester breaks.

Co-ed Visitation

Co-ed residence hall visitation is 12:00 noon – 12:00 midnight each day in all Residence Halls. Acceptance of campus residency is construed as an endorsement of the policy. Violation of the coed visitation rule will result in the imposition of disciplinary sanctions up to and including dismissal from the residence hall.

Keys

Each resident is issued a key to their room and a key to the Security doors and is cautioned to lock the door upon leaving. Staff members are not obligated to open a room door for a resident who is without their key. A 10.00 fee will incur each time a staff member needs to unlock a student's room. Staff will not open any room for anyone, except for the occupants of that room and by authorization of the Director of Residential Education (see section on privacy). The University is not responsible for any theft; consequently, any key lost should be reported to the Graduate Hall Director. The costs for first room key replacements are \$25.00. Suite key replacements are \$100.00

The University is not responsible for keys left in mailboxes, at the mailboxes, or at the office desk. ***UNAUTHORIZED DUPLICATION OF A ROOM KEY BY A STUDENT OR ALLOWING SOMEONE ELSE TO USE YOUR KEYS TO GAIN ENTRANCE WILL RESULT IN AUTOMATIC DISMISSAL FROM THE HALL.*** A defective key may be returned for replacement. No fee will be charged if the key is defective through normal wear and tear.

Meetings

Residents are expected to attend all official residence hall meetings and are held accountable for all official information disseminated at these meetings. Continuous absences will be considered an offense and will follow the Student Conduct Process.

Room Changes

During the first two weeks of classes after the residence hall opens, one room change may be granted with the approval of the Residential Operations staff, located in the Office of Residential Education. Residents who change rooms or specific hall assignments without the approval of the Residential Education staff will be assessed a fee of \$100.00 and will face disciplinary action. The University reserves the right to make room changes without the prior consent of the student resident.

Room Cleanliness and Order

All students will be individually and jointly responsible for the care of their rooms. They are expected to keep it clean, orderly and aesthetic in appearance. The University reserves the right to hold periodic health and safety room inspections. All illegal or unauthorized items found in the room will be confiscated by the Hall Staff and/or University Police. The student must correct within twenty-four (24) hours all discrepancies noted in the inspection. Cooking in individual rooms is forbidden. To discourage rodents and other pests, food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the hall, and denied future housing.

Room Entry/Invasion of Privacy

The general rule is that no one may enter a student's room or general area without explicit permission from the occupants of that room. Doors should be kept locked when the occupants of that room are absent. However, when a member of the Residential Education team or building services must enter a room for good reason he/she is expected to knock and announce themselves upon entry. See Specific Policies below:

ENTRY INTO RESIDENCE HALL ROOM

Entry by a student into another student's room without their permission is prohibited. As a private institution, Xavier University has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room searches if warranted. Entrance into any residential room/apartment /suite will follow the protocol established by the Office for Residential Education and University Police. Entrance into student living spaces is categorized into three levels: General Entry, Investigative Entry (Reasonable Cause), and Imminent Entry (Critical). See Guide to Residence Living for a full description of Room Search Protocol.

I. *General Entry:*

1. Non-emergency maintenance repairs: By requesting a maintenance repair, a student has granted permission for a member of the facilities staff to come into the room/suite/apartment and make the necessary repair. In addition, facilities staff may enter student living spaces to verify damages or to perform other maintenance services during normal business hours (M-F, 9:00 am - 5:00 pm).
2. Periodic health and safety inspections: Several times during the year, Residential Education staff will conduct routine inspections of all student living spaces.
3. Fire alarm inspections/issues: Rooms, suites, lounges and bathrooms may be entered when an alarm sounds to make sure all students have vacated those areas. Rooms may also be entered when the alarm system indicates a smoke detector has been activated.
4. Custodial Services: Cleaning staff may enter rooms for the purpose of cleaning, in cases of emergency or cases when a new occupant is moving into a vacated space.
5. General Courtesy Issues: Rooms may be entered to turn off alarms and other items which are causing a disturbance for other members of the college community when there has been no response by the occupants.

II. *Investigative Entry (Reasonable Cause)*

Violations of Student Conduct Code or Local, State or Federal Laws: If staff members from the Office for Residential Education or University Police have reason to believe a law or university policy is going to be, is in the process of being, or has been broken, a decision to conduct a room search may be obtained (see "Protocol for Room Search Procedure" in the Student Handbook). Such possible violation of the laws and policies include but are not limited to: all policies pertaining to alcohol and other drugs, weapons/fireworks, fire safety, theft, pets, smoking, unregistered person, guests, violation of the NRUP (Network Responsible Use Policy), and noise.

III. *Imminent Entry (Critical)*

1. Life-threatening situation: A University Police Officer and/or Student Affairs administrator or Residential Education staff member may use a passkey to enter a room/suite/apartment if it is believed an emergency situation exists. Such situations may include but are not limited to: endangerment of person(s) relating to mental/physical illness, sexual assault, physical assault, alcohol or drugs.
2. Emergency maintenance repairs: Facilities staff may enter a room at any time to handle concerns that include but are not limited to: loss of power, heat, AC, plumbing issues, etc.

Solicitation (also see Personal Business Enterprises)

The University will not allow salesmen from outside businesses, including insurance salesmen, to confront residents within the halls. Should there be any violation of the latter provision, your

cooperation is asked in bringing it to the attention of the Residential Education staff or the Office of Student Affairs.

Smoking

Xavier University is a Tobacco-free campus. SMOKING OF ANY SUBSTANCE IS NOT ALLOWED IN RESIDENCE HALLS. As well, state and safety regulations prohibit burning of candles or incense in the Residence Halls. No flammable liquids may be stored or kept in a resident's room.

Residence Hall Services

BULLETIN BOARDS

Residence bulletin boards are the most important single means of communication on campus. Residents are responsible for knowledge of all notices posted on official bulletin boards. Campaign posters, commercial posters, etc are not to be placed in these areas of posting.

LAUNDRY

Laundry rooms are equipped with washers and dryers. The hanging of clothing in hall windows or from window sills is prohibited. Since all machines are set to operate for timed minutes, students should time the laundry and remove their clothes when dry. Out of consideration for others, clothing should not be left soaking for long periods in the sinks. ***THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGES TO OR LOSS OF CLOTHING RESULTING FROM THE USE OF THE LAUNDRY FACILITIES PROVIDED IN THE RESIDENCE HALL.*** Be certain that all electrical appliances are off, lights off and the general area is in order before you leave it. If you are in doubt as to the operation of laundry appliances, please ask a Residential Education staff member for assistance. Machines that are out of order should be reported to the front desk of each residence hall immediately, and a sign placed over the machine.

MAIL

A notice will be placed in your P.O. Box when you receive packages, special deliveries, telegrams etc. These items may be picked up at the front desk of your residence hall. The University is not responsible for the reimbursement of cash mailed to you.

MAINTENANCE AND REPAIRS

All reports of needed maintenance, e.g., locks, electrical fixtures, door closures, etc., are to be reported immediately to the Graduate Hall Director or by placing a work order through WEBTMA.

PEST CONTROL

All rooms will be sprayed for insects on a regular monthly schedule. Each resident is required to have his/her room sprayed whether or not he/she is present.

STORAGE

Personal property will not be stored in the living quarters over the summer when the University is not in session and/or the student-owner is not residing in the residence facility.

SUPPLIES

Each residence hall is equipped with limited cleaning supplies (vacuum, broom, mop, etc.) which, after usage, should be returned promptly to hall information desk in clean condition. All items may be obtained using your XCard (ID).

TELEPHONES/COMMUNICATION/ENTERTAINMENT CABLE

Residents should check the bulletin board regularly for any telephone calls or messages. Each room is equipped with a local telephone, internet and basic entertainment cable service. Residents must furnish their own equipment

VENDING MACHINES

In all residence halls, vending machines are provided for the convenience of the residents. These machines are controlled and regulated by the companies that own and service them. Any abuse or damage to these machines will result in their removal by the vending companies. Loss of money in a vending machine should be reported to the unit office. Refunds will be made by the vending company.

Residence Hall Security and Safety Procedures

UNIVERSITY POLICE

The University Police are responsible for protecting all University property as well as the safety of the students, faculty, staff, and visitors on the Campus. Students returning late to campus may be stopped for identification purposes. You are expected to cooperate by showing your I.D. Card and furnishing any other information requested of you. Should the policeman request the surrender of your I.D. Card, you are expected to comply. For your protection certain campus areas may be declared off limits. Please cooperate.

FIRE AND EMERGENCY PROCEDURES

The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet, and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are not to be used in the event of a fire/fire drill. Use designated stairways only.

FIRE ALARMS AND EQUIPMENT

Tampering with the fire equipment or fire alarm is strictly prohibited. Violators of this regulation may also be prosecuted under civil laws of Louisiana. The cost for resetting of the fire alarm is \$100.00. The use of Fire Doors except in emergencies is prohibited. Persons violating this regulation are subject to immediate dismissal or a fine to reset.

Other Important Information

CHECK-IN PROCEDURES

The residence halls will open for upperclassmen for the Fall and Spring sessions at noon of the day prior to the first day of their scheduled registration. Upperclassmen arriving for accommodations prior to this date may be refused admittance or if granted permission to enter by the Hall Director will be charged daily. Students must check into reserved room in the residence hall by the last day of *regular* registration for the term or forfeit the space.

CHECK-OUT PROCEDURES

THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY LEFT ON THE PREMISES.

Holiday Check-Out

Resident students leaving to spend a holiday (Thanksgiving, Mardi Gras, Easter, etc.) period off-campus with friends or relatives must officially sign-out and indicate the intended destination and date of return on the Holiday Log.

Semester Check-Out

A log will be provided at the end of the semester for Check-Out purposes. Detailed check out procedures will be sent to individual students and posted in the residence halls. It is the student's responsibility to review and adhere to the cancellation policy.

General Check-Out

- a. All unwanted paper, notes, posters, etc., must be placed in the Janitor's receptacle. All personal property must be packed and ready for departure.

Note: Any personal property left in rooms by occupants will be confiscated.

- b. Rooms are to be left completely cleaned, floors are to be cleaned. Waste baskets are to be emptied and washed out; desk drawers and closet shelves emptied and cleaned.
- c. Furniture is to be left in an orderly arrangement; the covers should be removed from the mattress and left on the center of the bed; windows should be closed and locked; and blinds should be fully lowered and closed.

HOUSING AGREEMENT

Any student requesting campus housing accommodations will be required to sign a housing agreement. Students, who have not met fiscal responsibilities and whose contracts and room reservation fees have not been received by the established deadline, forfeit any prior claim to residence hall space and will be treated as new applicants. Students making their initial application for campus housing or those returning to campus housing after a period of absence will be required to submit the signed housing agreement and the room reservation fee within 10 days of notification of acceptance into campus housing. The room reservation fee will be held in escrow by the University.

REFUNDS

The percentage of refund of the Room Reservation Fee will be determined by the date on which you check out of the hall and submission of the cancellation form. A cancellation form must be on file in the Office of Residential Education. The refund policy, indicating deadlines, is a part of the Housing Agreement, on the housing website, and will be posted in both the residence Halls and the Office of Residential Education. This policy also appears in the University Catalog as part of the general refund policy.

RELIGIOUS ACTIVITY STATEMENT

Xavier University, founded in the Roman Catholic tradition, is committed to encouraging the personal faith life of its members. The University affirms the spirituality of its faculty, students, and staff members of varying religious backgrounds and persuasions. Xavier continues its primary religious institutional commitment to the Roman Catholic Church. The University prohibits any activity by other individuals or organizations which proselytize (to make converts of) members of the University community to a church or religious organization.

GUIDELINES

1. All activities of student organizations and groups on the campus must follow the regular requirements for organizations as defined in the Student Handbook and be duly recognized and registered through the Office of Student Affairs. In addition, all religious activities must be cleared by the Office of Campus Ministry.
2. When a religious-affiliated group becomes an officially chartered student organization, the Office of Campus Ministry guidelines supersedes those of the Inter-Organizational Council.
3. University reserves the right to limit or restrict the on-campus activity of any organization or individual whose purposes are directly contrary to the University's religious values as stated in the University Catalog, the Student Handbook, and the Faculty Handbook.

This policy is not meant to discourage or inhibit the sharing and discussions of religious beliefs between members of the University community in the variety of contexts the education the community provides.

Sexual Misconduct Policy (Updated July 2020)

In compliance with Title IX of the Education Amendments of 1972 ("Title IX"), Xavier University of Louisiana does not discriminate on the basis of sex in any of its educational programs, activities or employment. The university is committed to providing a safe environment for all of its members and therefore prohibits sexual misconduct as defined in this policy.

In order to reduce incidents of sexual misconduct, Xavier University of Louisiana provides educational programming and training for the campus community. These programs promote healthy behavior and help educate the campus community about sexual assault, dating and domestic violence, stalking, consent, bystander intervention and reporting. When sexual misconduct does occur, all members of the university community are encouraged to report it promptly through the procedures outlined in this policy. The purpose of this policy is to ensure the university community has a clear understanding of how to report sexual misconduct and how it will be addressed once it has been reported. Xavier retains the right to add, change, delete or modify policies it deems appropriate without obtaining another person's consent or agreement.

Reporting Structure

All Xavier employees are considered responsible employees, outside of privileged staff in Violence Prevention Education and Advocacy, Counseling and Wellness Center, Student Health Services and Campus Ministry. Responsible employees are mandated reporters of all types of sexual violence, including sexual assault, domestic violence, dating violence, non-consensual sexual contact, sexual exploitation, sexual harassment and stalking.

Responsibilities of the Title IX Coordinator

The Title IX Coordinator is responsible for overseeing the university's response to Title IX complaints and identifying and addressing patterns or systemic problems identified by complaints. The Title IX Coordinator and/or Deputy Title IX Coordinators receive information about all complaints raising Title IX issues, even if the complaint was initially reported to another person or office.

Definitions and Prohibited Conduct

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

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

Consent: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, coercion, intimidation, ignoring or acting in spite of objections of another person, or by taking advantage of the incapacitation of another person. Minors under the age of 17 cannot legally consent under Louisiana law.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual abuse, physical abuse and threats of sexual or physical abuse.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim by a person with whom the alleged victim shares a child or by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner.

Incapacitation: The physical and/or mental state in which a person cannot make a rational, reasonable decision because they lack the ability to understand the consequences of their actions. A person may be incapacitated as a result of the consumption of alcohol or other drugs, due to a temporary or permanent physical or mental health condition, or because they are asleep or unconscious.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. This includes, but is not limited to touching or

penetrating a person's intimate parts (such as breasts, groin, buttocks or genitalia), touching or penetrating a person with one's own intimate parts, or forcing a person to touch his or her own or another person's intimate parts.

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

Privileged Employees: Individuals employed by Xavier University of Louisiana to whom a complaint or alleged victim may talk to in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling/mental health services, advocacy, health services and pastoral counseling through the Counseling and Wellness Center, Violence Prevention Education and Advocacy, Student Health Services and Campus Ministry. Privileged employees must only report that the incident occurred and provide the date, time, location and name of the alleged respondent (if known) without revealing additional information that would personally identify the alleged victim. Reporting of this information must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Louisiana, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm to oneself or other people.

Respondent: An individual who is alleged to have engaged in conduct that violates the university's sexual misconduct policy.

Responsible Employees: Employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible employees include any administrator, faculty member, or other person in a position of authority who is not a Confidential or Privileged Employee. Student employees who serve in a supervisory, advisory or managerial role are in a position of authority for purposes of this policy. (Examples include Resident Assistants, Teaching Assistants, Orientation Leaders, etc.) Responsible Employees are not required to report information disclosed at public awareness events such as Take Back the Night, candlelight vigils, protests or other public forums where students might disclose incidents of sexual misconduct.

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the benefit or advantage of anyone other than the person being exploited. Examples of sexual exploitation include, but are not limited to: Sexual-based bullying, knowingly transmitting an STD or HIV to another person through sexual activity, invasion of sexual privacy, prostituting an individual, non-consensual photo/video/audio of sexual activity, non-consensual distribution of photo/video/audio of sexual activity (even if the sexual activity was consensual), intentionally exposing one's buttocks/breasts/groin or genitals in non-consensual circumstances, and/or intentional observation of nonconsenting individuals who are partially undressed/naked/or engaged in sexual acts.

Sexual Harassment: Any instance of *quid pro quo* harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and

objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

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

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

How to Report Sexual Misconduct

The options for disclosure and reporting sexual misconduct are listed below and confidential assistance is available upon request through Violence Prevention Education and Advocacy to help students review these disclosure and reporting options. University support services are available to students regardless of whether they choose to formally report the violation to the university or law enforcement.

Institutional Reports

Sexual misconduct by members of the university community should be immediately reported to one of Xavier University of Louisiana's Title IX coordinators as described below in order to begin the university's investigation process. If you are unsure what happened to you or uncertain if your complaint falls under sexual misconduct, contact one of the Title IX Coordinators for assistance.

- Sexual misconduct by students should be reported to
- Chief Inclusion Officer and Deputy Title IX Coordinator, Dr. Ashley Baker, University Center, Suite 208, abaker12@xula.edu, 504-520-7229.
- Sexual misconduct by faculty or staff should be reported to the Assistant Vice President for Human Resources, Kevin Wolf, Xavier South Suite 410, kwolf@xula.edu, 504-520-5281.

Law Enforcement Reports

If the crime occurred on campus, contact Campus Police to file a police report. If the crime occurred off campus, contact the police department in the parish in which the crime occurred. If you have an off-campus emergency, dial 911.

- Campus Police
 - (504) 520-7490
 - 3801 South Carrolton Ave.
 - www.xula.edu/campusafetyandsecurity

Anonymous Reports

Xavier University of Louisiana provides a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand that it will be more difficult for the university to investigate and take action upon anonymous reports. Anonymous reports can be submitted by accessing www.xula.ethicspoint.com.

Confidential Disclosure

Disclosures made to Violence Prevention Education and Advocacy, Counseling and Wellness Center, Student Health Clinic and Campus Ministry staff listed below will be held in strict confidence and will not serve as notice to the university requiring initiation of a review of the disclosed conduct.

- Violence Prevention Education and Advocacy
 - o (504) 520-7503
 - o 209 Administration Building
 - o <https://www.xula.edu/violence-prevention-sexual-misconduct>
- Counseling and Wellness Center
 - o (504) 504-520-7315
 - o 202 St. Joseph Academic and Health Resource Center
 - o Open Monday-Thursday 9am-8pm and Friday 9am-5pm (Fall and Spring)
 - o Open Monday-Friday 9am-5pm (summer)
 - o www.xula.edu/counselingservices
- Student Health Services
 - o (504) 520-7396
 - o 217 St. Joseph Academic and Health Resource Center
 - o Clinic Hours: Open 8:30am-4:30pm Monday-Friday
 - o www.xula.edu/student-health-services
- Office of Campus Ministry
 - o 101A Administration Building
 - o (504) 520-7593
 - o <http://www.xula.edu/faithandleadership>

Amnesty

Individuals are encouraged to come forward and report sexual misconduct regardless of their choice to consume alcohol or use drugs. Information concerning use of alcohol or drugs will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement when the university community member is reporting allegations of sexual misconduct. However, individuals may be provided with resources on alcohol and drug counseling and/or education as appropriate.

Retaliation

Anyone who, in good faith, reports what they believe to be sexual misconduct, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Retaliation includes intimidation, threats or other adverse action and/or speech. Retaliation of any kind should be promptly reported to one of Xavier University of Louisiana's Title IX coordinators as described below:

- Retaliation by students should be reported to the Chief Inclusion Officer and Deputy Title IX Coordinator, Dr. Ashley Baker, University Center, Suite 208, abaker12@xula.edu, 504-520-7229.
- Retaliation by faculty or staff should be reported to the Assistant Vice President for Human Resources Kevin Wolf, kwolf@xula.edu, Xavier South Suite 410, (504) 520-5281.

Any person found to have engaged in retaliation in violation of this policy shall be subject to disciplinary action.

False Complaints

Individuals are prohibited from intentionally giving false statements to a university official. Any person found to have intentionally submitted false complaints, accusations or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action (up to and including suspension or expulsion) and adjudicated under the Student Code of Conduct.

Handling Reports of Sexual Misconduct

Support Services

Once a student or employee makes a formal complaint or receives notice that a complaint has been made against them, or the Title IX Coordinator/Deputy Title IX Coordinator receives actual knowledge of a complaint of sexual misconduct, the complainant, alleged victim and respondent will receive written information about support services available such as victim advocacy, counseling, housing accommodations, legal assistance, disability services, academic support and other assistance available at the university.

Support Measures

During the investigation and prior to a final determination, the Title IX Coordinator or designee will take appropriate support measures to protect the complainant. These measures may include, but are not limited to, the imposition of a no-contact order and/or modifications in employment, transportation, housing, dining, extracurricular activities and/or academic modifications. The Title IX Coordinator or designee, at their sole discretion, may limit a student or employee's access to certain University facilities or activities pending resolution of the complaint or may impose an interim suspension on the respondent when deemed necessary to protect the complainant's physical or emotional safety or wellbeing, or if the respondent poses an ongoing threat of disruption or interference with the normal operation of the university. Before an interim suspension is issued, the university will make reasonable efforts to give the respondent the opportunity to be heard as outlined in the Student Code of Conduct.

Jurisdiction

This policy addresses sexual misconduct allegedly committed by a Xavier University of Louisiana student, faculty or staff member when the sexual misconduct occurs on university property, off-campus property owned or controlled by a registered student organization or at an institution-sponsored event within the United States.

Advisors

The complainant and the respondent will have the opportunity to use an advisor of their choosing at their own expense, who may or may not be an attorney, for the purpose of providing counsel and advice in compliance with the Student Code of Conduct. If the complainant or respondent do not have an advisor, one will be provided for them.

Informal Resolutions

Allegations of sexual misconduct may be resolved informally, without a determination of conduct, if all of the following are met: 1) The complainant and respondent agree to an informal resolution 2) The complainant and respondent agree to the terms of the informal resolution 3) The initial allegation could not result in expulsion 4) The investigator or Deputy Title IX Coordinator determines informal resolution is in the best interest of the university community and both parties involved.

The complainant and respondent have the option to end informal resolution at any time prior to an informal resolution being reached and instead request a formal hearing. Once the complaint has been resolved informally, the decision shall not be appealed.

Investigations:

Investigations:

The Title IX Coordinator/Deputy Title IX Coordinator will determine if an investigation is appropriate and will also identify who will conduct the investigation to determine the facts of the case as completely as possible.

If a student reports a sexual misconduct, but does not wish to participate in the investigation and adjudication process, the situation will be reviewed by the Title IX Coordinator/Deputy Title IX Coordinator, to determine if there is sufficient information to proceed with an investigation without complainant/reporting party participation.

If the respondent/responding party does not wish to participate in the investigation and adjudication process, the process will proceed without their contribution to the determination of the facts of the case. The respondent should note that the appeal process, based on appearance of new information not available to the hearing panel, does not apply in cases of deliberate omission of information by the respondent, including refusal by the respondent to participate in the investigation.

The investigator will work to conduct a thorough, neutral, fact-finding investigation of the allegation. The investigator will review all available evidence, including written reports, voluntary written statements, and evidence provided by both parties and witness interviews; and using the required “preponderance of the evidence” standard. All individuals contacted by the investigator will be required to maintain the privacy of the investigation.

The investigator will produce a report of their findings. The report will be reviewed to determine whether or not there is adequate information available to proceed to a formal Conduct Hearing. Prior to completion of the investigative report, both parties will receive documentation of the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Should a determination be made that the information gathered warrants a formal Conduct Hearing, the complete report, and all necessary documents, will be sent forward to the hearing panel for adjudication.

Should a determination be made that the information gathered does not warrant a formal Conduct Hearing, the decision will be considered a final determination and no changes will be made unless there is new and compelling information, which would warrant a reopening of the investigation. The decision will be fully vetted by the Deputy Title IX coordinator.

Timeframe

Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator will keep the parties informed of the status of the investigation.

Hearings:

A hearing panel will be appointed by the Deputy Title IX Coordinator within a reasonable timeline after receiving the investigator’s report that there is sufficient cause to move forward with the complaint to the Hearing Panel. The Hearing Panel will schedule their first meeting after receiving information, documents and instructions from the Deputy Title IX Coordinator. The Hearing Panel

consists of faculty and/or staff members who have received training in the Title IX hearing process and procedures.

The complainant and the respondent shall have an opportunity to challenge Hearing Panel members for bias or conflict of interest. The Deputy Title IX Coordinator, has sole discretion shall determine whether a Hearing Panel member will be removed for possible bias or conflict of interest. Title IX hearings will take place in a private location and are not open to members of the University community or the public.

Witnesses will be kept in a separate room, only entering the hearing room to present information. The complainant and the respondent will make their presentations and answer questions from the Hearing Panel in the hearing room.

At the live hearing, the hearing panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Only relevant cross- examination and other questions may be asked of a party or witness.

An audio tape will be used by the Hearing Panel to record the presentations of the complainant, respondent and witnesses. Neither the complainant nor the respondent will be allowed to be present when the presentation of the other is made before the Hearing Panel. Irrelevant information that is not pertinent to the incident involving the complainant and respondent will not be admitted in the hearing. Likewise, information that is lacking in credibility will not be considered by the Hearing Panel.

If a complainant or respondent fails to attend a hearing, the hearing may be held in the complainant's or respondent's absence. The Hearing Panel Chairperson has discretion to reschedule a hearing if they determine it is necessary in order to achieve a prompt and equitable resolution. The Hearing Panel will find the respondent responsible if a preponderance of the evidence indicates that the respondent violated this policy. This means the Hearing Panel must determine whether it is more likely than not, based on the information presented at the hearing, that the respondent is responsible.

Acceptance of Responsibility: If the respondent chooses to accept responsibility for the alleged violation(s), the respondent will provide the Deputy Title IX Coordinator with a written statement identifying the specific violation(s) and/or conduct to which the respondent admits. The Deputy Title IX Coordinator will share the respondent's statement with the complainant and the Hearing Panel. Sanctions will be determined by the Hearing Panel and a hearing may be held solely for the purpose of determining sanctions.

Determining a Continued Threat: The university may seek consent from the complainant prior to conducting an investigation. The complainant may decline to consent to an investigation and that determination will be honored unless the university's failure to act does not adequately mitigate the risk of harm to the complainant or other members of the university community. Honoring the complainant's request may limit the university's ability to investigate and pursue conduct action against an accused individual. If the university determines that an investigation is required, the university will notify the complainant and take immediate action to protect and assist the complainant. When an incident is disclosed to someone who is responsible for responding to or reporting sexual misconduct, but the complainant wishes to maintain confidentiality, the university will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender
- Whether the incident represents escalation, such as a situation previously involving sustained stalking
- The risk that the accused will commit additional acts of violence

- Whether the accused used a weapon or force
- Whether the reporting individual is a minor
- Whether the university possess other means to obtain evidence, such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group

If the university determines it must move forward with an investigation, the reporting individual or victim/survivor will be notified and the university will take immediate action to protect and assist them.

Determination of Sanction: If the Hearing Panel finds the respondent responsible, it will immediately deliberate sanctions. Only the Hearing Panel members are present for deliberations. The Deputy Title IX Coordinator or Investigator will share the respondent’s prior disciplinary conduct record and the sanctioning statements with the Hearing Panel. Any sanction imposed upon the respondent will be selected from the sanctions identified in the policy. The determination of sanctions is based upon a number of factors including: the nature of the violation, the harm suffered by the complainant, any ongoing risk to either the complainant or the community posed by respondent, the impact of the violation on the university community, any previous conduct violations and any mitigating or aggravating circumstances. The Hearing Panel will determine sanctions by majority vote.

Notification of Outcome: Within three calendar days from the date of the conclusion of the hearing, the Deputy Title IX Coordinator will communicate in writing to the complainant and respondent the results of the hearing (consistent with the university’s obligations under federal law) and procedures for appeal.

Sanctions: A Hearing Panel will impose at least one of the sanctions listed below for any student respondent found responsible for violating this policy. At the recommendation of the Hearing Panel, respondents may also be subject to an accountability plan. The accountability plan is developed by the Vice President or Associate Vice President for Student Affairs, if the respondent is a student, and designed to educate and encourage reflection on the part of the respondent regarding their behavior and effect on the community.

Types of Sanctions

- Letter of Censure:** Official disciplinary action conveying to the respondent that the student’s behavior was unacceptable and any future prohibited conduct may result in more severe disciplinary action, including disciplinary probation, suspension or expulsion.
- Disciplinary Probation:** Pre-suspension period in which the student’s behavior is under university review, conveying that the student’s behavior was unacceptable and any future prohibited conduct may result in more severe disciplinary action, including suspension or expulsion.
- Deferred Suspension:** Although suspension is sanctioned, the student is permitted to remain on campus and enrolled in classes. The initial sanction of suspension (for a period of time no less than the remainder of the current semester and no more than one academic year) shall be imposed immediately if any other conduct prohibited by this policy or the Code of Conduct occurs during the deferred suspension period. A student on deferred suspension may continue to participate in student activities but shall be ineligible to represent the university in any official function or leadership position (For example: varsity athletics, student leadership position, cheerleader, committee chair, student government member/officer or elected office in any recognized student organization).
- Suspension:** Separation from the university for a period of time no less than the remainder of the current semester and no more than one academic year. Suspension may be effective immediately or deferred until the end of the current semester. During the period of suspension, the respondent is not permitted on campus without written permission from the Vice President of Student Affairs. The record of suspension will be maintained by the Vice President of Student Affairs’

office in accordance with the retention of student record policy. The record will be maintained by the Office of the Registrar only during the period of suspension. Any refund of room, board, tuition or fees as result of the suspension shall be in accordance with applicable policies.

e. Expulsion: Permanent separation from the university will be effective immediately. The record of expulsion is maintained in both the Vice President of Student Affairs' office and the Office of the Registrar. Any refund of room, board, tuition, or fees as result of the expulsion shall be in accordance with applicable policies. No academic credit may be earned for that semester.

Appeals: An appeal must be submitted to the Title IX Coordinator or Deputy Title IX Coordinator within forty eight (48) hours after receiving the decision of the Hearing Panel. The university allows the complainant and respondent to request an appeal of the outcome of the hearing in two instances: (a) Where procedural error or previously unavailable relevant evidence could significantly impact the outcome of a case or (b) Where a sanction is substantially disproportionate to the findings.

Office of Civil Rights Complaints

If you would like to contact the Office of Civil Rights in the U.S. Department of Education with a concern, you can find information regarding their procedures at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>. The OCR has authority to investigate all allegations of Title IX violations at educational institutions.

Support Services and Resources

On-Campus Support and Resources

- Violence Prevention Education and Advocacy
 - o (504) 520-7503
 - o 209 Administration Building
 - o <https://www.xula.edu/violence-prevention-sexual-misconduct>
- Counseling and Wellness Center
 - o (504) 520-7315
 - o 202 St. Joseph Academic and Health Resource Center
 - o Open Monday-Thursday 9am-8pm and Friday 9am-5pm (Fall and Spring)
 - o Open Monday-Friday 9am-5pm (summer)
 - o www.xula.edu/counselingservices
- Student Health Services
 - o (504) 520-7396
 - o 217 St. Joseph Academic and Health Resource Center
 - o Clinic Hours: Open 8:30am-4:30pm Monday-Friday
 - o www.xula.edu/student-health-services
- Office of Campus Ministry
 - o (504) 520-7593
 - o 101A Administration Building
 - o <http://www.xula.edu/faithandleadership>
- Human Resources
 - o (504) 520-5281
 - o 410 Xavier South
 - o If the report involves a faculty or staff member
 - o www.xula.edu/human-resources

- Office of Inclusion and Social Justice
 - o 504-520-7229
 - o 208 University Center
 - o If the report involves a student on student crime or student and someone who isn't affiliated with the university
- Office of Housing and Residence Life
 - o 504-520-7321
 - o 316R University Center
 - o www.xula.edu/residentialhalls
- Campus Police
 - o (504) 520-7490
 - o 3801 South Carrollton Ave.
 - o www.xula.edu/campusafetyandsecurity

Off-Campus Support and Resources

- Catholic Charities, (504) 310-6886
 Visa and immigration services
<http://www.ccano.org/immigration-services/>
- University Medical Center, Emergency Department: 504-702-2138
 - o The Forensic Program is located at University Medical Center New Orleans in the Emergency Department. To access service, please go to the 2nd Floor of the Emergency Department and request a forensic consult.
<http://www.umcno.org/Forensic>
- New Orleans Police Department

Non-Emergency Calls/To File Report 504-821-2222

Emergency Calls: 911

Local Crisis Hotlines:

- New Orleans Family Justice Center 504-866-9554
- Sexual Trauma Awareness and Response 855-435-7827
- Louisiana Foundation Against Sexual Assault 225-372-8995
- Louisiana Domestic Violence Hotline 1-888-411-1333
- Project Save (emergency legal representation for domestic violence) 504-310-6872
- Tulane Law School Domestic Violence Clinic 504-865-5153
- New Orleans Children's Advocacy Center (if you are under the age of 17) 504-896-9237

National Crisis Hotlines

- National Sexual Assault Hotline 1-800-656-4673 or <https://www.rainn.org/> for chat message assistance
- National Domestic Violence Hotline 1-800-799-7233
- National Crime Victim Hotline 1-800-394-2255
- National Suicide Prevention Lifeline 1-800-273-8255
- 1in6 Online Helpline: 1in6.org/helpline, A helpline for male survivors of childhood sexual abuse and adult sexual assault (24/7, free and anonymous)
- 1in6 Online Support Groups: <https://supportgroup.1in6.org/#/terms-of-service>, Support groups for male survivors of childhood sexual abuse and adult sexual assault (free and anonymous)

- The Trevor Project: Crisis and Suicide Prevention Lifeline for LGBTQIQA Youth 1-866-488-7386
- LGBT National Help Center 1-888-843-4564, peer support chat: <https://www.glbthotline.org/peer-chat.html>
- National Coalition of Anti-Violence Programs: National Advocacy for LGBTQIQA Communities 1-212-714-1141
- Crisis Text Line: Text START to 741-741 from anywhere in the US to speak to a trained crisis counselor
- Identity Theft Resource Center 1-888-400-5530
- National Indigenous Women's Resource Center 406-477-3896
- Women's Law: Information on protective orders <https://www.womenslaw.org/>

Sexual Assault Victims Bill of Rights

In compliance with Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1092(f), as amended by the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26 (April 9, 1991) and 102-325 (July 23, 1992), and the Campus Sexual Assault Victims' Bill of Rights Act of 1991, victims of campus-related sexual assaults shall be afforded the following rights by all Xavier University of Louisiana campus administrators and employees.

1. The right to decide whether or not to disclose a crime or violation to the university.
2. The right to have any and all sexual assaults against them treated with seriousness, the right to be treated with dignity and the right for campus organizations that assist victims to be accorded recognition.
3. The right to have sexual assaults committed against them investigated and adjudicated by the criminal and civil authorities of the governmental entity in which the crimes occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. This shall be in addition to any campus disciplinary proceedings.
4. The right to be free from any kind of pressure from campus personnel to (1) not report crimes committed against them to civil/criminal authorities or to campus law enforcement/disciplinary officials or (2) report crimes as lesser offenses than the victim perceives them to be.
5. The right to be free from any kind of suggestion that campus sexual assault victims should not report or under-report crimes because (1) victims are somehow "responsible" for the crimes against them (2) victims are negligent or assumed the risk of being assaulted (3) by reporting crimes, the victim would experience unwanted personal publicity.
6. The right to decide whether or not to participate in the university's adjudication process.
7. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the university affords to the accused.
8. The right to be notified of the outcome of the university's adjudication proceeding and the right to at least one level of appeal after the outcome of a proceeding has been determined.
9. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining information that may be necessary to prove a sexual assault occurred in subsequent legal proceedings.
10. The right to counseling and assistance from mental health services previously established by the university and/or by other violence prevention advocacy entities.
11. After campus sexual assaults have been reported, the victims of such crimes have the right to require campus personnel take the necessary steps or actions reasonably possible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing and transfer of classes if requested by the victim.
12. Additionally, whether a student has been the victim of a sexual assault or not, students have a right to live in campus accommodations for which the university receives any compensation, direct or indirect, in an environment free from sexual or physical intimidation or any other continuing

disruptive behavior that is of such a serious nature as would prevent a reasonable person from attaining their education goals. Violations of these provisions will be corrected by campus personnel by relocating the complainant, if reasonably possible, to a safe and secure alternative location as soon as possible, unless the behavior in violation demonstrates the need for immediate action to be taken by campus personnel.

STUDENT INFORMATION AND PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended was enacted by Congress effective November 19, 1974. In brief, this Act grants to students, and to parents of students under the age of 18, the right to inspect and/or challenge their school or college files.

IN COMPLIANCE WITH THE REQUIREMENTS OF THIS ACT, XAVIER UNIVERSITY HAS ADOPTED THE FOLLOWING POLICY PROVISIONS:

1. Xavier University will inform students annually of the rights accorded them by the Privacy Act. This will be done through publication in the Student Handbook and in the Fall/Spring online registration.
2. Xavier University recognizes the right of students to review their records.
 - a. Request must be made in writing.
 - b. Review of records will be made in the presence of a University Official.
 - c. Upon request, copy of record(s) will be made at a nominal cost.

Transcripts may not be copied if:

- a. Financial obligations to the University are not cleared;
- b. Deficit appears on Federal Loan repayments.

Copies will not be made of transcripts from other universities.

3. Xavier University recognizes the right of students to challenge their records for inaccuracy, being misleading or incomplete, violating their right to privacy.
4. Xavier University recognizes the right of students to seek amendment/correction of their education records.
 - a. Requests must be made in writing.
 - b. Students have the right to a hearing if records are not corrected or amended.
 - c. Students dissatisfied with results or the hearing may place a statement in the education record commenting on the information therein, and/or setting forth any reason for disagreement with Xavier's decision not to correct or amend the record.
5. Xavier University will provide an all-inclusive list of types and locations of education records. The list is available in the Office of the Registrar as well as in the Office of Student Affairs.
6. Xavier University will not disclose personally identifiable information from education records with prior written consent of the students except when this written consent is not required by the Act.

RECORDS WILL BE RELEASED WITHOUT STUDENT'S PRIOR WRITTEN CONSENT TO:

(Records released will be determined by individual's "need to know.")

- a. Authorized Federal and State Authorities who require information in connection with the audit and evaluation of Federal and State supported education programs, or in connection with the enforcement of or compliance with the legal requirements which relate to these programs:
 - 1) Representatives of the Comptroller General

- 2) Secretary of Health & Human Services
 - 3) Secretary of Department of Education
 - 4) Director of National Institute of Education
 - 5) State educational authorities
 - 6) Federal Inspector Generals;
- b. State or local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - c. Representatives of the Veterans Administration;
 - d. Accrediting organizations in order to carry out accrediting functions;
 - e. Persons/organizations providing financial aid or determining financial aid eligibility;
 - f. University Officials with "legitimate educational interest;"
 - Persons having "legitimate educational interest" are those who perform tasks related to the education of students or work with students' records in performing tasks related to their job descriptions.
 - Faculty and administrative officers who have a legitimate interest in the material and demonstrate a need to know for purposes related to the performance of their official duties will be permitted to look over students' records.
 - g. Persons in compliance with conduct order/lawfully issued subpoena (provided Xavier makes reasonable attempt to notify student in advance of the compliance);
 - h. Parents of undergraduate students who have established students' status as dependent according to Internal Revenue Code of 1954, Section 152;
 - a. All undergraduate students are considered as "dependent" unless they inform Xavier before the fifteenth day of classes each semester that they consider themselves to be "independent."
 - b. If the student declares to be "independent" and the parent submits a certified copy of the most recent Federal Income Tax Form, information will be released to the parent.

Xavier University maintains records of requests for disclosure of personally identifiable information and permits students to view those records.

TYPES AND LOCATIONS OF EDUCATION RECORDS AT XAVIER UNIVERSITY

1. OFFICE OF THE REGISTRAR (University Registrar - Xavier South 630)
 - a. Admissions data
 - b. Courses attempted/completed
 - c. Grades earned
 - d. Enrollment/withdrawal/graduation dates
 - e. Schools attended
 - f. Changes made in student's name/social security #/address/grades/major
 - g. Requests for disclosure of personally identifiable information
 - h. Academic actions
2. ACADEMIC DEPARTMENTS - advising records
(Chairpersons of departments - Departmental offices)
3. OFFICE OF FINANCIAL AID - financial aid data
(Consultant Financial Aid - Xavier South)
4. OFFICE OF STUDENT ACCOUNTS
(Vice President, Fiscal Services - Xavier South 300)
(Office Manager, Student Accounts - Xavier South 300)
 - a. Charges
 - b. Payments

- c. Disciplinary actions
5. OFFICE OF STUDENT AFFAIRS
(Vice President of Student Affairs – University Center 305b)
 - a. Disciplinary actions
 - b. Housing records
 - c. Disability Accommodation records
 6. STUDENT HEALTH SERVICES Health records
(Director, Student Health - Health Center)
 7. WORK STUDY PROGRAM – Employment records of work study students
(Coordinator, Student Work Program - Xavier South, room 360)
 8. During Fall and Spring registration periods, Xavier University will notify students of Directory Information it intends to make available to the general public. Student must inform the UNIVERSITY within fifteen days of notification if any or all of the Directory Information should be released.
 9. DIRECTORY INFORMATION - Xavier University will release Directory Information of students not currently enrolled without the students' prior written consent.– “Directory Information” for both current and former students is defined as:
 - a. Student's name
 - b. Address
 - c. Telephone number
 - d. Date and place of birth
 - e. Major field(s) of study
 - f. Dates of attendance
 - g. Enrollment status
 - h. Classification
 - i. Degree(s)
 - j. Awards/honors received (includes Dean's list)
 - k. Most recent previous educational agency or institution attended by student
 - l. Past and president participation in officially recognized sports and activities
 - m. Height and weight of members of athletic teams.
 - n. Email address
 10. Documents submitted by or for the student in support of his/her application for admission or for transfer credit will not be returned to the student, nor sent elsewhere at his/her request. For example, a transcript from another college, or a high school record will not be sent to a third institution. In exceptional cases; however, where another transcript is unobtainable or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student must present a signed request. Usually, the copy, marked as a certified copy will not be released.

TOBACCO/SMOKE-FREE CAMPUS POLICY AND PROCEDURES

PURPOSE:

The purpose of this policy is to provide guidelines for the implementation of a policy on the prohibition of smoking and tobacco use on the campus of Xavier University of Louisiana.

Awareness/Education: October, 2012

Policy Effective: October 21, 2013

Enforcement Effective: January 1, 2014

BACKGROUND AND RATIONALE:

The U. S. Surgeon General's 1964 report clearly established a direct link between cigarette smoking and its harmful effects on human life. Twenty-nine subsequent Surgeon General reports have confirmed and strengthened the original Surgeon General's conclusion.

Xavier University is committed to promoting a healthy learning, working and living environment for students, staff, faculty and campus visitors; follows city and state ordinances concerning “Clean Indoor Air Act” that regulates smoking in and around buildings; and has a long history of developing partnerships on and off-campus to promote several health and wellness initiatives to encourage positive health behaviors and address health disparities.

POLICY:

The use of tobacco is prohibited on the campus of Xavier University of Louisiana. This includes all buildings, facilities or property owned, leased or operated by Xavier University (including residence halls and university owned residential properties), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all university properties, all events held on university properties, all officially sanctioned, university sponsored, or affiliated events that are held off-campus.

DEFINITION:

Prohibited tobacco products include, but are not limited to, cigarettes (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah-smoked products, oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, etc.) and including electronic smoking devices (cigarettes) or any type of product containing, made or derived from tobacco. This policy excludes any product that has been approved by the Food and Drug Administration for sale as a tobacco cessation product, or for other medical purposes.

IMPLEMENTATION:

Through the university’s existing health plans, Employee Assistance Program and community sponsors, Xavier University of Louisiana will consult with appropriate health organizations to provide students and employees with information to access support systems, programs and services to encourage abstinence from the use of tobacco products.

The Tobacco Free Living/Fresh Campus (TFL/Fresh Campus) Action Committee will develop a campaign for general education and awareness and to communicate the policy to students, faculty, staff and visitors; provide a statement of the policy for inclusion in the faculty, staff and student handbooks; create announcements for institutionally-sponsored or related events, and appropriate signage in buildings around campus.

1. Each faculty member and class advisor shall be encouraged to explain the University’s tobacco-free, smoke-free policy at the beginning of each class term during the first year of implementation. Thereafter, the policy will be introduced at all new student and employee orientation programs.
2. The university will provide appropriate signage and other physical indicators of our policy as well as notification in both print and electronic formats.
3. Signs will be posted in a manner and location to adequately notify students, staff, faculty, visitors, vendors and contractors of the policy.
4. Signs will state that smoking and the use of tobacco products are prohibited, and will include the universal “No Smoking and Use of Tobacco Products Prohibited” symbol.
5. A tobacco policy awareness statement will be signed by all current and new employees.

TOBACCO USE CESSATION PROGRAM:

The university is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, staff and faculty may be provided through Human Resources and Student Health Services. Please contact either of these departments for information regarding cessation programs and services. Students may also contact Health Services for information regarding medications associated with cessation. Xavier employee health and student health

insurance do not cover such medications as the state of Louisiana does not mandate cessation coverage for private insurance plans; however, for cessation assistance, contact:

[\(http://smokefree.gov/;](http://smokefree.gov/)[http://quitwithusla.org/;](http://quitwithusla.org/)[http://www.ffsonline.org/;](http://www.ffsonline.org/)
http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/resources/index.htm

COMPLIANCE:

This policy is in effect for all persons on the Xavier University campus. The university expects consideration and cooperation of tobacco users and non-users to ensure success. All students, staff and faculty have collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of compliance and enforcement. The Offices of Human Resources, Environmental Health and Safety, University Police and Residence Life are authorized to issue citations for violations of the policy.

The Office of Residence Life will enforce the policy within the residential community of buildings and proximate exteriors. Any student found in violation of the policy will be submitted to the university student conduct process. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures

The Office of University Police will also enforce and implement the policy throughout the campus community and will support the actions of Residence Life.

Contractors, vendors, and other visitors in violation of the policy will be reminded in a professional and courteous manner of the university policy. University law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the individual refuses to leave the university property.

ENFORCEMENT:

1. The twelve month “year” regarding citations begins on August 1 and ends on July 31 of each calendar year.
2. All paid citations will be purged from the system on August 1 of each year.
3. The university citation fees are as follows:
 - 1st citation - \$0 fee and will receive information about cessation resources;
 - 2nd citation - \$75 fee and referral to Employee Assistance Program (staff, faculty) and to the Student Health Services or Counseling and Wellness Center (students). It is expected that vendors and employees of contractors will work with their respective employers to provide cessation resources. Vendors and contractors may be asked to show evidence that an employee has been counseled.
 - 3rd citation - \$75 fee and Notice of Counseling placed in the employee file. The letter will be issued by the Director of Human Resources and a copy sent to the Vice President of the employee’s area or in the case of faculty, the letter will be copied to the Dean’s office. Students are referred and processed under the Student Conduct system; thereafter, the University will treat repeated violations beyond the third offense in accordance with the Drug Free Campus Policy. Visitors to campus may be banned if they are found to be in repeated violation of the policy.
4. Fines must be paid within 30 days of receipt of the citation or conclusion of unsuccessful appeal at the Cashier’s window.
5. Citation fees will progress through the fee schedule and include all other citations on file with University Police.
6. After the second citation has been issued and remains unpaid, a block will be placed on a student’s record. A Xavier University faculty and staff member’s supervisor/department chair/dean will be notified of issued and unpaid citations.

7. Appeals of University citations shall be in accordance with provisions of the Xavier University Policies in the respective handbook (faculty, staff and student). To appeal a University citation:
 - a. Obtain a *Notice of Appeal* from the University Police department;
 - b. Complete the form and state the reasons for such appeal; and
 - c. Within ten (10) days after the date of the violation, submit the form to the Vice President for Student Affairs. The VPSA will refer the appeal to the appropriate area for consideration (i.e., Human Resources, Environmental Health and Safety).

WRITTEN STUDENT COMPLAINTS

Xavier University philosophically and in practice advocates providing optimum equality and opportunity in educational offerings, employment and in access to educational programs. Xavier does, however, realize that certain practices may be perceived to or may, in fact, unintentionally discriminate against certain members of the community which we serve, or do not meet satisfactory expectations.

PURPOSE

The University's mission is to provide a mutually respectful environment conducive to student learning and development. In doing so, the University acknowledges that students can offer valuable information about the performance of the university in meeting goals and providing services as part of our mission. Consistent with this aim, the University invites feedback and is committed to addressing student dissatisfaction. When a problem or issue arises, students are advised to seek information and assistance through the various processes and procedures, including student governance organizations, instituted to receive and respond to student complaints regarding faculty/staff, another student, programs or services.

When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of Student Affairs (504) 520-7359 or studentservices@xula.edu or <https://www.xula.edu/reportingstudentconcern>. Discussions may remain confidential until a student decides to take more formal action.

APPLICATION

The policy provisions outlined apply to all students currently enrolled at Xavier University of Louisiana who choose to make a formal written complaint.

EXEMPTIONS

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- A. Academic Integrity Policy (College of Arts and Sciences / College of Pharmacy). Any student who wants to dispute a decision made regarding academic misconduct or academic dishonesty
- B. Student Code of Conduct (Non-Academic). Any student misconduct that violates University Policy, Procedures or Standards
- C. Policy Against Discrimination and Harassment. Any student who has experienced treatment or consideration based upon ethnicity, gender, age, religion, sexual orientation or disability or any form of sexual misconduct, including sexual harassment and sexual assault. (contact Title IX Coordinator, Human Resources or Dean of Students)

- D. Scope and Authority Complaints about individuals who are not full or part-time members of staff or enrolled at the University or that are outside the scope of University operations

POLICY PROVISIONS

Procedures for Filing a Written Complaint

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University faculty/staff member that does not fall within any of the categories listed above, or dissatisfaction with a specific college experience, the complaint will be handled as follows:

1) *Informal Resolution – Student Concern or Dissatisfaction Communicated*

Students are encouraged to speak directly with the individual (faculty/staff member) or office (financial aid, housing, etc.) involved with or responsible for the situation that is the cause of the complaint.

Appropriate University staff will review the matter presented by the student and determine whether any action is required. The Dean of Students, or designee, may serve as an advocate and/or third party mediator if agreed by all parties and the situation warrants.

Options for Informal Resolution:

- a. Take no further action
- b. Make comments or suggestions regarding the issue, or
- c. If this communication does not lead to a satisfactory resolution, or such a discussion is not deemed appropriate, the student may file a formal written complaint.

2) *Formal Resolution - Filing a Formal Written Complaint/Grievance*

- a. After an attempt for informal resolution of the matter is unresolved and there are irreconcilable differences, or informal resolution was deemed not appropriate, a formal complaint may be filed
- b. Complete the Student Complaint form (online format available spring 2017) and mail or campus delivery to:

Vice President of Student Affairs Attn: Dean of Students
4801 Dixon Street
305 University Center (campus delivery) New Orleans, LA 70125

Email: studentservices@xula.edu Phone: 504.520.7359

You will need the following information:

- Name and contact information
- A clear description of the concern or complaint
- Appropriate supporting documentation that is directly related to the complaint
- A description of any subsequent action taken by the student or the university
- A description of the desired outcome

The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone will not be considered as submitted for review.

Complaint Review and Resolution Process

Receipt of the complaint will be acknowledged within fourteen (14) days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within sixty (60) days of the receipt of the complaint or other reasonable period depending on the complexity of the complaint and those involved.

If there is new evidence/statements that could have impacted the original decision, the complainant may appeal the decision to the next highest administrative level within seven (7) days. If that officer does not find substantial basis for appeal, the case is closed. If the appeal is granted, the Administrative officer or College Dean will provide a final resolution to uphold or overturn the decision. The office of the appropriate Vice President is the highest level to which appeals may be made. If a complaint is against a Vice President, the Director of Human Resources will have oversight.

Complaint Tracking

Record Retention: A complete record (paper copy) of formal complaints will be retained by the relevant University office up to five (5) years after final disposition:

- Date of complaint
- Student identified with the complaint
- Nature of the complaint
- University official who addressed the complaint and steps taken to resolve
- Final resolution or disposition
- Any external actions taken by the complainant

Records of the final outcome of all formal complaints will also be stored in a centralized database in the student's electronic file (effective spring 2017). The database logs and tracks each complaint.

Each Office of the College Dean and the Vice President for Student Affairs will meet in order to conduct an annual review of complaints to identify any persistent patterns and, if such emerge, establish a process to address them.

Withdrawing a Complaint

Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. If the complaint was made in writing, the withdrawal should also be in writing to the person handling the complaint. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal. Staff may still decide to initiate appropriate corrective action as a result of the complaint.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded and no further correspondence will be required.

Students who choose to withdraw complaints must include their reasons for withdrawal.

Complaints to External Entities

If there is evidence that appears to support significant non-compliance with a university requirement or standard, the student may file a complaint with the appropriate accrediting or compliance agency:

For unresolved complaints concerning university compliance with accrediting standards or against the Commission

The Accreditation Councils for unresolved complaints regarding program requirements or standards

[Accreditation Council for Pharmacy Education \(ACPE\)](#)

[National Council for the Accreditation of Teacher Education \(NCATE\)](#)

[The Council for Accreditation of Counseling & Related Educational Programs \(CACREP\)](#)

Harassment, Discrimination and Sexual Misconduct Complaints

[The Office of Civil Rights of the U.S. Department of Education](#) for complaints concerning federal laws prohibiting discrimination and harassment

Definitions

Student: A currently enrolled individual, or enrolled within the two previous semesters (one academic year) when the circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise separated from the university.

Informal Complaint: An expression of a problem, concern or dissatisfaction by a student to any staff, office or department. Complaints may be expressed and discussed with the most immediate before any grievance is filed. If the complaint cannot be resolved, a formal complaint may be filed.

Formal Complaint/Grievance: A formal statement of complaint that specifies a misinterpretation, misapplication, or unreasonable application of an official University policy, procedure, rule, or regulation or behavior regarding the student. Student Complaints can be made in four areas: Academic, Non-Academic (Student Conduct), Discrimination/ Harassment or Appeal of any of the previously stated areas.

Complainant: The person expressing the concern or complaint

Respondent: The individual responding to, or involved in addressing, the concern or complaint

Amendments or Termination of Policy

The University reserves the right to modify, amend or terminate this policy at any time.

Summary of Student Responsibilities and Rights

As a Catholic institution, Xavier University seeks to foster an environment where student rights are valued and recognized, balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards. Students are expected and required to abide by local, state and federal laws.

Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, presenting their individual work, respecting themselves in decorum and dress, respecting the rights of others, and refraining from any conduct which obstructs the work of the university or may be injurious to the welfare of the University or any of its members on campus, at university-sponsored activities and off-campus. Students have right to a free will to learn, to exercise inquiry, to privacy and confidentiality of records under FERPA, HIPPA and ADA, and to voice protest or grievance. While this expression is viewed as essential to student development, it is required that students display responsible actions and maintain an orderly educational environment demonstrating respect for self and others.

It is imperative that students become thoroughly familiar with the Student Handbook in order to avoid jeopardizing their relationship with the University and local community and to fully understand their rights and responsibilities as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions in accordance with Student Conduct Guidelines.

Release of Information/Privacy of Education Records

The Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- 1) the right to inspect and review education records
- 2) the right to seek to amend education records
- 3) the right to have some control over the disclosure of information from those education records
- 4) the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and Parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of this Student Handbook in its entirety online at <http://www.xula.edu/student-handbook> and at <http://www.xula.edu/student-accounts/documents/FERPA>

Students can complete a FERPA waiver to allow parent/guardian access to information at <http://www.xula.edu/registrar/ferpa>

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves

complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students and parents on its website – www.ed.gov.

Complaints/Grievances

Students with general complaints are urged to resolve the concern informally by discussing with the party identified as causing or contributing to the grievance (student, faculty member, administrator, staff, other) or their supervisor. If the student is unable to resolve the matter at the informal level, a written complaint may be filed by completing the online [Student Complaint Form](#) and submit to the Vice President of Student Affairs, 305 University Center providing the following information: Name and contact information; A description of the concern or complaint and supporting documentation; A description previous attempts to resolve by the student or the university; and A description of the desired outcome. The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. The current policy for non-academic complaints is available online at [Student Complaint Policy](#)

NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone or email will not be considered as submitted for review

Honor Statement

Honor and integrity have been an integral part of Xavier University's history. Our Honor System, though not officially stated until recently, is an institution that has always carried with it the underlying tenets of honor and trust. It is our belief that honor and trust are moral ideals that true "**Xavierites**" have and should display at all times during their matriculation at Xavier and beyond. Within the Xavier Honor System is a moral ideal by which students live and guide their lives. This ideal is absolute honesty to oneself, others, Xavier and in all aspects of life. We believe this principle is fundamental in ethical life, both during and after college.

The Honor System at Xavier is a **tradition**, an **inheritance**, and an **opportunity** all in one. It is a **tradition**, because it is and has been a valued, intangible possession of Xavier students since the University was founded. It is an **inheritance** because each entering class will receive it from the

previous class as a gift to be proud of and respected. Above all, it is an *opportunity* because it allows the fullest possible expression of individual life in harmony with community life.

The objective of the Honor System is to develop the student spiritually, morally, and intellectually. This is promoted and encouraged by the freedom and responsibility the student gains by virtue of living within the Honor System. Students are personally responsible for their work, their actions, and their word. To ensure that individual liberty is protected and enforced, students must encourage adherence to the Honor Code by reporting any violations of which they are aware. In order to preserve an atmosphere of honor and trust at Xavier, it is necessary that all cases of dishonesty which is associated with academic or campus life be fully and immediately investigated, with proper disciplinary action taken. All members of the Xavier community must fulfill their obligation to the Honor System because it is vital to the spiritual, moral, and intellectual development of Xavier University of Louisiana.

CODE OF CONDUCT

The authority over student behavior, academic and non-academic, rests with the Vice President of the respective division of the University. The Vice President for Academic Affairs delegates authority over academic behavior to the Dean of the college or school. In all other areas, whether on or off campus, the Vice President for Student Affairs delegates authority in matters of conduct to the Senior Conduct Officer and the Student Conduct system of the University. The Vice President for Student Affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the conduct consideration of violations.

The Student Code of Conduct applies to all students enrolled at Xavier University and incidents occurring on campus and in most situations off the campus, if an infraction involves a student or a

student organization that has an affiliation with the University. If an enrolled student is charged with a violation of the Code, he/she may have to resolve the charge(s) before registering for a subsequent term or receiving a transcript or diploma. If a student is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve the charge(s) arising from an alleged violation of the Code while enrolled. Incidents and events that violate this Code and that involve Xavier University students or organizations occurring at institutions part of a Xavier University consortium are subject to Xavier University student conduct action.

Please refer to the [Statement on Student Rights and Responsibilities](#) that appears in the beginning of this Handbook. These guidelines cannot specify every circumstance, but define the practices necessary for an orderly educational environment and are subject to change without notification.

SPECIFIC REGULATIONS

The University has policies in place for illegal drugs, alcohol abuse and weapons on campus. Violation of university policy with respect to the possession, use, misuse, distribution or aiding and abetting of any of the above is a serious breach of expected conduct and students who violate this policy will be subject to a full range of disciplinary consequences and may face immediate dismissal from the University.

The following are examples of misconduct; they are not intended to exclusively define misconduct and should be interpreted in the broadest terms. The following actions or any actions that violate the principles and standards stated or implied herein violate University standards of conduct, as do attempts to commit any of the following actions. Jurisdiction over violations of the Code of Conduct includes actions on University premises, at University-sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.

ACADEMIC INTEGRITY

Students may not engage in plagiarism, receive or give assistance during examinations, term papers, assignments, seminars, etc., or obtain without authorization an examination or parts of an examination before taking the examination. Students must adhere to university, college or specific course guidelines regarding the use and documentation of sources of information, specifically information accessed on the internet. *Refer to College or Graduate School for Academic Integrity policies*

ALCOHOLIC BEVERAGES, ILLEGAL USE/ABUSE OF DRUGS

Substance abuse affects the individual and the community. The University expects all students to abide by Louisiana state laws and university policies regarding the unlawful use of alcoholic beverages and controlled substances. The University does not permit or condone the unlawful possession, use, manufacture, distribution, or sale of a controlled substance; or abuse of alcohol, or aiding and abetting underage drinking. Violation of this prohibition will result in disciplinary action, including separation from the University. Those in violation may also be required to participate in a substance abuse program off-campus.

Alcohol: Federal, state and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of Act 33, RS 14.91.2, Sections .1 and .5] The presence or consumption of alcoholic beverages on campus and off-campus at university-sponsored or related activities is prohibited. Any student in the presence of alcohol on campus (regardless of who actually owns it or who brought it to campus) will be considered in violation of this policy.

Alcoholic beverages will not be served at University-sponsored events for students. (All exceptions must be approved by the VPSA.) The possession or consumption of alcoholic beverages and other

drugs on campus or in buildings is strictly prohibited. Any infraction will result in disciplinary sanctions up to, and including, expulsion.

Drugs: In association with the Drug-Free Schools and Communities Act, Xavier University has implemented policies that are intended to prevent the unlawful possession, use, manufacture or distribution of unlawful drugs and the abuse of controlled substances by students and employees. University policy prohibits the use or presence of all controlled substances and any related paraphernalia. Students and employees are also prohibited from exceeding the dosage of physician prescribed medications.

The University will cooperate in criminal investigations pertaining to violations of laws concerning alcohol abuse and the use, aiding and abetting, possession and/or distribution of illegal substances or misuse of prescribed medications on- or off-campus. In all instances the university reserves the right to refer violations of law for appropriate disciplinary action on campus.

COVID19 POLICIES

Commitment to Community Agreement

The health and safety of our community is a primary responsibility of the University. To that end, we have created a Commitment to Community Agreement to which each of us must adhere to ensure the health and safety of our campus community. By signing below you acknowledge that you understand your role in keeping us all safe and commit to abide by the following agreements.

- I agree to wear a mask while on campus, campus affiliated housing, or attending events related to Xavier University of Louisiana.
- I agree to proactively sanitize my desk, workspace or dining table with materials provided by the university, before and after usage.
- I agree to follow directional signage and policies around elevator use to reduce the spread of COVID-19.
- I agree to respond daily to a health and safety check-in and will voluntarily self-quarantine, should I demonstrate one of the following symptoms.
- I agree to participate in periodic COVID-19 testing administered by the university as a method to reduce the spread of the virus.
- I understand that students in attendance at unsanctioned gathers will be documented and referred to student conduct for adjudication. First time offenders will be placed on probation and fined a monetary fee. Second time offenders will be **suspended** from the University. Students who host unsanctioned gatherings will be **immediately suspended** from the University.

ANTI-HAZING

Xavier University of LA established this Anti-Hazing statement and related information as a means to deter aspirants (those seeking organization membership) from being induced, threatened, coerced into participating in activities or allowing treatment or behavior that is strictly prohibited and in violation of State Law, National Organizations or University's guidelines.

Xavier University of LA prohibits any of the following actions taken or situations created, regardless of location, intent, or consent of the participants which:

1. Endangers the physical and/or psychological health or safety of an individual
2. Creates a risk of injury
3. Causes discomfort, embarrassment, harassment, or ridicule
4. Willfully destroys or removes public or private property for the purpose of initiation or admission into, or affiliation with, or as a condition for, continued membership and affiliation in an organization.

Xavier University of LA prohibits actions or situations that:

1. Are mentally, physically, or morally degrading
2. Interfere with scholastic activities or responsibilities of a student
3. Require a person to perform a menial task of any kind
4. Are inconsistent with Greek-letter organization ritual, founding principles, or national affiliate principles.

Xavier University of LA prohibits any other activities that are in violation of the policies and rules of recognized student organizations, Xavier University of LA city, parish, state, or federal law, and/or national governing bodies/associations, conferences, or affiliates.

Xavier University of LA cannot and will not tolerate hazing activities and will pursue severe action against any student or organization found in violation of this policy, up to and including indefinite revocation of the charter for the organization and suspension or dismissal for students involved.

Louisiana State Law states: “**Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both. (b) If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years.” LA R.S. 14:40.8 (2018) Xavier University of LA abides by Louisiana State Law in its definition and handling of hazing.

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

Organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate authority includes:

- (i) Any state or local law enforcement agency.
- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

Xavier University of LA defines hazing as any act, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual's inherent dignity as a person for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization whether occurring on or off campus.

In addition, any requirements by a group, member, or prospective member that compels another group, member, or prospective member to participate in any activity that is against University policy or state or federal law for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization whether occurring on or off campus shall be defined as hazing.

Such action is considered hazing, whether it occurs on or off campus. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

1. Forcing, requiring, or encouraging an individual to drink alcohol or any other substance.
2. Calisthenics such as push-ups, sit-ups, and runs.
3. Throwing anything at an individual.
4. Forcing, requiring, encouraging, or participating in theft of any property under any circumstances
5. Assigning or endorsing "pranks", such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
6. Defacing trees, grounds or buildings on or off University property.
7. Awakenings or disturbing individuals during normal sleeping hours.

8. Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent (road trips, kidnaps, etc.).
9. Conducting hunts or quests.
10. Expecting participation in an activity in which the full membership is not willing to participate.
11. Required eating of anything an individual would otherwise refuse to eat.
12. Requesting, requiring, or having a person feel obligated to be branded or tattooed.
13. Causing excessive fatigue through physical and/or psychological abuse.
14. Paddling or caning of any nature.
15. Physical abuse of any kind.
16. Interrogations conducted in a psychologically damaging manner.
17. Forcing, requiring, or encouraging someone to wear, in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
18. Calling an individual demeaning names.
19. Any form of audible harassment.
20. Not permitting a person to talk for an extended period of time.
21. Engaging in public stunts and buffoonery.
22. Nudity at any time or forced reading or viewing of pornographic material.
23. Acts of servitude.
24. Walking the line.

There are no exceptions to these requirements.

It is the right of every student on this campus to be free from the humiliation and danger of hazing. Hazing by any individual or organization shall be viewed as incongruent with the mission and values of the university. Each student and organization is responsible for the designing of programs that recognize the moral, spiritual, and intellectual qualities of every individual in pursuit of a more just and humane society.

CREATING A SAFETY HAZARD

Any behavior that threatens the health, safety, and welfare of our community, threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, or behavior that runs counterproductive to creating an environment that is conducive to learning; or

Common examples of violations include the following:

1. arson, starting a fire or providing the conditions where a fire is likely to occur or continue;
2. open burning, including bonfires or ceremonial fires (without appropriate permits);
3. pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment or intentional activation of any safety alarm. Intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency;
4. failing to cooperate with staff during a fire alarm, drill, including emergency (weather or other) or scheduled evacuation from a residence hall or other University building;
5. possession or use of dangerous chemicals or any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others;
6. action(s) that endanger one's own health or safety, or the safety of others;
7. creating a safety hazard, including throwing objects in, at, or out of university buildings;
8. illegal and unauthorized access to building roofs or ledges on residence halls and other university buildings;
9. posting or hanging signs, notices, banners, etc., on trees, light fixtures, fire safety equipment, fire doors, door windows, rooftops, balconies, windows or other elevated areas; and

10. accessing rooftops, balconies, window ledges or any other elevated areas.

Xavier University has restricted the use of **skateboards** on the campus. Skateboards must not be used inside of any building, sidewalks or areas designated as outside study areas. Skateboards are used by many students as a mode of transportation. However, they can be very dangerous if used improperly or in areas not designed for such use.

The use and or storage of **hoverboards** is banned on campus and in all of the University facilities or buildings.

DRESS AND DECORUM

The Student Code of Conduct is fully outlined in the Student Handbook. While the University does not have a formal dress code, it is our belief that each student's actions and appearance should reflect a positive image of the university and contribute to a distraction-free learning environment. Appropriate behavior, dress and grooming are central to the orderly operation of the campus environment. Any behavior or style that detracts from the learning environment is unacceptable.

Student Affairs administrators, with input and support from faculty and staff, have the final decision in determining and enforcing student conduct, dress and grooming standards on campus and at all university-related activities.

- Clothing, Pictures, Social media postings and Language/Gestures that are offensive, objectionable, profane, and obscene or that promotes or advertises illegal substances are unacceptable.
- Wearing any clothing that is associated with or denotes any gang or gang-related activity is prohibited.
- Pajamas/loungewear is prohibited outside of the residence hall.
- Students not dressed appropriately will be asked to change clothes and/or will be refused entry/asked to leave an event.

Exceptions will be permitted for bona fide religious reasons.

DISORDERLY CONDUCT

Disorderly conduct includes any student behavior, actions, and/or activities that interfere with teaching, studying, research, administration or other University activities. Common examples include, but are not limited to: Disruptive and Disorderly, Riotous or Unlawful Behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, inciting action or engaging in fights, assaults, riots, unlawful assemblies, actual or threatened damage/destruction of property, menacing/ abusive/harassing or intimidating behavior; inappropriate behavior such as profanity or harassment on social media networks, e-mail, and other electronic communications; lewd or obscene conduct; inappropriate communication with faculty or staff; disrespecting faculty or staff; misrepresenting a faculty member or staff; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.), or the violation of FERPA, HIPPA, ADA or any civil, municipal, state, or federal law on or off campus, or failure to identify upon request or comply with directives of University Police or any University official while performing their duties or hindering, impeding or obstructing a university official, university police or emergency personnel in the performance of their duties is prohibited.

Endangering Health or Safety

1. Endangering behavior - Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or abuse may constitute endangering behavior.
2. Stalking - Engaging in a pattern of unwanted conduct, directly or indirectly, towards a specific person that threatens or endangers the safety, physical or mental health, or life or

property of that person, or creates a reasonable fear of such a threat or action (follows, monitors, observes, surveils, or communicates about a person or interferes with his/her property)

3. Intentional conduct that inflicts, or attempts to inflict harm upon any person (bullying, failing to follow established community health protocols and/or social distance guidelines, ect.)
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises
5. Failure to Comply – students shall not ignore, disobey, disregard or otherwise violate any provision of the Code of Conduct, procedures put in place for the health and safety of the University community or any applicable rule of law. Failing to comply with the directive of any University Official.

FALSIFICATION OF RECORDS

The falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of Identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; and furnishing false information to the University is prohibited.

FIREARMS AND WEAPONS

Use, possession, or storage of any weapon, device or substance, including but not limited to firearms, ammunition, explosives or fireworks, knives, mace, pepper spray, tasers or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited, even if otherwise permitted by law.

FIRE EQUIPMENT

Tampering with/damage of fire-safety equipment and false fire alarms are prohibited and are subject to prosecution under the civil laws of Louisiana. The use of fire doors except in emergencies is also prohibited.

GAMBLING

The playing of cards or any other games of skill or chance for money or other items of value is prohibited. Fund-raising activities must be cleared by the Office of Student Affairs.

KEY DUPLICATION AND POSSESSION - UNIVERSITY ISSUED

The unauthorized possession or duplication of any University key is prohibited.

NAME CHANGE

Any official name change with appropriate documents must be on file in the Registrar's Office.

PERSONAL BUSINESS ENTERPRISE

Use of the University's name for personal business enterprise or activity without authorization is prohibited.

POSTING

All posting of flyers, banners, posters, and stickers on University property must be approved by the Office of Student Affairs.

RECORDING OF IMAGES WITHOUT KNOWLEDGE

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

RETALIATION

Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct is prohibited.

ROOM SEARCH PROTOCOL

As a private institution, Xavier University has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room searches if warranted. Please see "Entry into Residence Hall Areas" for information on reasons the college may choose to enter a student's living space (room, suite, apartment, alternative house).

Individuals involved in the search:

1. All searches must be approved by the Dean of Students and a member of the Residence Life staff must be informed.
2. All searches must be conducted by at least one University Police officer in the presence of a member of the Residence Life staff.

Responsibilities of those conducting the search:

1. University Police officers and Residence Education staff must announce their presence before entering the room to be searched and identify themselves for the students present.
2. If the residents of the room are present at the time of the search, they are permitted to remain and given notice of the reasons for the search. Non-residents present at the time of the search may be asked to leave the area.
3. Once a search has been conducted, no University Police Officer or Residence Education staff member will re-enter the area without again obtaining permission. All personal items and furniture will be returned to their original location following a search. Any violation of the college policies will be documented, including health and safety violations.
4. After the search has been conducted a "Notice of Entry" form will be completed and left with the resident(s) or in a conspicuous place in the room, suite or apartment.

Evidence Collection:

1. All areas of the room as well as personal belongings are subject to search. An opportunity will be given for the residents of the room to turn over any items that may be in violation of the student conduct code or that may be illegal.
2. A search may also be conducted of a person.

3. Any illegal items or items in violation of the student conduct code will be confiscated, labeled and bagged by the University Police officers as evidence for the search.
4. Photographs may be taken during the search or after the items have been confiscated.
5. All confiscated items will be placed in the designated vault in the University Police office.
6. The confiscated items will be reviewed after 30 days by the Director of University Police and the Senior Conduct Officer and then destroyed.

SOCIAL MEDIA (Misuse of)

Posting misleading or derogatory information about the University, students, faculty, staff or administrators that is considered to be illegal, abusive, unethical, or defamatory in nature will be considered in violation of the Student Code of Conduct and will be grounds for disciplinary action, up to and including, dismissal from the university. Additionally, students posting personal content exhibiting attitudes and/or behaviors that are not consistent with the high expectations (sexually explicit, substance use/abuse, unethical, dishonest, etc.) are also at risk of disciplinary action. This also extends to taunting or making sexual slurs about a person's gender orientation or sexual status; name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.

How to Represent Yourself on Social Media Sites

- Represent yourself professionally – would you want a future employer to see what's out there
- Be aware of not only what you have posted but what others have as well – make sure there are not any embarrassing or inappropriate pictures of you, etc.
- Remember that once it's out there, it is out there for good – think to yourself if you would be happy about reading a post or seeing a picture ten years from now
- Use your privacy settings – check them regularly to make sure the only people who are seeing your pages are those you approve of
- Note that the internet is not a private place – make sure you are represented in a way that you are proud of and do not have to regret later

SOLICITATION

Any unauthorized solicitation on campus is prohibited. Should there be any violation of this rule, each student's co-operation is requested in bringing it to the attention of the Residence Hall staff, Student Affairs staff or the Vice President of Student Affairs.

STUDENT DISCIPLINE

The University reserves the right to request withdrawal of any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations shall be made with regard for reasonable due process in each case. The Vice President of Student Affairs, or designee, shall have ultimate administrative responsibility.

THEFT or UNAUTHORIZED USE of PROPERTY

Theft and/or unauthorized use of University property, resources or services, or property, resources or services belonging to another member of the community, or the knowing possession or sale of stolen property are strictly prohibited.

USE OF UNIVERSITY FACILITIES

The property and facilities of Xavier University are available to students for educational, cultural, and social, etc. activities by organizations formally approved and recognized by the University. Activity Clearance and room reservation is through the Office of Student Affairs. Violation of University principles, policies, or rules concerning entry and use of university facilities, and vehicles is prohibited.

VIOLATION OF UNIVERSITY RULES OR FEDERAL, STATE, AND LOCAL LAWS

Violation of other published university regulations, guidelines, policies, or rules, or violations of federal, state, or local law. These university regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations. When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial University Interest, the student may be charged within the Code of Conduct for Violation

Conduct Process

This section outlines the Student Conduct Process:

- **Incident Report**
- **Notice of Alleged Violations**
- **Disciplinary Conference**
- **Resolution Options**
- **Advisor**
- **Individual's Rights**
- **Witnesses**
- **Outcomes**
- **Hearing Decision**
- **Appeal Process**

Incident Report – a document received which details the occurrence of a Student Conduct Violation to include the names, date, time and location. The information can be submitted by email, a formal incident report form or verbally to the Senior Conduct Officer, Student Affairs Office.

Notice of Alleged Violation – a letter to students, student organizations or student groups indicating there has been a report submitted regarding a Student Code of Conduct violation. This letter will include instructions to schedule an informational meeting.

Disciplinary Conference – the informational session is an informal meeting. The details of the incident report submitted will be discussed, the student will be informed of their rights and hearing options will be discussed. The student will be required to submit a written statement as well.

Resolution Options:

Administrative Hearing – If a student accepts responsibility, he/she can waive their right to a hearing before the Hearing Board and agree to accept the jurisdiction as well as sanctions imposed. The Senior Conduct Officer and Vice President will review all documents and notify the parties' involved. The student cannot appeal the decision.

Student Conduct Board - review cases involving general infractions of University rules and regulations with the following exception: those offenses which merit suspension or dismissal. This Board has jurisdiction in reviewing minor offenses involving violation of residence hall rules and regulations.

University Hearing – The University will establish a University Hearing Board to conduct hearings concerning alleged violations of the Student Code of Conduct. The University Hearing Board is an eight-member joint hearing board consisting of 3 students, 3 faculty, and 2 administrators.

Advisor – The accused student(s), respondents(s) and any complainant(s) may have an advisor present upon the discretion of the Senior Conduct Officer. The advisor, including legal counsel may not speak on the student's behalf, but may only advise the student.

Individual's Rights –

- Discuss the incident with Student Conduct Staff member or designee
- Be informed in writing of all charges at least two (2) business days before the hearing
- Not make a statement or answer questions
- Present witnesses of fact

- A hearing closed to the public
- Not appear at a hearing unless directed to do so; however, the hearing will process without prejudice
- Appeal a University Hearing Board decision based on appropriate reasons listed in the Student Handbook.
- Written notification of the findings and sanctions.

Witness – persons with knowledge of the incident and not a character witness. Witnesses in formal hearings must be submitted prior to the hearing.

Outcomes – Based on the facts and circumstances of each case, the following outcome or combination of outcomes (with or without modifications) may be imposed upon any student found to have violated the Student Code of Conduct.

- Verbal or Written Warning
- **Campus Service Hours**
- **Disciplinary Censure**
- **Disciplinary Probation**
- **Disciplinary Suspension**
- **Dismissal (Expulsion)**
- **Educational/Developmental Sanctions**
- **Emergency or Interim Suspension**
- **Fines**
- **Letter of Apology**
- **Loss of University Housing**
- **Loss of Financial Aid**
- **No Contact Order**
- **Preliminary Suspension**
- **Referral for Counseling**
- **Residence Hall Probation**
- **Restitution**

Hearing Decision – At the conclusion of the Hearing, the Hearing Board will determine if the person(s) are responsible or not responsible. All parties will receive an official letter of notification indicating the decision. The letter will detail the responsible or not responsible decision and the sanctions imposed with a deadline of completion. If the deadline is not met, additional sanctions maybe imposed which may incur a financial cost.

Appeal Process – An appeal may be requested on the decision of the Hearing Board. On appeal the burden of proof rests with the individual requesting an appeal to show the appeal has merit. The appeal must provide one or more of the reasons listed in the student handbook, Student Conduct Guidelines, Article VII. Appeal Procedures.

DISCIPLINARY SANCTIONS AND NOTIFICATION OF PARENTS

When a student is placed on disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges, the student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can prove independent status. The notification will specify when the violations involve the alcohol or drug policy. Students who do not complete sanctions by the assigned due date will not be returned to "good standing" status until the sanctions are completed.

UNIVERSITY SANCTIONS

Sanctions should be commensurate with the violations found to have occurred. In determining the sanction(s) to be imposed, the hearing officer or board should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor.

One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct. These sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

Alcohol Education Class

Students found in violation of the Xavier University Alcohol Policy may be required to attend the alcohol education class, or other approved program, at a cost.

Banned Notice

Not permitted on campus for violations of Student Code of Conduct. Campus Police will be notified if found on the premises.

Campus Service Hours

Campus restitution hours are intended to benefit the individual and the campus. Any student who plans to enter a responsible plea is encouraged to propose a constructive or educational task to be considered by the student conduct body hearing the case. It may include, but will not require, uncompensated university service. Those not wishing to perform campus restitution hours may request and will be given a sanctioning option. If the student does not complete the assigned campus restitution hours by the required date, the student's records will be withheld until verification of completion of the hours is provided to the Senior Conduct Officer.

Disciplinary Censure

An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

Disciplinary Probation

A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all special stipulations associated with the sanction, further student conduct action will be taken, which may include suspension or expulsion from the University. A letter will be sent home to the parent(s) or legal guardians of a student placed on disciplinary probation with notification of probationary status. Alcohol and/or drug violations will be specified in this letter to the parents.

Disciplinary Suspension

The removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of Students. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension.

Dismissal (Expulsion)

The student is permanently separated from the university without opportunity to re-enroll in the future. A permanent notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter. The student is also barred from University activities, services, facilities and grounds.

Conditions of Suspension or Dismissal

A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or board. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of expressed written permission from the vice president for Student Affairs or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for Student Affairs for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.

The Vice President of Student Affairs reviews all recommendations for suspension or dismissal. Separation may be approved, altered, deferred, or withheld at the discretion of the Vice President of Student Affairs

Educational/Developmental Sanctions

The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

Emergency or Interim Suspension

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

Fines

Students may be required to pay a reasonable sum of money as a sanction for conduct violations and behavior that results in damage, destruction, or loss of property belonging to the University and others or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

Letter of Apology

A letter apologizing for actions that may be considered to be mild in nature but one that could have negative influence on someone.

Loss of University Housing

Administrative hearing officers or Student Conduct Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period will *not* be refunded.

Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

No Contact Order

A "No Contact Order" between the complainant and the accused. This would prohibit contact between the parties through any means of communication. This would also prohibit others contacting the complainant on behalf of the accused. Interim changes in room, courses, transportation and work environments may be made.

Official Warning

An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action is taken.

Preliminary Suspension

A unique probationary status, in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete. If a student is placed on preliminary suspension, a letter is sent home to parent(s) or guardian(s) with notification of preliminary suspension status. Alcohol and/or drug violations will be specified in this letter.

Referral for Counseling

If, in the opinion of the hearing officer or hearing/honor board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

Residence Hall Probation

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified. A letter is sent home to his/her parent(s) or legal guardian(s) with notification of probationary status.

Residence Hall Relocation

This is a recommendation to the Senior Conduct Officer from Residence Education that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the hearing board or hearing officer feels the student would benefit from a change of environment in order to conform to acceptable group living standards. It will also be recommended if deemed necessary for the safety of the resident or others and as an interim measure for accusers of sexual misconduct/harassment/violence.

Restitution

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Suspension of Social Privileges

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis. The administrative officer or student conduct board may impose other sanctions deemed appropriate.

Other sanctions

Other appropriate sanctions may be imposed by a hearing officer or board singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

The Senior Conduct Officer may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action. All sanctions are subject to review by the Vice President for Student Affairs.

STUDENT CONDUCT GUIDELINES

Preamble:

Self-discipline is the aim of the University in its policies on student conduct. Xavier expects of all students responsible and mature conduct that shall reflect credit upon them and upon the University; it requires behavior that is consistent with laws of decency and with the generally accepted morals and manners of an advanced society. In order that Xavier maintain its educational purposes for the entire academic community, the responsibility to preserve the balance between the individual student or group rights and the general welfare is ultimately the University's. Hence in cooperation with faculty and students, the University will be the final judge of the excesses, the appropriateness, or the undesirability of student conduct on campus. Concurrently, obligation to establish and promulgate the reasonable norms to be applied in the adjudication of charges of student misconduct is also reserved to the University. All student conduct boards and/or committees who serve the University will be guided in their determination and recommendations by these norms.

Description, Function, Operation and Procedures of the University Student Conduct System for Students

Article I. Authority

Students committing violations of the Student Code of Conduct at off-campus sites may be subject to University student conduct action. Student conduct action against any student committing a misdemeanor will be considered on a case-by-case basis upon filing by a complaint of an Incident Report. The filing of a report must occur within 10 working days of the offense. Student conduct action will be taken against any student committing a felony. All persons who are not members of the Xavier University community who violate the Code are subject to being barred from all University-owned and operated property and all university-sponsored events.

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system. University Police (UP) officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first respondents to calls for police services on campus. However, complainants may request the NOPD respond to any reported offense or incident. UP investigators also cooperate fully with specialized units of the NOPD in coordinating efforts to solve crimes of mutual concern.

Section One – University reserves the right to impose sanctions on any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations will be made with regard for reasonable due process of each case. The Vice President for Student Affairs, or his designee, will have ultimate administrative responsibility.

Section Two – The University may delegate authority to various administrators, faculty-student groups, and committees to assist in enforcing regulations governing student life. To this end, the following components of the University Student Conduct System have been established and charged by the President of the University with the responsibility of hearing, adjudication, and/or reviewing cases of students charged with the violation of University regulations.

- a. The Student Conduct Board
- b. The University Hearing Board
- c. The University Appeal Board

Article II. Composition

Section One – The University Hearing Board is an eight-member joint hearing board consisting of 3 students, 3 faculty, and 2 administrators. Recommendations for appointment of these members shall be as follows: Faculty members by the University Academic Assembly; Administrators by the Vice President of Student Affairs; and student representatives by the President of the Student Government Association. The Senior Conduct Officer will assign the chair for the University Hearing Board. The Chair votes only in the event of a tie. A quorum shall consist of five members (2 faculty, 2 students, and 1 administrator).

Section Two – The SGA Judicial Council serves as the Student Judicial Board. All are voting members. (See Article IV, Section 5, SGA Constitution, Judicial Branch) Appointments are for one year.

Section Three – The University Appeal Board is a five member committee consisting of the Vice President of Student Affairs, who serves as the permanent chair, Student Government Association President, Faculty member, Staff member and an Administrator. The latter three members will be selected based upon the procedures under Section I. New members must attend an orientation session on the standards of conduct, sanctions, and the Student Conduct system. All decisions of Student Hearing Boards are recommendations to the chief Student Conduct officer or designated representative. Sanctions may be approved, altered, or withheld at the discretion of the chief Student Conduct officer or designee.

Article III. Jurisdiction

Section One – Any case of student violation of University policy is subject to possible review and a hearing that may result in disciplinary or corrective action by the appropriate Student Conduct Board.

Section Two – The University Hearing Board has original jurisdiction in cases in which a student is charged with a serious breach of University policy and his/her continued presence and participation in the academic and social life of the institution is not in the best interest and welfare of the University community.

Section Three – The Student Conduct Board is delegated original jurisdiction and power to appeal and review cases involving general infractions of University rules and regulations with the following exception: those offenses which merit suspension or dismissal. This Board has jurisdiction in reviewing minor offenses involving violation of residence hall rules and regulations.

Section Four – The Appeals Board has appellate jurisdiction in cases where:

- a. An individual requests that the Appeals Board review the judgment of a Student Conduct Board.
- b. The action of a Student Conduct Board is considered to be procedurally or substantively faulty.

Article IV. Channeling of Cases:

Section One – Incidents of misconduct may be reported to Student Affairs or to other University officials by students, Residential, faculty members or administrators. The report must specify the person(s) implicated, the alleged violation, and the facts of the situation.

Section Two – The Senior Conduct Officer will employ one of the following options in processing cases:

- a. The Senior Conduct Officer or designee may assume original jurisdiction in a case. In this instance the student will be given the option of having the case referred to the appropriate Student Conduct body or of accepting the jurisdiction of the Senior Conduct Officer. If the student selects the latter option, they will be required to sign a statement waiving their right to a hearing and required to abide by the decision rendered by the Senior Conduct Officer (or designee).
- b. The Senior Conduct Officer may refer minor cases to the Student Conduct Board.
- c. In the event that the case involves a violation of the moral codes of behavior or constitutes a grave violation of University policy, the Senior Conduct Officer will institute a thorough investigation of the matter and assume jurisdiction in the matter, or may refer the case directly to the University Hearing Board. The Senior Conduct Officer will assume original jurisdiction in those cases in which strict confidentiality is required to prevent undue harm to the name and reputation of the student or when the safety of the campus community is endangered.

Section Three – The Vice President of Student Affairs reserves the right to refer back to a Conduct board any decision in which the penalty imposed is excessive or in which there is evidence that the hearing was procedurally faulty.

Article V.

Section One – *Procedural Review*

A student who is charged with a violation of the Code of Conduct is required to attend a procedural review with the chief Conduct officer or designated representative and provide a response to the charges.

The Senior Conduct Officer or designated representative reviews the case and determines whether it should be referred to a Hearing Board. If the violation is less serious, the Senior Conduct officer or designee will give the student a choice between having the case heard by a Student Hearing Board or an Administrative Hearing, particularly if the student had admitted Responsibility to the violation. A student charged with a violation of residence hall policies which has not been referred to a Joint Hearing Board, will be asked to meet with a staff member of the Residential Education staff. The charged student will then be given a choice between having the case heard by the Residential Education conduct process or an Administrative Hearing.

Section Two – *Student Rights and Responsibilities*

Rights of Respondents, Reporting Parties and Witnesses

All Respondents, Reporting Parties, and Witnesses in the conduct process have the following right:

- a. To receive written notices as indicated in the Code of Conduct
- b. To have an Advisor, as defined in the Code of Conduct, present during any conduct proceeding.
- c. To be informed of resources available to assist throughout the conduct process and an explanation of the available reporting and/or resolution options.
- d. To waive notice and proceed with an Administrative Hearing after receiving charges.
- e. To be free of harassment, intimidation, and retaliation concerning the conduct process.
- f. To refuse to appear, provide a statement and/or answer questions; however the Administrative or University Hearing will proceed.
- g. To challenge the Board members by showing proof of bias on the part of the members prior to the time of the hearing; the other Board members must vote on the relevance of the challenge.
- h. To present witnesses and evidence that addresses the complaint of formal charge.
- i. To be notified of decisions reached.
- j. To appeal a decision of the Board based upon the reasons listed in Article VII, Section Three

Responsibilities of Respondents, Reporting Parties and Witness

All Respondents, Reporting Parties, and Witnesses in the conduct process have the following responsibility:

- a. To be honest and forthright in providing information during the conduct process. Presenting false and/or misleading information during the process is a violation of the Code of Conduct.
- b. To read all communications, ask questions regarding conduct proceedings and procedures, and to identify what assistance they may need.
- c. To represent themselves in all conduct proceedings and communications.
- d. To attend all scheduled meetings, unless alternate arrangements are made in advance.
- e. To maintain the integrity of the conduct process and to refrain from interfering with the process
- f. To provide information related to the incident(s) under review.
- g. To identify any Witnesses who have information about the incident(s).

To read a

Note: Reporting Parties do not have the right to be notified of decisions reached or appeal except in sexual misconduct cases.

Section Two – *Procedural Rights and Freedoms for a Sexual Misconduct Proceeding**

Students involved in a Sexual Misconduct violation are afforded additional rights according to Title IX and Campus SaVE Act.

- a. Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving training on domestic violence, sexual assault, and stalking.
- b. Both parties may have an advocate present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice, but the advocate may not actively participate in the hearing process.
- c. Parties have a right to have a decision reached based upon the preponderance of evidence gathered during the informal and formal procedures (What most likely occurred? What seems reasonable?)
- d. Both parties will receive written outcomes of all disciplinary proceedings at the same time
- e. Both parties has right of appeal of the outcome of the disciplinary proceeding.

Additional Complainant Rights - Sexual Misconduct Hearing

- a. To protect confidentiality and the option to decline making a formal report
- b. To be notified of available resources for medical, mental health, legal assistance and other advocacy resources.
 - c. To have an Administrative Directive sent immediately to the accused that forbids him/her from contacting the accuser by any method, including through friends or acquaintances.
 - d. If an Administrative Directive is violated the accused may receive an Interim Suspension.
 - e. To alter academic, living, transportation or work environment(s) if a threat is present or, in some cases, to have the accused's environment(s) changed.
 - f. To be protected from retaliation.
 - g. To choose to appear or present a statement in person or by other media

Article VI. Student Conduct Procedure

Section One – All voting members are necessary for hearings. Hearings are held in closed session and all proceedings of the board are confidential.

Section Two – The accused is responsible for presenting their own case, and advisors*/ lawyers are not permitted to speak or to participate in any hearing before a student conduct body.

Section Three – The general order of the hearing shall be as follows:

1. The hearing is called to order by the chairperson.
2. The Board Chair reads the charges and if necessary witnesses are called.
3. Each party presents his/her case, which may include calling of witnesses and the use of evidence.

4. The Board deliberates on the facts of the case and renders a decision. All decisions of the Board shall be made in closed session and shall be determined by majority vote.
5. The Summary of the Hearing is forwarded to the Vice President of Student Affairs for review and implementation of the Board's decision.
6. The Senior Conduct Officer officially notifies the accused students of the Board's decision and when necessary imposes the restrictions embodied in the Board's decision.

Article VII. Appeal Procedures

Section One – In the interest of fairness, only the recipient of disciplinary action has the right to appeal, except where noted in sexual misconduct violations. Requests for an appeal must be in writing and submitted through the same channels of authority and jurisdiction as outlined in Article IV within 48 hours of official notification of the Board's decision.

Section Two – Appeals concerning decisions of the University Hearing Board or the Student Conduct Board should be addressed to the Vice President of Student Affairs. Appeals for sexual misconduct cases should be addressed to the Title IX Administrator.

Section Three – The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision shall not be accorded as a basis for consideration of an appeal. The only basis for considering an appeal is the presentation of facts that include:

1. an error in procedural due process by the original body,
2. the emergence of compelling evidence that could not have been previously discovered,
3. the appropriateness of sanction(s), condition(s), and/or restriction(s) to the violation.

Section Four

1. Appeals will be limited to a review of the record of the hearing, written statement submitted by parties, and any new evidence. Appeals based upon new evidence shall be treated as grounds for a new proceeding by the original body.
2. The Vice President for Student Affairs serves as the appellate officer in all cases except those under Title IX jurisdiction. The appellate officer shall make an initial determination as to whether or not sufficient grounds for appeal, based upon the standard enunciated above, have been alleged. Appeals that do not allege sufficient grounds shall be denied consideration and shall be dismissed. Appeals that do allege sufficient grounds shall be accepted for consideration.
3. If the appeal is allowed, its presiding officer represents the Student Conduct body that rendered the decision under appeal so those questions of procedure or sanction may be clarified. The appellate officer shall not conduct a de novo hearing (a rehearing) but will consider only the record made by the adjudicating body. The appellate officer may, at his/her own discretion, permit written or oral statements from the concerned parties at the time the appeal is considered; but the appeals officer will review only that portion of the original hearing that is addressed by the appeal.

4. The decision shall be communicated in writing to all parties concerned within seven class days. The alternatives available to the appellate body are:
 - a. to sustain the recommended penalty;
 - b. to reverse the verdict; or
 - c. return it to the original Student Conduct body (to consider new evidence or reconsider the penalty, not finding of responsibility).

Article VIII. Confidentiality Standards and Records – Policy/Procedures

All proceedings under the Code are confidential. All proceedings and all documents generated by the process form a part of the charged student's records and are, therefore, confidential under the federal Family Educational Rights and Privacy Act (FERPA). Participants in the process, including the charged, the complainant, witnesses, hearing board members, and staff members are advised to preserve the confidentiality of all proceedings and all documents under this Code. Any breach of the confidentiality may subject the responsible party to charges under this Code.

Article IX. Interpretation and Revision

Section One – The Vice President of Student Affairs or his/her designated representative resolves any question of interpretation regarding the Student Code of Conduct.

Section Two – The Student Code of Conduct shall be reviewed every three years under the direction of the chief Student Conduct officer.

Section Three – Policies, procedures, sanctions outlined in this Code are subject to change without notice.

Student Affairs Department Directory

Student Affairs

University Center • 305B • 520-7357

Vice President for Student Affairs

Curtis Wright

VPSA Office

Barbara Franklin

VPSA Office

Bobbie Gordon

Director of Operations and Special

Assistant to the VPSA

Anitra Calvin

Manager of Bookstore

Rose Naquin

Manager, Sodexo Magic (dining)

TJ Talibi

Manager, Sodexo Magic

(housekeeping)

Dwight Robertson

Manager, Copy Center

Ericka Jackson

ID Card Manager

Wanda Parker

Postal Center Manager

Robert Williams

Graduate Assistant

Quincy Rasin

Athletics

Convocation Annex • 520-7329

Assistant Vice President

Kimberly Gallow

Associate Athletic Director

Edward Cassiere

Assistant Athletic Director

Adrian Holloway

Head Baseball Coach

Alfred Williams

Head Basketball Coach – Men

Robert Browder

Head Basketball Coach – Women

Tyron Mitchell

Assistant Basketball Coach – Men

Whitney Kelley

Assistant Basketball Coach – Women

Leslie Ballard

Head Softball Coach

Alan Green

Tennis Coach

Yhann Plummer

Cross Country/Track and Field Coach

Pat Kendrick

Volleyball Coach

Cheer Team Coach
Assistant Director Recreation
and Club Sports

Glenn Caston

Melissa Brown

Campus Ministry

Director of Campus Ministry
Chaplain
Interfaith Chaplain

Lisa McClain

Fr. Etido Jerome

Mitchell Stevens

Community Standards

Senior Conduct Officer
and Director of Parent Programs

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Judy Bracy

Health and Wellness

Associate Dean of Health and Wellness
Clinical Director
Associate Director,
Counseling and Wellness
Associate Director,
Student Health Services
Medical Director
Nurse Practitioner
Staff Nurse
Disability Service Coordinator
Counselor
Counselor

St. Joseph A&H

Virginia Pellerin

Chantel Gant

Judy Warren

Robert Mercadel, M.D.

Joann Norman

Cheryl Thompson

Corvette Coleman

Robert Bryan

Inclusion and Social Justice

Assistant Vice President and
Chief Inclusion Officer
Inclusion and Social Justice Officer
LaVet Corp Navigator
Outreach Coordinator/
Community Services

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Kerri Alexander

Glenn Caston

DeShauyna Ware

Residential Education

Executive Director, Residential Education
and Off-Campus Housing

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Chermele Christy

Assoc. Director
Assoc. Director
Assistant Director
Graduate Hall Director
St. Michael Hall
Graduate Hall Director
St. Katharine Drexel Hall
Graduate Hall Director
Living Learning Center
Graduate Hall Director
St. Martin dePorres Hall
Graduate Hall Director
Off Campus Housing

Niara Woods
Ester Benton
Gary Smith

Taylor Scott

Teshika Thomas

Krystal James

Britnney LeClair

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Director, Student Involvement
Coordinator of Events

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Darryl Keller
Sharron Godfrey

Leadership Development

DeShauyana Ware

Outreach Coordinator
Coordinator of Traditions
and Special Events

Kendra Warren

Sierra Blanchard-Hodge

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University Center Manager
Building Supervisor
Building Supervisor
Building Supervisor

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Kendall Smith
James Williams
Patrick Gray
Devon Vallot

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Chief of Police
Deputy Chief and
Associate Director of Public Safety
Lieutenant

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Changamire Durall

Sarina Davenport
Angela Honora

