



TOUGALOO

1869

C O L L E G E



Student Handbook

2013-2016

"Where History Meets the Future"

MESSAGE FROM THE DEAN OF STUDENTS

Dear Students,

WELCOME TO TOUGALOO COLLEGE! We know that you are ready to help us develop and nurture an academic and social environment that encourages aggressive scholarship and harmonious living and learning. This Student Handbook serves as a guide to student activities, student life, and campus procedures.

The **Tougaloo College** Community has a structure that offers many formal and informal opportunities for academic and social growth, both inside and outside the classroom. The mission of Student Affairs is to provide progressive, high quality student-centered programs and services, while fostering an inclusive campus community in support of **Tougaloo College**. Our aspiration is to translate this belief into everyday behavior. We consider all students important. Your uniqueness is a valuable asset to our learning community.

The Student Handbook lists and explains many opportunities, as well as, outlines the responsibilities that go along with the guarded rights which are guaranteed to all members of the **Tougaloo College Family**. College policies, procedures, organizations and activities comprise much of the information you will find in your Student Handbook. If you are to fully enjoy and exercise the rights of a Tougaloo College student, you must be well acquainted with your Student Handbook.

We want your experience here at **Tougaloo College** to be truly memorable and rewarding, and we will provide you with the academic support services you need to succeed in your educational goals.

Tougaloo College... “Where History Meets the Future.”

Fred Alexander, '84
Vice President for Student Affairs
Dean of Students

TOUGALOO COLLEGE

www.tougaloo.edu



STUDENT HANDBOOK **Guidelines and Standards of Conduct**

STATEMENT OF ACCREDITATION

Tougaloo is accredited by the Commissioner on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate of Arts, Bachelor of Arts, and Bachelor of Science degrees.

STATEMENT ON EQUAL OPPORTUNITY

Tougaloo College does not discriminate in admission or employment by reason of race, physical handicap, color, religion or sex. The College is an equal opportunity employer.

INTRODUCTION

This Student Handbook is prepared by the Office of Student Affairs and is updated annually. It serves as a ready reference to the major regulations relevant to students at Tougaloo College.

Many of the policies are presented here in an abridged form; more detailed statements may be obtained from the Office of Student Affairs in Jamerson Hall. Where appropriate, the administrative office or individual with responsibility for developing, changing, or implementing specific policies has been noted. Students should also consult the catalog for policies relevant to academic programs.

New policies and procedures will be developed and current ones will be modified as the needs arise. As changes are made, they will be published to the student body in a timely manner.

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GENERAL INFORMATION

Vision Statement

Tougaloo College is a globally recognized institution whose distinctive strengths are academic excellence and social commitment. The College's living and learning environment prepares its students to become broadly educated, attain the academic capability for lifelong learning, develop morally and socially responsible character and take advantage of multiple avenues for interdisciplinary and experiential learning.

Mission

Tougaloo College is an independent, historically black, liberal arts institution, "*accessible to all regardless of race, ethnic origin, religion or creed*". Through its diverse curricula and fostering scholarly inquiry, the College prepares its students to be imaginative, self-directed, lifelong learners and mindful thinkers, committed to leadership and service in a global society.

Purpose Statement

Tougaloo acknowledges and respects its traditions; remains dedicated to the equality of all people; and continues to be a value-oriented community where students are guided by a concerned faculty and staff.

The members of this community apply current knowledge to prepare students for lifelong learning related to new information and emerging technologies, as well as to humane standards in a global society.

Tougaloo offers an undergraduate curriculum designed to encourage students to apply critical thought to all areas of life, to acquire a basic knowledge of the humanities, the natural sciences, and the social sciences, to develop skills required in selected professions; and to provide leadership in a democratic society and in a changing world.

Tougaloo intends that its students become self-directed learners and self-reliant persons capable of dealing with people, challenges and issues. Tougaloo College intends to contribute to the social, health, and educational needs of the local and state communities through a program of community service.

HISTORY OF THE COLLEGE

Tougaloo College is a private, coeducational, historically black four-year liberal arts, church related, but not church controlled institution. It sits on 500 acres of land located on West County Line Road on the northern edge of Jackson, Mississippi. In *Good Biblical Style*¹, one might say that the Amistad, the famous court case which freed Africans who were accused of mutiny after they killed a part of the captor crew of the slave ship Amistad and took over the vessel, begat the American Missionary Association, and the American Missionary Association begat Tougaloo College and her five sister institutions.

In 1869, the American Missionary Association of New York purchased five hundred acres of land from John Boddie, owner of the Boddie Plantation to establish a school for the training of young people “irrespective of religious tenets and conducted on the most liberal principles for the benefit of “our citizens in general”. The Mississippi State Legislature granted the institution a charter under the name of “Tougaloo University” in 1871. The Normal Department was recognized as a teacher training school until 1892, at which time the College ceased to receive aid from the state. Courses for college credit were first offered in 1897, and in 1901, the first Bachelor of Arts degree was awarded to Traverse S. Crawford. In 1916, the name of the institution was changed to Tougaloo College.

Six years after Tougaloo College’s founding, the Home Missionary Society of the Disciples of Christ obtained a charter from the Mississippi State Legislature to establish Southern Christian Institute (SCI) in Edwards, Mississippi. Determining later that Tougaloo College and SCI had similar missions and goals, the supporting churches merged the two institutions in 1954 and named the new institution Tougaloo Southern Christian College. Combining the resources of the two supporting bodies, the new institution renewed its commitment to educational advancement and the improvement of race relations in Mississippi. The alumni bodies united to become the National Alumni Association of Tougaloo Southern Christian College. In 1962, by vote of the Board of Trustees and with the agreement of the supporting bodies, the name was changed again to Tougaloo College.

Tougaloo College has gained national respect for its high academic standards and level of social responsibility. The College reached the ultimate demonstration of its social commitment during the turbulent years of the 1960s. During that period Tougaloo College was in the forefront of the Civil Rights Movement in Mississippi, serving as the safe haven for those who fought for freedom, equality and justice and the sanctuary within which the strategies were devised and implemented to end segregation and improve race relations. Tougaloo College’s leadership, courage in opening its campus to the Freedom Riders and other Civil Rights workers and leaders, and its bravery in supporting a movement whose time had come, helped to change the economic, political and social fabric of the state of Mississippi and the nation.

Aside from its social commitment, Tougaloo College has continued to strive to create an environment of academic excellence and a campus of engaged learners. The administration and

¹ Clarice T. Campbell and Oscar Allan Rogers, Jr., *Mississippi: The View from Tougaloo*, 2nd ed. (Tougaloo: Tougaloo College, 2002), 3.

faculty continue to challenge students to be prepared to take advantage of opportunities available in a global economy and to become leaders who will effect change. The faculty has grown in quality and size, diversity has been enhanced and the physical landscape and campus infrastructure is evolving. New curricula have been added. Partnerships and networking relationships have been established with many institutions such as Brown University, Boston College, Tufts Medical and Dental Schools, the University of Mississippi Medical Center, New York University and other international programs.

Tougaloo College has moved forward on many different fronts. Its graduates are distinguished and engaged in meaningful work throughout the world. As the College navigates through the twenty-first century, student success remains our highest aim – ensuring that they are prepared to meet the global challenges of a changing world.

The founders continue to light the way as each who has gone before *has cut this road to last*. In 2002, the College welcomed its thirteenth president and first female to the distinguished list of leaders who have served.

TOUGALOO COLLEGE PRESIDENTS

Reverend Ebenezer Tucker (Principal) 1869-1870	Dr. Samuel C. Kincheloe 1956-1960
Mr. A. J. Steele (Principal) 1870-1873	Dr. A. D. Beittel 1960-1964
Reverend J. K. Nutting (Principal/President) 1873-1875	Dr. George A. Owens (Acting) 1964-1965
Reverend L.A. Darling (Principal/President) 1875-1877	Dr. George A. Owens 1965-1984
Reverend George Stanley Pope 1877-1887	Dr. Herman Blake 1984-1987
Reverend Frank G. Woodworth 1887-1912	Dr. Charles A. Baldwin (Acting) 1987-1988
Reverend William T. Holmes 1913-1933	Dr. Adib A. Shakir 1988-1994
Mr. Charles B. Austin (Acting) 1933-1935	Dr. Edgar E. Smith (Acting) 1994-1995
Reverend Judson L. Cross 1935-1945	Dr. Joe A. Lee 1995-2001
Dean L.B. Fraser (Acting) 1945-1947	Dr. James H. Wyche (Acting) 2001-2002
Dr. Harold C. Warren 1947-1955	Dr. Beverly Wade Hogan 2002 – present
Mr. A.A. Branch (Acting) 1955-1956	

STUDENTS, FREEDOMS, RIGHTS, AND RESPONSIBILITIES

Tougaloo College endeavors to provide an environment in which students may develop their intellectual and personal capacities to the highest potential. Realizing that freedom of inquiry and expression are essential to a learning environment, students are encouraged to develop a capacity for critical judgment and engage in independent search for truth. It is the responsibility of students, faculty, and administrative personnel to provide an environment conducive for freedom to learn, teach, work, and play.

Institutional Safeguards of Student Rights

The selection of students for admission to Tougaloo College shall not be determined by race, color, religion, creed, gender or national origin. College facilities and services are available to all enrolled students. The use of facilities is scheduled through the Office of Facilities and Real Properties Management.

Campus organizations shall be open to all students, without respect to race, religion, creed gender, or national origin. Students and student organizations are free to discuss all questions of interest to them, and to express opinions publicly and privately, subject to laws of libel and slander. They are also free to support causes by orderly legal means which do not disrupt the regular and essential operations of the College.

Academic Freedom

Students are responsible for attending classes and learning thoroughly the content of any course which they are taking. They are free to question or reserve judgment about matters of opinion and data presented in class. **(Class attendance is required at Tougaloo College.)**

Student Participation in Institutional Government

Students are encouraged to actively participate in the government of Tougaloo College by serving as members of the College community. By expressing their views on issues in policy-making operations and in the administration of policy on campus, students provide a viable link of communication between faculty, students, and administration. Representatives to committees are appointed by the President of the Student Government Association (S.G.A.), by a vote of the Student Government Association Council.

The Student Government Association is composed of elected student representatives from the four classes which compose the student body. The S.G.A. operates under the authority granted by the faculty, administration and Board of Trustees of the College, and functions as an autonomous legislative body under its Constitution.

Off Campus Freedom of Students

As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and are subject to the same civil and criminal laws as other citizens.

Students apprehended for off-campus violations of the law are clearly within the jurisdiction of civil authorities. Students found guilty of off-campus violations and punished by civil authorities may be subject to judicial action on campus. In addition, for counseling purposes, the College reserves the right to review such cases and make recommendations regarding the student and his relationship to the College.

If students or outsiders are engaged in acts which violate the law, the student may be subject to judicial procedures on campus, but, at the same time, it may be necessary to initiate action by the civil authorities against the outsider. The student may also be subject to judicial procedures in civil or criminal court depending on the offense.

Method of Amending

Amendments to the statement on Student Freedom, Rights and Responsibilities must be presented to the Dean of Students in typewritten form. The proposed amendment must be supported by not less than 50 students and not less than 10 faculty members. Approval by the Board of Trustees, President, Student Government Association, and Administrative Council will be necessary for the approval of the amendment. Final adoption of the amendments is subject to the approval of the President and the Board of Trustees of Tougaloo College.

Student Complaint

The Office of Student Affairs serves as a vehicle for all students who wish to lodge complaints or seek assistance regarding matters as they relate to the institution. Students must first register their complaints by filing a Student Complaint Form in the Office of Student Affairs. All matters which fall under the purview of Student Affairs will be forwarded to the immediate supervisor in that area for resolution. If the complaint is not resolved, students may use the following process:

- a. Complaints which are not resolved at the first level of contact will be referred to the next supervisor until it reaches the vice president of that area.
- b. If complaints are still not resolved, it could be forward to the President of the College for resolution. This may entail forwarding all relevant documents to the President of the College.

If the nature of a complaint is not directly related to an area under the administrative responsibility of the Vice President for Student Affairs, the complaint will be referred to the staff or administrative supervisor who has responsibility that area of complaint.

Student Grievances (Faculty/Staff)

If a student has a grievance against a faculty member, the student must attempt to resolve the problem with the teacher. If a satisfactory resolution is not achieved, the student contacts the

department chair. If the matter is not resolved with the department chair, the student may appeal to the division dean. If it is not resolved at this point, the Vice President for Academic Affairs will, at the written request of the student, appoint an ad hoc committee consisting of the department chair, the division chair, the Dean of Students or his representative, and four students nominated by the Student Government Association and approved by the Vice President for Academic Affairs.

The Vice President arranges the first meeting. The committee elects its own chair and secretary. It hears the grievance with both sides present to present the evidence, call witnesses, and make rebuttal. The committee makes a recommendation to the Vice President for Academic Affairs who recommends to the President for a final decision. The faculty member retains ultimate academic authority over evaluation and grading.

If a student has a complaint against a staff member, he/she should attempt to resolve the problem with the staff. If a satisfactory resolution is not achieved, the student should contact the immediate supervisor. If resolution is not achieved, the vice president of the division should be contacted for resolution.

Persons who wish to register a complaint, may do so by filing a written (formal) report in the Office of Student Affairs in Jamerson Hall.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
 - Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record (s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records in which the student believes are inaccurate or misleading.
 - Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures of Tougaloo College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**FAMILY POLICY COMPLIANCE OFFICE
U. S. DEPARTMENT OF EDUCATION
600 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20202-4605**

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Tougaloo College students have a right to review, inspect, and challenge the accuracy of information in educational records kept by the institution.

However, the following student records are not included among educational records under the Buckley Amendment and, therefore, are not subject to the Buckley Amendment's requirements pertaining to student access or challenge:

- Private notes or records held by educational personnel are not accessible to or revealed to any other person;
- Campus law enforcement records are maintained by the College's security personnel separately from other records and disclosed only to the law enforcement officials in the same jurisdiction;

- Student medical or psychiatric records are created and maintained solely for treatment purposes;
- Records that relate exclusively to a student in his capacity as an employee are made and maintained by the College in the normal course of its business;
- Parents' financial information, including statements submitted in connection with scholarship applications; and
- Records containing information obtained after the student is no longer enrolled, such as post-transfer or alumni affairs.

The Buckley Amendment also specifies that records cannot be released without the prior written consent of the student, except in the following situations:

- To school officials and faculty who have legitimate educational interest;
- To accrediting organizations and government-authorized audit or evaluation programs;
- In connection with financial aid for which the student has applied or which the student has received;
- To parents of a "dependent student", as defined in Section 152 of the Internal Revenue Code of 1954;
- To comply with a judicial order or lawfully issued subpoena;
- In connection with a health or safety emergency;
- To the student himself/herself; or
- To others where the information is classified as directory information.

The following categories of information have been designed by Tougaloo College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution released without your consent, you should notify the Office of Admissions and the Office of Student Affairs.

As additional assurance that student records are protected from improper disclosure, academic, disciplinary, financial aid, and health records are stored separately. The Registrar is responsible for permanent education records. An official copy (signed and sealed) of a transcript of record or verification of graduation from such a record, will be transmitted directly to a legitimate educational institution, hospital, governmental agency, or employer at the request of the student

(or graduate) involved. Unofficial copies of a transcript will be made available to the student (or graduate) involved on his/her request.

Records of disciplinary actions not involving the student's eligibility for readmission will be maintained by the College as the responsibility of the Dean of Students until graduation, at which time these records will be destroyed. In case of a non-graduate who is not eligible for readmission, such records will be destroyed at time of withdrawal or expulsion. Transcripts of cases where disciplinary action leads to a student's ineligibility for readmission to the College (suspension or expulsion), will be revealed to College officials who have a legitimate need to know in the discharging of their official duties.

Financial aid records will be maintained by the College as long as the student (or graduate) has a promissory note or notes outstanding through a college loan program. Except for the purpose of official audits, financial aid records will be made available to persons outside the College only upon formal written request of the student (or graduate) involved.

Student health records will be maintained by the College Health Center, as prescribed by professional ethics and the laws of the State.

Tougaloo College observes all federal and state legal requirements regarding confidentiality, accessibility and maintenance of student records.

JEANNE CLERY DISCLOSURE OF PUBLIC SAFETY POLICY AND CAMPUS CRIME STATISTICS ACT

Tougaloo College complies fully with the published mandates of the Student Right-to-Know and Public Safety Act (Public Law 101-542), the Higher Education Technical Amendment of 1991 (Public Law 102-26), the Higher Education Amendment of 1992 (Public Law 102-325) and the Jeanne Cleary Disclosure of Public Safety Policy and Campus Statistics Act (20 U.S.C. Section 1092 (f)).

Each year, Tougaloo College prepares and publishes an annual report containing the information required by Section 485 (f) of the Higher Education Act or 20 U.S.C. Section 1092 (f) and distributes it in the student handbook, on the College web page, and handouts throughout the year. Handouts are available in the Human Resources Office, Registrar's Office and the Office of Student Affairs. This information is distributed to all employees, applicants for employment and students when a request is made.

Student Right-to-Know and Public Safety Act

During the periods indicated, the following offenses were reported to have occurred on Tougaloo College campus:

Classes of Offenses	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
Homicide	0	0	0	0	0	0	0	0	0	0
Sex Offense	1	1	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Burglary	14	8	23	12	6	8	9	9	4	4
Aggravated Assault	0	0	0	0	0	1	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	1	0	0
Total	15	9	23	12	6	9	9	10	4	4
Classes of Offenses	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
Alcohol Law Violations	2	2	4	10	1	0	1	1	0	0
Drug Violations	5	2	5	5	4	1	1	1	3	0
Weapons	2	0	0	1	1	2	1	0	0	0
Total	9	4	9	16	6	3	3	2	3	0

* October 1, 2011 - Caveat: Drug violation result in arrest by local police department

Campus Safety

Public Safety personnel are employees of the College and operate 24 hours a day, 7 days a week to assist in the maintenance of the collegial and orderly atmosphere on the campus. The office has the responsibility for the management of campus parking, fire, crime prevention, emergency

preparedness, and overall campus safety. The office provides logistical support for large campus events, and offer special educational programs on safety and personal protection.

The Public Safety Officers routinely conduct vehicle and foot patrols on campus and report state law violators, as well as, college policies and regulations violations. Public Safety works closely with other community law enforcement agencies, such as the Jackson Police Department and the Madison County and Hinds County Sheriff's Department, in investigations of shared concern.

All students, faculty and staff members must assume responsibility for their own personal safety and security of their personal property by practicing common sense and good judgment. The cooperation and involvement of the College community in a campus safety program is essential to its success. The College community is encouraged to report all criminal activity occurring on campus to Public Safety, located in Jamerson Hall, during the regular business hours or at the Guard House, which is manned 24 hours a day.

The College has a Judicial System with detailed disciplinary standards, procedures, and sanctions which are spelled out in this [Student Handbook](#).

Counselors are available to assist with crisis situations. All counseling services are confidential. The offices are located in Jamerson Hall, during regular business hours; on campus call 7818 or 7821, off campus 601-977-7818 or 601-977-7821. After hours, contact Public Safety for referral (ext. 7857/6180).

The following steps should be taken to report criminal actions or other emergencies occurring on campus:

1. If the emergency occurs in the residence hall, contact the Residential Hall Coordinator or Security (ext. 7857).
2. If the emergency occurs on the campus away from the residence hall, contact Public Safety (ext. 7857/6180).
3. If the emergency occurs away from the campus, Call 911.

Public Safety will respond immediately to assess the situation and call the appropriate local agency (police, ambulance, fire department, or campus health provider). NOTE: Contact the Dean of Students (601-977-7815) for follow up.

Public Safety routinely makes reports to Facilities Management of potential safety and security issues noted during patrol. Residents of on campus housing should always keep the doors and windows locked to ensure a greater degree of safety for persons and property. It is the duty of Public Safety to ensure the following:

1. All residence halls are closed to the public at 12:00 midnight. Security officers will open the doors for students to enter, upon proper identification.

2. Persons on campus, after midnight, should be going or coming from campus facilities and not loitering on campus or sitting in automobiles.
3. Proper identification must be presented to security officers upon request by students, staff, administrators and faculty.
4. All faculty, staff, administrators are to be logged into buildings after midnight and on holidays.

This handbook in plain and simple terms, outlines the steps that a student should take with respect to reporting crimes and complaints to Public Safety, so that the students will be aware of the same.

Persons who wish to register a complaint, may do so by filing a written (formal) report in the Office of Student Affairs in Jamerson Hall.

TOUGALOO COLLEGE ALCOHOL AND DRUG POLICY

The College is committed to maintaining a drug-free environment and will not tolerate the possession, manufacture, use or distribution of illegal drugs by its students, staff, faculty or administrators. The College provides counseling, referrals, educational programs and other assistance to students, faculty, and staff who seek help with alcohol and other substance related problems.

Students who violate the alcohol and drug policy may be subject to various sanctions, conditions and/or restrictions as deemed appropriate.

The Mississippi State Statutes provide the following as furnishing of alcoholic beverages to minors, etc.:

It is a violation for any permittee, or any other person, to sell, furnish, dispose of, or give any alcoholic beverage to any person under the age of 21 or they shall be guilty of a misdemeanor. Additionally, any person under the age of 21 who purchases, receives, or has in his or her possession in any public place, any alcoholic beverage, shall be guilty of a misdemeanor and shall be charged a fine of not more than \$200.

It is also unlawful under Mississippi Statutes

1. To sell, give or furnish any beer or wine to any person visibly or noticeably intoxicated, to any insane person, to any habitual drunkard, or to any person under the age of twenty one (21) years;
2. For any person under the age of twenty one (21) years to purchase or possess any light wine or beer. Any such violators will be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not less than twenty five dollars (\$25), not more than five hundred dollars (\$500) and/or a sentence to not more than thirty (30) days of community service;

3. For any person under the age of twenty one (21) years to positively state he is twenty one (21) years of age or older for the purpose of possessing any light wine or beer, such act shall be a misdemeanor and upon conviction, shall be punished by a fine of not less than twenty five dollars (\$25), or not more than five hundred dollars (\$500) and/or a sentence of not more than thirty (30) days of community service.

A person who is at least eighteen (18) years of age, but under the age of twenty one (21), may possess and consume light wine or beer with the consent of his parent or legal guardian in the presence of his parent or legal guardian, and it shall not be unlawful for the parent, legal guardian, or spouse of such person to furnish light wine or beer to such person who is at least eighteen (18) years of age.

In addition to criminal penalties, civil liability may be incurred by one's behavior under the influence of alcohol or by the behavior of another person to whom one has provided alcohol.

The above information on state laws is intended only to provide brief summary of some relevant statutes. Every individual is personally responsible for his or her own awareness of the law, and for consulting qualified legal advice as needed.

The College does not condone violations of federal and state laws regarding any illegal drugs, narcotics and dangerous drugs. The use, possession, or distribution of intoxicants, narcotics or dangerous drugs, such as marijuana and LSD, except as expressly permitted by law, are not permitted.

Mississippi State Statutes provide that any person who knowingly distributes or dispense a controlled substance, including, but not limited to marijuana, or maintains any shop, warehouse, dwelling, vehicle, boat, aircraft or other structure and dispenses or sells controlled substances from such place, vehicle or structure, shall be guilty of a crime. The penalties for violation of the statute vary, according to whether the act is a first or subsequent offense. The penalties range from conviction and imprisonment of more than 3 years or a fine of not more than \$3,000, or both to imprisonment of not more than 30 days and a fine of not less than \$1,000,000, or both. It is also unlawful for a person who is not authorized by the state Board of Medical Licensure, State Board of Pharmacy, or other lawful authority to use or possess with intent to use paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substance Law.

A schedule of controlled substance is contained in the Uniform Controlled Substance Law and includes opiates as well as opium derivatives, such as heroin, likewise, any material, compound, mixture or preparation which contains any quantity of hallucinogenic substances, their salts, isomers, or salts of isomers, is prohibited and includes such drugs as marijuana, mescaline, opiate and amphetamines. Additionally and specifically, cocaine or coca leaves is specifically prohibited.

Another list of drugs for which it is a violation to possess, distribute or utilize is contained in the Uniform Controlled Substances Law and you are referred to that list for further controlled substances. A copy of that can be found in the College Library and within the Student Right to Know Public Safety Manual, and this Student Handbook.

SEXUAL MISCONDUCT

Tougaloo College considers the personal and physical safety of students and employees to be a high priority to the learning and working environment. Every member of the college should be aware that the college is strongly opposed to sexual misconduct and that such behavior is prohibited both by state law and by college policy. It is the intention of the college to take immediate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

All forms of sexual misconduct are regarded as serious offenses, which will result in disciplinary action, including, but not limited to suspension or expulsion. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges and actions taken under college regulations.

Sexual Assault

Definitions

1. *Sexual Assault* (including, but not limited to rape) is defined as any kind of sexual conduct or sexual physical contact that is non-consensual, involves force, threats, or any form of coercion or intimidation committed against a person or person(s) regardless of gender.
 - a. Sexual conduct can be oral, vaginal, or anal penetration, even if only slightly entering the body with any object.
 - b. Sexual physical contact includes, but is not limited to, contact with the genitals, breasts, groin, mouth, buttocks or other bodily orifice. The amount or lack thereof, of clothing being worn by either person(s) is of no consequence in determining whether sexual physical contact has occurred.
 - c. *Rape* is the entering into, engaging in, or continuing to engage in sexual intercourse, which involves an act of vaginal, oral, or anal penetration with another person when occurs against that person's will or without that person's consent.
2. *Sexual exploitation* occurs when a person(s) takes non-consensual, unjust or abusive sexual advantage of another for personal or for a third party own advantage or benefit. Sexual exploitation includes, but is not limited to, prostitution, videotaping, voyeurism, drug-facilitated sexual assault, and concealing of spectators.

3. *Consent* is freely and actively given; it is the informed and mutual understanding of words and actions, and the implications and consequences of a mutually agreed upon sexual act(s). It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he or she has consent from their partner(s) at every stage of sexual interaction. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity.

A person(s) unable to consent includes, but is not limited to:

- a. An unmarried person, under the age of 17 or younger.
- b. A person who is mentally or physically incapacitated (e.g., one rendered incapable of knowing or controlling his or her conduct, or incapable of resisting an act, due to the influence of any drug, narcotic, anesthetic, alcohol, or other substance; or one whose mind is lacking in sufficient capacity to be able to understand and appreciate the act, its implications, and consequences

Procedures for Reporting Sexual Assault

Campus and Community Response

Tougaloo College's coordinated response to sexual assault provides several options for reporting or for seeking help. Victims may report a sexual assault to any member of the campus community. Victims are encouraged to access the resources available through the Office of Student Affairs to initiate a complaint for a policy violation through the campus judicial system and/or for counseling services/referrals.

Individuals in the campus reporting options listed below are trained on how to appropriately respond to occurrences of violence on campus. Confidentiality will be maintained at the greatest extent possible and reports will be dealt with promptly.

- Office of Residential Life (director, residential hall coordinator, resident assistant)
- Office of Counseling Services
- Dean of Students
- Health and Wellness Center
- Public Safety

The community victim service providers listed below are available to provide forensic medical examinations, mental health counseling, crisis intervention, and legal assistance to persons who may seek off-campus assistance. A forensic medical examination or the "rape kit" is administered at the University Medical Center (UMC) to rape victims, **at no cost**, within 72 hours following the assault. Victims are provided a rape crisis counselor upon arrival to the Emergency Room (ER) and a law enforcement officer is notified. However, filing a police report is optional.

- Catholic Charities Rape Crisis Center (24 hour crisis line, 601-982-7273)

- Center for Violence Prevention (24 hour crisis line, 1-800-266-4198)
- University Medical Center (601-984-4000)

(Please see How to Report a Sexual Assault policy in this handbook)

In responding to reports of sexual assault, the College seeks to provide redress for the victim, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

A charge of sexual assault against a student will be handled by the Office of the Dean of Students under the normal College judicial processes. The Dean of Students has the discretion to suspend a student accused of sexual assault, pending a hearing. If found guilty of sexual assault, a student may face suspension for one year or expulsion. (See Campus Governance, pg. 24)

Sexual Harassment

Tougaloo College will not tolerate sexual harassment or assault in the workplace. Management, at all levels, is responsible for taking corrective action to prevent harassment in the workplace. An employee or student has the right, at any time, to raise the issue of sexual harassment or assault without fear of reprisal. Allegations of sexual harassment or assault will be promptly investigated giving due regard to the need for confidentiality.

Willfully making a false report of the sexual harassment or assault is a violation of College policy and is a serious offense. Any person who willfully makes a false report of sexual harassment will be subject to disciplinary action up to and including termination.

The College must know about incidents of sexual harassment and/or assault in order to stop them. Any employee who experiences or witnesses sexual harassment or assault is strongly urged to report the incident to their immediate supervisor. If the supervisor is involved, the incident must be reported to upper level management.

Every possible effort will be made to ensure the confidentiality of information received as part of the College's resolution and grievances procedures. In the event that an employee has a sexual harassment or assault complaint, the proper procedure designated below should be followed.

1. *Sexual Harassment* is defined as any unwanted physical, verbal or sexual advances, request for sexual favors, and other sexually oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to epithets, derogatory or suggestive comments, slurs, or gestures, or offensive postures, cartoons, pictures, or drawings, and patting or excessive touching.
 - a. *Quid Pro Quo Harassment*--Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission or rejection of such conduct is made a condition of academic evaluation or the conferral of any benefit. It involves an implicit or explicit threat that if the student does not accede to the sexual demands of someone in authority he or she will suffer adverse consequences.

2. After notification of the employee or student complaint, an investigation will immediately be initiated to gather the facts about the complaint by one of the above listed individuals.

After an investigation has been completed, the President shall make a determination. If warranted, disciplinary action against the individual harassing the employee or student will be taken up to and including immediate involuntary termination.

Controlled Substances—Uses and Effects

	Class*	Trade or Other Names	Medical Uses	Dependence (Physical/Psycho.)	
NARCOTICS					
Opium	II III V	Dovers powder, Paregoric,	Analgesic, antidiarrheal	High	High
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive	Mod.	Mod.
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High
Hydro- morphone	II	Dilaudid	Analgesic	High	High
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-low
Other narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-low	High-low
DEPRESSANTS					
Chloral Hydrate	IV	Noctec	Hypnotic	Mod.	Mod.
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-mod.	High-mod.
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High
Glutethimide	III	Doriden	Sedative, hypnotic	High	Mod.
Other depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Mod.	Mod.
STIMULANTS					
Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High
Amphetamines	II	Biphentamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High
Phenmetrazine	II	Preludin	Weight control	Possible	High
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Mod.
Other stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mefliat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High
HALLUCINOGENS					
LSD	I	Acid, Microdot	None	None	Unknown
Mescaline, Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown
Amphetamine variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High
Phencyclidine analogues	I	PCE, PCPy, TCP	None	Unknown	High
Other hallucinogens	I	Bufotenine, Iogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown
CANNABIS					
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Mod.
Tetrahydro- cannabinol	I II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Mod.
Hashish	I	Hash	None	Unknown	Mod.
Hashish oil	I	Hash Oil	None	Unknown	Mod.

* "Class" refers to one of the five schedules of controlled substances established by the federal Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended 21 U.S.C. Section 801 and following.

Tolerance	Duration Hours	Usual Method of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS					
Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability tremors, panic, cramps, nausea, chills, sweating
Yes	3-6	Oral, smoked, injected			
Yes	3-6	Oral, injected			
Yes	3-6	Injected, sniffed, smoked			
Yes	3-6	Oral, injected			
Yes	3-6	Oral, injected			
Yes	12-24	Oral, injected			
Yes	Varies	Oral, injected			

DEPRESSANTS					
Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Yes	1-16	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			

STIMULANTS					
Yes	1-2	Sniffed, smoked, injected	Increased alertness, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temp., hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			

HALLUCINOGENS					
Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Yes	8-12	Oral			
Yes	Varies	Oral, injected			
Yes	Days	Smoked, oral, injected			
Yes	Days	Smoked, oral, injected			
Possible	Varies	Smoked, oral, injected			

CANNABIS					
Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientated behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite
Yes	2-4	Smoked, oral			
Yes	2-4	Smoked, oral			
Yes	2-4	Smoked, oral			

College Policies

1. Agents for Business

All campus organizations desiring to conduct drives, sales or collections of any kind, must receive permission for the activity from the Office of Student Activities, 48 hours prior to the date of the sale, drive or collection. Signs advertising activities or sales must be approved in the Office of Student Activities prior to posting in compliance with the Posting of Signs Procedures.

2. Campus Protest Policy

The right of peaceful protest is granted within the college community. The institution retains the right and assumes the obligation of assuring the safety of individual, the protection of property and the continuity of the educational processes. Orderly picketing and other forms of peaceful protest are permitted by the college and on the premises subject to the following limitations:

- a. Interference with progress to and from College facilities, interruption of class or damages to property.
- b. Any student, group or organization on campus recruiting, provided that the protest does not interfere with any other student's rights to be interviewed.
- c. The College may choose its own method of discipline in handling the situation.

3. Closing of Campus Facilities

All residence halls are closed to the public at midnight. Security Officers will open doors for students to enter upon proper identification.

Persons on campus after midnight should be going or coming from campus facilities and not loitering on campus or sitting in automobiles. Proper identification must be presented to Security Officers upon request.

4. Disruptive Activities

Dissent is the right of free men and women and sometimes the special obligation of members of the academic community. The existing structure allows members of the College community to voice their opinions through established channels of communication. No member or group within this institution shall be allowed to bring to a halt the essential operation of the College no matter how serious or urgent he or she may believe the grievances to be.

The Office of Student Affairs is charged with maintaining a community where the education process will not be hampered.

The following types of disruptive activities are illustrative or behaviors that are not legitimate tactics of dissent:

- a. Physical violence against any member or guest of the Tougaloo College community.
- b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class, but also interference with the freedom of any speaker properly invited by an organization, campus group or activity).
- c. Theft or willful destruction of College property or the property of members of the College community.
- d. Forcible interference with the freedom of movement of any member or guest of the College.
- e. Unauthorized entrance to, or possession of, the offices or records of any members of the College community.
- f. Noise Ordinance

Tougaloo College is committed to maintaining an environment which does not disrupt the academic integrity of the institution. Therefore, it is necessary that we institute the following noise ordinance must be adhered to:

- 1. No one has the right to create unnecessary noise.
- 2. The proliferation of boom boxes, portable audios, tape players and CD players being played outside of dwellings, sidewalks, in the park, on steps, and porches of buildings is prohibited. Individuals who find it necessary to operate them with headsets or head phones attached so that the persons who desire to listen to these devices may enjoy them in comfort and that they may not be permitted to create a nuisance in the College community.
- 3. Owners of vehicles are prohibited to play loud music while operating or driving through campus.
- 4. Music with excessive profanity or demeaning terms is prohibited at all times.
- 5. Unnecessary horn blowing on campus is prohibited.
- 6. All campus facilities including residence halls are under quiet hour, which means that noise levels should be moderate.

The College does not wish to rely upon the powers of outside agencies in handling disturbances on campus. Therefore, it becomes essential that dissenters comply with appropriate requests by College officials to terminate any actions which are contrary to the interests of the academic community or jeopardize the rights and safety of its inhabitants.

Tougaloo intends to be in full compliance with the City of Jackson's noise ordinance. Offenders will be forwarded to the Judiciary Council where a decision will be followed as outlined in the Judicial Process. Off campus violators will be subject to being banned from the campus.

5. Dress

While the College understands the constant changes in fashion, Tougaloo College students are expected to dress in a manner representative of a higher education institution and an educated individual. To create an environment that promotes a positive and

healthy atmosphere, the following are guidelines set forth for dress on the campus of Tougaloo College:

1. During special occasions (convocations, graduate and professional school conference, employment opportunities, coronation, banquets, etc.) business or formal wear (shirt and tie, business suit, blazer and dress skirt/slacks, or dress) (dinner dress, formal, business, or tuxedo) should be worn.
2. Other events such as social or sport events (i.e. Greek shows, dances, inter-collegiate athletic competitions) require informal and respectable apparel.
3. Male headdress such as hats, caps, and “do rags” are inappropriate for males in all indoor functions.
4. “Do rags”, stocking caps, or scarves are inappropriate for a higher education environment.
5. Male dress that includes sagging or unbelted pants is also considered inappropriate.
6. Female students are expected to present themselves in appropriate dress at all times.
7. Inappropriate dress may include midriff tops, short shorts (boy shorts), halter-tops, or other apparel of a revealing nature that is worn publicly.
8. All students must wear shoes, boots, or footwear made for outside.
9. Dress, grooming, and hygiene should not disrupt the academic process.
10. Additional dress requirements may be mandated for students participating in extracurricular activities.
11. Pajamas, night clothes, stocking caps, hair rollers, and bedroom slippers shall not be worn outside of the residence halls.
12. Clothing which allow undergarments to be visible is not permitted. (This includes sports undergarments)

Students that continue to violate this policy may be subject to disciplinary action.

6. Freedom of Speech and of Press

Students have the freedom of speech and freedom of press. These freedoms are not to be used to violate the rights of others and should conform to local, state and federal statutes.

7. Immoral Relationship

Immoral acts by students on campus will result in disciplinary action. Such acts include obscene gestures, improper body exposures, stripping, vulgar/abusive language toward or in the vicinity of students, employees, or visitors of the College.

8. Intoxicating Beverages

- a. Intoxicating beverages will not be brought onto campus.
- b. The sale of intoxicating beverages on College property is prohibited.
- c. Intoxicating beverages will not be served at any college-sponsored student function.

9. Married Students

Living accommodations are not provided for married couples. However, a married student may have the privilege of living in the residence halls, providing he or she is willing to adjust to regulations of the residence halls and the College.

Students who marry during their period of matriculation, must register their marital status in the Office of Student Affairs.

10. No Smoking Policy

Tougaloo College is committed to the promotion of good health for its entire college community. To establish and maintain the most effective, safe environment possible, including the elimination of potential fire hazards resulting from smoking materials; the College is smoke-free. Smoking by students, staff, faculty, visitors, and repairperson is not permitted on campus including offices, classrooms, residential halls, labs, cafeteria, etc. This also includes all College rental and privately owned vehicles used for transportation on and off campus.

The following Disciplinary Action will be imposed for any violators:

1st time – Written Warning

2nd time - \$50.00 fine

3rd time - \$75.00 fine

4th time – \$100.00 fine

5th time – \$150.00 fine

Any violations of this policy will be handled through the standard disciplinary procedures which includes the imposition of a fine not to exceed one hundred fifty dollars (\$150). Fines can be placed on students' accounts and faculty and staff fines may be placed on payroll deduction at the earliest check issuance to be paid.

The College will not permit:

- Smoking in any campus building or during any campus event or activity.
- The sale of tobacco products on campus or college sponsored events
- The advertising and distribution of tobacco products on campus or at campus events or activities.
- The use of the school logo on any smoking paraphernalia such as cigarette lighters, ash trays, etc.

The College will:

- Provide assistance to those who need help with smoking cessation via a referral to American Lung Association smoking cessation classes.
- Create and nourish an atmosphere in which smoking is seen as a socially unacceptable and unhealthy habit.

Responsibility

Staff - Each manager/supervisor is responsible for enforcing the policy among his/her employees. Candidates for employment will be told, prior to hiring, of this policy and the expectation.

Faculty - Each department chairperson is responsible for enforcing the policy among the faculty members in his/her department

Students - Residential Hall Coordinators and Resident Assistants are responsible for enforcing the policy in the residence halls and during residence hall activities. Continued violations by students may lead to suspension from the residence hall.

Public Safety – The Office of Public Safety is responsible for enforcing the policy with visitors, students, staff, faculty, and vendors when appropriate. Courtesy and diplomacy must be used when enforcing this policy campus-wide.

Students found in violation of this policy will be fined \$50.00 dollars for the first offense and subject to disciplinary action for further violations. Tampering with fire alarms is an illegal offense and punishable by immediate suspension from the residence hall.

11. Outdoor Meetings and Rallies

Unscheduled outdoor meetings and rallies may be held as long as they are conducted within the framework of the institutional governance and/or the orderly processes of the College. Meetings and rallies held outdoors should not disrupt classes or other scheduled meetings in buildings.

12. Pets

Students are not allowed to keep pets of any type in the residence halls or on the property of Tougaloo College.

13. Public Intoxication

- a. Public intoxication is prohibited.
- b. Individuals are held responsible for their actions while intoxicated.

14. Registration and Parking Decals

All vehicles must be registered with Public Safety. A person must show evidence of vehicle registration, proof of automobile liability insurance, and a current tag. Decals for parking on campus will cost \$10.00 for students and \$25.00 for faculty and staff.

15. Violation of Law

Violation of local, state, or federal law on campus is prohibited. Violations off campus which constitute an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the College community, and the student will be subject to disciplinary action by the College. Additionally, Tougaloo College has the right to sanction its students for off campus violations. Tougaloo College has the right to sanction each student violator regardless of court hearings, upcoming court dates, and/or the outcomes of such hearings.

16. Visitors

Visitors who violate campus rules may be banned from the campus by the administration of the College.

CAMPUS GOVERNANCE

Tougaloo College does not establish regulations designed to cover in detail all matters of student conduct. Student conduct that is academic in nature is handled in the Office of Academic Affairs. The primary purpose of the College's policies and guidelines is to preserve and support an environment that encourages academic excellence, and interpersonal growth and development.

The expectation of the College is that common standards of morality in academic and community affairs are respected by students, faculty and staff. All members of the College community are equally responsible for maintaining the moral and intellectual integrity of the College and individuals. It is important for students to have proper identification at all times.

Judiciary System

Rationale

To protect and preserve a quality living/learning environment for all persons who live, teach, study, work, and have social interactions in the College community. Individuals who violate College guidelines and policies will be accountable to the College and may be accountable to civil authorities.

Judicial Council

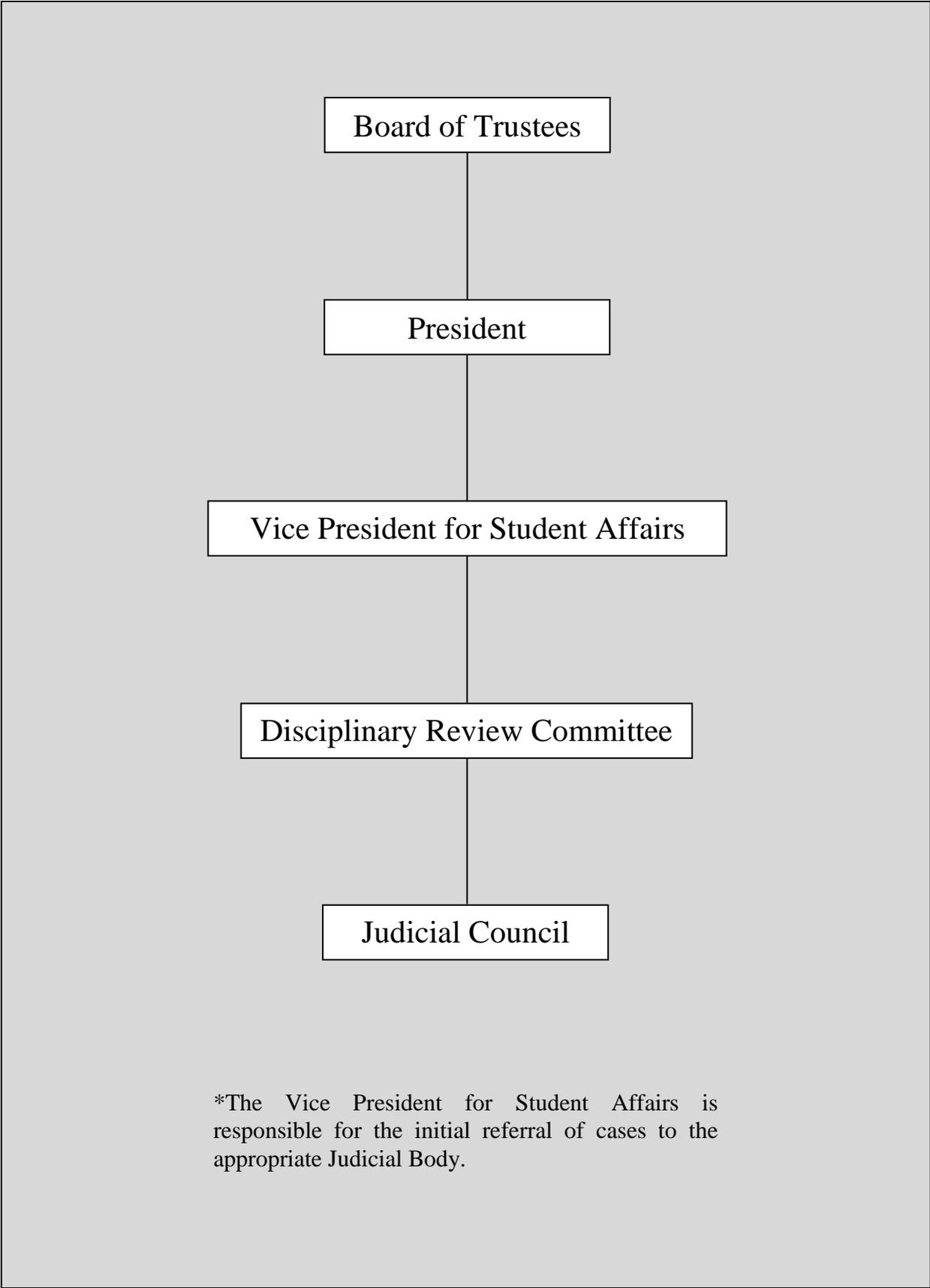
When a student is accused of violating the policies or guidelines set forth by the College, it becomes necessary for the Judicial Body to initiate the judicial process. Under the process, there shall be no deprivation of due process, no discrimination because of race, religion, creed, color, gender, physical handicap nor unreasonable or arbitrary action directed towards the accused. The Judiciary Council will establish a rule for each individual case.

Judicial Council Membership

The Council is chaired by the Judiciary Chairperson, a student who is elected to the position. Other members include two representatives from the faculty, two representatives from the student body (appointed by the Student Government Association) and one representative from the administration staff (appointed by the College President). All members serve for one year. The Coordinator of Judicial Affairs will govern the hearing proceedings.

The Judiciary Chairperson is responsible for the following:

1. Inform Council members of the date, time and place of the hearing.
2. Reserve the site for the hearing.
3. Opens and closes the hearing, records the proceedings, and communicates the decision of the Council to the defendants at the conclusion of the hearing.
4. Submits the decision of the Council to the Dean of Students for further action.



*The Vice President for Student Affairs is responsible for the initial referral of cases to the appropriate Judicial Body.

Parameters of the Judicial Council

The Judiciary Council hears cases of violation by students of general college regulations, codes of conduct, or violations of specific policies set forth by the institution. These cases are referred to the Council by the Dean of Students. **Exceptions to be made by the President of the College or his/her designee, include cases of emergency as outlined below:**

1. Acts that endangers or seriously threaten the life or physical safety of others.
2. Insubordination directed towards any administrator, faculty member, security officer, staff or resident assistant in the performance of his or her duties on or off campus.
3. Damage to property.

Cases with original jurisdiction to be heard by the Judicial Council are defined below:

1. The interruption of the academic life of the College.
2. Serious civil offense.
3. Violation of codes of student conduct as set forth in this Handbook.

The Judicial Council functions as follows:

1. Summons shall be delivered by a representative of the Office of Student Affairs.
2. All members shall act as interrogators. Any members of the Judiciary Council should disqualify himself/herself from sitting on a particular case in the event of involvement or close association.
3. The accused student must be notified in writing of the specific charges made against him/her which shall include:
 - a) the date, time and place of the hearing,
 - b) adequate time for student to prepare his/her defense,
 - c) the name(s) or office presenting the charge,
 - d) the student must hear the specific charges brought by his/her accuser(s) in person or be presented with the charge in writing, signed by the accuser(s),
 - e) the student must be allowed to speak in his/her defense and present witnesses,
 - f) the student may have an advisor of his choice. Lawyers may be present if both parties have lawyers and the College also has a lawyer present. Advisors may be a friend, faculty person or administrator, either from within or outside campus, and
 - g) the student must be notified regarding his/her right to appeal serious cases which involve a decision to suspend or expel the student.

Disciplinary Review Committee (Appeal Process)

In cases of suspension or expulsion from the College, students may petition for an appeal to the Disciplinary Review Committee. All cases are reviewed by the Dean of Students to determine that there has been no breach of the judiciary process. Appeals must be made on the bases of:

1. Deprivation of due process.
2. Discrimination because of race, creed, handicap or gender.
3. Technicalities regarding policies and/or procedures as outlined in the current edition of the *Student Handbook*.

Disciplinary Review Committee Composition

The Committee is comprised of two students (appointed by the Student Government Association), two faculty members, and one administrative staff (appointed by the President) for a total of five members. The Committee is chaired by one of the faculty members. All members are appointed to serve for the academic year.

The Vice President for Student Affairs serves as executive officer and is charged with following through with the decision of the Committee.

Committee Alternate

Alternates shall consist of two students, nominated and elected by a majority vote of the Student Government Association Council. The two faculty alternates are appointed by the President.

Policies and Procedures

Policies and procedures governing the actions of the Discipline Review Committee and how it functions should be reviewed and clearly understood by its members prior to each case.

1. The Discipline Review Committee will limit its review of an appeal only to the specific grounds for an appeal as opposed to allowing a full rehearing of the case.
2. The Committee will meet at least twice each semester to discuss procedures and campus disciplinary problems.
3. The Committee chairman or the President of Tougaloo College may call a meeting of the Committee at any time either by verbal or written notice.
4. The details of a case will not be disclosed to the members in advance.
5. The proceedings of disciplinary review are held in strict confidence.
6. Two student members, three faculty/staff members, including the chairperson, must be present in order for the Committee to hear a case and make a decision.
7. Copies of the decision of the Committee will be kept in the Dean of Student's Office and the President's Office. If the Committee indicated that the decision (suspension or expulsion) is to be included on the transcript, it will also be sent to the Registrar's Office for inclusion on the transcript.

8. The decision of the Committee is final, subject to the student's appeal to the President of the College or ultimately to the Board of Trustees.
9. None of the above guidelines shall in any way detract from the traditional planning powers of the President of the College and notwithstanding anything to the contrary herein contained, the President of the College may on his/her initiative and at his/her discretion immediately and without any procedural requirements whatsoever suspend the student, or otherwise terminate his/her rights to be present on the campus, or to attend classes. Such action is subject to review by the Discipline Review Committee, but the status of the student pending final action shall remain that in which he has been placed by the President.

Any member of the committee should disqualify himself/herself from sitting on a particular case in the event of involvement or "close association". Close association shall be defined as "personal involvement in the case of such a nature as to be detrimental to the interest of the accused or of the institution".

President

The President is the chief administrative officer of the institution. He/ She is responsible to the Board of Trustees for the administration of the College.

He/She is responsible for the orderly flow of College activities. He/ She is authorized to suspend or expel from the College with or without a prior hearing any student or member of the faculty or staff who, in the President's judgment, (a) command an act of misconduct in violation of the rules of personal conduct and (b) whose presence on the campus constitutes a clear and present danger to the orderly processes of the College.

The Board of Trustees

The Board of Trustees is the governing body of the institution.

Judicial Policies and Procedures

1. There should be a quorum of 2/3 of the membership of either the Disciplinary Review Committee, Judiciary Council, or Traffic Committee in order for these bodies to meet.
2. The accused student should be notified at least 72 hours in advance of the hearing of the specific charges made against him/her. Notification should be in writing and delivered either by hand (if reasonably possible) or by certified mail to the last local address of the student within the reasonable knowledge of the Office of the Dean of Students. The notice should contain:
 - Date, time and place of hearing.
 - Statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken. and
 - The names of witness scheduled to appear.

3. The President or Dean of Students shall notify members of the Judiciary Council or Discipline Review Committee within a 72-hour time period before said meeting is to convene.
4. The student may have an advisor of his choice. Lawyers may be present if both parties have lawyers and the College has a lawyer present. Advisors may be a friend, faculty person, administrator, either from within or outside the campus. Advisors may speak only to the person they are advising.
5. During the hearing, the student defendant shall be afforded all rights required by due process including:
 - The right to question the complainant.
 - The right to present evidence in his/her behalf.
 - The right to call witness(es) in his/her behalf.
 - The right to remain silent and have no inference of guilt drawn from such silence.
 - The right to cross examination.
 - The right to appeal the decision and to be so advised.
 - The right to have a written transcript made at his/her expense, if requested.
6. The student defendant is also entitled to the right to attend all classes and required College functions until a hearing is held and a decision rendered. Exception is made when the student's presence would create a clear and present danger of interference with the normal operation and processes or requirements of appropriate discipline at the College. In such case, the Office of the Dean of Students may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of the regulation. It should be understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.
7. Students shall not be subject to double jeopardy for any offense.
8. Faculty members and administrators are subject to the same judicial procedures as students in the event they are either the plaintiff, defendant or witness in any cause of action.
9. The Office of Finance and Administration and the Dean of Students' Office will reinforce decisions of the judicial bodies by:
 - disallowing school registration for anyone who still owes a fine and
 - making certain the parent or guardian of the student is informed of the debt created as a result of a fine.

General Guidelines for Effective Operation

1. The hearing should be an orderly proceeding. The tape should be started when the chairman calls the meeting to order. The chairman should identify the nature of the case

and all parties present. In taking testimony, witnesses should be clearly identified and the chairman should call the name of each member of the Judiciary Council before they question the witness. For the sake of clarity, persons speaking should talk loud enough to be recorded on tape and enunciate clearly.

2. Have plaintiff(s) make a concise and plain statement describing the alleged injury/harm or rule infraction. The hearing board should understand the nature of the charges and the resulting issues.

In order to avoid situations that jeopardize career and/or the academic success of students, no initial hearing will be held after Reading Day (or during exam week). Any and all infraction that occur during this time frame (exam week) will be handled by a special administrative proceeding.

Administrative Interview

When a student violates a code of conduct policy, in most instances the student will be interviewed by the Coordinator of Judicial Affairs or designee. The process for an administrative interview is as follows:

1. Student will be interviewed by the Coordinator of Judicial Affairs or designee to further assess the violation that occurred.
2. The student will be informed, written and verbally, of the sanction(s) for the violation committed.
3. The student can accept the sanctions from the administrative interview by signing the documents of agreement, or the student can opt to have a judicial hearing. If the student decides on a judicial hearing, the student will have to follow the judicial process. (See Judicial Policies and Procedures)

Disciplinary Violation Guidelines

1. *Accessory*

Assisting, helping, facilitating, or promoting others in violating College policies and guidelines is prohibited. This prohibition includes all assistance rendered by words (written, verbal, electronic), acts, encouragement, support, counseling, or inciting. Those found in violation of being an accessory bear the same degree of responsibility as the person who committed the violation and may receive the same penalty as the primary perpetrator.

2. *Alcohol Possession or Intoxication*

Possession, consumption, appearing in public on College premises while intoxicated, or being under the influence of alcohol or illicit drugs is strictly prohibited. This includes

any disorderly conduct regardless of whether such conduct results in injury to person or property as a result of intoxication. The College will notify parent(s)/guardian(s) if the student is under the age of 21.

3. ***Assault***

The attack with violence by physical means or an attack by use of verbal hostile words; an offer to do bodily harm or violence to another person. Violation of this policy will lead to suspension from the College and may subject the individual to civil authority.

4. ***Bomb Threats***

Making bomb threats in any fashion is a violation of federal, state and city statutes. Individuals found guilty of making a bomb threat will be subject to disciplinary action.

5. ***Cheating and Plagiarism***

Tougaloo College is devoted to the discovery and communication of knowledge. We maintain that intellectual integrity is of utmost importance and that its absence is taken very seriously.

Examinations and assignments are employed to encourage learning. Persons who are guilty of cheating or plagiarism, as defined below, will be subject to disciplinary action.

a. ***Cheating***

Dishonesty of any kind with respect to examinations, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating.

It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he assists. The student also should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

b. ***Plagiarism***

Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement is also considered plagiarism. Any student who fails to give credit for ideas or materials that

he/she takes from another is guilty of plagiarism.

Offenses that are academic in nature are handled in the Office of Academic Affairs.

6. ***Compliance with Directions/Disregard for Authority***

The College expects all students to comply with directions of College officials acting in the performance of their duties. A violation will include failing to comply with the reasonable and lawful directions or requests of College officials, including but not limited to, Public Safety, faculty, and residence hall staff acting in performance of their duties.

Failure to comply with directions pertaining policies and guidelines of the College and of College officials acting in the performance of his/her duties will subject the individual to immediate suspension.

7. ***Disorderly Conduct***

Any offensive or annoying act that disrupts the peace and the rights of others. Such acts include, but is not limited to, excessive noise, noise after quiet hours, horseplay, practical jokes, throwing objects, fighting/physical contact without the use of objects, or any act that may disrupt the academic or extracurricular process.

8. ***Drugs (Illegal)/Drug Paraphernalia***

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the College, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person or in the possession of a student on property owned or controlled by the College and/or events and activities sponsored by the College, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia, includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, buretor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Improper behavior or conduct on campus that is a result of the use of illegal drugs is restricted. This means one who, having consumed or used drugs, experiences a loss of the normal use of his/ her mental and/or physical faculties.

Violations of illicit drug and narcotic codes will be referred to the Office of Student Affairs and may be subject to the Judiciary Council. In addition, students found in violation of any part of this policy may face suspension or expulsion from the College and may be subject to civil authorities. *Violations of manufacturing, intent to sell, or selling illicit drugs will carry a more weighted disciplinary action and will be subject to civil authorities.*

Counseling Services are available to students who may have become involved in the misuse/abuse of drugs or alcohol and who have a commitment to altering their pattern of chemical dependency.

10. ***False Information/Fraud***

Individuals found guilty of making false statements to or giving false information to campus authorities involving campus violation are subject to disciplinary action.

11. ***Firearms and Dangerous Weapons***

Possession of firearms and other dangerous weapons on College property is prohibited. This also includes a blank gun, or reasonable facsimile, as being a firearm and a dangerous weapon. Firecrackers or other explosives are prohibited. Students who violate this regulation will be subject to immediate dismissal from the residence halls and/or suspension from College.

12. ***Gambling***

The playing of cards or any other games of chance for money or other items of value is prohibited on College property. A fine of \$200.00 dollars or more will be imposed. If the violation occurs in the residence halls, the individuals may be suspended from the residence halls.

13. ***Hazing***

The word hazing, is any action taken or situation created, directly or indirectly, however communicated, involving or resulting in abusive physical contact or mental harassment to a prospective member, whether on or off the College campus, designed to or result of which is to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to:

1. hitting, paddling, punching, pinching or slapping;
2. continuous tapping on the person, etc.;
3. running laps or performing calisthenics for extended periods of time;
4. eating or swallowing unpleasant substances, designed to produce nausea or a similar effect;
5. alcoholic beverage consumption designed to create drunkenness, etc.;
6. drug use of any kind;

7. physical or psychological shock;
8. engaging in public stunts;
9. degrading or humiliating games and activities;
10. late work sessions whether suggested, demanded or coerced, which interfere with scholastic activities.

ANY FORM OF HAZING IS STRICTLY FORBIDDEN. HAZING VIOLATIONS WILL RESULT IN THE SUSPENSION OF ALL INTAKE ACTIVITIES PENDING AN INVESTIGATION BY THE OFFICE OF STUDENT AFFAIRS, AND INDIVIDUALS WHO VIOLATE THIS GUIDELINE MAY FACE SUSPENSION OR EXPULSION FROM THE COLLEGE.

14. ***Libel***

Any false assertions or charges that tend to offend or damage another's reputation. Violation can subject the individual to suspension from the College. Individuals have the right to file civil charges (criminal offense).

15. ***Noise Ordinance***

Persons found to be in violation of the noise ordinance shall be fined \$25.00 for the first offense; \$50.00 for the second offense and the third offense will result in suspension from the residence hall and/or the College.

16. ***Opposite Sex Visitation in the Residence Halls***

Residential Hall lobbies are open in the residence halls for opposite sex visitation from 9:00 a.m. to 12:00 midnight and **upperclass** students may have opposite sex visitation in their rooms at designated times. (See Residential Life section of student handbook)
Each offense is subject to a hearing with the judiciary council.

17. ***Profanity/Abusive Language***

Students are expected to respect themselves and others in the College community. The use of profanity and abusive language is prohibited.

18. ***Rape***

The entering into, engaging in, or continuing to engage in sexual intercourse, which involves an act of vaginal, oral, or anal penetration with another person when occurs against that person's will or without that person's consent.

19. ***Sexual Misconduct***

Sexual misconduct is defined as any unwanted physical, verbal or sexual advances, request for sexual favors, and other sexual oriented conduct, which is offensive or

objectionable to the recipient, including, but not limited to epithets derogatory or suggestive comments, slurs, or gestures or offensive postures, cartoons, pictures, or drawings, and patting or excessive touching is strictly prohibited.

20. ***Slander***

The dissemination of false statements that call into question the character and reputation of another individual. Violation can subject the individual to suspension from the College. Individuals have the right to file civil charges (criminal offense).

21. ***Smoking***

Smoking by students, staff, faculty, visitors, and repairperson is not permitted on campus including offices, classrooms, residential halls, labs, cafeteria, etc. This also includes all College rental and privately owned vehicles used for transportation on and off campus.

22. ***Theft***

The taking, possession or keeping of property that belongs to the College, another student, faculty, staff administrators, student groups or visitors without proper authorization is prohibited. Removal of cafeteria utensils falls under this policy. Violation of this policy will result in suspension for the first offense and expulsion for the second offense.

23. ***Vandalism***

Individuals found guilty of destroying, damaging, or defacing College property, personal property of students, administrators, faculty or staff, or property of vendors will be subject to disciplinary action. This action could include suspension from the College or residence halls.

Range of Sanctions and Penalties

Disciplinary sanctions are intended to serve as educational reprimands rather than to unduly punish student or student organization offenders. The judicial body imposing sanctions will give due consideration to precedent and seek to ensure equitable treatment of similar offenses. Sanctions imposed by the judicial body shall be in full force and effect from the time of the disposition unless the student appeals the case. In such case, the sanction(s) may be held in abeyance until the appeal is resolved. A wide range of sanctions exists in order to preserve flexibility so that each student is afforded the most appropriate and just treatment by the judicial body.

Duly authorized judicial boards or the College may impose any of the following sanctions, depending upon the seriousness of the conduct in question and the circumstances of the case:

1. ***Admonishment***

An oral statement of warning to the student who has violated a College rule to refrain from any and all conduct that may result in disciplinary action.

2. ***Civil Prosecution***

Authorities are notified when a student's action violates a federal or state statute. In this instance and the violation is no longer under the jurisdiction of Tougaloo College's judicial system.

3. ***Community Service***

Student may be required to perform work assignments for the College or larger community. Community service assignments must be approved by the Director of Judicial Affairs or a designed representative. If the student assigned community service does not complete the community service hours by the assigned completion date, the student will be found in violation of "abuse of the judicial system" and will be subject to further judicial review, which may result in a harsher penalty.

4. ***Educational Sanction***

This sanction is designed to increase the student's understanding of how his/her behavior affects the community. Projects may include research assignments on a topic related to the offense, presentations, seminars, review of videos, or involvement in college programs. Documentation of participation must be provided to the Director of Residential Life by the date specified. Failure to comply may result in further disciplinary sanctions.

5. ***Expulsion***

Permanent termination of student's status at Tougaloo College. This action is recorded on the student's transcript for campus honors or awards, eligibility for holding office in registered student organizations and campus housing. A written notice will specify restrictions and time frame. In cases where the action of a student or group of students poses a threat to the well being of the College or if there is substantial evidence that the continued presence of the student(s) on the campus shall disrupt the College, the President or his/her designee, may expel the student. The student has the right to appeal the decision to the next highest authority.

6. ***Loss of Privileges/Restrictions of Privileges***

A student who receives this judicial sanction may lose campus privileges including, but not limited to visitation, vehicle use, building use, attendance at campus activities, eligibility for campus honors or awards, eligibility for holding office in registered student organizations and campus housing. A written notice will specify restrictions and time frame.

7. ***Probation***

Citizenship Probation - Students shall be excluded from participation in campus privileges such as student organizations or extracurricular activities as set forth in the notice of disciplinary action. More severe consequences may be suitable if the student fails to adhere to the terms of the probation notice.

Disciplinary Probation - Students shall receive written notice specifying the conduct violation. This sanction includes the possibility of more severe disciplinary actions in the event an individual further violates college regulations within the stated probationary period. This disciplinary sanction may or may not be recorded on the permanent record of a student.

8. ***Prohibited Contact***

It may be necessary to prohibit any form of direct or indirect contact with a specified member of the College community. This includes phone, email, voice mail, paging, writing, through friends or any other means of communication.

9. ***Recommendation for Counseling***

In some instances, a recommendation that student(s) participate in counseling sessions may be issued by the Judicial Council or Dean of Students. The sessions shall be provided by the Director of Counseling Services. The number of sessions will be determined by the Dean of Student or his designee. Proof of session attendance must be provided. Failure to comply with this request could result in further disciplinary action.

10. ***Restitution or Fine***

Reimbursement for damages or misappropriation of property. Reimbursement may take the form of appropriate services, repairs or other compensation for damages. All fines should be paid to the Bursar's Office. Failure to pay fines by the specified date may result in an increase in the amount of the fine and/or additional sanctions.

11. ***Suspension***

Student can be excluded from classes and all other privileges or activities for a period not less than one semester. The action may be recorded on the student's transcript. A student may apply for readmission. In cases where the action of a student or group of students poses a threat to the well being of the College or if there is substantial evidence that the continued presence of the student(s) on the campus shall disrupt the College, the President or his/her designee, may suspend the student. The student has the right to appeal the decision to the next highest authority.

Penalties

1. ***Accessory***

Same penalty is primary violator(s); Written Warning; Probation + Counseling; Suspension of Resident Status; Suspension

2. ***Alcohol Possession or Intoxication***

Written Warning; Probation + Counseling; Suspension of Resident Status; Suspension

3. ***Assault***

Probation; Suspension; Expulsion

4. ***Bomb Threats***

Probation; Suspension; Expulsion

5. ***Compliance with Directions/Disregard for Authority***

Probation; Loss of Privileges; Suspension

6. ***Disorderly Conduct***

Probation; Minimum Fine of \$100 + Probation; Suspension of Resident Status and/or Suspension; Expulsion

7. ***Drugs (Illegal)/Drug Paraphernalia***

*1st Offense: Probation and/or Counseling and/or Community Service; 2nd Offense: Suspension; 3rd Offense: Expulsion
All Drug Offenses are subject to Civil Authorities.*

8. ***False Information/Fraud***

Restitution (if applicable) + Probation; Suspension + Restitution (if applicable)

9. ***Firearms and Dangerous Weapons***

Suspension of Resident Status and/or Suspension; Expulsion

10. ***Gambling***

Minimum \$200 Fine + Probation; Suspension of Resident Status and/or Suspension

11. **Hazing**

Probation; Suspension of Resident Status and/or Suspension; Expulsion

12. **Libel**

Probation; Suspension of Resident Status; Suspension

13. **Noise Ordinance**

Fine \$25 - \$50; Suspension of Resident Status and/or Suspension

14. **Opposite Sex Visitation in the Residence Halls**

*1st Offense - Loss of visitation privilege of the opposite sex + probation for one semester;
2nd Offense - Suspension from the residence halls; 3rd Offense - Suspension from the institution.*

15. **Profanity/Abusive Language**

Citizenship Probation; Probation

16. **Rape**

Probation; Suspension; Expulsion

17. **Sexual Misconduct**

Suspension; Expulsion

18. **Slander**

Probation; Suspension of Resident Status; Suspension

19. **Smoking**

Person found in violation of the smoking policy shall be disciplined as follows:

1st time – Warning - (Incident Report will be written up and forwarded to managers and added to Personnel file for faculty and staff)

2nd time - \$50.00 fine

3rd time - \$75.00 fine

4th time – \$100.00 fine

5th time – \$150.00 fine

Continued violations after the 5th time will result in \$150 fine for each violation and may be subject to suspension or expulsion from the residence hall.

20. **Theft**

Suspension + Restitution (if applicable); Expulsion + Restitution (if applicable)

21. **Vandalism**

Restitution (if applicable) + Probation; Suspension of Resident Status + Restitution (if applicable); Suspension

All sanctions imposed on students found in violation of codes of conduct are based solely on individual circumstances. No case is exactly the same as another, and sanctions will most likely differ in similar instances. Sanctions imposed on each student will be determined by the Coordinator of Judicial Affairs (in administrative interviews), Judicial Council (in formal hearings), or the Dean of Students.

NOTE: Violations that are against local, state, and federal law can lead arrests.

OFFICE OF STUDENT AFFAIRS

The mission of the Office of Student Affairs is to offer our students formal and informal opportunities for academic and social growth, both inside and outside the classroom. Student Affairs provide progressive, high-quality student-centered programs and services, while fostering an inclusive campus community in support of Tougaloo College.

We aggressively work to develop a campus community that focuses on maintaining and respecting the College's traditions. The Office of Student Affairs intends that our students become self-directed learners and self-reliant persons capable of dealing effectively with people, challenges, and issues.

Career Services is responsible for counseling students concerning the selection of career objectives, employment opportunities, graduate/professional school opportunities and other career related activities.

Counseling Services assists students in making the best adjustment to college. He/she helps the individual identify his/she issues or problems, aids in setting goals to overcome problems as the goals are achieved.

Judicial Affairs is that component that addresses institutional code of conduct violations.

Public Safety is responsible for the safety of the collegiate environment on the campus.

Religious Life is responsible for religious activities and personal and religious counseling. He/she is also responsible for Sunday worship services and is a faculty member of the Humanities Division.

Residential Life is responsible for the administration and supervision of student housing.

Student Activities works with student organizations to coordinate activities for the College community. The Coordinators oversee leadership development serving as advisor to the Student Government Association and Greek Life and sponsors a host of Recreational Activities.

CAREER SERVICES

Our mission is to provide opportunities for students concerning the selection of career objectives, employment opportunities, graduate or professional opportunities and other related activities. In order to get the maximum results, we believe that early planning is essential for successful career achievement. Freshmen and transfer students are advised to visit the Office of Career Services on a frequent basis so that they may take advantage of services early in their career planning endeavors. Currently enrolled students, alumni and potential employers may use these services. Staff assists students in developing job-seeking skills and serves as a liaison for potential employers, students, and alumni. Staff does not guarantee employment.

Career Assessment/Counseling

We counsel students concerning the selection of career objectives, employment opportunities, graduate or professional school opportunities, and other career-related activities.

Employment

We provide workshops and forums on professional development topics such as: resume critique, career planning assessment, interviewing, and networking. Various companies visit our campus to conduct information sessions and interview qualified candidates for full and part time employment.

Graduate and Professional Schools

Students are provided information on Graduate and Professional school admissions exams, including registration materials, test preparation opportunities, financial assistance, and other related subjects. We also host networking opportunities by developing and scheduling on-campus recruiting visits for employers and graduate/professional schools, i.e. Annual Graduate and Professional School Conference.

Internship and Cooperative Education Programs

Students are strongly encouraged to participate in an internship or cooperative education program prior to graduation whether academically required or for practical experience. Statistics prove that students with this background have a greater chance of obtaining permanent employment. Internships and cooperative education programs offer hands-on experience which attracts employers when recruiting college graduates.

The advantages of internships and cooperative education programs are as follows:

- Gives students a competitive edge.
- Increases motivation.
- Orient students to the “World of Work”.
- Opportunity to receive compensation while he/she learns.
- Encourages students to become active catalysts in his/her education.

We maintain a Career Information Center with current information on public and private-sector employers, graduate and professional schools, career and business newspapers and periodicals, collegiate employment magazines, employment trends, and career development.

COUNSELING SERVICES

The mission of the Office of Counseling Services is to assist students in transitioning from high school to college and to provide services that address their mental, social, and personal needs in order to ensure successful college matriculation. The Director of Counseling Services helps the individual identify his/her issues or problems, aids in setting goals to overcome the problem, and

lends support as the goals are reached and changes are made. This is done in an open, non judgmental environment and all services are confidential.

Types of Services

The Office of Counseling Services provides individual and group counseling to all students, faculty, and staff. Sample problems include:

- Social Counseling
 - Relationship Problems
 - Friendship
 - Roommate
 - Parent / Child
- Educational Counseling
 - Test Anxiety
 - Study Skills
 - Time Management
- Personal Counseling
 - Alcohol / Drug Problems
 - Depression
 - Self-Esteem
- Disability Services (ADA)

Workshops

The Office of Counseling Services sponsors workshops each semester that are designed to prepare students for college survival and enlighten them on life issues that they will face after graduation. Sample topics include Adjustment to College, Stress Management, Self-esteem, Male/Female Relationships, Sexual Assault, and Drugs and Alcohol. The workshops are presented in a variety of settings.

Freshmen Orientation

The Office of Counseling Services takes an active role in planning the program and activities for Freshmen Orientation. The intent is to design a program that gives the new student a bird's eye view of resources available for helping them ease their transition from high school to college. Hopefully, freshmen will feel welcome and will experience a reduction of the stress associated with a new environment.

Active Minds

Active Minds plan campus-wide events that work to change the conversation about mental health. By promoting awareness and education, the organization aims to promote a dialogue around mental health, and create a comfortable environment for open discussion of mental health issues.

Commuter Students

All activities are open to commuter students; however, at least one activity per semester is planned specifically to educate this group of students.

Disability Services

The Office of Counseling Services handles all issues related to accommodations regarding the American with Disabilities Office. Tougaloo College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. The Office of Counseling Services is available to assist all students with issues relating to persons with disabilities.

Code of Ethics

The counseling staff maintains and protects the confidentiality of their counselees. Expectations to the rule exist in the event a counselee represents danger to himself/herself or others. Counselee information can be provided upon completion of a release of information form by the counselee.

Referrals for Services

Referrals may be made by calling the counseling office to schedule an appointment for the individual requesting services. A uniform Referral Form is available for use by the faculty and staff. The use of the referral form is preferred, but not required. The forms will be provided by the counseling office for your convenience. Walk-ins are accepted, although making an appointment gives the greatest assurance that the counselor will be available. Emergency situations will be treated as such, in accordance with the procedure in place.

Off Campus Referrals

In an instance where there is a counselee who displays signs of acute distress, depression, suicidal or homicidal indication; referrals will be made to psychologists and psychiatrists in the Jackson area. In these cases, the Director of Counseling Services is primary liaison between the specialized mental health service provided, the student and the College. This referral must be made in consultation with the Director of Counseling.

Alcohol and Drug Policy

On campus alcohol and drug services are provided for students which include prevention workshops and seminars and intervention counseling. In addition, referrals to off campus alcohol and drug services are also available.

Verification of Absence from Class

In order to warrant an excuse or absence from class, students should be prepared to provide written documentation of medical treatment or other extraordinary circumstances.

- The Student Health Center staff will provide medical excuses **only** for those students evaluated in the Health Center **prior** to missing a class or those students referred to a physician or health care facility by the Students Health Center staff. The purpose is to provide documentation and verification of reported illnesses for students to the appropriate academic faculty.
- If seen off-campus by a physician, the student should obtain a medical excuse from that physician.
- If a student is ill in the Residence Hall and cannot attend class, it is the responsibility of the student to notify the Residential Life Coordinator. **No medical excuses will be provided for missing class unless the student was evaluated in the Student Health Center or by a health care provider before he/she missed a class or classes.**
- Students that live off-campus and miss class will be given medical clearance. This is not a medical excuse. **NO** medical excuse from class will be given unless there is written documentation of illness from a health care provider.
- All other absences due to the death of immediate family members, significant mental impairments, leadership conferences and court subpoenas will require supporting documentation.

Students seeking absence based on these reasons should secure the necessary form from the Office of Counseling Services. Students are responsible for communicating absences to their professors and securing the professors signature on the absence form. Once all signatures are obtained, the completed Absence Verification Form should be submitted to the Office of Academic Affairs.

Project STOP NOW!

Tougaloo College has entered into a cooperative agreement with the United Negro College Fund Special Programs and U.S. Department of Justice, Office on Violence Against Women to administer the 2003 Higher Education Association Special Initiative to Address Violent Crimes Against Women on Campuses. Promulgated through a multidisciplinary consortium consisting of a victims service provider and local law enforcement agencies, this endeavor will enhance victim services, implement prevention and education programs, and develop and strengthen security and investigative strategies to prevent and respond to domestic violence, dating violence, sexual assault, and stalking crimes on campus.

Our policy demonstrates a zero-tolerance for any of the above mentioned forms of violence committed against students and employees of the institution. To foster a community free from incidences of violence that effect the social and academic development of our students, the college provides reporting options, victim/survivor assistance, internal mechanism for discipline and dispute resolution, prevention training, and other related services. Penalties for violence in any form against women will be extensive; not only resulting in on-campus sanctions and fines, but prosecution with local police and state authorities when warranted.

PUBLIC SAFETY

The mission of the Office of Public Safety is to maintain an orderly and safe collegial atmosphere for faculty, staff, students and visitors that is conducive to learning. The Office has the responsibility for the management of campus parking, fire and crime prevention, emergency preparedness, medical assistance, and overall campus safety. The officers also provide logistical support for large campus events and offer special education programs on safety and personal protection.

Crime Awareness and the Jeanne Clery Act

Tougaloo College complies fully with the published mandates of the Student Right-to-Know and Public Safety Act (Public Law 101-542), the Higher Education Technical Amendment of 1991 (Public Law 102-26), the Higher Education Amendment of 1992 (Public Law 102-325) and the Jeanne Clery Disclosure of Public Safety Policy and Campus Statistics Act (20 U.S.C. Section 1092 (f)).

Each year, Tougaloo College prepares and publishes an annual report containing the information required by Section 485 (f) of the Higher Education Act or 20 U.S.C. Section 1092 (f) and distributes it in the **Student Handbook**, on the college web page, and handouts throughout the year. Handouts are available in the Human Resources Office, Registrar's Office and the Office of Student Affairs. This information is distributed to all employees, applicants for employment and students when a request is made.

Procedures for Reporting Crimes and Emergencies

Campus crime is a reality and prevention is a responsibility of the entire campus community. Apathy is criminal ally. If you witness or suspect a criminal act, do not assume someone else will or has reported it. You should report any crime, suspicious behavior, or emergency on campus to Public Safety. The following steps should be taken to report criminal actions or other emergencies occurring on campus:

1. If the emergency occurs in the residence hall, contact the Residential Hall Coordinator or Public Safety
2. If the emergency occurs on the campus away from the residence hall, contact Public Safety (ext. 7857/6180)
3. If the emergency occurs away from the campus, Call 911

Note: Contact the Dean of Students for follow up

When calling Public Safety, provide the following information:

1. Your name
2. The location of the incident
3. A description of the suspect(s) and names, if possible
4. A description of any vehicle, including license plate number, if possible
5. The nature of the incident

Response to Reports of Crime

All crimes reported to Public Safety are considered serious and treated with the appropriate concern and attention toward solving the crime. All reasonable avenues of investigation will be pursued concerning a complaint.

A log of reported crime is maintained by the department and shared with interested people or organizations on a daily basis. Crime logs are located in the Blackmon Administration building, Health and Wellness Center, Jamerson Hall, Warren Hall, Library, and all residential halls. Additionally, the campus community will be notified immediately about any crimes or incidents that seriously threaten campus safety.

Public Safety and Access to Campus Facilities

Although the Tougaloo College campus is open to the public, its facilities are limited to college academic and administrative activities and programs sponsored by university groups. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to being allowed access.

Each resident is provided with a key to his or her room. Entrance to the residence halls are by card access 24 hours a day 7 days a week. Students may access his/her residence hall regardless of the hour with a valid Tougaloo College student identification card. Entrance to the residence halls should be through doors with card readers only. "Exit Only" and "Emergency Exit Only" doors should be locked to prevent outside entry.

College Search Policy

The Board of Trustees and the Administration affirm the right of the individual to the privacy of his/her room. Authorized college personnel may enter student rooms for normal inspection and maintenance purposes.

The student's personal property is not subject to search without expressed approval of the student, except when a reasonable belief or probable cause exists that the room is being used for a purpose which is illegal or which would otherwise seriously interfere with campus discipline or safety.

The search of a student's personal property can be authorized by the Vice President of Student Affairs and Dean of Students, or the Director of Residential Life. A search will be conducted by at least two members of the Department of Public Safety or one officer and a Student Affairs professional. The occupant(s) of the room will be asked to produce identification at the time of the search and be requested to remain in the room. The presence of the student(s) assigned to the room is preferred but not mandatory at the time of the search. The reason(s) for the procedure of the search will be explained to the occupant(s) of the room prior to the search if occupants are available. All areas of the room are subject to search. Automobile searches are also in the realm of the policy.

Fire Drills

The Department of Public Safety will conduct two fire drills (evacuation) for each building on the campus of Tougaloo College during the academic year. The college will require complete evacuation of the buildings during a fire drill or fire alarm. Individuals who ignore fire drills or fire alarms and required evacuation may face disciplinary actions.

Since false alarms may lower the evacuation response from students, faculty and staff, the college will analyze the cause or causes of false alarms and work to reduce their occurrences. By reducing the number of false alarms, we hope to maintain students, faculty and staff diligence in responding.

Campus Safety Program

As a part of student orientation, a comprehensive program on campus safety and campus violence is conducted by Public Safety. Crime prevention presentations are routinely scheduled for campus residents once per month in the residence halls, as well as, with faculty and staff groups. Topics generally covered involve basic safety and security tips to prevent crime against persons and property. Also, various workshops are conducted by local agencies in and out of the residence halls. All programs are presented and designed for questions and answers. Public announcements are made by using flyers and a Calendar of Events which are distributed to the campus community.

Emergency Notification

Tougaloo College has implemented two mass notification systems on campus. One of the systems is a new, state-of-the-art rapid alert and notification system called SchoolCast, which will allow administrators to make one call to simultaneously contact faculty, staff and students by cell or landline phone, text message, and email in case of an emergency. With SchoolCast, our college is able to reach literally hundreds or thousands of parents, faculty members, and other emergency contacts within moments. Tougaloo College's SchoolCast online webpage can be accessed by going to www.myschoolcast.com.

The other mass notification system and emergency alert system we will be using is called Visiplex. It uses an advanced high-power RF communication technology that operates on dedicated FCC approved RF bands, to provide audible alerts to any sized facility. The system uses wireless Public Address (PA) speakers to instantly send live or pre-recorded voice messages in order to alert, warn and inform people of critical information as well as instruct them on what to do during various emergency or disaster situations. These devices are used to reduce confusion, injuries and/or mass casualties in the event of an emergency situation. The PA speakers are located in prominent areas throughout the campus.

Tougaloo College missing person notification policy for students who reside in campus housing

This policy contains the official notification procedures of Tougaloo College for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by Tougaloo College no later than twenty-four (24) hours after the time the student is determined to be missing by the Department of Public Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

For persons under 18 years of age and not of legal age, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Public Safety Policy and Public Safety Crime Statistics Act.

All students attempting to register for campus housing will also be notified of this policy at the time of registration and completion of housing related documents. During the registration process, specific campus housing emergency related contact information will be captured, and the student will have the opportunity to complete a separate missing person form. All information submitted during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Tougaloo College Office of Residential Life. Email sent to agoines@tougaloo.edu is the preferred method of submission, and must include the following:

- Student’s full legal name
- Where the student resides in campus housing
- The student’s cell phone # (or best contact phone #)
- The name and relationship of the person(s) who the student desires to be contacted
- A home and cell phone # for that person(s)
- An email address for that person(s) (Optional)
- A home address for that person(s)

Each student who voluntarily chooses to file a separate missing person contact is solely responsible for the continued accuracy of the information. A student is determined to be missing when the Department of Public Safety have verified that reported information is credible and

circumstances warrant declaring the person missing. Should the Department of Public Safety determine that a residential student is missing, the Director of Residential Life or designee will be notified to verify the appropriate missing person contact information. The Department of Public Safety will notify the Jackson Police Department, and will provide the police with information about the student, including where available a recent photo and vehicle information. If the student is younger than 18, the student's parent or legal guardian will also be notified within 24 hours of the determination that the student is missing. If the student is 18 or older, and has designated a missing person confidential contact, the Department of Public Safety or the Office of Student Affairs will notify the confidential contact within 24 hours of the determination that the student is missing. The Department of Public Safety will provide the Office of Student Affairs timely and continuous notification of the status of the investigation until the case is closed.

The Department of Public Safety and the Police Department will interview students, faculty and staff members who are familiar with the student or who might have additional information about his or her whereabouts, travel plans or state-of-mind. Appendix A provides a sample annual notification statement to residential students regarding this policy.

Campus Traffic Regulations

Tougaloo College has adopted the Campus Traffic and Parking Regulations to provide safety and security to the college community, structured alignment of campus parking, orderly traffic flow to minimize disturbances, traffic congestion, and damage to College property.

The regulations are applicable to all students, faculty, staff, administrators, and visitors. All students, faculty, and staff must become familiar with the regulations and adhere to them.

There are associated penalties for the violations of these regulations, which will be enforced by the Office of Public Safety. Anyone who accumulates three unpaid violations will be subject to having their registration and decals to operate a vehicle on-campus withdrawn.

All vehicles operated by students, faculty, and staff are required to display current College decals on the lower left (driver) side of the windshield. Vehicles that do not have decals are subject to being towed at the owner's expense. The purchase of a decal does not guarantee one an individualized parking space. The Office of Public Safety is responsible for the enforcement of these regulations and all records of parking registration and violations are maintained in the Office of Public Safety.

Parking Lots

There are a total of twenty five (25) lots consisting of approximately 890 spaces on the College campus. Students, faculty, and staff will be assigned parking areas and must park in their assigned areas, referred to as **Lots**, at all times.

- Resident students must park in resident student lots only.
- Non-resident students (commuters) must park in designated lots only.

- Faculty/Staff should only park in designated Faculty/Staff parking lots.
- Visitor spaces are to be reserved for use by visitors only.
- The Open/Commuter lots are open to all resident and commuter students, faculty, staff, and visitors.

The parking lots are labeled and designated/assigned as follows:

Lot A: Warren Hall North Side: Visitor/Commuter

Lot B: Woodworth Chapel: Chaplain and Handicapped Parking for persons visiting the Chapel.

Lot C: Berkshire Complex (East Side): Berkshire Residents Only [**NOTE:** Included in this lot are also nine (9) faculty/staff and two (2) handicap spaces.]

Lot D/E: New Women's Residence Hall (North Side): New Women's Residents Only

Lot F: Holmes Hall (East Side): Visitor and Handicap Parking Only

Lot G: The Mansion (East Side): Visitor and Handicap Parking Only

Lot H: Holmes Hall (North Side): Renner Hall Residents (in designated areas only). Also included are facilities management vehicles and faculty/staff parking (7:00 a.m. – 6:00 p.m.)

Event visitors may use this lot after 6:00 p.m.

Lot I: Renner Hall (North Side): Renner Hall Residents/ Coleman Athletic Complex Visitors

Lot J: Sarah Dickey (North Side): Sarah Dickey Staff

Lot K: Kincheloe Hall (East Side): Faculty/Staff/Visitors

Lot L: Kincheloe Hall (West Side): Faculty and Staff Only

Lot M: Branch Hall (South Side): Branch Hall Residents Only

Lot N: Blackmon Hall: (West Side): Faculty and Staff Only

Lot O: Blackmon Hall: (Far South Side): Faculty and Staff Only

Lot P: Jamerson Hall (West Side): Faculty/Staff/Visitors

Lot Q: Warren Hall (South Side): Faculty/Staff/Visitors/Maintenance/Service

Lot R: TRiO (East Side): Open/Commuter

Lot S: Wellness Center (West Side): Open/Commuter

Lot T: Wellness Center (South Side): Faculty/Staff/Visitors

Lot U: Trio Trailers (South Side); Faculty and Staff

Lot V: Bennie G. Thompson (South Side): Authorized Vehicles Only

Lot W: Ballard Hall: (South Side): Authorized Vehicles Only

Lot X: Entry Gate (West Side): Security/Maintenance Vehicles

Lot Y: Advancement Village: Faculty and Staff

Registration

- Students, faculty, staff, and maintenance personnel who operate a motor vehicle (including motorcycles) regularly or occasionally on the campus of Tougaloo College are required to purchase and display a current registration decal.
- Registration decals may be obtained in the Office of Public Safety, located in Jamerson Hall from 8:00 a.m. – 5:00 p.m., Monday through Friday.

- Decals may also be purchased during fall registration.
- A valid driver's license and current proof of insurance, which includes the expiration date.
- Faculty, staff, and students should register their vehicles by September 15th to avoid fines.
- The person to whom a vehicle is registered is responsible for payment of all violation notices issued to that particular vehicle.
- Failure to register a vehicle constitutes a violation of these regulations and will result in the vehicle being towed from campus at the owner's expense.
- All employees and students must purchase decals, which expire August 31st of each year.
- There will be no personally designated parking spaces, other than the President and Provost of the College.

Please note the cost of decals are: faculty and staff - \$25.00; students - \$10.00

Traffic Regulations

- Motor vehicles driven on campus will be operated in a safe and courteous manner at all times.
- No sound system operated within a motor vehicle, other than that which is used in emergency vehicles, will be used in such a manner that would create a noise for any person other than the driver and passenger(s) of said vehicle.
- The College does not assume any responsibility for damages and/or theft of any motor vehicle driven or parked on the campus. This includes, but is not limited to, damages due to road deficiencies, nails/screws in the road, falling tree limbs or other debris, hit-and-run, speed bumps, vandalism, severe storms, or other acts of nature, etc.
- Any accident on the campus involving a motor vehicle must be reported to the Office of Public Safety immediately, regardless of the extent of damages involved.
- Vehicles will be operated only upon roadways, drives, and designated parking lots.
- Any person driving a vehicle recklessly will be in violation of these regulations and will be fined or, if deemed necessary, apprehended and turned over to civil authority.
- Strict adherence to campus speed limits of 20 miles per hour on campus streets and 5 miles per hour for parking lots will be enforced.
- Motor-vehicles, other than emergency, service, or maintenance vehicles under the direction of the Office of Public Safety, are not allowed on sidewalks or landscaped areas at any time. Exceptions may be granted on a limited basis where an emergency activity may require such access and only **when** permission is granted by both Offices of Public Safety and Facilities Management.
- All traffic signs must be observed.
- Vehicular traffic must always yield to pedestrians.
- The College reserves the right to temporarily re-designate any and all assigned parking for special campus events as it deems necessary.

Towing and Booting

A vehicle may be towed immediately at the owner's expense and/or booted for the following violations:

- Unregistered vehicle
- Parking in unauthorized or undesignated parking lots/spaces.
- Creating a traffic hazard.
- Parking in a yellow-curbed or painted area.
- Parking in a handicap space.
- Parking in a safety zone.
- Abandoned Vehicle.
- Driving on sidewalks, the grass, and other landscaped areas.
- A vehicle that remains illegally parked can be ticketed every four (4) hours. A vehicle ticketed two (2) or more times in the same space over seventy two (72) hours and has not moved will be ticketed and booted and may also be towed.
- A vehicle parked in a manner that would cause a hazard, i.e. blocking fire lanes, handicapped access, etc. will be ticketed and towed.
- A vehicle illegally parked in a reserved space will be ticketed, booted, or towed.
- Vehicles with three or more unanswered tickets and whose owner or driver is unidentified will be booted or towed.
- A vehicle displaying a fraudulent parking decal will be ticketed, booted, or towed.
- Other violations may apply.

Tougaloo College reserves the right to revoke a student or faculty/staff permit for excessive violations and unpaid violation notices. The vehicle will be towed from campus at the expense of the owner. The College assumes no responsibility for vehicles damaged as a result of towing.

Abandoned Vehicles

Vehicles that have been left unattended for a period of thirty (30) days and show no signs of being used will be considered abandoned. The owner will be notified to remove such vehicle from the College. Failure of the owner to remove said vehicle within ten (10) days after the notice is sent or to make alternate arrangements with Public Safety will result in the towing of said vehicle at the owner's expense.

Traffic Violations and Penalties

Violators will be assessed a parking fine. All fines are to be paid at the Cashier's window in the Blackmon Administration Building. They include, but are not necessarily limited to the following:

- False registration - \$100.00
- Altered parking permit - \$100.00
- Operating a vehicle on campus without a decal - \$50.00
- Greater than safe speed - \$50.00-\$100.00

- Reckless driving - \$100.00
- Failure to heed stop signs - \$50.00
- Unauthorized parking - \$25.00
- Parking against the flow of traffic - \$20.00
- Obstructing traffic - \$25.00
- Parking or driving on the grass and landscaped areas - \$50.00
- Un-Authorized parking in a handicap parking space - \$75.00
- Blocking sidewalk – \$50.00
- Improper display of decal - \$25.00
- Safety zone violation - \$50.00
- Wrong way on one-way street - \$50.00
- Noise violation- \$50.00

Collection of Fines and Fees

The Office of Public Safety will issue parking and traffic tickets for violations committed by students, faculty, and staff on campus. The procedure will be as follows:

- Tickets will be issued by a Public Safety Officer for violations committed by students, faculty, and staff.
- Students, faculty, and staff members will have ten (10) days to request a hearing in regards to the violation.
- If the student, faculty, or staff member fails to request a hearing, the charge for the violation will be placed on the student, faculty, or staff member's account.
- Parking citations will automatically be charged to student's accounts for unpaid fines and fees. Faculty and staff may pay fines through payroll deduction or in person at the Cashier's Office. If payment is not made and an appeal is not filed within ten (10) days of citation issuance, the citation will be automatically processed for payroll deduction.
- Numerous or excessive parking or traffic violations will warrant the revocation of the student, faculty, or staff member's privilege to operate a motor vehicle on campus.

Citation Appeals

The following are not considered valid reasons for filing a Citation Appeal:

- Lack of knowledge of Campus Traffic and Parking Regulations
- Inability to locate available parking space in correct zone or to park legally due to another illegally parked vehicle
- Inclement weather
- Late for class or an appointment
- Use of emergency flashers to justify illegal parking
- Permission to park given by anyone other than a Public Safety Officer
- No decals

Appeals

To appeal a Vehicle Violation Notice, you must submit in writing to the Dean of Students, a request of appeal within ten (10) days of the notice date. The appeal will be heard by the Traffic Committee. Appeal forms are posted online at www.tougaloo.edu or may be picked up at Jamerson Hall in the Office of Public Safety.

The Campus Traffic and Parking Regulations are effective August 1, 2012.

RELIGIOUS LIFE

The College Chaplain is tasked with the responsibility of providing leadership in the religious care and nurture of students, faculty, staff and administrators. Particular emphasis is given to the spiritual, academic, emotional and interpersonal development of students. This is accomplished through programs, activities and services sponsored by the Office of the College Chaplain. These programs and services seek to challenge, encourage and assist students to understand the importance of religious values, their cultivation, and relevance to daily experiences.

Religious Life Activities

- Weekly community worship services are held every Sunday morning at 9:30 a.m. These services are dedicated to the belief of the importance of an individual's relationship to his/her Creator and neighbor. These services are led by the College Chaplain and are held in Woodworth Chapel
- A series of forums are held in the residence halls that focus on value clarification (fall and spring semesters)
- Religious Emphasis Week is held in the spring of each year. A guest Theologian is in residence to discuss issues that grow out of the week's theme with students, faculty, and members of the community at-large.
- Special seasonal (Thanksgiving, Christmas, Easter) programs and activities are conducted, as a means of reminding the College community of the religious significance of these events in the life of a worshipping community
- The Outreach Program is on that brings guest ministers, congregations, and choirs to the campus to worship with the members of the College community
- Religious referral assistance is available

Available Counseling Services

- Religious Counseling
- Emotional and personal

- Premarital and marital
- Crisis intervention
- Grief/separation

Woodworth Chapel

The Chapel serves as the center of worship for the College Community. The church congregation, Tougaloo United Church of Christ, can trace its roots back to the late 1800's.

RESIDENTIAL LIFE

Mission Statement

The Department of Residential Life is concerned with all aspects of campus living at Tougaloo College. Its mission is to provide a high quality of student residential living experience and to co-curricular living-learning environment for residents. This is achieved by providing an opportunity for group living, academic achievement, and social maturation in a democratic and diverse community. The degree to which a student benefits depends on the level of involvement in planning and implementation of campus and residential activities. This department supports the principle of initiative, which acknowledges that a student must accept personal responsibility for their development.

The Housing Staff is responsible for the development and implementation of programming that fosters an effective living and learning environment. The objective is to enhance the social, educational, cultural and personal growth of each student. A positive climate in the residence hall should promote self-discipline, self-direction, and participation in the community.

Residential Life Personnel

Tougaloo College Housing Staff includes the Director of Residential Life, an Area Coordinator, Residential Hall Coordinators, Assistant Hall Coordinators, Resident Assistants, and Office Assistants. The staff is responsible for the development and implementation of programmatic activities which create living-learning centers that enhance the social, educational, spiritual, cultural and personal growth of college students. The staff maintains the College standard operating procedures and enforces College policy. The staff generally creates a positive climate in the residence hall which will encourage self-discipline, self-direction, and co-curricular learning through participation in the community and democratic processes of student leadership.

Staff

The Director of Residential Life – The Director of Residential Life is an administrative staff member who is responsible for the total operation of all student housing facilities and the implementation of all residential life programs with judicial oversight for the campus living-learning community.

The Area Coordinator – The Area Coordinator is responsible for the total administration of a residence hall while serving as an administrative liaison to campus committees and academic initiatives in the residential life program. He/She works closely with the Director to ensure program development and implementation while supervising a residential community and hall staff.

Residential Hall Coordinator – The Hall Coordinator (HC) coordinates the total administration of a residence hall. He/She works closely with resident assistants and residents to foster a sense of community and create an atmosphere conducive to holistic personal growth and development of students. The HC is a full-time professional who lives in the residence community and is responsible for the educational and operational functions of the living area. Each Hall Coordinator brings a diverse professional and educational background to the residence hall living. A substantial portion of the Residential Coordinator's time is spent serving as an active resource for the residents and Resident Assistants staff in the planning, development, and coordination of the educational and social activities for segments of our student population and developing means of assessing student needs and interests. Another important function is to provide counseling support for living area. The Hall Coordinator is also responsible for supervising and training desk receptionists, handling disciplinary matters, providing leadership development opportunities for resident students, assuming student group advising responsibilities within Student Affairs, and overall management of the facilities in their area.

Resident Assistants – The Resident Assistant is one of the most helpful and resourceful persons that you will interact with at Tougaloo College. These individuals are responsible for providing leadership, assistance, and support to you and the other members of your floor or area. R.A.s' are selected because of their leadership potential, interpersonal ability, positive attitude, and sense of commitment. The R.A. is your primary resource for information and assistance with any type of concern. Their major responsibilities are: (1) getting to know each person in the unit, (2) familiarizing students with residence hall/suite and College rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents maintain an environment for learning, (5) acting as a liaison between resident students and the Residence Life Office, (6) facilitating student-to-student and student-to-staff interaction, (7) assisting in the development of educational programs, and (8) serving weekly desk duty hours and weekend duty rotations. Take advantage of your living situation and utilize your Resident Assistant.

Office Assistants – The Office Assistants are students who are scheduled *through the work-study program* to monitor the front desk in each hall and serve in the main departmental office. They greet visitors, answer the telephone, file paperwork, run campus errands and perform various other duties as assigned.

When possible an assistant is stationed at the desk in the front lobby of each hall. Their primary responsibilities are to insure the privacy of the residents against uninvited visitors, and to protect the property of the building during the evening hours (6:00 p.m. until 12:00 a.m.).

Life in the Residence Halls

The residence halls provide an opportunity for group living, academic achievement and social

adjustment in a democratic environment. The degree to which a student benefits depends on his/her participation in the planning and implementation of activities and his/her acceptance of personal responsibility for growth and development.

Residence Hall Facilities

There are four residence halls on the historic Tougaloo campus for all students, new and returning. Some areas of housing are specified by classification and special initiatives. Housing assignments are made on a first-come, first-serve basis.

Capacity

Berkshire Hall – 140 beds

New Women's Hall – 203 beds

Branch Hall – 152 beds

Renner Hall – 178 beds

Residential Hall Door Security

Each resident is provided with a key to his or her room. Entrance to the residence halls are by card access 24 hours a day 7 days a week. Students may access his/her residence hall regardless of the hour with a valid Tougaloo College student identification card. Entrance to the residence halls should be through doors with card readers only. "Exit Only" and "Emergency Exit Only" doors should be locked to prevent outside entry. In addition:

1. If you enter or leave the residence hall after closing hours, you are responsible for securing the outside door.
2. You should never prop open or alter a door to prevent it from closing and locking properly.
3. You should not admit an unauthorized or uninvited person into the residence hall

Security systems and security procedures are provided for your protection. Please follow the procedures at all times. Card access systems are monitored 24 hours a day.

Residence Hall Policies, Guidelines, and Regulations

In order to be admitted to the residence halls, a student must pay a \$50.00 room reservation fee. The room reservation fee is an **annual, non-refundable** fee for **ALL** students living in College housing.

Assignment Confirmation Card - A Housing Assignment Confirmation Card is issued to each student in July upon submission of a housing application and payment of the reservation fee. During arrival for semester beginnings and official registration, the card should be presented to the Residential Hall Coordinator for actual occupancy status to be activated.

Housing Agreement – Each student will be asked to sign a Housing Agreement in regards to his/her responsibility for the contents and conduct within the room. The Contract process also includes an Inventory Form that each resident must sign during the initial check-in process. Students will be held completely liable for all furniture and room contents indicated on the form.

Residence Hall Withdrawal Process – Students must officially withdraw from a residence hall. A Residence Hall Withdrawal Form must be completed, signed, and dated by the resident and signed and dated by a Residential Hall Coordinator. – Refer to College Refund Policy

Room/Roommate Assignments – Upperclassmen may select rooms and roommates during a special spring early reservation process. This process is coordinated through the Department's main office and payment of the annual room reservation fee is made to the Business Office by way of the College cashier. The students must state his or her preference for room and roommate.

Housing assignments are generally made through a random process. However, new students who will be living on campus for the first time can make specific roommate requests on the housing application. Every effort will be made to honor room and roommate preferences. Both applications and reservation fees must be processed in order to honor a special request. July 1st is the priority deadline for housing applications and roommate preferences. Any special requests received after this date are less likely to be honored. Annual housing assignments are made on a first come, first serve basis until all bedding space is allocated.

Room Changes – Students must request room changes in writing during each semester's Room Adjustment and Consolidation Period. All room changes must be approved by the Residence Hall Coordinator and coordinated through the departmental main office.

Check-In – Upon arrival, each student should check in at the reception desk of the dormitory to which he/she has been assigned. At this time, contracts will be signed, a room key will be issued and hall orientation material will be distributed.

Check-Out – Before withdrawing from the residence hall (at semester's end or year's end), the residents must officially check-out with the Residential Hall Staff. The official process includes personal property removal, cleaning of the room (swept, mopped, and bathrooms cleaned), and signing of final inventory check form.

Key Replacement – It is the policy of Tougaloo College to provide each student with a room key at the time of check in. The student is to return his/her room key upon withdrawal or departure from the residence hall. Room keys are the property of Tougaloo College and must be surrendered upon request by any authorized Student Affairs personnel. The student has the responsibility for maintaining the security of his/her key at all times and at no time should the key be given to another person. In the event, there is a need to replace the key, a \$50 key replacement fee will be charged to the student. This fee will replace the key and the core of the lock.

Single Room Dwelling Policy – Students may apply for a single/private room by filling out an official request form and agreement for payment. **A single/private room is only offered on an availability basis following registration each semester during the housing room adjustment period.** The private/single room rate is an **additional \$400.00 per semester**, if awarded to a student. Students who choose not to have a single room by default (such as roommate relocation or withdrawal from housing) **will be consolidated** into double occupancy accommodations.

Please know that room rates per semester are calculated at the double occupancy rate. If you remain in a single occupancy room, the additional fee of \$400.00 will be charged to your student account in the business office. *Fees are subject to change without notice.

Residence Hall Opposite Sex Visitation - Visitation is the opportunity for members of the opposite sex to visit individuals' rooms in accordance with the policies and hours established by the Department of Residential Life. **Opposite Sex Visitation is a privilege for upperclass students only.** Only invited guests are permitted in residence halls. Residents are to keep their doors open and lights on when they have visitors of the opposite sex. At no times are members of the opposite sex permitted beyond the lobby of any residence hall unless they have permission from the Residence Coordinator. The residence hall staff will review policies and guidelines in detail with residents and visitors. The current policy is as follows:

1. Visitation is for **upperclass students only**. Upperclass students that reside in freshman areas will not be allowed visitation. Freshman students that reside in upperclass areas will not be allowed visitation.
2. Visitation is allowed **Monday – Friday from 6:00 pm – 11:00 pm and every First and Third Weekend “ONLY”**. Signs will be posted for special times the beginning and end of visitation for each semester.
3. **ALL GUEST MUST SIGN IN AT THE FRONT DESK!!!!**
 1. A picture I.D. of the guest must be left at the front desk. A non-student guest must also leave a picture I.D. with security at the front entrance to campus.
 2. Guest must give name and room # of person visiting.
 3. Resident must escort the guest to room and at all times the guest is not in the room.
 4. Guest must be escorted to the front desk by the resident for departure and at this time the picture I.D. will be returned.
 5. All doors must be propped open at a 90 degree angle.
 6. Body exposure and/or heavy petting is prohibited.
 7. Limited body contact is allowed (hand holding, kiss on cheek, etc.).
 8. Keep music, conversation, tv, etc. to a minimum noise level.
 9. Respect everyone in the residence hall. This is their living space as well
 10. If you need someone of the opposite sex to assist you with something, you must check with a Coordinator or Resident Assistant for prior approval. Otherwise, you are in violation of opposite sex visitation.

For sanctions for violating this policy, See Opposite Sex Visitation in the Residence Halls under the heading of *Disciplinary Violation Guidelines and Penalties*.

Lobby Areas – Residential hall lobby areas are open in each residence hall from 10:00 a.m. - 12:00 midnight for visitation.

Student Identification Card – All students are required to carry their student identification card. The identification card provides access to the students’ respective residence hall, computer labs, and dining hall. Students who lose their identification card should report it immediately to the Office of Residential Life. There is a \$10 fee to replacing the identification card. **(Fee subject to change)**

Vacation Closings - The residence halls will close for the Christmas and Spring Break vacations. Students will **NOT** be able to stay on campus during these periods, and should plan to leave the residence halls when they are scheduled for closing. The date and hours for closing will be posted prior to vacation time. *Students are asked to take all valuables home with them during these periods.* **THE COLLEGE IS NOT RESPONSIBLE FOR ITEMS LEFT DURING THESE PERIODS. Please note that when the College is closed, residence halls may be closed.**

Students that need to make special arrangements regarding travel and/or cannot leave the residence hall at the designated time must be cleared with the Director of Residential Life at least 48 hours prior to the official vacation period.

Off-Campus Housing - The College does not provide off-campus housing.

Married Housing - There is no designated housing arrangements for married students at the College. A married student and spouse may have the privilege of living in the residence halls designated for the individual sexes, providing he/she is willing to adjust to the regulations of the residence hall and the College.

Summer Housing - Students who are allowed to reside on campus during the summer are all program participants (federal and/or summer camps). Student housing for summer school is limited and is approved on a first come, first serve basis. All summer residents will follow the guidelines outlined in the Student Handbook. The College also reserves the right to dictate specific curfews and administer special policies during the summer months.

Student Guidelines & Regulations

The assigned occupants of a dormitory room are financially responsible for all of the property that is a part of that room. In addition, they are also responsible for any breach of conduct which may occur within their assigned rooms (WHETHER GUEST OR THEMSELVES).

The College reserves the right to inspect any space on its property at any time. When rooms are to be inspected, the occupants will be notified if possible. The inspection will be done by authorized personnel.

Removal of Furniture – Each semester, there is an inventory of furniture in the rooms and lounges of each residence hall. Furniture should not be removed from your room or lounge without permission. There is a \$100.00 charge for removal of furniture.

Quiet Hours – Quiet hours represent a period when students may study, read, or relax without the distraction of excessive noise. These hours are necessary for the academic success of many students, since they do most of their studying in the residence halls. It is the responsibility of each resident to observe quiet hours. **Quiet hours are from 10 p.m. - 8 a.m. Weekdays (Sunday-Thursday) and 12 midnight – 10 a.m. on Weekends (Friday & Saturday).**

Radios, televisions, stereos, etc. should be played at a moderate tone at all times. **THIS EQUIPMENT MUST NEVER BE PLACED IN WINDOWS.** Courtesy Hours are observed 24 hours a day which means if a resident in your community respectfully request personal noise levels to be reduced, that request should be honored immediately without conflict or dispute.

Health & Safety Inspections – Students are responsible for the upkeep of their rooms. It should be kept attractive, clean and free from hazards. Health inspections will be announced and performed monthly, typically during the 1st week of each month. Trash from individual rooms **SHOULD NOT** be swept into the hallway. Rooms should be mopped at the end of each semester before leaving the halls. Please clean up after yourself in common areas out of respect for the community. Soiled clothing, bed linen, and uncovered stale food are health hazards. Health and safety inspections are a requirement of the department and not optional for residents. Students found in violation of the health and safety codes will be fined \$25.00 dollars for the first offense and subject to disciplinary action for further violations.

Students using bathroom facilities and restroom facilities should leave them in order and clean. Food and dishes left in the bathroom sink are also a health hazard and precautions should be taken to keep this area clean. Dishes remaining in the sink will be thrown away by personnel.

Breakdowns and Needed Repairs – Replacement of light bulbs, electrical and plumbing problems, lock repairs, or any repairs needed for rooms should be reported to the Resident Assistant for your living area. The RA will inform the Hall Coordinator of needed work requests daily by completing a work order or by personal phone call.

Room Decorations – Pictures, calendars or any posters should be placed only in a manner as to avoid damage to walls, doors, and/or mirrors. Any damage resulting from improper posting will be assessed to the occupants starting at not less than \$25 dollars.

Valuables – The College is **NOT responsible** for money, jewelry, and other articles left in student rooms. Student insurance information is available in the Office of Residential Life.

Overnight Infants and Guests – Infants, children, and guests are prohibited from staying in the residence halls overnight.

Illness in the Residence Hall – Students who are ill must inform Residential Hall Coordinator in order to receive a sick tray from the dining room (refer to Emergency Medical Procedures). A

student should report to the Health Center immediately to receive official excuses for absences due to medical reasons.

Residence Hall Suspension and Forfeiture – A student suspended from the Residence Hall may not reside, visit, or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which a sanction is in effect. The suspended resident shall forfeit his/her fees including any unused portion thereof. Prior to suspension, the resident will receive a verbal and written warning for infractions not rising to the level of immediacy.

Forbidden Articles and Acts – The possession and use of certain articles and performance of certain acts in or near the residence hall is prohibited.

Examples follow:

- Alcoholic beverages, drugs, and /or alcoholic containers
- Gambling and stealing (to include unauthorized entry)
- Firearms and other weapons
- Pets of any kind, except fish
- Solicitation without authorization
- Tougaloo silverware, dishes, trays, and other utensils
- Loud and boisterous noise or music
- Water guns

Linen - Students must provide their linen. It is suggested that at least two complete sets are brought to campus (4 single sheets, 2 pillow cases, 6 bath towels, 3 face towels, 2 spreads, 1 blanket, and 1 mattress pad).

Telephones - Telephone jacks are available in all rooms which service all local calling. Student must supply his/her own telephone. Deliberate destruction of the jacks in the wall is prohibited.

Bulletin Boards - The bulletin boards serve as means of communication of important campus information. They should be kept current and read daily. The clubs and organizations should use this official space for posting of announcements. Any notices posted illegally will be taken down!

Vending Machines - The vending machines are installed in the residence halls as a service to students. It's important to report a machine when it is out of order to the Office of Student Affairs.

Mail - The mail schedule is posted and set by the individual residence hall. Residents receiving special delivery, express, registered mail, etc., will be notified by a "package slip." The student must pick up this special mail from the mail room. Identification will be needed for students who pick up their mail from the mail room. **CASH SHOULD NOT BE SENT THROUGH THE MAIL.** Mail received in the summer will be returned to sender if student is not on campus. Students should have their address forwarded to a summer address at the end of the spring semester.

Proper Address for Student Mail:

Student's First & Last Name
Residence Hall & Room Number
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174

Laundry - Washers and dryers are available in each residence hall. Resident students are charged a fee per semester which is collected at Registration with general fees. Needed repairs should be reported to the Residential Hall Coordinator. *Laundry facilities are to be used by resident students only.*

Conflict Resolution Process

Students' Responsibility

At the first indication that you and your roommate are experiencing interpersonal conflict, you and your roommate are responsible for contacting your Resident Assistant or the Residential Hall Coordinator for assistance in resolving the conflict. Conflict resolution is a shared responsibility and a negotiation process.

Coordinators' Responsibility

At the first indication that differences between roommates have not been resolved and may degenerate into conflict, the Residential Hall Coordinator will implement the following steps for conflict crisis intervention:

Step 1: Bring the roommates together in a setting that will permit the individuals to identify and freely discuss the reasons for the conflict. (At this point, there is no need for others to testify to the actions of the roommates. At this point, it is not a judicial process.)

Step 2: Require the roommates to identify rational, reasonable and acceptable alternatives that will resolve the conflict. The solutions cannot violate the policies or guidelines of the College. (The roommates must own the process and solutions.)

Step 3: The roommates must set a timetable for full compliance with the process for resolving the conflict.

Step 4: In the context of the meeting, the Residential Hall Coordinator must make it clear to the roommates that failure to comply with the agreed upon process will lead to a referral to the Area Coordinator and/or the Director of Residential Life.

Step 5: After the initial meeting, the Coordinator will write a follow-up letter to the roommates acknowledging the conflict resolution meeting, and restating the agreed upon process for resolving the conflict. If further meetings are required, a date, place, and time should be included in the follow-up letter.

NOTE: If by the professional judgment of the Residential Hall Coordinator, conflict intervention assistance is deemed necessary, he/she should contact the College Counselor, Director of Student Development Services or the College Chaplain for assistance.

Safety Procedures

Immediately become familiar with fire exits and fire extinguishers. In case of fire, notify the person in charge of the building. Periodic fire drills should be held so there's a system of evacuation of the building without panic and a means of accounting for all residents in the hall as quickly as possible. *PREVENTION OF FIRE IS THE RESPONSIBILITY OF EACH RESIDENT.* Never tamper with the fire extinguishers.

Fire alarms and fire extinguishers are for the safety of people and property, and should not be used for play. Violators will be subject to a minimum \$100 dollar fine and disciplinary actions.

Burning candles and incense are a fire hazard and prohibited in the student's rooms. In case of a "black-out," always use a flashlight.

Any student, who discovers an odor of burning, should report it immediately to the person in charge of the building and contact security as soon as possible.

Students should also observe the following:

1. Never iron on beds or furniture
2. Careful use of electric heaters; and
3. No overloading of sockets and plugs.

Severe weather procedures:

1. Get into the inner most portions of the building
2. Avoid windows and glass doorways
3. Get into the basement
4. Do not open windows
5. Get into hallways, and close the doors to outside rooms
6. Protect your head, and make yourself a small target

HOW TO REPORT SEXUAL ASSAULTS

Anyone that is the victim and/or survivor of sexual assault should:

1. Go to a safe place that does not pose as threat or harm.
2. Contact Public Safety at 977-7857/6180. If off campus, call 911 immediately.
3. If assault took place within 72 hours, seek medical attention as soon possible at University Medical Center (UMC). Preserve evidence by doing the following:
 - Do not bathe, wash hands, or clean fingernails.
 - Do not remove clothing; however, if clothing is removed place them in paper bag, not plastic!

- Do not apply or take any medication.
 - Do not disturb anything in the area where the assault occurred.
4. If assault took place after 72 hours or some time ago, explore the following options:
- Seek counseling
 - Seek medical attention for treatment of injuries or symptoms related to the assault.
 - Consider reporting the option to Public Safety or the police.

Purpose of Medical Examination

Immediately after a victim has been raped, seek medical attention. During sexual assault, the victim's body is the most valuable crime scene. Since evidence deteriorates as time passes, victims have 72 hours to receive a sexual assault forensic examination (rape kit) to collect evidence. In addition, an immediate physical examination assists in detecting the following:

- Determining if and to what extent physical damage has occurred.
- Reducing the risk of contracting certain Sexually Transmitted Diseases (STDs) or becoming pregnant. Medication can be provided as a preventive measure.

It is in the best interest of the victim to maintain follow-up appointments with a physician.

HOW TO REPORT MEDICAL EMERGENCIES

1. PROCEDURES FOR REPORTING EMERGENCIES IN THE RESIDENCE HALLS

A. Before 5:00 p.m.

The individual should contact the Residential Hall Coordinator.

The residential Hall Coordinator will take the following actions:

- Call the Health/Wellness Center Medical Center
- Call the Director of Residential Life who will contact the Dean of Students

B. After 5:00 p.m.

The individual should contact the Residential Hall Coordinator

The Residential Hall Coordinator will call security.

Security will take the following actions:

- Call the Director of Residential Life
- Call the Dean of Students

2. PROCEDURES FOR REPORTING MEDICAL EMERGENCIES ON CAMPUS AWAY FROM THE RESIDENCE HALLS

A. Before 5:00 p.m.

The individual should contact the Health/Wellness Center Medical Clinic (601) 957-6776

The personnel in the Center will take the following actions:

- Call Public Safety (ext. 7857/6180)
- Call the Dean of Students or Assistant Vice President for Students Affairs

B. After 5:00 p.m.

The individual should contact Security.

Security will take the following actions:

- Call 911
- Call the Dean of Students or Assistant Vice President for Student Affairs
- The College Nurse should be contacted the next working day.

STUDENT ACTIVITIES

The Office of Student Activities serves as the clearinghouse for all campus activities and primary source of support for all student organizations. Its mission is to enhance students overall educational experience through co-curricular activities (social, recreational, cultural, and leadership development). The Office of Student Activities is located in Warren Hall.

Some of the specific duties of this office are as follows:

- The Coordinator for Student Activities and Leadership Development serves as the advisor to the Student Government Association and works with the Student Activities Council to plan and implement activities.
- He/She coordinates the planning of and distribution of a comprehensive calendar of activities for the College community.
- He/She works in concert with college personnel to formulate activities.

Guidelines for Governing Student Organizations

The procedures for the recognition of student organizations are based upon the mutual trust and cooperation enjoyed by the students and the administration and on the belief in the decision-making ability and responsible judgment of those primarily involved in extracurricular activities. Based upon this philosophy, the President of the College, who possesses the ultimate authority for the recognition of student organizations, has delegated this authority to the Vice President for Student Affairs through the Coordinator for Student Activities and Leadership Development.

Definition

A student organization is defined as “a group of Tougaloo College students joined in the pursuit of a common purpose, which is in support of the mission, goals, and values of Tougaloo College.” The organization must be guided by a lawful constitution, directed by chosen officers and approved advisors, and chartered by the Coordinator for Student Activities and Leadership

Development and approved by the Vice President of Student Affairs.

Recognition as a student organization in no way implies that Tougaloo College necessarily endorses positions or points of view expressed privately or publicly by members of recognized student organizations.

As a condition of College recognition, student organizations are open to all registered students without regard to race, color, creed, gender, physical impairment, national or ethnic origin, or age. Social fraternities and sororities may restrict membership to students of the same gender. Implementation of this policy is the responsibility of the Office of Student Affairs.

Applying for College Organization Charter

A Charter must be granted by the Office of Student Activities to groups wishing to become an approved student organization. The application for Charter must be submitted in duplicate to the Coordinator for Student Activities and Leadership Development. The application requests the following information:

- A. Name of the organization
- B. Purpose of the organization
- C. Proposed activities of organization
- D. List a minimum of eight (8) prospective members (name, social security number and/or ID number, and classification)
- E. Name, address and telephone number of two faculty and/or staff advisors
- F. A statement of non-discrimination in the selection of members
- G. A statement indicating support of missions, goals, and values of Tougaloo College

The Coordinator for Student Activities and Leadership Development will forward the application for College Charter to the Vice President for Student Affairs for primary approval or disapproval. If primary approval is given to start an organization, the interested students are given permission to hold an initial meeting to write a proposed constitution. The proposed constitution must be signed by a minimum of eight (8) prospective members and two advisors. Three copies of the proposed constitution must be submitted to the Office of Student Activities for distribution to the Vice President for Student Affairs, the Student Government Association and the files of the Office of Student Activities. Upon approval of the constitution by the Office of Student Activities, the group may function as a chartered College organization. If the constitution is not approved, the group may not function until appropriate revisions have been made to and approved by the Office of Student Activities.

In the first meeting of the new club, after its charter has been granted, the group must elect its full slate of officers and submit three copies of same to the Office of Student Activities on the following business day.

Rights of Campus Organizations

Upon receipt of its charter, the proposed organization shall become a chartered organization, with all rights, privileges, responsibilities and immunities conferred to student organizations as stated in the introduction of this document.

Requirements for Maintaining Charter

It is to be understood that each chartered organization of Tougaloo College is subject to the rules, regulations, review and decisions of the College and the Student Government Association (SGA). If an organization violates any of the provisions of its charter statement, constitution or the regulations of the College, the SGA may revoke the organizations charter. Likewise, the Vice President of Student Affairs may suspend, place on probation, or take other appropriate action against any student organization found in violations of college policies and procedures as stated in this handbook and/or the **Student Handbook**.

Revoking of a College charter results in the loss of rights and privileges granted to the organization by the charter.

Annual Renewal of the Charter

Each recognized student organization of the College must renew its charter annually with the Office of Student Activities by the first week of September. Charters are used to update the organization's slate of officers and to record constitutional changes. Organizations must conduct their selection of primary student officers prior to the September deadline for the renewal application to be accepted as complete. Failure to comply with the renewal deadline shall result in revocation of the organization's charter and privileges to operate as Tougaloo campus organization. Organizations failing to renew their charter by the first week of September may renew their charter after that date during the next academic year by completing the necessary forms. Activity will be granted at the beginning of the first day of the month following written reactivation by the Office of Student Activities. After a one year lapse in the charter renewal, the organization must re-apply for recognition according to the procedures specified for the establishment of new organizations.

Lapse of Charter

An organization may not withdraw its charter or allow it to lapse to circumvent sanctions or pending disciplinary action by the College.

An organization in good standing with the College which allows its charter to lapse or voluntarily withdraws from the College is denied all rights and privileges accorded students organizations as specified in this document and shall not operate on the campus. Repeated attempts to operate without college recognition shall result in disciplinary action against the individual students and may result in suspension from the college.

Organizations whose charters have been suspended for a stated period of time under stated conditions must adhere to the conditions, face additional delay of reinstatement, possible permanent revocation of charter for repeated non-adherence to the conditions or other serious behavioral problems. Suspension of charter means that the organization is not authorized to operate on campus, at off campus sponsored college events, to recruit members, or promote the organization's identity (by wearing or displaying the organization's clothing or insignia) or activities. Additional conditions may be imposed requiring the organization to perform or refrain from certain activities.

Revocation of a charter is an action by the College indicating a total and permanent separation of the organization from the College. Revocation of a charter consist of a total prohibition of the organization and its members/supporters to conduct any activity on the campus or at off campus associated events that in any way promote the goals, purposes, identity, programs or activities of the banned organization.

Individual students who promote the goals, purposes, identity (by wearing organization clothing or insignia), sponsoring programs or activities for a suspended organization whose charters has been revoked will be fined.

Guidelines for Governing Greek Letter Organizations

Pan Hellenic Council Organization Standards

Social Greek-letter organizations have been a part of the history of Tougaloo College for an extended period of time. These organizations are an important part of campus life for many students and can have a meaningful impact on the development of their members.

Organizational Requirements

Each organization must complete a minimum of five hours per member in the following programs as adopted by the Pan Hellenic Council Advisor: Community Service, Unity, and College Service.

Each organization must file with the Coordinator for Recreational Activities and Greek Life within one week of the membership intake, the names and active and inactive members of the organization.

Membership Intake Eligibility

To be eligible for intake in a Greek organization, the student must:

1. Be a full time Tougaloo student;
2. Have at least 30 academic hours of credit, and is officially classified as a sophomore or above;
3. Have a cumulative 2.8 GPA, and at least a 2.5 GPA for the previous semester prior to intake;
4. Be enrolled and completed the semester at Tougaloo prior to intake;

5. Be in good financial standing with the College;
6. Be officially cleared for good citizenship by Student Affairs;
7. Have a complete physical on file with the Health and Wellness Center;
8. Have at least a 2.8 cumulative grade point average to remain active.

Activities

Each organization will sponsor activities that (1) promote excellence in academics; (2) foster brotherhood and/or sisterhood; (3) promote community involvement through service and projects; and (4) perpetuate the history of the fraternity or sorority. These activities must include but are not limited to the following:

1. One Campus-wide community service project that addresses a program from their national office (the event must be documented);
2. One sorority forum (coordinated by all group addressing a national issue affecting females).
3. One fraternity forum (coordinated by all groups addressing a national issue affecting males).

All activities must be scheduled according to the College rules and regulations concerning on campus or off campus activities for students organizations.

Advisors

1. It is required that all Greek-letter organizations have a minimum of two (2) advisors. These advisors must annually indicate a willingness to serve in that capacity.
2. It is required that the primary advisor be a staff or faculty member of Tougaloo College.
3. It is recommended that an advisor be an active member of the Greek organization.
4. Alumni, retired faculty and staff, and other active members of the Greek organizations are encouraged to serve as advisory council members of the individual Greek organizations.
5. An approved College advisor must be in attendance at all meetings, program, events sponsored by the Greek organization(s).

Greek Plots

Special activities on Greek Plots must be approved by the Pan Hellenic Advisor. There will be absolutely no barbeque grills on Greek Plots. Greek Organizations can be held responsible for the conduct of their visiting members. All plots must be maintained in the following way: the immediate area should be free of litter, benches painted, and grass trimmed. Plot must be maintained in a manner that complements the natural beauty of the campus.

Fraternities and Sororities

Alpha Kappa Alpha Sorority
Delta Sigma Theta Sorority

Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority
Alpha Phi Alpha Fraternity
Kappa Alpha Psi Fraternity
Omega Psi Phi Fraternity
Phi Beta Sigma Fraternity

The Pan Hellenic Council is the governing body for social fraternities and sororities.

Opportunities for Clubs and Organizations

Leadership Training

Within the Office of Student Affairs, a leadership program is offered for all organization presidents to enhance the skills of students. The program provides training for the emerging leaders as well as the established leader. The program focuses on a wide range of critical areas over a nine (9) month period beginning with a 3-5 day leadership retreat. Organizations that participate in the program on a formal basis are as follows: Resident Assistants, Student Government Association, Yearbook Staff, and Peer Educators., O.A.S.I.S. Organization presidents are invited to participate in the workshops offered during the academic year.

Students who are interested in the Leadership Program must meet the following requirements:

1. Must be a full time student;
2. Must have at least a 2.8 grade point average;
3. Good citizenship record;
4. Must be classified as a sophomore, having matriculated at Tougaloo College for at least one year (except in the case of SGA freshmen class officers);
5. Pleasant personality;
6. Have a willingness to dedicate a sufficient amount of time to organizational related activities for the full academic year (August-May).

Applications are available in March of each year in the Office of Student Activities.

Honor Societies

Membership selection for an honor society is based upon outstanding academic ad scholastic achievement, or the selection might be based upon scholastic achievement in a specific academic area.

Professional and Vocational Organizations

Professional and vocational organizations create within their members a deeper appreciation and knowledge for a special career interest. These organizations are usually sponsored by departments offering majors in a particular professional or vocational area. For example, at Tougaloo College there are Economics, Psychology, English, Biology and Education Clubs.

Several of these clubs are affiliated as student chapters of national professional organizations.

Guideline for Activities

Activity Request Procedures

An organization must secure an Activity Request Forms from Facilities Management and/or the Office of Student Activities and properly fill it out before it can sponsor any activity. Under no circumstances will any organization be permitted to sponsor any activity which has not been properly approved by Facilities Management and the Student Activities Office.

1. A student will be able to hold a major office in a student organization with a cumulative average of "C" or better.
2. Each organization that sponsors an affair in any building must pay the janitorial fee of \$50.00 or be responsible for cleaning of the facility immediately following the activity.
3. All organizations are required to file with the Office of Student Activities annual reports of activities sponsored during the year.
4. Activities (rehearsals, meetings, athletic games, etc.) are to be closed on the College campus Sunday before 1:00 p.m. and any other time that convocation is held.
5. Activities scheduled Sunday through Thursday should conclude by 11:30 p.m. and by 12:30 a.m. on Friday and Saturday.
6. There will be no dances or parties scheduled Sunday through Thursday.
7. Social activities will be planned for the general student body during the year by the Student Activities Committee and the Student Government Association.
8. Any official student organization may be permitted to sponsor any activity during the year as long as it is in keeping the objectives of the College.
9. Raffleing must comply with local and state laws. An Activity Request Form is required.
10. A comprehensive statement of scholarship awards and projects to be given must be submitted to the Dean of Students Office along with the request (s) for the affair to benefit the same unless it is already standardized (example: UNCF Pageant).
11. All meetings of student organizations must be approved by the advisor and the Office of Student Activities.
12. All dances/parties will be sponsored by Student Activities.
13. Greek shows will be held in the Health & Wellness Gymnasium.
14. Patio Shows on Warren Hall must receive prior approval.
15. Advisors must be present at any functions that are held at night and weekends.

Academic Affairs

All activities involving classroom space will be schedule in accordance with the academic calendar and classroom assignments. Certain activities are considered incompatible with general purpose classrooms and special facilities. Such activities will not be scheduled in classroom space at any time.

Health and Wellness Center

The Health and Wellness Center houses offices, meeting and lecture rooms, classrooms for health education, a walking/jogging track, a fitness/training area, and a large swimming pool for educational, fitness, therapeutic and recreational purposes.

Any activities requests for the Health and Wellness Center must be approved by Facilities Management.

Outdoor Event Policies

All organizations sponsoring outdoor events must be responsible for the clean-up following the event. There will be a \$50.00 fine for organizations that do not adhere to this policy.

Warren Hall should be the site for most outdoor events that require electrical power sources. Stage, chairs, tables, etc., must be listed on the Activity Request forms. If music is used it will be regulated by Public Safety and the Office of Student Activities.

Parades

There will be no parades unless approved by the Office of Student Activities.

Residence Hall

Activities taking place in residence halls must be approved by the Residential Life Coordinator.

Security and Enforcement

Certain College and student sponsored events will require increased security coverage.

The types of events requiring increased coverage include, but are not limited to the following:

1. Events that draw a large gathering of people;
2. Events which present a topic or activity with reasonable potential for a disturbance or disruption;
3. Events where money will be collected; and
4. Outdoor campus events.

The Chief of Public Safety, in conjunction with the Student Activities personnel, will make the final determination as to whether an event will require special security coverage and the number of officers required. For planning purposes, arrangements for increased security must be made with the Chief of Public Safety at least 72 hours prior to the scheduled event.

The Office of Student Activities reserves the right to require a minimum of two bonded police officers at any campus activity. The cost of police officers will come at the expense of the

sponsoring organization. The sponsoring organization will be responsible for the conduct of their members and guests. Failure to make appropriate arrangements for increased security coverage will subject an event to cancellation.

Sign Policy

Tougaloo College students, student organizations, faculty, and staff commonly post signs on the College's bulletin boards as a means of displaying information about events. The College has allowed this practice within regulations designed to reasonably govern the time, place and manner for the protection of the students, College property, and beauty of the campus.

All signs, flyers, and banners must be approved through the Office of Student Activities or the Office of Student Affairs before posting. If signs are put up without approval, the sign will be taken down. Individuals or groups who hang signs without the approval may be sanctioned by the Office of Student Activities. Banners can be hung at least 3 days prior to an event, but must be taken down within 24 hours after the event unless prior approval is given. An expiration date should be placed on all flyers.

Signs/flyers shall not be placed on glass, trees, painted surfaces, security station, and front entrance of street signs. Any signs placed in these areas will be in violation of the sign policy and will be taken down.

Special Regulations

Each organization must have on file in the Dean of Students Office and the Office of Student Activities the following:

1. Copy of its Constitution and By-Laws, and revisions made
2. Registration form at the beginning of each academic year
3. List of members

Each organization must have at least one advisor who is a faculty or staff member of the College. Funds are to be deposited in a local bank as collected and withdrawn by check countersigned by advisor when needed. An audited financial report must be presented to the Office of the Dean of Students. This report must be filed before Spring elections. Election of officers must be held in the Spring of each year for the succeeding year.

Policies Governing Off-Campus Trips

Any student or student group desiring to sponsor an off-campus trip must:

1. Obtain approval to make the trip and secure an application from the Dean of Students (When groups are to stay off campus more than 48 hours, approval must be secured from the Dean of Students);
2. Submit completed application to the Dean of Students at least one week before trip is to be made;
3. Submit the names of each person desiring to make the trip to the Dean of Students at least 3 days prior to the date of the trip;

Any trip taken by a group of students must be made in a licensed bus with a bona fide license from the proper State Commission

Criteria for Student Pay Affairs

Each organization may sponsor one pay affair per month. Pay affairs will be restricted to organizations that have functioned actively on campus for at least one academic year. Step-shows must receive prior approval and advisors must be present at pay affairs that are held at night and on weekends. Activity Request forms must be filed by the 15th of the month prior to the requested date.

Student Productions

The production must be wholesome entertainment and of a cultural nature. It should follow a high standard of production:

1. It must not have any offensive or obscene suggestiveness;
2. Costumes and music must be in harmony with the production;
3. The production must be well done and of good taste. (If there is a violation of the above criteria during presentation after the production has been approved by the reviewing committee, the organization may be suspended)

Duties and Responsibilities of Advisors

1. Attend all meetings of the organization
2. Attend all pay affairs at night sponsored by the organization
3. Approve or disapprove special meetings
4. Work with student groups in planning, executing and evaluating activities of the organization
5. Counsel with students and lead them toward realizing their potentials for optimal growth in keeping with the objectives of the College
6. Encourage students to attain exemplary records of leadership and character
7. Report immediately any acts of danger involving students to Public Safety and/or the Office of Student Affairs

If an advisor fails to meet the above responsibilities, it could lead to a penalty imposed on the organization.

How to Best Utilize Your Advisor

1. Always consult you advisor before scheduling a meeting. It is College policy that an advisor be present for meetings and activities of the organization. It is common courtesy that you work with your advisors and their schedules. (Remember, advisors are not paid to serve as your advisors).
2. Meet with you advisor at least one day before your meeting to go over the agenda and topics to be discussed at the meeting. If you are not certain how to run the meeting or

deal with the situation that may arise, use your advisor's knowledge and experience to come up with solutions.

3. Meet with your advisor after the meeting to solicit advice or comments on the way you handled the meeting. It can only help! Work with your advisor in seeing that follow-up assignments to be done by other officers and members are completed, and keep him/her posted as the progress of the organization.

Financing Your Organization

Recognized campus organizations are allowed to conduct one pay affair per month. Pay affairs will be restricted to organizations that have functioned actively on campus for at least one academic year. The proceeds from these fund raisers, membership dues and contributions from external sources should be used for the operation of your organization if permitted by your individual constitutions.

Publications

Tougaloo College respects students' rights to express their opinions and encourages them to do so in a professional and ethical manner. The College does not endorse or accept responsibility for libelous writing, offensive language, and plagiarism. Students engaging in such are subject to discipline under college rules and state and federal law.

Student Activities Committee – The committee is composed of the Vice Presidents from each of the four classes. Funds for activities are derived from the student activity fee. The Chairman of the committee is the Vice President of the Student Government Association.

Activities

Social activities are planned and implemented by all organizations on campus to provide entertainment, relaxation and raise funds for the organizations.

Sample Clubs, Organizations, and Honor Societies

Active Minds
Alpha Kappa Alpha Sorority, Inc.
Alpha Lambda Delta Honor Society
Alpha Mu Gamma
Alpha Phi Alpha Fraternity, Inc.
Anointed Voices of GRACE
Cheerleaders
Concert Choir
Delta Sigma Theta Sorority, Inc.
Elite Performance Dance Company
F.A.M.E.
French Club
Freshman Class

Phi Beta Sigma Fraternity, Inc.
Phi Mu Alpha Sinfonia Fraternity, Inc.
Pre-Alumni Council
Pre- Health Club
Project Stop Now!
Psychology Club
Public Relations Association of MS
Reuben V. Anderson Pre-Law Society/Phi
Alpha Delta Pre-Law Fraternity
Senior Class
Sigma Tau Delta International English
Honor Society
Sociology/Social Work Club

Gamma Phi Delta Sorority, Inc.
Junior Class
Kappa Pi International Honorary Art Fraternity, Inc.
N.A.A.C.P.
Omega Psi Phi Fraternity, Inc.
Pan Hellenic Council

Sophomore Class
Spanish Club
Student Activities Council
Student Government Association
T.A.M.S.
Zeta Phi Beta Sorority, Inc.

Organization Advisors

Advisor to S G A (Coordinator for Student Activities and Leadership Development)

Advisor to Judiciary Council (Director of Residential Life/Judicial Affairs)

Advisor to Discipline Review Committee (Appointed by the President)

Advisor to Pan Hellenic Council (Coordinator for Recreational Activities and Greek Life)

Advisor to Harambee (Journalism Department)

Advisor to the Yearbook Staff (A member of Student Affairs Staff)

Advisors for all other student organizations will be selected by the organizations

Recreational Activities

The Office of Student Activities provides a competitive Intramural Sports Program for male and female students. More than ten activities are offered, featuring team and individual/dual competition. The goal of Intramural Sports is to be as diverse as possible and offer each student the opportunity to participate, regardless of ability. The Coordinator for Recreational Activities/Greek Life oversees all recreational activities. The college offers four (4) major intramural sports:

Fall Semester

Flag Football (September – November)
Registration – August
Volleyball (November – December)
Registration – October

Spring Semester

Basketball (January – March)
Registration – January
Softball/Soccer (March – April)
Registration – February

Eligibility Requirement

1. Students must have a Tougaloo College ID at all functions
2. Students must be enrolled
3. Varsity Athletes cannot participate in their sport

Recreational Sports are also available:

- Table Tennis
- Badminton
- Bowling
- Golf
- Pool
- Outdoor basketball
-

Students will be able to check-out equipment in the Office of Student Activities.

Intramural Complex Policy

I. Purpose

This general policy is established for the use of Tougaloo College's outdoor facilities (intramural complex) including the basketball court, tennis court, and softball field and volleyball pit. The complex will be supervised by the Office of Student Activities.

II. Policy

In order to provide the best possible atmosphere, only registered and enrolled students, faculty, staff and official guests are permitted to use the intramural complex. This policy also applies to the intramural complex at all times other than when faculty usage during scheduled class times.

1. The intramural complex will be made available for use to student organizations and officially approved groups, on a first come first serve basis. Activity requests from the use of the facilities must be received in the Office of Student Activities five (5) working days prior to the proposed date of the activity. The Office of Student Activities will respond within 48 hours upon receipt of the request. ***All events will require the signature and the presence of an approved advisor.***
2. The host organization is required to notify the Office of Student Activities of cancellations at least 48 hours prior to the date of the activity. Failure to do so will affect future activity privileges.
3. All activities should conclude by 10:00 p.m.
4. Safety is important to Tougaloo College, as with all activities any violation of college rules, regulations and policies are subject to Code of Student Conduct as outlined in the Student Handbook. Any unauthorized person may be subject to suspension of privileges on the campus.
4. Scheduled events on the intramural complex have priority over recreational use. Therefore, the user(s) will be asked to vacate the facility.

III. Lighting

A timer switch will regulate lighting of the intramural field.

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Bearing in mind the essential purpose of Historically Black Colleges and Universities, we, the students of Tougaloo College, devote ourselves to the holistic development of our community, our college campus, and our country. We pledge never to forget our heritage or culture as we strive to attain our goals for the ultimate advancement of the African American race. Moreover, we will keep the rules and regulations contained herein pertaining to our governance at Tougaloo College for the uplifting of the College and the student body.

TRANSMITTAL

Herewith is transmitted the Constitution and By-Laws of the Tougaloo College Student Government Association as amended, codified, and adopted by the general enrollment of Tougaloo College, Tougaloo, Mississippi in 2005.

These amendments have been accepted and approved by the Student Government Association as provided in the Constitution and attested by Carlos D. Smith, Parliamentarian and Marcus J. Mason, President of the 2004-05 Student Government Association with revisions dually made under the administration of LaQuanta Murray, President of Student Government Association 2005-06 and Semoune Ellis, Judiciary Chairperson and committee.

This Constitution becomes the basic law of the Tougaloo College Student Government Association and supersedes all previous rules and regulations.

ARTICLE I

NAME

The name of this organization shall be the Tougaloo College Student Government Association herein after referred to as SGA. SGA, for the purposes of this constitution, will consist of officers outlined in the Constitution.

ARTICLE II

PURPOSE

The Student Government Association in conjunction with the faculty and administration recommends policy, standards, rules and regulations governing campus conduct. Power is derived immediately from the Student Body and ultimately from the Administration of the

College. The right of self-government that the Administration grants to the SGA is vested by the students in which the SGA officers are elected to represent.

ARTICLE III

OBJECTIVE

The SGA shall:

- A. provide an opportunity for full and free discussion on problems relating to the welfare of the College
- B. represent faithfully the College officials and faculty of the Student Body and vice versa
- C. execute Legislative, Executive, and through the Judiciary Council-Judicial powers-primarily in matters pertaining to the Student Body
- D. requiring all organizations be under the auspice of the SGA, thereby reporting to them when necessary
- E. be the overall student organization on campus

ARTICLE IV

MEMBERSHIP

A. All students registered at Tougaloo College are entitled to vote in special and general elections of the SGA outlined in this constitution and subject to this constitution, and are thus members of the SGA.²

B. There shall be twenty-one (21) officers within the SGA, who shall be elected by the student body:

SGA President	SGA Vice President
Miss Tougaloo College	Mr. Tougaloo College
Judiciary Chairman	Class Presidents (4)
Class Vice Presidents (4)	Class Misses (4)
Class Representatives (4)	

C. There shall be six (6) additional officers appointed by the elected Executive Board:

General Secretary	Secretary of Campus Affairs
Secretary of Fiscal Affairs	Secretary of Civic Affairs
Secretary of Academic Affairs	Parliamentarian

ARTICLE V

OFFICER RESPONSIBILITIES

- Section 1: All officers, with the exception of the General Secretary and Parliamentarian, shall have voting power; of the 27 members 25 will have voting power.
- Section 2: A mandatory transitional meeting shall be conducted by the old SGA for the new SGA in April each year following the elections.
- Section 3: The President shall:
- (a) preside at all meetings of the SGA
 - (b) be responsible for all functions of the SGA
 - (c) represent the SGA for public occasions
 - (d) serve as the direct liaison between Administration and the Student Body
 - (e) provide monthly reports of activities relating to SGA
 - (f) appoint Chairman of the Elections Supervisory Committee
 - (g) serve as Chairman of the Executive Committee
 - (h) serve as Ex-officio of all SGA committees, except Elections Supervisory Committee
- Section 4: The Vice-President shall:
- (a) perform all the duties of the President in his or her absence or inability
 - (b) in the event of the resignation, removal, or death of the president shall automatically ascend to the role of president for the remainder of the term of presidency
 - (c) serve as Chairman of the Student Activities Committee
- Section 5: The Judiciary Chairman shall:
- (a) serve as Chairman of the Judiciary Council
 - (b) inform council members of the date, time, and place of each hearing
 - (c) reserves the site for the hearing
 - (d) open and close the hearing, records the proceedings, and communicates the decision of the Council to the defendant at the conclusion of the proceedings
 - (e) submit the decision of the Council to the Dean of Students for further action
 - (f) coordinate all town hall meetings concerning the student body
- Section 6: Mr. & Miss Tougaloo College shall:
- (a) serve as a host/hostess and ambassadors for the college (on and off campus)
 - (b) assist in the recruiting process
 - (c) represent Tougaloo College in pageants
 - (d) be advisors to all members of the Student Body
 - (e) publish a monthly newsletter
- Section 7: Class Presidents shall:
- (a) be responsible for monthly meetings with the SGA

- (b) conduct monthly class meetings
- (c) have an agenda at each meeting
- (d) represent the class on public occasions
- (e) report class activities, business, and concerns to the SGA
- (f) select and appoint members to class committees
- (g) report SGA business to the class

Section 8: Class Vice Presidents shall:

- (a) assume the duties in the absence, removal, or inability of the president
- (b) oversee the functioning of class committees
- (c) be responsible for securing funds for the class

Section 9: Class Representatives shall:

- (a) plan and promote class activities
- (b) be responsible for organizing community service projects for the class
- (c) attend required meetings of the Student Activities Committee

Section 10: Class Misses

- (a) be responsible for publicity for all class activities
- (b) assist Mr. & Miss Tougaloo College with publicity for all SGA activities
- (c) assist Mr. & Miss Tougaloo College with SGA Monthly Newsletter

Section 11: General Secretary shall:

- (a) be responsible for secretarial needs of the SGA
- (b) responsible for all internal and external correspondence
- (c) record minutes of all general and executive SGA meetings
- (d) promptly post minutes of the SGA
- (e) notify SGA members of called or special meetings

Section 12: Parliamentarian shall:

- (a) ensure meetings are orderly
- (b) assist members in understanding procedures
- (c) be knowledgeable of Parliamentary Procedures
- (d) be knowledgeable of SGA Constitution

Section 13: Secretary of Fiscal Affairs shall:

- (a) serve as Treasurer of the SGA
- (b) maintain a file of financial receipts and disbursements of SGA
- (c) serve as liaison to Fiscal Affairs and the Financial Aid Dept. of Tougaloo College
- (d) inform SGA and student body of financial concerns from Fiscal Affairs and the Financial Aid Dept. of Tougaloo College and vice versa

Section 14: Secretary of Academic Affairs shall:

- (a) serve as liaison to Academic Affairs of Tougaloo College
- (b) inform SGA and student body of academic concerns from Academic Affairs of Tougaloo College and vice versa

Section 15: Secretary of Campus Affairs shall:

- (a) serve as liaison to Food Services, Facilities Management, and Office of Student Affairs of Tougaloo College
- (b) inform SGA and student body of food service concerns from Food Services, Facilities Management, and Office of Student Affairs of Tougaloo College and vice versa

Section 16: Secretary of Civic Affairs shall:

- (a) serve as liaison to the Office of Institutional Advancement
- (b) be responsible for coordinating community service projects with each class representative
- (c) work closely with local civic organizations to help establish new relationships between Tougaloo College and the community

ARTICLE VI

COMMITTEES

Section 1: Executive Committee

The Executive Committee shall have general control of the affairs of the SGA subject to the authority granted by its members. The Executive Committee shall consist of the President, Vice President, Judiciary Chairman, Mr. and Miss Tougaloo, General Secretary, Parliamentarian, and Sector Secretaries.

Section 2: Standing Committees

- (a) Student Activities Committee shall:
 - 1) Be responsible for the creation and implementation of the campus co-curricular and extracurricular activities sponsored by the SGA
 - 2) Coordinate activities of all registered student organizations
 - 3) Consist of representatives from all registered student organizations, in addition to Class Representatives

Section 3: Ad Hoc Committees

- (a) Ad Hoc committees may be added upon the recommendation of the Executive Committee
- (b) Non-functioning committees shall be promptly discharged.

ARTICLE VII

ELECTION PROCEDURES

Section 1: Election Committee

The SGA Executive Body shall appoint the Election Committee Chairperson with the consent of the SGA after an application/interview process has been implemented.

The chairperson shall have the following responsibilities:

- (a) Select committee members and present committee to the SGA
- (b) Call meetings with Election Committee
- (c) Shall report results of all elections during SGA meeting after elections
- (d) Publicize all dates and deadlines of elections
- (e) Supervise the tabulation of ballots and prepare a certified copy of results, with signatures from the Dean of Students and the Coordinator of Student Activities/Leadership Development for posting
- (f) Hear, with committee, any election appeals
- (g) Enforce all rules and regulations set forth under Article VII
- (h) With the consent of the Election Committee make recommendations to the SGA on necessary revisions of election regulations
- (i) Assume any other responsibilities that the SGA may deem necessary.
- (j) At no times shall any person actively involved in campaigning be a member of the Committee. A member may disqualify himself/herself or be disqualified by the Committee at the request of a candidate. If the Committee fails to disqualify a member upon petition by a candidate, said candidate may appeal the decision to the Student Government Association. A member who is disqualified shall not in any way participate in the Committee's action for that specific election. An alternate Committee member will be nominated by the SGA. The Chair of the Committee may make a temporary appointment of a person to staff the ballot box to insure the smooth operations of the poll.

Section 2: Election Time

- (a) The first week in April, elections shall be held for the offices of President, Vice President, Mr. & Miss Tougaloo, and Judiciary Council Chairman.

- (b) The third week in April, elections shall be held for the upcoming sophomore, junior, and senior class officers. The freshman class shall elect its officers the week following registration.

Section 3: Ballots and Voting

- (a) All elections will be held by secret ballot and cast electronically
- (b) All ballots must be kept intact and locked for 72 hours after official results are posted, If the election is not contested, ballots will be destroyed.
- (c) All students who qualify (see sections six and seven) for an office shall have his/her name placed on the ballot in alphabetical order by last name.
- (d) Poll workers must require that each student present his/her Tougaloo College ID card. If a student does not have his/her Tougaloo College ID card, the student must then present a valid photo-ID card and a signed letter from the Registrar's office attesting student's enrollment and classification.
- (e) It shall be illegal for any person to fraudulently procure or to knowingly assist in procuring the election of a candidate or group of candidates by any means.
- (f) A candidate shall win by accumulating fifty percent plus one (50% +1) of the total number of votes.

Section 4: Polling Place Regulations

- (a) At least two poll workers shall be assigned to each polling place at all times.
- (b) No student shall be allowed inside a polling place except those working in an official capacity.
- (c) Only the election committee chairperson may officially close the polls at the designated time.

Section 5: Campaign Regulations

- (a) All activities for campaigning must be cleared through the Office of Student Activities.
- (b) There shall be no campaigning or any attempt to influence a student's vote on Election Day in or on Warren Hall (patio).
- (c) No campaign rallies, concerts, etc., should be held in or around academic areas during class hours.
- (d) No placing of campaigning materials on trees, glass surfaces, pool tables, games, salad bar, or traffic signs. (See Residential Hall Coordinators for placing of material within the residence halls.)
- (e) Campaigning may begin immediately following the SGA Kick-Off Rally.
- (f) Verbal campaigning will be defined as speaking to or appearing before any group to influence decisions in the election.
- (g) All verbal campaigning must adhere to professional manner.

- (h) Removal of campaigning materials must take place within 24 hours after the election, unless candidates qualify for run-off election.
- (i) There should be no deliberate removal, destruction, or defacing of any items of campaigning materials of any candidate.

Section 6: Qualification of Candidates for President, Vice President, and Judiciary Chairman:

- (a) Candidates for President must be of junior classification
- (b) Candidates for Vice President must be of sophomore or junior classification
- (c) Candidates must possess a 2.8 cumulative grade point average.
- (d) Candidates must be in good standing with the college: citizenship, financially current and complete physical on file.
- (e) Candidates must submit a petition with signatures of not less than twenty (20) percent of the current enrollment
- (f) Candidates must have one-year experience in a leadership organization approved by the Office of Student Affairs-TAMS, Residential Assistant, Student Government Association, Yearbook Staff, and Active Minds

Section 7: Qualifications of Candidates for Mr. and Miss Tougaloo

- (a) Candidates for Mr. Tougaloo must be male
- (b) Candidates for Miss Tougaloo must be female
- (c) Candidates must be of junior classification
- (d) Candidates meet Mr. and Miss Tougaloo Showcase pageant requirements.
- (e) Candidates must possess a 2.8 cumulative grade point average.
- (f) Candidates must submit a petition with signatures of not less than twenty (20) percent of the current enrollment
- (g) Candidates must be in good standing with the college: citizenship, financially current and complete physical on file.
- (h) Candidates must have one-year experience in a leadership organization approved by the Office of Student Affairs-TAMS, Residential Assistant, Student Government Association, Yearbook Staff, and Active Minds

Section 8: Qualifications of Candidates for Class Officers

- (a) Candidates must have the appropriate credit hours for the position being sought.
- (b) Candidates must possess a 2.8 cumulative grade point average.
- (c) Candidates must be in good standing with the college: citizenship, financially current and complete physical on file.
- (d) Candidates must submit a petition with signatures of not less than twenty (20) percent of the current enrollment

- Section 9:** Violation of Election Policies
- (a) The Election Committee may disqualify any candidate after a violation has occurred.
 - (b) The Committee may impose a fine up to \$100.00 for violation of election policies.
 - (c) The Committee shall address all violations within 72 hours of written complaint.
- Section 10:** Appeal Process
- (a) If a student wishes to appeal an election, the appeal must be filed within 48 hours of poll closing.
 - (b) The Election Committee chair must be notified in writing of the appeal.
 - (c) Any Tougaloo student may challenge an election in which he/she could vote.
 - (d) The Election Committee may disqualify a candidate ex-post facto, order a recount, or the reopening of the poll for a second vote.
 - (e) The decision of the Election Committee may be appealed to the Dean of Students.

ARTICLE VIII

MEETINGS

- Section 1:** Regular Meetings
Regular meetings of the SGA will be held on the 1st, 3rd, and 5th Sundays during the academic year.
- Section 2:** Time and Place
The time and place of the SGA meetings shall be determined at the beginning of each academic year.
- Section 3:** Special Meetings
Special meetings may be called at any time and place within two days of such meeting by notice from the President or his designee.
- Section 4:** Quorum
The quorum shall be at least two-thirds of the total membership of the SGA Officers (16 out of the 25 voting officers).
- Section 5:** Order of Business
Unless altered or suspended at any meeting by the majority vote of the members present, the following shall be the order of business at meetings of the SGA:
- Ascertainment of members present

Reading of previous minutes
Reading of correspondence
Report of Officers
Report of Committees
Unfinished Business
New Business

Rules of procedure laid down in Robert's Rules of Order shall govern the SGA except as otherwise herein provided.

ARTICLE VIII

EXPULSION, SUSPENSION, OR REMOVAL OF OFFICERS

The SGA has the right to expel, suspend, or remove any officer based on the following sections:

Section 1: Attendance

- (a) Attendance at SGA meetings is defined as presence from the initial roll call through adjournment.
- (b) Council members who have a semester total of three (3) unexcused absences will be disciplined.
- (c) The Executive Committee must receive written reason of one's absence in five (5) business days.
- (d) Excused absences will be determined by Executive Committee.
- (e) Three (3) tardies will constitute an absence.
- (f) Absence from mandatory workshops will count as a regular absence.

Section 2: Academic Integrity

- (a) Each officer is required to maintain the 2.8 cumulative grade point average at which he/she was elected. Determinations will be made at mid-term and semester grade reports.

Section 3: Conduct

- (a) Each officer is expected to conduct him/herself, in all official matters, in a manner, which allows the best representation of his/her constituents.

Section 4: Fulfillment of Officer Responsibility

- (a) Fulfillment of officer or committee responsibility shall be determined by evaluation of the execution of duties of officers as outlined and the duties of committee chairs assigned.
- (b) Any misuse of the Student Government Association's property (keys, letterhead, SGA office, etc.) can result in immediate suspension/expulsion from the SGA.

ARTICLE X

BYLAWS

- Section 1:** Amendments to this Constitution may be made at any regular meeting by a two thirds vote of the SGA provided that due notice of the proposed amendments have been given to the SGA at the previous regular scheduled meeting. Amendments shall become effective after a referendum of 20% of the Student Body votes, with a majority in favor for adoption.
- Section 2:** Any student may initiate a petition with the student body. The SGA shall act upon the petition provided it is signed by not fewer than twenty percent (20%) of the enrolled Student Body.
- Section 3:** Special election to fill vacancies may be called upon by the SGA or the SGA has the right to make appointments to fill vacancies.
- Section 4:** Reports, of any nature, must be typed, dated, and copied in order to be presented to the SGA.
- Section 5:** Due to a conflict of interest, SGA members who belong to other organizations cannot submit proposals.
- Section 6:** Proposals may be rejected or tabled for any reason as deemed by the SGA.
- Section 7:** SGA shall appoint two (2) students to serve on the Judiciary Council.
- Section 8:** SGA shall appoint two (2) students to serve on the Disciplinary Review Committee.
- Section 9:** All campus organizations must register with the SGA through the Student Activities Committee.
- Section 10:** All campus organizations, in order to be considered active, must comply with the rules and regulations set forth by the Student Activities Committee.

FINANCIAL AID

The function of the Office of Financial Aid is to provide adequate financial assistance and resources to eligible students. Because of its mission, the college believes that education is a continuous process which should involve everyone therefore, believes that there should be no barriers to higher education. In view of this commitment, our effort to assist needy and worthy students is paramount and a continuous process.

Standards of Satisfactory Academic Progress

Federal regulations require an institution to evaluate the academic progress of students receiving federal financial aid. Effective July 1, 1994, federal regulations required institutions to strengthen their policies. These regulations include a qualitative measure of the student's progress (GPA), quantitative measure (completion ratio) and time frame.

The regulations mandate that institutions of higher education apply "standards of academic progress" for students receiving financial aid from Title IV federal programs. Schools must apply a reasonable standard of academic progress. This standard assesses academic progress for all transfer credits from other institutions regardless of whether aid is received.

All students applying for and/or receiving Title IV Financial Aid at Tougaloo College must be progressing satisfactorily towards completion of their degree.

Qualitative Measure (GPA)

Freshmen students must have at least a **1.60 Grade Point Average (GPA)** at the end of the first year. All other students (sophomores, juniors and seniors) must have an equivalent of a **C** average or **2.00 G.P.A.**

Students with an academic standing of suspension do not meet the Qualitative Standard and are therefore ineligible to receive financial aid.

Quantitative Measure (Completion Ratio)

A student must receive passing grades in a minimum of 67% of all attempted credit hours. Grades of F, W, WF, I, do not count as passing.

Example:	Fall-	Student attempts 12 hours
	Spring-	Student attempts 12 hours
	+	
<hr/>		
	= 24 attempted hours	x 67%= 16

The student must successfully pass a total of 16 hours in order to meet the Quantitative Measure of Satisfactorily Academic Progress.

Time Frame

The maximum time frame for completion of any degree program is 150% of the published length of the program. **(Example: Tougaloo College published length of an Associate degree is 62 hours, therefore, the maximum time frame must not exceed 93 attempted credit hours (62 x 1.5 =93): the published length for a four year degree is 124 semester hours, therefore, the maximum time frame must not exceed 186 attempted credit hours (124 x 1.5 =186).**

Repeats, Incompletes, Withdrawals and Students receiving all F's

All courses receiving grades (including repeated course) and grades forgiven will be counted as credits attempted for calculating satisfactory academic progress. For financial Aid purposes, course repetition will be limited to a total of eight (8) courses or 24 semester hours. Incompletes (I) will be treated as a failing grade until removed.

A **W** will not be used in calculating the student's grade point average, but all **W's** will be counted in determining the number of semester hours attempted for the purposes of determining eligibility to receive financial aid.

All Fs will be used in calculating the grade point average and will be counted in determining the number of semester hours attempted for the purposes of determining eligibility for aid. Students receiving all Fs in a semester may have their financial aid returned to the Department of Education and/or lender if it is determined that the student stop never attended or stop attending one or more classes.

Academic Review Process

Financial Aid recipients will be reviewed for satisfactory academic progress at the end of each spring semester. Students who attend summer school will be reviewed after summer school grades are posted. A student who does not meet the standards will be placed on financial aid suspension.

A student on financial aid suspension due to a lack of not meeting the satisfactory academic progress standard is eligible to reapply for financial aid after 1) enrolling in one full –time semester at one's own expense and 2) meeting the satisfactory academic progress standard.

Right to an Appeal

Students may file an appeal with the Office of Financial Aid if you feel extenuating circumstances prevented you from meeting the Satisfactory Academic Progress standards. If allowed to continue on financial aid, you may be given terms that you must meet such as taking a reduced loan, must not drop courses and must earn at least the minimum required G.P.A. for the semester.

Appeals must state clearly all circumstances and give documentation why the student failed to meet the satisfactory academic progress standard. Evidence should also be given showing that you are likely to be successful at Tougaloo College regardless of previous academic history.

The Financial Aid Committee reviews all appeals. The Financial Aid Office will notify students in writing of the decision of the Committee.

College Refund Policy

Return of Title IV Funds

Federal Regulations require schools participating in the Student Financial Aid Programs to use specific refund policies for students who receive financial aid withdraws from the college. This policy applies to tuition, fees, and room and board.

If a student withdraws from Tougaloo College and is receiving federal financial aid, a portion of these funds may need to be returned to the federal aid programs and/or lender for Stafford loans based on the following:

If a student withdraws before completing 60% of the semester, the student is only entitled to federal student aid based on the percentage of time that was completed. Pro-rata refunds are calculated and determined by percentage of the semester that has been completed up to and including the official date of withdrawal.

Based on this calculation, the college determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order: Unsubsidized Federal Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant and SEOG. Any remaining credit balances will then be returned to the state, college and/or student.

Withdrawal from the college could result in a balanced owed to the college for federal aid that must be returned to the federal programs and/or lender.

No refunds will be made after the 60% point of the semester.

Contact Information:

Office of Financial Aid
Blackmon Administration Building
Telephone: 601-977-7766 or 1-888-424-2566

The refund policy for students who are not federal aid recipients applies to tuition, fees, and room and board charges.

Tuition refunds are made according to the following schedule:

Within the first week of the semester	60%
Within the second week of the semester	50%
Within the third week of the semester	30%
Within the fourth week of the semester	none

Contact Information:

Office of Financial Aid

Blackmon Administration Building

Telephone: 601-977-7766 or 1-888-424-2566

Email: financialaid@tougaloo.edu

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All degree/certificate seeking students of Tougaloo College must meet the following standards in order to establish and maintain eligibility for Federal Financial Aid and certain scholarships. The Standards of Satisfactory Academic Progress (SAP) are monitored and enforced in all periods of enrollment. *The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment.*

GPA Requirement

- Students must maintain a **minimum Cumulative GPA of 2.00** (computed using a 4.00 scale). Cumulative GPA includes all coursework receiving a letter grade (including remedial coursework) a student has taken while at Tougaloo College.

Please Note: Some financial aid and scholarship awards have higher GPA requirements.

Pace of Completion

- Students must progress toward completion of their declared degree/certificate while maintaining a **minimum 67% completion rate**. The completion rate is calculated by dividing the **cumulative** number of credit hours a student has successfully completed by the **cumulative** number of credit hours a student has attempted. Remedial courses (classes with course numbers below 100) are excluded from the completion rate calculation.

Maximum Timeframe Requirement

- Students must be able to complete their declared degree/certificate program within 150% of the published number of credit hours required to complete the program. For example, if the published length of a bachelors is 124 credit hours; students must be able to complete their degree within 186 attempted credit hours.
- **The maximum timeframe calculation** is performed as follows:
 - All Tougaloo College credit hours attempted (including repeated credits) **plus** (+)
 - All credit hours transferred* from other colleges/universities **minus** (-)
 - All remedial credit hours attempted (course numbers less than 100) **equals** (=)
 - The **TOTAL** number of credit hours used to determine current progress toward degree/certificate.

*All transfer credit hours accepted by the college are counted as both attempted and completed credits and are included in the maximum timeframe calculation.

- *If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on "Suspension".*
- Students who change declared degree/certificate programs prior to completion may do so, however, all attempted credits in all degree programs that count towards the student's declared degree/certificate, including elective credits, will be included in the maximum timeframe calculation.
- Students who have previously completed the requirements for a degree/certificate at Tougaloo College and who wish to earn an additional degree/certificate may do so, however, all attempted credits that fill degree requirements, including elective credits, will be counted.

Notifications

The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment. ***Please Note:*** *If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum timeframe, regardless of status ("Good Standing", "Warning", or "Probation"), the student will be placed on "Suspension".*

"Good Standing"

- Students who are meeting all of the Standards of Satisfactory Academic Progress, are not in a period of "Warning", "Suspension", or "Probation" are in good standing and no additional enrollment, advising, or academic plan requirements are specified.

"Warning"

- Students who have been in "Good Standing" and who have met the maximum timeframe standard but have not met either the minimum cumulative GPA or minimum completion rate standards are placed on "Warning" and strongly encouraged to meet with their academic advisors to develop a plan for academic success. A "Warning" does not prevent a student from receiving Federal Financial Aid or scholarships. A "Warning" is intended to alert students to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to "Suspension." If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on "Suspension."

"Suspension"

- If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on "Suspension."
- Students who have not met one or more of the Standards of Satisfactory Academic Progress while on "Warning" will be placed on "Suspension."
- Students who have been placed on "Suspension" may appeal. Appeals are reviewed and either approved or denied – submitting an appeal does not guarantee approval.

- Without an approved appeal, students who have been placed on “Suspension” are NOT eligible for Federal Financial Aid and certain scholarships.

“Probation”

- Students who have been placed on “Suspension” **and** have successfully appealed are placed on “Probation” for one period of enrollment. Students placed on “Probation” regain eligibility for Federal Financial Aid and certain scholarships; **if**
 - the student should be able to meet ALL of the Standards of Satisfactory Academic Progress by the end of one subsequent period of enrollment; **or**
 - the student is placed on an academic plan leading to graduation that, if followed, ensures that the student will be able to meet all of the Standards of Satisfactory Academic Progress by a specific point in time.
- Students who again begin meeting all of the Standards of Satisfactory Academic Progress while on “Probation” will be placed in “Good Standing” at the conclusion of the period of enrollment or contract period. Progress in an academic contract/plan is measured at the end of each period of enrollment. Students who do not meet all of the Standards of Satisfactory Academic Progress while on “Probation” and/or who do not follow their approved academic plan will again be placed on “Suspension.”

Appeals to Regain Eligibility for Federal Financial Aid

- SAP Appeals must include:
 - completed SAP appeal form
 - written statement from the student addressing why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation; and
 - supporting documentation of extenuating circumstances.
- SAP appeals are submitted to the Financial Aid Office
- SAP appeals are reviewed and approved/denied by Financial Aid staff
- **Step One** ~ Students appealing must submit with their appeal documentation of extenuating circumstances which led to academic difficulties.
 - Extenuating circumstances are those over which the student has no control and may include death in the student’s immediate family, hospitalization, accidents, and illness.
 - The Financial Aid Office will review the statement and documentation to determine if the extenuating circumstances have merit.
 - If the extenuating circumstances are deemed to have merit, the student will be granted the ability to complete step two of the appeal. If it is determined that the extenuating circumstances and/or documentation is not acceptable the appeal will be denied. Incomplete appeals/documentation will not be considered.

- **Step Two** ~ The appeal requires that students complete an academic plan with their major advisor. Academic plans will be developed issued by the Student Success Center. Approval/denial of the Satisfactory Academic Progress Appeal will depend on the students' academic plan and their ability to meet the terms of Satisfactory Academic Progress. Please note that receiving initial approval of extenuating circumstances does not guarantee that the appeal will be approved.
- Students who are placed on "Suspension" as a result of "Incomplete (I)" or missing grades may also appeal using the standard appeal form and procedure.
- In order for an appeal to be approved, students must either be able to meet the Standards of Satisfactory Academic Progress by the end of the next period of enrollment; or the student must be placed on an academic plan that, if followed, will ensure that the student will be able to meet the Standards of Satisfactory Academic Progress by a specific point in time.
- When considering an appeal:
 - Transfer credit hours that do not fulfill graduation requirements in the student's current major are excluded from the maximum timeframe calculation.
 - All attempted credit hours from a prior degree/certificate that can fill graduation requirements (including elective credit hours) in the additional degree/certificate must be counted. All other non-remedial attempted credits that do not fill graduation requirements (including elective credits) in the additional degree/certificate program are excluded from the maximum time frame calculation.
- Students who successfully appeal are placed on "Probation"

Terms and Definitions

Grading Symbols

- The following are credits successfully completed for SAP purposes: "A", "B", "C", "D", "P". *While successfully completed for SAP purposes, "D" may not fulfill specific program and/or graduation requirements.*
- The following are NOT credits successfully completed: "F" = Failure, "NC" = No Credit Granted, "NP" = No Pass, "I" = Incomplete, "W" = Withdrawal, "WIP" = Work In Progress.
- Cumulative GPA
- Includes all coursework receiving a letter grade (including remedial and transfer coursework) a student has taken while at Tougaloo College. This GPA appears on the transcript as "Career Totals".
- Repeat, Incomplete, and Audit Courses
- Courses previously passed with a grade of "C", "B", or "A" may not be repeated with the assistance of Federal Financial Aid. Courses previously passed with a "D" or courses failed with an "F" or "NC" may be repeated one time with the assistance of Federal Financial Aid).
- Incompletes "I" must be arranged with instructors and must be completed as indicated by the instructor and in accordance with the policy listed in the catalog.
- Non-Credit and Remedial Courses

- Non-credit courses which do not satisfy graduation requirements in the student’s declared degree/certificate program, are not counted either as attempted or completed credits.
- Remedial courses (credit bearing courses numbered below 100) do count as both attempted and completed credits although remedial credits are excluded from the pace of completion and maximum timeframe evaluation.

Please Note: Federal Financial Aid recipients may receive aid for a maximum of 30 attempted remedial credit hours.

HEALTH SERVICES

The Office of Student Affairs and the staff of the George A. and Ruth B. Owens Health and Wellness Center work in concert to provide medical services to students. Medical services are made available to students through a contractual relation with a Community Health Center that leases space in the health and Wellness Center to operate a Medical Clinic. The Medical clinic is open from 8:00 A.M. to 5:00 P.M. – Monday through Friday. Each student is assigned a “Health Services” fee at the time of registration, which allows access to the medical clinic as often as needed for illness or injury. The staff also provides a variety of scheduled healthful living and preventive health education programs, services and activities for faculty, staff, students and the community at-large. The process for students and staff to receive after-hours medical services is outlined in the Student Handbook under the heading of Health Services.

The Medical Center staff includes:

- a licensed physician
- a registered nurse/family nurse practitioner, and
- other health care professionals

The Health/Wellness Center’s Medical Clinic will provide emergency treatment and first aid for common, minor, illnesses and accidents that may occur while the student is on campus. The Health Center will provide referrals to off-campus health facilities and physician specialists if the need arises. When a student visits the Health/Wellness Center’ Medical Clinic, the nurse will review the medical record and use the data provided by the medical record in the assessment of the presenting illness.

All students who attend Tougaloo College will have a complete and current medical record on file in the Health/Wellness Center’s Medical Clinic prior to registration for classes.

A complete and current medical record includes:

- Documentation of a current physical examination by a licensed physician documented on Tougaloo College Medical Record Form
- Documentation of current immunizations for Measles, Mumps, and Rubella
- Documentation of tetanus booster
- Documentation of current T.B. Skin test

- Documentation of meningococcal vaccination. This vaccination is recommended, but NOT mandatory for admission to Tougaloo College.

Medical Records Compliance Policy

Tougaloo College is committed to the maintenance of an environment that allows each member of its community to sustain his/her optimum level of health and wellness. It is for this reason that all students attending Tougaloo College will have a complete medical record on file in the Health/Wellness Center's Medical Clinic before he/she registers or pre-registers for class. This includes CISLL students and student/employees of the College who attend classes.

Policy Statement

- No student will be permitted to pre-register or register for classes unless he/she has a completed medical record on file in the Health/Wellness Center's Medical Clinic. This includes CISLL students and employees of the College who attend classes.
- Students with no medical records or an incomplete medical record will be entered into the computer with a security block that will prohibit the generation of a class card.
- Students who register late will be referred to the Health/Wellness Center's Medical Clinic for clearance before a class card is generated and the student is allowed to register. This includes returning students, readmitted students, and transfer students.

All new students and returning students who plan to participate in a sports activity will bring a current statement and documentation of a physical examination by a licensed physician to the Health/Wellness Center's Medical Clinic, prior to beginning any exercise program. Sports physicals cannot be substituted for the mandatory medical examination.

Health Education information is a part of each Health Center visit. Private counseling and disease specific patient education is available to all students.

Students who routinely take medications for a chronic illness are encouraged to visit the Health/Wellness Center's Medical Clinic periodically to update the Health Center staff on their health status.

The Health/Wellness Center's Medical Clinic staff will assist, when necessary, any student with a chronic illness but it does not assume the responsibility of providing daily and continuing medical care for a student with a chronic illness. If a student is on injectable medications and need assistance giving injections, the Health/Wellness Center's Medical Clinic staff will assist the student. If a student chooses to give his/her own injections, they must obtain the proper needle (disposal reciprocal) from the clinic/physician prescribing medication. The reciprocal must be in an appropriate bio-hazard container with a lid and returned to the clinic for proper disposal.

The Health Center routinely stocks over the counter medications commonly used in the treatment of minor illnesses or accidents. These medications are available to students at no charge.

If a student is ill in the Residence Hall, it is the student's responsibility to come to the Health/Wellness Center's Medical Clinic prior to missing a class for evaluation. Medical statements for class will only be issued to those students who have been evaluated by the Health/Wellness Center's Medical Clinic staff.

Students who live off-campus and miss class will be given a medical clearance. This is not a medical excuse. **NO** medical permit from class will be given unless there is written documentation of illness from a licensed physician.

IN CASE OF AN ACCIDENT, SICKNESS OR EMERGENCY

Residential Students:

Tougaloo College uses the following off-campus health care provider/hospitals as an acute care/emergency care facility. You must present your student ID card and your Tougaloo student insurance card when you register.

HEALTH CARE PROVIDER

CENTRAL MISSISSIPPI HEALTH SERVICES (CMHS), Inc.,

1134 Winter Street

Monday - Friday, 8:00 a.m. - 6:00 p.m.

Saturdays 8:00 a.m. - 12:00 noon.

(601) 957-6776

(601) 948-5572

HOSPITALS

St. Dominic Hospital

969 Lakeland Drive, Jackson, MS 39216

Open 24-Hours for Emergencies - (601) 200-2000

Central Mississippi Medical Center

1850 Chadwick Drive, Jackson, MS 39204

Open 24-Hours for Emergencies - (601) 376-1000

Procedures - ACCIDENT, SICKNESS OR EMERGENCY

Monday-Friday, 8:00 a.m. 5:00 p.m., if there is an acute illness, accident or an emergency the student must come to the Health/Wellness Center's Medical Clinic for evaluation before going to an emergency room or other health care facility for treatment.

After 5:00 p.m. in the residence halls if there is an acute illness, accident or an emergency, the student must notify the Resident Hall Coordinator immediately. The Residential Hall Coordinator will contact Public Safety to arrange for the student to be transported to an emergency room or other health care facility.

If away from campus, the student should seek the necessary medical care at a hospital emergency or other health care facility. The student must come to the Health/Wellness Center's Medical Clinic on the next business day for evaluation and follow-up care.

If hospitalized as a result of an acute illness, accident, or an emergency, the student must notify the Health/Wellness Center's Medical Clinic and come when release from the hospital. This applies even when the student is on spring/ summer break, etc.

Failure to come to the Health/Wellness Center's Medical Clinic or to advise the Health/Wellness Center's Medical Clinic personnel of a trip for a medical emergency will jeopardize payment of insurance claims.

Policies Regarding Pregnancy

There is a stipulation regarding pregnant women who attend Tougaloo College. Attendance is dependent upon the stage of pregnancy, the health of the mother-to-be and the emotional status of the student.

When students are enrolled in school, the following policy is enforced:

- The young lady should notify the Health/Wellness Center's Medical Clinic staff as soon as she discovers her condition.
- She must present a statement from her physician indicating whether she may remain in the residence hall (re: stairs, crowded conditions, etc.)
- She must present a monthly statement from her physician to the Health/Wellness Center. (This report should be requested from the physician at each visit.)
- The College is not responsible for special diets or services.
- The student will be asked to withdraw from the residence hall when the physician and the College Nurse feel she should do so.

When Students Are Enrolled In School and Commute

- The young lady should notify the Health/Wellness Center's Medical Clinic Office as soon as she discovers her pregnancy.
- She must present a monthly statement from her physician to the Health/Wellness Center's Medical Clinic (The report should be requested from the physician at each visit.)
- The College is not responsible for special diets or services.

When Students Are Not Enrolled

A pregnant student should not register for the residence hall when the delivery date falls within the semester.

The College is concerned about the health and well being of all its students. The distance from campus to hospitals and available transportation to the hospitals are important considerations in making decisions about the enrollment of students with special problems.

Communicable Diseases

Students with communicable diseases or any type of illness which may endanger the health of the College community will be asked to withdraw from the dormitory until such time it's deemed appropriate to return by medical staff.

Services for Students

- Urgent care, first aid and treatment of minor illness.
- Consultation services by specialist when indicated for diagnosing and treatment of medical, emotional and psychological problems.
- Referrals to health care agencies for X-rays and laboratory testing.
- Transportation for clinic visits, to physician offices, when referred by the Health Center staff.
- Health Education information and counseling for specific medical problems.
- Pharmacy services for securing prescription drugs.
- Health Education.
- Student Health Insurance Plan.
- Assisting with processing of Insurance Claim Forms.

AIDS Policy

Tougaloo College will not discriminate against any person(s) with HIV infections in any form, including enrollment, employment, benefits, promotions, and other terms or conditions as such. They will not be denied access to College services or facilities unless medically necessitated. Judgment in individual cases may establish that some exclusion or restriction is necessary to protect the individual or the College community.

Tougaloo College is committed to:

- Protect the rights of all members of the College Community.
- Education students and the campus community.
- Take every reasonable precaution to provide a safe environment on campus.

As a result of fear, anxiety, and anger that many people feel in reaction to AIDS, some students or employees who are either known to be or suspected of being infected with HIV may be subject to emotional and/or physical abuse. The College condemns such occurrences and shall respond to them quickly.

Student & Employee Rights

Tougaloo College recognizes that students or employees who have or may be perceived as

having HIV/AIDS may wish to continue in their normal academic and/or work activities as long as their physical condition allows them to do so. No preferential treatment should be given to these individuals so long as they are able to adequately perform academically and in the workplace and medical evidence as initially reviewed by the College attending physician and/or the Director or Health Services indicates that their condition is not a threat to themselves or to the others. Students and employees have the following rights:

1. Admission & Hiring

The presence of HIV/AIDS will not influence the decision of admission or employment to Tougaloo College, nor will those who become infected with HIV and develop AIDS be restricted from enrollment or employment unless against medical judgment. All cases are individual and will be determined by the College physician or the Director of Health Services.

2. Access to Facilities

The College shall provide reasonable accommodations to students or employees the same as persons with other handicapping conditions. These will include but are not limited to: residence halls, classrooms, labs, recreational facilities, student union, cafeterias, snack area, bathrooms, gymnasiums, swimming pools, or any other areas of Tougaloo College.

3. Attendance

All students/employees whether symptomatic or not shall be allowed to attend curricular and extracurricular activities as any other student/employee as long as they are psychologically or physically able.

4. Medical Care

The College will provide established support services.

5. HIV Testing

Tougaloo College provides testing for students, faculty, and staff. IT is strictly on a voluntary basis. All individuals requesting testing or counseling shall receive a referral as appropriate.

6. Confidentiality/Release of Information

No person, group or institution shall be provided with any medical information without prior specific written consent of the student or employee, except where required by law.

- No information shall be released without prior written consent of the person.
- There is no medical or legal necessity to inform other persons of the presence of an HIV positive test results or HIV person. To do so would subject the institution to

liability for violation of the student/employee right of the Anti-Discrimination Act Section 503, 504.

Informing Other Students/ Employees

Employees/Students who identify themselves as HIV positive are encouraged to inform the Director of Health Services.

Sports/Athletic Activities

Individual case decisions will be made regarding students or employees with HIV or AIDS who participate in intramural or intercollegiate athletic activities. The Athletic Department will be in compliance with Universal Precautions Policy.

Education

1. The Health Educator, in conjunction with the Peer Educations and Community resources, will disseminate HIV/AIDS information on campus by hosting assemblies on the disease and prevention, targeting the students, faculty and staff of Tougaloo College as the audience.
2. HIVS/AIDS Peer Educators will disseminate information on campus in the residence halls on STDs (Sexually Transmitted Disease) which include HIV/AIDS.
3. Health/Wellness Center's Health Educator Director will distribute latex barriers, literature and provide counseling related to prevention and the spread of HIV/AIDS.

Students Health Insurance Plan

The mandatory Group Insurance plan protects students at home, at school, or while traveling, 24 hours a day for 12 months while enrolled full time. Insurance cards and information brochures will be distributed by the Health/Wellness Center's Administrative staff. Coverage is provided for accidents and sickness causing expenses that begin while the insurance is in effect. All accidents or incidents of illness should be reported to the Health/Wellness Center's Medical Clinic immediately. If the student is at school, he/she should come to the Health/Wellness Center's Medical Clinic for assessment and treatment. If the illness or accident occurs after Health/Wellness Center's hours and the students receive treatment off-campus, he/she must notify the Health/Wellness Center's Medical Clinic the next business day.

The Health/Wellness Center's Medical Clinic staff will enter the student's name into the Insurance Log for processing. Failure to come to the Health/Wellness Center's Medical Clinic or to advise the Health/Wellness Center's Medical Clinic personnel of a trip for a medical emergency will jeopardize payment of insures claims.

Students may elect not to use the Health/Wellness Center's Medical Clinic or its services. **HOWEVER, STUDENTS WHO SEEK NON-EMERGENCY MEDICAL SERVICES ON THEIR OWN, AND DO NOT FOLLOW THE HEALTH CENTER GUIDELINES FOR REFERRAL, WILL BE BILLED DIRECTLY BY THE HEALTH CARE PROVIDER AND ARE TOTALLY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED.**

LIBRARY SERVICES

The L. Zenobia Coleman Library was officially opened November, 1972 and in May 1974, was named for Head Librarian Emeritus, Miss L. Zenobia Coleman. It is located in the center of the campus just behind the Mansion.

The mission of the Library is to identify and provide the information and library resources needed by members of the College community to support their study, teaching, research, public service and professional development; to instruct and assist in the use of library resources and services; to share in the development and implementation of the College's educational and research programs; to cooperate with other libraries and information providers; and to participate in area, state and national professional library activities. The library staff seeks to accommodate the educational programs, philosophy, mission, goals and objectives of the College. In that regard, the College has made constant efforts to maintain a balanced library program that fosters and aids the promotion and achievement of academic, professional, and personal excellence.

Designed to provide an environment conducive as the center for study, research, leisure reading and browsing, the library is a three story, air conditioned building, well lighted and carpeted throughout. It provides individual study carrels, computers, listening rooms, conference rooms, Conference Center for individual and group conferences and programs, the College Archives and Special Collections. Water fountains and restrooms are located throughout the building.

Library Hours

Monday-Thursday	8:00a.m – 11:00p.m.
Friday	8:00a.m. – 5:00p.m.
Saturday	12:00p.m. – 4:00p.m.
Sunday	3:00p.m. -9:00p.m.

Intersession and Holiday Hours are arranged to meet program needs.

The Library Collection

The library holdings of approximately 328,839 volumes include a well balanced collection for collateral and curricular reading. The Library is online and makes available several electronic databases: JSTOR periodicals database provides full-text access to more than 790 journals dating back to the 19th century; EBSCO Academic Search Complete Database provides indexing for approximately 13,000 abstracted and indexed journals, and full than 8,750 full texts scholarly journals, embracing all disciplines. Other scientific and medical databases provide patron access to information on a wide variety of topics, including social issues, economics, environment, government, health, science and sports. There are also news articles and reviews on theater, films, art, music, literature and TV, as well as biographical articles on individuals and vocations. The U.S. Department of Education Resources Information Center (ERIC) database provides indexing and abstracts for more than 750 education-related journals in the Current Index to Journals in Education, as well as full text articles of its Digest records. EBSCO provides access

to the library's digital collection of more than 70,000 e-Book titles. E-Books are digital full-text versions of books including reference works, scholarly monographs, literature and fiction, and publicly-accessible titles. The online catalog and all electronic databases are accessible 24 hours a day.

Archives function as the institutional memory of the college and plays an integral part in the management of the school's informational resources in all forms. To fulfill this responsibility, the archives identify, acquire, and maintain records of enduring value. These archival materials chronicle the development of Tougaloo College and ensure its continued existence. Archives also maintain a special collection of the Civil Rights Movement in Mississippi, 1964-75. Personal papers, oral histories, photographs and other memorabilia of Civil Rights activists are contained in these holdings. A portion of this collection is housed and accessible online through the Mississippi Department of Archives and History.

Circulation

Books from the general collection may be checked out for 3 weeks with renewal privileges. Reference books and materials in the special collections circulate only with "special permission" from the librarians.

Reserve materials are designed for the purpose of maximum use by the number of people who need them and are not to be checked out of the library. These materials are put on reserve at the request of a professor. They should be returned promptly so that they may be used by other members of the class.

Fines and Charges

Stack Collections

A fine of 25 cents per day is charged on 3-week loan overdue books, but not including the days the library is closed.

Reserved Collection

A fine of 25 cents will be charged for the first hour the book is overdue and 25 cents per hour for each additional hour.

Lost Books

When a book is overdue or not returned at stated periods (when all books are due), the cost of the book plus a replacement fee is charged to the student.

Library Notices

Library notices are sent regularly to students with overdue books. If the matter is not settled, students will incur fines which must be paid before graduation or transcripts can be provided.

Interlibrary Loan Service

Interlibrary loan service is a cooperative plan through which one library lends books to another. Materials not available in the Coleman Library may be secured from other libraries. Participation in the Interlibrary Loan Service provides access to over 58 million external resources from 40,102 libraries in the OCLC network at no charge to faculty and students.

Info Pass

Coleman Library is a member of the Central Mississippi Library Council. The object of this Council is to promote optimal access to books and other informational material in the Jackson area, to further develop interlibrary cooperation, and to extend reference services. A patron may present the Info Pass to the recommended library and receive assistance using that library's resources.

WARREN HALL STUDENT UNION BUILDING

Warren Hall is the center of out-of-class activities. The Campus Union provides a place for social interaction between administrators, faculty and students.

The Snack Bar & Grill, located adjacent to the student lounge, serves food during the evening. Hours will be posted on the bulletin boards.

Food Services

Meals are all-you-can-eat (dine-in only) and served cafeteria style in the College Dining Room located in Warren Hall. Student identification cards must be presented at each meal period, are non-transferable and are valid for one semester only. Person who loses their student identification card should secure a new one from the Office of Information Technology prior to coming to the Dining Hall. Students who do not present their student identification card will be denied entry into the dining hall until their card is presented.

The food service is managed by Thompson Hospitality. All meals are carefully planned and well balanced.

The Food Service Committee is made up of students, faculty and staff members of the College. The purpose of the committee is to work along with food service personnel. Any problems or suggestions for improved food service should be submitted to the Food Service Committee.

Students should assume the responsibility for proper conduct and concern for the rights of others at all times. Removal of dishes and other table settings from the dining hall is prohibited.

Destruction of cafeteria property is prohibited.

Sick Trays

If you are confined to your room by illness, the Residential Life Coordinator or the Resident Assistant can request sick trays for meals. The request for sick trays, together with a valid student identification card of the student who is ill, must be presented to the checker at least 30 minutes before the dining room closes.

Carry- Outs

All carry out trays will cost \$.75 for the cost of the carry-out tray. Meals served in carry-out trays must be eaten outside the Dining Hall. Only one carry-out tray is allowed per student.

Hours of Operation

Monday - Friday

Breakfast.....7:00 a.m.-9:00 a.m.
Lunch.....11:00 a.m.-1:30 p.m.
Dinner.....4:00 p.m.-5:45 p.m.

Saturday - Sunday

Brunch.....10:00 a.m.-12:00 noon
Dinner.....4:00 p.m. 5:30 p.m.

Charges for meals for guest and non-boarding students:

Breakfast	\$5.35
Lunch	\$6.00
Dinner	\$6.70
Brunch	\$6.70
Premium	\$7.57

Commuter Value Meal Card are available for student that live off-campus and/faculty and staff. Meal cards can be purchased for \$40 which allows for \$50 worth of food. See the Food Service Director for details.

Only two meals will be served on certain holidays (SCHEDULE WILL BE POSTED)

Tougaloo College Snack Bar & Grill

Hours of Operation

Monday – Thursday

Evening.....6:00 p.m. – 10:00 p.m.

TOUGALOO COLLEGE BOOKSTORE

The Tougaloo College Bookstore is located in Warren Hall adjoining the cafeteria. Service to students, faculty, administration and the community of Tougaloo College is the chief objective of the Tougaloo College Bookstore. A variety of notions, imprinted clothing, novelties and supplies, as well as, required textbooks are stocked in the Bookstore.

Hours: Monday through Friday – 8:30 a.m.-4:30 p.m.
Phone: 977-7741

Extended Hours: Fall & Spring Semester Rush
(SCHEDULE WILL BE POSTED)

Policies:

- All merchandise is taxable, excluding textbooks.
- Books bags, packages, and other articles are to be left at our bag drop station..
- Prices charged for paperbacks are established by the company, and we maintain such prices. Other items are priced in accordance with the established practice of the National Association of College Stores in which the Tougaloo College facility belongs.

Textbook Refund Policy:

- Sales receipt is required in order to receive a refund.
- All new books must be unmarked and still in shrink wrapping
- Textbook refunds will only be given within a specific time period:
 - Regular Session – 7 days after classes start or within 2 days of purchase
 - Summer Session – 5 days after classes start or within 2 days of purchase

PLEASE NOTE: Textbooks purchased during the last week of classes or during exams are ineligible for a refund. Textbooks can be sold back to the bookstore daily however the major buy back period is at the end of each fall, spring and summer session. Photo identification is required for all buybacks.

COLLEGE ADMINISTRATION

President Beverly W. Hogan	Edward Blackmon Administration Building Ext. 7730/7731
Provost/Executive VP for Academic Affairs Bettye Parker Smith.....	Edward Blackmon Administration Building Ext. 7737
Vice President for Student Affairs Fred Alexander.....	Jamerson Hall Ext. 7815
Vice President for Institutional Advancement Delores Bolden Stamps	Advancement Village Ext. 7871
Vice President for Finance and Administration Cynthia Melvin.....	Edward Blackmon Administration Building Ext. 7716
Special Assistant to the President Melody Light.....	Edward Blackmon Administration Building Ext. 7718
Chief Information Officer Terry Jordan.....	Coleman Library Ext. 7720

OFFICE OF STUDENT AFFAIRS

Assistant Vice President for Student Affairs/ Coordinator for Career Services Gladys Jones	Jamerson Hall Ext. 7821
Director of Residential Life/Coordinator of Judicial Affairs Albert L. Goines Jr.....	Jamerson Hall Ext. 7819
Director of Counseling Services Rosie Harper	Jamerson Hall Ext. 7818
Associate Director of Student Activities Earl Sanders	Warren Hall Ext. 6186
Chaplain Larry Johnson	Jamerson Hall Ext. 7758
Chief of Public Safety Edna Drake	Jamerson Hall Ext. 7876
Lieutenant of Public Safety Gregory Waters	Jamerson Hall Ext. 4419
Lieutenant of Public Safety Clifton Paige	Jamerson Hall Ext. 7876
Office Manager Camille Wilson	Jamerson Hall Ext. 7814
Residential Life Area Coordinator Candice Davis.....	New Women's Hall Ext. 4424
Residential Life Hall Coordinator Melinda Houston.....	Renner Hall Ext. 4421
Residential Life Hall Coordinator Latoya Haymer.....	Renner Hall Ext. 7855
Residential Life Hall Coordinator Hubert Jackson	A.A. Branch Hall Ext. 4414
Residential Life Hall Coordinator Lawrence Kelly	Berkshire Hall Ext. 4430

CAMPUS MAP of TOUGALOO COLLEGE



Legend

1. Old Business Quad
2. New Business & Greenhouse (300 West Conroy Lane Road)
3. President's House (350 Tougaloo Boulevard)
4. Wilson Hall (4441 Tougaloo Boulevard)
5. Johnson Hall (4445 Tougaloo Boulevard)
6. Pope Cottage (6400 Johnson Lane)
7. Albert House (6421 Johnson Lane)
8. Education Administration Building (4919 College View Drive)
9. International Organization (3500 Tougaloo Boulevard)
10. Woodruff Chapel (4550 Tougaloo Boulevard)
11. Robert O. Wilkin Building (4551 Tougaloo Boulevard)
12. Richard Edgar (6611 Tougaloo Boulevard)
13. Richard Edgar (6640 Tougaloo Drive)
14. Gallery Hall (811 Gallery Drive)
15. Wrentham Observatory (301 Gallery Drive)
- 16A. Buchanan Hall (6607 Buchanan Drive)
- 16B. Buchanan Hall (6601 Buchanan Drive)
- 16C. Buchanan Hall (6641 Buchanan Drive)
17. Racoon Hall (6610 Racoon Drive)
18. Bush Dairy (4571 Racoon Drive)
19. Coleman Library (4571 Tougaloo Boulevard)
20. Kuchelstein Fitness Building (6441 Racoon Drive)
21. James Ball (6910 Racoon Drive)
22. Cottage (4441 Racoon Drive)
- 23A. Agnes (775 Building Drive)
- 23B. Agnes (785 Building Drive)
- 23C. Agnes (911 Building Drive)
24. Cottage (749 Building Drive)
- 24A. Rensley Cottage (6370 Adventure Drive)
- 24B. Rensley Cottage (6330 Adventure Drive)
- 24C. Rensley Cottage (6320 Adventure Drive)
- 24D. Rensley Cottage (6310 Adventure Drive)
- 24E. Owens Smith and Williams Center (611 Williams Way)
- 27A. BIC (750 Building Drive)
- 27B. BIC (745 Building Drive)
- 27C. BIC (748 Building Drive)
28. West Tower
29. Pool
30. Radio Station Building (350 Old Gate Drive)
31. Social Science Center (4500 College View Drive)
32. Old Jackson Hall (4441 College View Drive)
33. The Cottage (721 Building Drive)
34. Kirby House (815 Building Drive)

Notes

Building addresses shown in bold. In 4500. Addresses (1) indicate buildings designed in continuing sequence within the Tougaloo College Historic District.

