



**TOUGALOO**  
1869  
**COLLEGE**  
*Where History Meets the Future*

# Student Handbook

**2023 - 2025**



**MESSAGE FROM THE  
VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT SERVICES**

Greetings and welcome to Tougaloo College!

I am pleased to invite you to peruse the content in the 2023-2025 Student Handbook, which has been created especially for you. Enrollment Management and Student Services is comprised of the Offices of Admissions, Recruitment, Records/Registrar, Student Retention Services, Counseling Services/ADA Compliance, Title IX, Public Safety, Residential Life, Student Engagement, Zero Tolerance, and Communications and External Relations.

Consider your journey here as one of the many steppingstones to your success. Not only do we educate the student mind, but we also nurture the whole student. Our Division is dedicated to assisting students, as well as providing support for their academic and co-curricular goals. Our mission is to put “Students First,” and for students to develop lifelong skills that they can utilize after departing Tougaloo. Our team is dedicated to building a community of scholars, providing a strong foundation of co-curricular learning, as well as promoting personal growth. This Division strives to instill in students the drive for civic engagement, leadership, and citizenship. There are various opportunities outside of the classroom which are available to students. As you matriculate through your journey at this special place, you will discover that co-curricular learning is a vital and meaningful complement to your academic experience.

We remain committed to helping create an inclusive campus community where every student belongs, and the student experience matters. We believe that every student has the capacity to live a purposeful life and positively impact the world. Whether you are living on or off campus, you will have a multitude of opportunities to learn, develop, and grow as a student leader, engaged citizen, and responsible member of the community.

Collectively, the ultimate goal of our Division is to meet the service needs of the Tougaloo community; therefore, we are committed to providing opportunities for open communication and for information sharing. Your feedback is very important to us, and we look forward to advancing Tougaloo together.

In Service,

*Whitney McDowell-Robinson*

Whitney McDowell-Robinson, Ph.D., NCC '10  
Vice President for Enrollment Management and Student Services



## Eaglet Creed

As a student, member, and scholar of the Tougaloo College community, I obligate myself to the pursuit of academic excellence, model citizenship, intellectual and social responsibility.

As an Eaglet...

- I will *abide and encourage* my peers to value the *rules and regulations*, which are included in our Student Handbook;
- I will *practice personal and academic integrity*;
- I will *respect and appreciate the diversity* of others' ideas and opinions;
- I will *demonstrate integrity and determination* in all academic pursuits;
- I will *respect others* by honoring their rights, privacy, and belongings;
- I will *exhibit behavior and choose language* that demonstrates respect for self and others;
- I will *uphold the rights of all persons* to be treated with *dignity and respect* and to *refrain* from all forms of *intimidation, harassment, and illegal discrimination*;
- I will *embrace the importance of personal well-being*: a commitment to a healthy lifestyle in all its facets;
- I will *engage in the civic life and activities of our community*: a commitment to improve the quality of life of others;
- I *pledge to uphold these values* and encourage others to follow my example;
- I will *take pride* in my beloved institution, Tougaloo College; and
- I will *take pride in my education* at my beloved Tougaloo College by adhering to the class attendance policy.

## ***STATEMENT OF ACCREDITATION***

Tougaloo is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Bachelor of Arts, and Bachelor of Science degrees.

The Southern Association of Colleges and Schools Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Telephone number: (404) 679-4501

## ***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 Division of Enrollment Management and Student Services and is updated regularly. It serves as a ready reference to the major regulations relevant to students at Tougaloo College and is comprised on various policies from across the institution that impact students.

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

All students are encouraged to read the Student Handbook. The information printed is as accurate and current as possible. However, this does not preclude the possibility of content changes that may occur during the academic year. Any changes will be updated on the Tougaloo College website.

**STUDENT HANDBOOK**  
**Guidelines and Standards of Conduct**

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# ***GENERAL INFORMATION***



### **Mission Statement**

Tougaloo College prepares its students to be lifelong learners, who are committed to leadership and service in a global society through its diverse undergraduate and graduate programs. The College is accessible to all persons, while making students aware of its rich legacy as an independent, historically black liberal arts institution affiliated with the United Church of Christ and Christian Church (Disciples of Christ).

### **Vision Statement**

As a thriving internationally recognized institution, Tougaloo College will prepare its graduates to be productive in their time and lead the change for a better world.

### **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*<sup>1</sup>, 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

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

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 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. A new curriculum has 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  
2002-2019

Mr. A.A. Branch (Acting)  
1955-1956

Dr. Carmen J. Walters  
2019-Present

## ***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 Property 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 Executive 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, but 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 Vice President for Student Services in written form. The proposed amendment must be supported by no less than 50 students and no less than 10 faculty members. Review 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 amendment is subject to the approval of the President and the Board of Trustees of Tougaloo College.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords 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**

# ***COLLEGE POLICIES***

## **INTRODUCTION**

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.

## **AGENTS FOR BUSINESS**

All campus organizations desiring to conduct drives, sales, or collections of any kind, must receive permission for the activity from the Division of Enrollment Management and Student Services 48 hours prior to the date of the event. Signs advertising activities or sales must be approved in the Office of Student Engagement prior to posting - in compliance with the Posting of Signs Procedures.

## **CAMPUS PROTEST**

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 individuals, 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:

- Interference with progress to and from College facilities, interruption of class/college function, or damages to property.
- The protest does not interfere with any other student's rights.
- The College may choose its own method of discipline in handling the situation.

## **CLOSING OF CAMPUS FACILITIES**

All residence halls are closed to the public at midnight. Visitors 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 Public Safety officers upon request.

## **COMPUTER ABUSE**

Students shall not abuse College computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty member or College officials; or use of computing facilities to interfere with normal operation of the College.

Only wireless access provided and installed by the Office of Information Technology (OIT) is permitted on the campus. Personal wireless routers are prohibited because they interfere with regular network access throughout campus. OIT is authorized to disconnect and remove, without warning, any unauthorized wireless access devices attached to the College's network.

## **DISRUPTIVE ACTIVITIES**

Dissent is the right to publicly disagree with an official opinion, decisions, or a set of beliefs held by 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 the institution will 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 Division of Enrollment Management and Student Services is charged with maintaining a community where the educational process will not be hampered. The following types of disruptive activities are illustrative of behaviors that are not legitimate tactics of dissent:

- Physical violence against any member or guest of the Tougaloo College community.
- 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).
- Theft or willful destruction of College property or the property of members of the College community.
- Forcible interference with the freedom of movement of any member or guest of the College.
- Unauthorized entrance or occupation of offices or possession of records of the College.

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

- No one has the right to create unnecessary noise.
- The proliferation of music being played outside of dwellings, on sidewalks, in the park, on steps, and on porches of buildings is prohibited. Individuals who find it necessary to operate devices must use headsets or headphones 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.
- Owners of vehicles are prohibited from playing loud music while operating or driving through campus.
- Music with excessive profanity or demeaning terms is prohibited at all times.
- Unnecessary horn blowing on campus is prohibited.
- Residence halls are under quiet hour during specified times; at all times 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. Off campus violators will be subject to being banned from the campus.

### **DRESS CODE**

Tougaloo College understands and fully supports students' right to self-expression. The College also has an obligation to create a living and learning environment, where all members of the College community are comfortable and free from offensive/inappropriate dress which unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational programs and activities. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Students who fail to comply with the dress code, when advised by a College official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors, College administrators, and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Clothing and personal

appearance should be neat, becoming, and appropriate. The following is required of all students at Tougaloo College:

- Appropriate distinction shall be made between proper attire for class, work, church, business and formal affairs, relaxation, and play. Learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are essential/important part of your matriculation at college.
- Inappropriate attire will be considered: sheer or provocative garments without proper undergarments to obscure their transparency; form-fitting clothing without proper support undergarments; micro-mini dresses/skirts/shorts that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, and cutout or torn jeans that reveals undergarments and/or private parts.
- Students shall not show any visual display of underwear.
- Students shall not wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags, and/or bandannas in public buildings, except in the privacy of the student's living quarters or for religious or cultural dress.
- Students shall not wear undershirts of any color outside of the private living quarters of the residence halls.
- Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the Tougaloo College community and the College's values and mission.
- Dress must be in good taste and appropriate for the occasion or setting. During special occasions (convocations, career/graduate and professional school fairs, employment opportunities, coronation, banquets, etc.) business or formal wear (shirt and tie, business suit, blazer and dress skirt/slacks, or dress/tuxedo) should be worn.
- Pajamas, hair rollers, bonnets and/or bedroom slippers shall be worn only in the residence halls and shall not be worn in public or in common areas of the College.

Note: Public buildings at the College include residence hall lobbies; any building used for instruction, convocation, meeting, or event.

*All administrators, faculty, and staff members are expected to monitor student behavior applicable to this policy and report any such disregard or violations to the Vice President for Enrollment Management and Student Services in the Division of Enrollment Management and Student Services.*

### **FREEDOM OF SPEECH AND PRESS**

Students have the right of 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.

### **HAZING**

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 of a College organization, whether on or off the College campus, designed to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

- hitting, paddling, punching, pinching, or slapping;
- continuous tapping on the person, etc.;
- running laps or performing calisthenics for extended periods of time;
- eating or swallowing unpleasant substances, designed to produce nausea or a similar effect;
- alcoholic beverage consumption designed to create drunkenness, etc.;
- drug use of any kind;
- physical or psychological shock;
- engaging in public stunts;
- degrading or humiliating games and activities; and
- late work sessions whether suggested, demanded, or coerced, which interfere with scholastic activities.

### **HOVERBOARDS**

In light of the U.S. Consumer Product Safety Commission's continued investigation into hoverboards, the use of a hoverboard is **prohibited**. This prohibition covers all streets, sidewalks, buildings, and grounds belonging to or under the auspices of Tougaloo College. Violators are subjected to disciplinary actions.

### **IDENTIFICATION CARD**

All members of the campus community (faculty, staff, and students) are required to have a Tougaloo College Identification Card (ID). The ID card is activated for students during the duration of continuous enrollment at the College. This ID card is the responsibility of students and should be visible and/or produced upon request of college officials. The ID is re-activated each semester, upon the completion of registration and also serves as an ID for residential students to participate in the meal plan. If the ID card is lost or destroyed, the individual must contact the Public Safety Office in One Jackson Place for a replacement. A fee of \$10.00 will be assessed for a replacement. The failure to have proper identification while on campus may result in disciplinary action.

### **LOST AND FOUND**

Lost items are maintained by the Department of Public Safety. Upon locating or receiving lost property, the Department will notify the owner if article is identifiable. The owner will be required to show picture ID to recover the property.

Finders of lost property are urged to call the Department of Public Safety at 601-977-7857 and turn the property in immediately. Property not claimed within ninety (90) days will be donated, recycled, or destroyed.

### **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 Registrar's Office.

## **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.

## **PETS**

Pets or other animals are prohibited on campus including buildings and grounds. Service animals accompanied by disabled persons are permitted on campus and in buildings.

Students who require a service animal must formally request a reasonable accommodation through the Office of Counseling Services. The request must include appropriate supporting documentation. A timely determination will be made as to whether the accommodation being requested is reasonable.

## **REGISTRATION OF VEHICLES/DECALS**

All vehicles must be registered with The Department of Public Safety. A person must show evidence of vehicle registration, current 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. (See the Department of Public Safety's section for detailed information on Traffic Rules and Regulations.)

## **SMOKE/TOBACCO FREE POLICY**

Because Tougaloo College is committed to providing a safe and healthy living and working environment for its entire college community, it hereby adopts the following smoke-free policy.

### Section 1: Purpose and Intent

- According to the 2010 U.S. Surgeon General's report, How Tobacco Smoke Causes Disease, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke led to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke.
- Tougaloo College wishes 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, faculty, staff, and visitors is not permitted any place on Tougaloo College campus, including offices, classrooms, residential halls, labs, cafeteria, etc. This also includes all privately owned vehicles and College owned rental vehicles.

### Section 2: Definitions

- "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an "electronic smoking device", which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.
- "Electronic Smoking Device" means any product containing or delivering nicotine or any

other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- “Hooka” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

### Section 3: Smoking/Promotion and Sale of Tobacco Products Prohibited on Tougaloo College Campus

- 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.
- Cigarettes, including electronic cigarettes, cigars, and pipes shall not be sold or distributed as samples on campus grounds.
- In order to inform and properly enforce the Smoke/Tobacco Free policy, the College will:
  - Distribute copies of this policy to all faculty and staff and shall be included in the Student Handbook and Faculty handbook.
  - 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**

**Students** - Residential Hall Coordinators and Resident Assistants are responsible for communicating the policy, in conjunction with the Residential Life Handbook, during residence hall activities and enforcing the policy. Continued violations by students may lead to suspension from the residence hall.

**Faculty** - Each department chairperson is responsible for enforcing the policy among the faculty members in their department. Refer to Faculty/Staff Handbook.

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

**Public Safety** - the Department of Public Safety is responsible for enforcing the policy with visitors, students, and vendors when appropriate. Enforcement of the policy amongst faculty and staff will be in conjunction with proper department chairperson or manager/supervisor. Courtesy and diplomacy must be used when enforcing this policy campus-wide.

**Visitors/Vendors** - will be warned and/or escorted from campus by the Department of Public

Safety if they fail to comply with the smoking policy. The appropriate office/department will be notified in the event of a vendor violation.

Persons found in violation of this policy will be disciplined according to the steps below. Tampering with fire safety equipment including fire alarms or smoke detectors is an illegal offense and punishable by immediate suspension from the residence hall.

\*The following Disciplinary Action will be imposed for any violators:

- 1<sup>st</sup> time – Written Warning
- 2<sup>nd</sup> time – \$50.00 Fine
- 3<sup>rd</sup> time – \$100.00 Fine
- 4<sup>th</sup> time – Temporary Banning from the Campus

Any violations of this policy will be handled through the standard campus disciplinary procedures, which includes the imposition of a fine not to exceed one hundred dollars (\$100). 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. Individuals who fail to complete the cessation plan within the timeframe indicated will result in further disciplinary action.

It is essential that students, faculty, and staff consider the health effects and overall safety of smokers and nonsmokers. The success of this policy depends on it.

### **STUDENT COMPLAINT**

The Division of Enrollment Management and Student Services 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 electronically through the "Speak to Tougaloo" platform. All matters which fall under the purview of Student Services 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, they may be forward to the President of the College for resolution, which may entail forwarding all relevant documents to the President.

If the nature of a complaint is not directly related to an area under the administrative responsibility of the Students Services, the complaint will be referred to the staff or administrative supervisor who has responsibility for 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 Provost/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 Vice President for Student Services or their representative, and four students nominated by the Student Government Association and approved by the

Provost/Vice President for Academic Affairs.

The Provost/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 Provost/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 Division of Enrollment Management and Student Services in Jamerson Hall.

### **STUDENT TRAVEL**

Students and/or organization(s) attending off campus events must represent Tougaloo College in a positive manner at all times. Students should uphold the highest moral and ethical practices, as well as dress appropriately at all times during travel in accordance with the College policies. Additionally, the students and/or organization will be held accountable for any damages to property, from point of trip origin to point of trip return. All student organizations should also note the following:

- Illegal drugs/controlled substances shall not be possessed, transported, or consumed at any time.
- Alcohol shall not be possessed, transported, or consumed in any vehicle used to transport students.
- Alcohol beverages shall not be possessed or consumed at any scheduled college sponsored activity or function.

**NOTE:** Advisors, program directors, faculty, students, and groups should submit a report of travel to the Division of Enrollment Management and Student Services indicating the students' name and emergency contact information, along with the travel itinerary.

### **TECHNOLOGY**

Students and recognized organizations are cautioned that any material posted on the internet, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate or unauthorized content posted in this manner. Information obtained from such sources may be considered in cases of misconduct. This word of caution includes, but is not limited to postings on Instagram, Facebook, Twitter, Snapchat, LinkedIn, BlogSpot, GroupMe, YouTube, TikTok, etc. This warning also applies to content included in communication threads via texts, e-mails, etc.

### **VIOLATION OF LAW**

Violation of local, state, or federal laws on campus is prohibited. Violations off-campus, which constitute misdemeanor or felony, will be presumed to affect the student's ability to function as a

member of the College community. 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.

## **VISITORS**

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

## **CAMPUS PUBLIC SAFETY POLICY AND CAMPUS CRIME STATISTICS ACT**

Tougaloo College complies fully with the published mandates of the Student Right-to-Know and Campus 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 Campus Public Safety Policy and Campus Statistics Act (20 U.S.C. Section 1092 (f)).

Each year, Tougaloo prepares and publishes an annual report containing information required by Section 485 (f) of the Higher Education Act and 20 U.S.C. Section 1092 (f) and distributes it in the Student Handbook, on the College web page and is posted throughout the year. Information is posted and available in the Human Resources Office, Registrar's Office, Warren Hall, Coleman Library, Health & Wellness Center, and the Office of Student Services. This information is distributed to all employees and students via their Tougaloo College email and available in PDF format for print.

### **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, and/or restrictions, as deemed.

### **Mississippi's State Statutes provide the following as to the unlawful 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 violation(s)d a fine of not more than \$200.

### **It is also unlawful under Mississippi Statutes:**

- 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;

- 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;
- 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 dispenses 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 it can be found in the College Library and within the Student Right to Know Campus Public Safety Manual (Annual Public Safety and Fire Safety Report) or in the Department of Public Safety.

### **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 a 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, Ridgeland 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 Public Safety of 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 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 explained 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 (601) 977-7818. After hours, contact Public Safety for a referral (601) 977.7857.

Public Safety will respond immediately to assess the situation and call the appropriate local agency (police, ambulance, fire department, or campus health provider).

Public Safety routinely makes reports to Facilities Management of potential safety and Public Safety 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:

- All residence halls are closed to the public at 12:00 midnight. Public Safety officers will open the 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 officers upon request by students, staff, administrators, and faculty.
- All faculty, staff, and administrators are to be logged into buildings after midnight and on holidays.

This Handbook outlines the steps that a student should take with respect to reporting crimes and complaints to Public Safety. Individuals who wish to register a complaint, may do so by filing a written (formal) report in the Department of Public Safety in One Jackson Place.

### **College Search Policy**

The Board of Trustees and the administration affirm the right of the individual to the privacy of their room. Authorized college personnel may enter a student's room 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 for Student Services and the Director of Residential Life. 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.

### **Emergency Notification (Fusus)**

Tougaloo College has implemented a mass notification system on campus, a rapid alert and notification system called Fusus, which will allow administrators to make one call to simultaneously contact faculty, staff, and students by cell or landline phone, text message, and/or e-mail in case of an emergency. With Fusus, the college can reach literally hundreds or thousands of parents, faculty members, and other emergency contacts within moments. Fusus alerts can be accessed by texting "START" to (601) 206-0080.

### **Reporting Crimes and Emergencies**

Campus crime is a reality and prevention is a responsibility of the entire campus community. 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 the Department of Public Safety. The following steps should be taken to report criminal actions or other emergencies occurring on campus:

If an emergency occurs in the residence hall, contact the Residential Hall Coordinator, Public Safety (601) 977-7857, or call 911.

If the emergency occurs on the campus away from the residence hall, contact Public Safety (601) 977-7857 or call 911.

If the emergency occurs away from the campus, call 911.

**Note:** Contact the Dean of Student Services for follow-up at (601) 977-7821.

When calling Public Safety, provide the following information:

- Your name
- The location of the incident
- A description of the suspect(s) and names, if possible
- A description of any vehicle, including license plate number, if possible
- The nature of the incident

## **Title IX Policy and Equitable Resolution Procedures for Sex Discrimination, Sexual Misconduct and Retaliation**

### **Rationale for the Policy**

Tougaloo College is committed to establishing and maintaining a community that is rich in equality and reflects and promotes personal integrity, civility, and mutual respect. Tougaloo seeks to create an environment in which the greatest holistic academic potential of students and professional potential of employees may be realized. In order to create and maintain such an inclusive climate, all who learn, live and work at Tougaloo are partners in the effort of ensuring that the community is free from discrimination based on sex or gender, including sexual harassment, sexual assault, and other forms of sexual misconduct that is sex or gender-based or in the context of an intimate partner relationship including bullying and intimidation and physical assault.

In maintaining the *Title IX Policy and Equitable Resolution Procedures for Sexual Discrimination, Sexual Misconduct, and Retaliation* (the “Comprehensive Policy”), the College meets or exceeds the requirements of federal and state civil rights laws and regulations to provide for a prompt, fair, and equitable administrative process to respond consistently and effectively to allegations of sexual discrimination, sexual misconduct, and retaliation. Additionally, the *Comprehensive Policy* serves to codify the College’s investigative process, which, upon a finding of responsibility, then engages other processes (such as the Student Handbook, Faculty Handbook, and Employee Handbook) for the administrative resolution of complaints.

### **Scope of the Comprehensive Policy**

The *Comprehensive Policy* prohibits all forms of sexual discrimination, sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence including dating violence and domestic violence, romantic/sexual consensual relationships between people with unequal power, stalking, and other misconduct that is sex or gender based and retaliation.

The *Comprehensive Policy* applies to all members of the Tougaloo community, including students, employees (administrators, faculty, and staff), volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the Tougaloo.

All community members have a responsibility to adhere to Tougaloo policies and local, state, and federal laws. This policy applies to conduct occurring on Tougaloo’s property, at Tougaloo-sanctioned events, or programs that take place off campus.

This policy also applies to off-campus conduct that is likely to have a substantial adverse effect on any member of the college.

### **Title IX and the Comprehensive Policy**

Title IX of the Educational Amendments of 1972 (“Title IX”) explicitly prohibits sex-based discrimination by any institution of higher education that receives federal funds (which includes Tougaloo College). Under the scope of this federal law and related federal and state laws, Tougaloo

must adhere to specific regulations regarding how to address reports of discrimination, sexual misconduct including sexual harassment, sexual assault, dating and domestic violence, stalking, and other sex- or gender-based misconduct and retaliation.

Title IX applies to all public and private schools receiving any federal financial assistance. Educational programs and activities that receive federal financial assistance must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are recruitment and admissions; counseling; financial assistance; athletics; treatment of pregnant and parenting students; discipline; single-sex education; employment; and all unions or professional organizations, holding collective bargaining or professional agreements with the institution.

Title IX mandates that a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The U.S. Department of Education Title IX regulations (OCR, 34 C.F.R. 106) provide additional information about the forms of discrimination prohibited by Title IX.

Under Title IX (and its implementing regulation, 34 C.F.R. 106), any educational institution receiving federal financial assistance must designate a “Title IX Coordinator” to carry out the institution’s obligations under Title IX. At Tougaloo, the Chief of Staff and Liaison to the Board of Trustees serves as the Title IX Coordinator and oversees implementation of the *Comprehensive Policy* and ensures that all College representatives act with objectivity and impartiality and are assessed with respect to conflicts of interest and/or potential bias. The Title IX Coordinator is assisted in this work by Title IX Deputy Coordinators, who primarily works with related student matters.

Inquiries about Title IX as implemented at Tougaloo, or reports of any violation of the *Comprehensive Policy* may be directed internally to:

**Sharon R. Alexander**  
Dean of Student Services and Title IX Coordinator  
Tougaloo College  
Jamerson Hall  
500 West County Line Road  
Tougaloo, MS 39174  
Telephone: (601) 977-7821 or (601) 720-6923  
Email: [Titleix@tougaloo.edu](mailto:Titleix@tougaloo.edu)

### **Current Title IX Regulations**

The U.S. Department of Education establishes regulations and procedural requirements that colleges and universities must follow to prevent sexual discrimination, sexual misconduct and retaliation within educational programs that receive federal financial assistance. Compliance with the regulatory requirements is enforced and monitored by the Department’s Office of Civil Rights (OCR). Sharon R. Alexander, Tougaloo College’s Title IX Coordinator, is responsible for overseeing the College’s efforts to comply with prohibitions against gender and sex-based discrimination under Title IX.

Below are links to current regulations governing the College's efforts to ensure a community free from discrimination based on sex or gender including sexual harassment, sexual assault and other forms of sexual misconduct and retaliation:

1. [Current Regulations on Title IX of the Education Amendment Act of 1972](#)

On May 6, 2020, the U.S. Department of Education published new regulations that modify the College's regulatory obligations to comply with Title IX.

[Title IX Regulations Addressing Sexual Harassment](#) [Summary of Significant Changes to the Title IX rules](#) [Comparison between the Final and Proposed rules](#)

2. Related Laws and Amendments

[Title VII of the Civil Rights Act of 1964](#)

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (Clery Act)

[Violence Against Women Act](#) of 1990

3. Federal Information

[Title IX of the Education Amendments of 1972](#), the Proposed Legislation in its entirety [Background & Summary of the Education Department's Proposed Title IX Regulation](#), a summary of proposed changes

[Proposed Title IX Regulation Fact Sheet](#), a one-page overview of the proposed changes.

### **The Title IX Office**

The Title IX Office coordinates college-wide compliance with Title IX federal and state laws and regulations. The work of the Title IX Office is managed by the Title IX Coordinator, which is supported by several key partners, including the College's Department of Public Safety ("Public Safety"), the Owens Health & Wellness Center, Human Resources, the Division of Enrollment Management and Student Life, and the Office of the Provost. Throughout this *Comprehensive Policy*, some responsibilities may be delegated to Title IX Deputy Coordinators or other College official as needed to ensure efficient and effective service for all stakeholders.

### **Jurisdiction**

The *Comprehensive Policy* applies to all members of the Tougaloo community, including students, employees (administrators, faculty, and staff), volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the Tougaloo. Regardless of where the conduct occurred and whether the affected party is a member of the College community, Tougaloo will review all allegations to determine whether the conduct occurred in the context of its employment or educational programs or activities and/or has continued effects therein. College interests may include, but are not limited to:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation where it appears that a respondent may present a danger or threat to the health or safety of self or others;
3. Any situation that significantly impinges on the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational, professional, or operational interests of

the College.

If the respondent is unknown or is not a member of the College community, the Title IX Coordinator can assist the affected party in identifying appropriate campus and local resources and support options, including (when criminal conduct is alleged) assisting the affected party in filing a police report with local law enforcement or Public Safety. In addition, the College may take other actions to protect the affected party, such as barring a respondent from College property and/or events.

Non-members of the College community who are alleged to have engaged in covered misconduct within Tougaloo programs or on Tougaloo's campus are not under the jurisdiction of the *Comprehensive Policy* but may be subject to actions that limit their access and/or involvement with Tougaloo programs as the result of the reported misconduct. Conversely, reports by non-members of the College community who allege misconduct by a respondent who is a member of the College community will be reviewed by the College to assess whether College interests may still warrant responsive action.

### **Notice of Non-Discrimination**

Tougaloo College expressly prohibits any form of sexual discrimination, sexual misconduct and retaliation on the basis of any Tougaloo-recognized protected classification, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability in any decision regarding admissions, employment, or involvement in a Tougaloo program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act and ADA Amendments Act, and The Equal Pay Act.

This *Nondiscrimination Policy* prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Tougaloo community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor based on their actual or perceived membership in the protected classes listed above is in violation of the *Nondiscrimination Policy*.

This *Nondiscrimination Policy* also includes protections for those opposing discrimination or participating in any College resolution process or within the Equal Employment Opportunity Commission or other human rights agencies. As an educational community, Tougaloo College will promptly and equitably respond to all reports of sexual discrimination, sexual misconduct, and retaliation in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community in an education program or activity on the institution against a person in the U.S. in a manner that is not deliberately indifferent.

If you have questions about this *Nondiscrimination Policy*, Title IX, Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or if you believe you have been discriminated against based on your membership in a



protected class, please contact Sharon R. Alexander at 601-977-7821 or [titleix@tougaloo.edu](mailto:titleix@tougaloo.edu).

### **Statement Regarding Privacy and Confidentiality**

Tougaloo College is committed to protecting the privacy of all individuals involved in a report of sexual discrimination, sexual misconduct and retaliation. In any report under the *Comprehensive Policy*, every effort will be made to protect the privacy interests of all individuals involved. Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Generally, means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those Tougaloo employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality:** Means that information shared by an individual with designated confidential campus or community professionals cannot be revealed to any other individual without express permission of the disclosing individual. Those campus and community professionals include medical providers, mental health providers, religious/pastoral counselors, sexual assault advocates, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or the disclosure is otherwise legally permitted or required. Non-identifying, aggregate data may be shared for statistical purposes consistent with the Clery Act.

Any other Tougaloo employee who is not designated as a confidential resource under this policy is designated a “responsible employee” under Title IX and is required to share a report of sexual misconduct with the Title IX Coordinator (See **Reporting Section** for full discussion of reporting requirements).

If a report of sexual discrimination, sexual misconduct and retaliation discloses a serious or immediate threat to the campus community, Tougaloo will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant. Tougaloo may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will Tougaloo release the name of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

All Tougaloo proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, Violence Against Women Act (VAWA), state and local laws, and Tougaloo policy. No information shall be released from such proceedings except as required or permitted by law and Tougaloo policy.

### **Role of the Title IX Coordinator**

The Title IX Coordinator oversees Tougaloo’s centralized review, investigation, and resolution of reports of sexual discrimination, sexual misconduct and retaliation and coordinates Tougaloo’s compliance with Title IX. The Title IX coordinator can be contacted by telephone, mail, email, or in person during business or non-business hours. Tougaloo College’s Title IX Coordinator is

Sharon R. Alexander, located in the Jamerson Hall, second floor, and can be contacted at (601) 977-7821 or [titleix@tougaloo.edu](mailto:titleix@tougaloo.edu)

Title IX Coordinator is:

1. responsible for notifying the Tougaloo community of the Title IX Policy;
2. oversight of the investigation and resolution of all reports of sexual discrimination, sexual misconduct and retaliation;
3. knowledgeable and trained in relevant state and federal laws and Tougaloo policy and procedures;
4. available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at Tougaloo, both informally and formally;
5. available to provide assistance to any Tougaloo community member regarding how to respond appropriately to reports of harassment, sexual misconduct and retaliation;
6. responsible for oversight of sexual discrimination, sexual misconduct and retaliation training;
7. responsible for notifying all students, employees, applicants for admission or employment of who the Title IX Coordinator is and how to the individual can be contacted;
8. responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures;
9. responsible for training Title IX Deputy Coordinators and other individuals involved in Title IX investigations;
10. responsible for compiling annual and semi-annual reports; and
11. responsible for monitoring, supervising, and overseeing the Title IX investigation to ensure that it is conducted in accordance with the standards, procedures and timelines set forth in this policy.

For every report, the Title IX Coordinator will conduct an initial assessment of the conduct, the reporting party's desired course of action, and the necessity for any supportive measures or services to protect the safety of the complainant or the community. Tougaloo must treat complainants and respondents equitably by offering supportive measures by following a grievance process under 106.45 before imposition of any disciplinary sanctions or other actions against a respondent.

The Title IX Coordinator will also review the circumstances of the reported conduct to determine whether Tougaloo has jurisdiction or disciplinary authority over the respondent or the conduct. In exercising jurisdiction over a Tougaloo-affiliated respondent for reported conduct that occurs off campus and that has no relationship to Tougaloo, or a Tougaloo-related or sponsored education program or activity, Tougaloo's ability to investigate and impose disciplinary action may be limited by the amount of information available to Tougaloo through the exercise of reasonable diligence. In instances where Tougaloo does not have disciplinary authority over the respondent, Tougaloo will still take reasonably available steps to support a complainant through supportive measures and will assist a complainant in identifying external reporting mechanisms.

## **Prohibited Conduct**

The following behaviors conflict with the College's values and expectations for members of the College community (and in some cases, applicable laws), and are therefore prohibited at Tougaloo. The prohibited conduct may be applied to single incidents as well as patterns and/or climate, all of which may be investigated and addressed in accordance with the *Comprehensive Policy*. The College also reserves the right to address these behaviors through other College processes when they are of a general nature and not motivated by a person's protected status. Unless otherwise indicated, all definitions provided below are as applied for the purposes of this *Comprehensive Policy* and may differ from definitions used by law enforcement and/or courts for criminal, civil, or other legal purposes, including Clery Act reporting.

**Discrimination**: Is defined as the unjust or preferential treatment of another wholly or partially because of the person's membership in a protected class (e.g., sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability; see *Nondiscrimination Policy*). When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College. Assigned outcomes for discrimination and the other forms of discriminatory misconduct may range from warning through expulsion (for students) or termination of employment (for faculty and staff employees).

**Sexual Misconduct**: Consistent with our mission and identity, the College maintains the highest standards for respectful sexual interactions between consenting individuals. Therefore, for the purposes of this *Comprehensive Policy*, Tougaloo applies its own definitions and standards for the various ways in which sexual and/or gender-based misconduct are prohibited. Certain forms of sexual misconduct are among the most harmful violations that any individual can undertake against the safety and dignity of our College community; the College, therefore, reserves the right to impose any level of assigned outcome, up to and including suspension or expulsion/termination, for any sexual violation based on the facts and circumstances of the particular case.

Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity or expression of those involved. Specific violations include:

***Sexual Harassment***: Any unwelcome conduct of a sexual nature based on sex or gender when at least one of the following conditions are present:

1. An employee of the institution conditioning the provision of an aid, benefit, or service of the institution, or an individual's participation in unwelcome sexual conduct (**quid pro quo**);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard (**hostile environment**);
3. Sexual assault (as defined by the Clery Act), or dating violence, domestic violence and stalking (**as defined by the Violence Against Women Act**). (OCR, 34 C.F.R. 106)

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity,

or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment can take many forms and may:

1. include, but is not limited to, sexual advances or request for sexual favors, in appropriate comments, jokes or gestures, or other unwanted verbal or physical conduct of a sexual nature;
2. be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
3. not include intent to harm, be directed at a specific target, or involve repeated incidents;
4. be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context;
5. be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship;
6. be committed by or against an individual or may be a result of the actions of an organization or group;
7. can occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation;
8. occur in the classroom, in the workplace, in residential settings, over electronic media (e.g., internet, telephone, and text), or in any other setting;
9. be a one-time event or part of a pattern of behavior;
10. be committed in the presence of others or when the parties are alone; and
11. can affect the complainant and/or third parties who witness or observe the harassment. Sexually harassing behaviors differ in type and severity. **Key determining factors are that the behavior is unwelcome, is sex or gender-based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.**

***Sexual Assault:*** Intentional sexual contact with another person without that person's **consent**, which may include:

1. **Intentional** is defined as knowingly and/or recklessly engaging in sexual contact without an individual's consent and does not include accidental contact. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct in any form and does not negate one's intent or diminish one's responsibility to obtain informed and freely given consent.
2. **Non-consensual sexual touching** that includes contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without

permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

3. **Non-consensual sexual penetration** that includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth-to-genital contact.

**Sexual Exploitation:** An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

1. observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
2. non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
3. prostituting another individual;
4. exposing another's genitals in non-consensual circumstances;
5. knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
6. inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Intimate-partner violence, including Dating, Domestic and Relationship:**

1. **Violence** is any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior.
2. **Intimate-partner violence** can encompass a broad range of behavior, including, but not limited to, physical violence and sexual violence. Intimate-partner violence may take the form of threats, assault, property damage, or violence, or threat of violence to oneself, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.
3. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on the reporting party's statement, taking into consideration the following factors: a) the length of the relationship, b) the type of relationship, and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical violence or the threat of such violence.
4. **Domestic violence** is violence committed by a current or former spouse, or sexual or intimate partner of the alleged victim, a person who is living as a spouse or who lived as a spouse with the alleged victim, parents and children, other persons related by blood or marriage, or by a person with whom the alleged victim shares a child in common. Under the criminal laws of Mississippi certain offenses, including but not limited to rape, aggravated assault and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

The United States Department of Justice (DOJ) broadens the definition of Domestic Violence to

include physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone can also be a part of domestic violence (DOJ, 2016).

The following descriptions from the Department of Justice provide more details about the different types of domestic violence:

1. **Emotional Abuse:** undermining an individual's sense of self-worth and/or self-esteem is abusive. Emotional abuse can include—but is not limited to—constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
2. **Economic Abuse:** making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.
3. **Physical Abuse:** hitting, slapping, shoving, grabbing, pinching, biting, and pulling hair are types of physical abuse. Physical abuse can also include denying a partner medical care or forcing a person to drink alcohol or use drugs.
4. **Psychological Abuse:** elements of psychological abuse include—but are not limited to—causing fear by intimidation, threatening physical harm to self, partner, children, or partner's family or friends, hurting pets or property, or forcing isolation from family, friends, school, and/or work.
5. **Sexual Abuse:** coercing or attempting to coerce any sexual contact or behavior without someone's consent. Sexual abuse includes—but is not limited to—marital rape, attacks on sexual parts of the body, forcing sex, or treating someone in a sexually demeaning manner.

Domestic violence can happen to anyone, regardless of race, age, sexual orientation, religion, or gender. It affects people from all socioeconomic backgrounds and education levels. It occurs in both opposite-sex and same-sex relationships. It can happen to intimate partners who are married, living together, or dating (DOJ, 2016).

**Indecent Exposure:** A person commits indecent exposure if that person exposes hi/her genitals in any public place or in any place where there are other persons present under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.

#### **Romantic/Sexual Consensual Relationships between People with Unequal Power:**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (e.g., faculty and student, supervisor, and employee). The unequal power inherent in such relationships, even if consensual, heightens the vulnerability of the person with less power and heightens the potential for coercion and abuse. In addition, these relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the onset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. Such relationships can also create a hostile learning and work

environment for others.

Examples of the kinds of relationships prohibited by this policy include:

1. ***Faculty and students.*** The decision to become a faculty member at Tougaloo presumes an educational and mentoring relationship with any student and precludes engaging in such a romantic relationship with any student.
2. ***Staff or volunteers who have mentoring or supervisory relationships with students.*** The decision to become a staff member or a volunteer in a position that is defined by mentoring or supervision precludes engaging in such a romantic relationship with any student.
3. ***Supervisors and subordinates.*** Romantic relationships are not allowed between employees of Tougaloo when a supervisory relationship is involved. This applies to all employees, including student employees and their supervisors. The power differential makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment. Should romantic relationships develop, the supervisor should inform his/her supervisor so that appropriate actions can be made to remove the involved supervisor from direct supervision of the employee.

**Retaliation:** Is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual discrimination or sexual misconduct allegation. Retaliation includes any form of intimidation, threats, coercion, reprisal, or harassment. Retaliatory actions may include, but are not limited to: acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a reasonable person from engaging in activity protected under this Policy; violation of a no contact order; acts or comments intended to embarrass an individual; seeking to influence the participation or statements of parties or witnesses or taking adverse action against them; adverse changes in employment status or opportunities; adverse academic action; and adverse changes to academic, educational and extra-curricular opportunities. Retaliation may be in person, through social media, email, text, or other forms of communication, and it may be committed by parties to the complaint resolution procedure, their friends or representatives, or any other person. Retaliation may be present against a person even when the person's allegations of prohibited conduct are not substantiated.

**Stalking:** Occurs when a person engages in a course of conduct or repeatedly communicates and/or commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate or communicate either of the following:

1. an intent to place the other person in reasonable fear of bodily injury; or
2. an intent to cause substantial emotional distress to the other person.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking also includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar

devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. Examples of stalking include:

1. unwelcome and repeated visual or physical proximity to a person;
2. repeated oral or written threats;
3. extortion of money or valuables;
4. unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
5. unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
6. sending/posting unwelcome/unsolicited messages with an assumed identity; or
7. implicitly threatening physical contact;
8. or any combination of these behaviors directed toward an individual person.

Other misconduct that is sex or gender-based, or in the context of an intimate partner relationship includes:

1. ***Bullying and intimidation:*** Includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted but also others who observe the conduct. Bullying is prohibited and participating in such acts will result in disciplinary action. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:
  - a. substantially interfering with a community member's education, employment, or full enjoyment of the Tougaloo;
  - b. creating a threatening or intimidating environment; or
  - c. substantially disrupting the orderly operation of Tougaloo.
2. ***Intimidation*** is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student conduct process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action.

When acts of bullying and intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under Tougaloo's *Title IX Policy and Equitable Resolution Procedures for Sexual Discrimination, Sexual Misconduct, and Retaliation*.

- a. ***Physical Assault:*** Is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the *Title IX Policy and Equitable Resolution Procedures for Discrimination, Sexual Misconduct, and Retaliation*.



- b. ***Discrimination:*** Under this policy is defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex, gender identity or expression, or sexual orientation.

### **Applicable Scope and Key Terminology**

**Abusive conduct:** Is defined as any intentional conduct that inflicts or attempts to inflict bodily harm or severe emotional harm upon any person, any reckless action that could result in bodily harm, and/or any action that would reasonably cause another to be fearful that their health or safety is in immediate danger.

**Administrative resolution:** Is a general term used to describe the various processes by which the College resolves a formal complaint, after a finding of responsibility has been made (following investigation and/or admission). Administrative resolution processes may be governed by the Student Handbook, Faculty Handbook, and/or Employee Staff Handbook, depending on whether the complaint is against a student, faculty employee, or staff employee, respectively.

**Advisor:** The Complainant and the Respondent may each elect to be accompanied by an Advisor to any meeting or interview regarding the allegations. The Advisor may be anyone, including an attorney, or, in the case of the Complainant, a Sexual Assault Victim's Advocate, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. However, the Advisor may observe and consult with the Complainant or Respondent and take appropriate action to ensure that the investigation does not violate applicable laws or policies.

**Affirmative Consent:** To engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent should not be assumed. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease immediately.

### **Guidance for assessing consent:**

1. Prior to initiating any sexual activity, the person(s) initiating and/or continuing the sexual activity is expected to obtain consent. If at any time during the sexual activity, any confusion or ambiguity arises, individuals should pause and seek clarification regarding consent. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
2. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent should not be inferred solely from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
3. Consent to previous sexual activity and/or in the context of an intimate relationship does not presume consent is given in any subsequent sexual encounter.

4. Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their own free will.
5. Consent cannot be obtained from an individual who is incapacitated. According to the Mississippi Age of Consent Laws 2020, "The Mississippi Age of Consent is **16 years old**. In the United States, the [age of consent](#) is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Individuals aged 15 or younger in Mississippi are not legally able to consent to sexual activity, and such activity may result in prosecution for [statutory rape](#). In the state of Mississippi, the age of majority is 21.

**Appeal Officer:** Reviews appeals by complainants or respondents for procedural errors or new evidence that could not have previously been presented.

**Bystander:** A person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances of these crimes.

**Bystander intervention:** Describes a situation where someone who isn't directly involved steps in to change the outcome. Stepping in may give the person you're concerned about a chance to get to a safe place or leave the situation. You don't have to be a hero or even stand out from the crowd to make a big difference in someone's life.

Take steps to protect someone who may be at risk in a way that fits your comfort level. Whether you're taking home a friend who has had too much to drink, explaining that a rape joke isn't funny, or getting security involved when someone is behaving aggressively, choosing to step in can affect the way those around you think about and respond to sexual violence. Your actions matter. (Source: Rape, Abuse & Incest National Network)

**Coercion:** Is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion:

1. Threatening to "out" someone based on sexual orientation, gender identity, or gender expression.
2. Threatening to harm oneself if the other party does not engage in the sexual activity.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment. The complainant must be participating in or attempting to participate in the education program or activity of Tougaloo College with which the formal complaint is filed.

**Decision-Maker:** An individual who reviews, weighs, and analyzes the information using the "preponderance of evidence" standard. This means the decision maker reviews the information to determine whether it was "more likely than not" that the alleged conduct occurred. After the decision maker reviews and analyzes the information, a final investigation report is written. The

report contains the allegations that were investigated, the applicable policy against which the allegations were reviewed, the individuals contacted and interviewed, a list of the documents and materials gathered, reviewed and analyzed, a summary of the statements of the individuals interviewed, an analysis of the statements and information gathered and reviewed, and the decision maker's conclusions and determinations about what happened and whether the allegations have been substantiated.

**Equitable resolution procedures ("ERP"):** Refers to the informal and formal resolution pathways by which the College resolves allegations of discrimination, sexual misconduct and retaliation under the *Comprehensive Policy*.

**False Accusations:** Any person who brings an intentionally false claim of discrimination or harassment with malicious intent toward another person is subject to disciplinary action up to and including expulsion or termination and other sanctions. A claim will not be deemed intentionally false merely because there is insufficient evidence to prove violation of this policy or because it is deemed to be without merit.

**Finding:** Is a determination made at the conclusion of an investigation as to whether or not the alleged violation has been substantiated under the preponderance of the evidence standard. A finding of either "responsible" or "not responsible" is assigned to each alleged policy violation individually.

**Force:** Is the use or threat of physical violence or intimidation to overcome an individual's freedom to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

**Formal Complaint:** A document filed by the complainant or signed by the Title IX Coordinator (1) alleging harassment, sexual misconduct, or retaliation against a respondent and (2) requesting Tougaloo investigate the allegation. A document filed by a complainant means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Formal Resolution Process:** A formal resolution process will occur when (a) a report of a violation of the *Comprehensive Policy* is made and the complainant seeks a formal resolution; or (b) the Title IX Assessment Team recommends that the College proceed with a formal resolution because there is reasonable cause to believe that the respondent poses a significant threat of harm to the health, safety, and welfare of the complaining student or others. In such case and if the potential complainant cannot or does not wish to file a complaint and proceed with the formal process, the Title IX Coordinator shall draft a statement with all known information in lieu of a complaint, and the formal resolution process shall proceed as indicated below.

**Heightened Risk Factors:** A term used to describe elements which, if suggested in a report of alleged misconduct, may warrant the College initiating a formal complaint irrespective of the wishes and/or participation of the affected party. Heightened risk factors may include, without limitation, the presence or involvement of (a) predation, threat, violence, weapons, minors, and/or

pattern (e.g., the College has actual knowledge of reports by multiple individuals alleging similar misconduct by the same respondent), and/or (b) a potential threat to the safety of the College community.

**Incapacitation:** Describes an individual who lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person.

Warning signs that a person may be approaching incapacitation may include:

- slurred speech
- odor of alcohol
- vomiting
- combativeness
- unsteady gait
- emotional volatility

Guidance for evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual, with respect to:

3. decision-making ability
4. awareness of consequences
5. ability to make informed judgments
6. capacity to appreciate the nature and the quality of the act

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position. In general, Tougaloo considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

**Informal Resolution Process:** In recognition that a wide spectrum of behaviors can constitute violations of College policies, the Title IX Office may resolve reports informally and appropriately, based on the circumstances. Informal resolutions generally are pursued when both parties, having been fully informed of all available options, has explicitly made that choice ensuring that it does not offer or facilitate an information process to resolve allegations that an employee sexually harassed a student. An informal resolution process is voluntary with written consent to end the informal resolution process. If an informal resolution process is ended by request, any information obtained may be used in a subsequent formal resolution process and hearing. Once a complaint has been resolved through an informal resolution process, the matter will be closed.

For some limited types of alleged violations of College policy that does not involve a full investigation and adjudication, an informal resolution may include mediation. Mediation is not an appropriate option for cases involving a complaint of sexual assault and/or relationship and interpersonal violence, nor for circumstances involving severe misconduct behavior.

**Initial Title IX Assessment:** When the Title IX Office becomes aware directly by a potential complainant or a third party of an incident which may involve discrimination, sexual misconduct or retaliation, an Initial Assessment will be conducted to gain a basic understanding of the nature and circumstances of the report. The potential complainant and/or third party will be provided with information about resources, procedural options, and remedial measures and an opportunity to discuss the Title IX Policy.

**Investigator:** The person tasked with investigating a complaint. Investigators shall receive annual training regarding such issues as the laws governing discrimination, harassment and retaliation; Title IX and Violence Against Women; as well as other related state and federal laws prohibiting discrimination, harassment and retaliation based on gender or sex, including sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking; complainant, respondent, employee, and witness privacy rights; and the Family Educational Rights and Privacy Act of 1974 (FERPA) that protects the safety of the complainant(s) and the college community.

**Officials With Authority To Institute Corrective Measures (OWA's):** Any official, other than the Title IX Coordinator, who has authority under Tougaloo's policies to institute corrective measures (such as discipline, no-contact orders, or other interim measures) in response to harassment.

**Parties:** The complainant and respondent involved in the investigation.

**Preliminary Inquiry:** Is an initial review of a report conducted by the Title IX Coordinator to assess (a) whether the reported behavior may fall under the *Comprehensive Policy*, and (b) the level of threat that may be present to the College community.

**Preponderance of Evidence:** Preponderance of the Evidence means the greater weight of the evidence; i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side. The Preponderance of the Evidence is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted pursuant to this Executive Order.

**Reasonable cause:** Is a low evidentiary threshold indicating that it is reasonable, based on reported facts, to believe that the *Comprehensive Policy* may have been violated. This is the standard applied during the preliminary inquiry, to assess whether a report may be addressed under the informal or formal pathways of the equitable resolution procedures.

**Recordkeeping:** For each response for an allegation of discrimination, sexual misconduct or retaliation, Tougaloo must create, and maintain for a period of seven years, the following records: 1) any actions, including any supportive measures taken in response to a report or formal complaint of discrimination, sexual misconduct, or retaliation; 2) the basis for its conclusion that its response was not deliberately indifferent, and documentation that it has been measures

designed to restore or preserve equal access to the College's education program or activity; 3) if supportive measures are not provided to the complainant, the reasons must be documented as to why they were not provided; and 4) the documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

**Reporting person:** Any person who makes a report to the Title IX Coordinator or other reporting officials about discrimination, sexual misconduct or retaliation and is seeking resources or support in response.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute discrimination, sexual misconduct or retaliation.

**Resolution pathways:** Refer to the two distinct categories of available by which the College may resolve alleged violations of the *Comprehensive Policy* – informal resolutions and formal complaints.

**Sanctions:** Are individual consequences assigned to a respondent during the administrative resolution following a finding of responsibility.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonable available, and without fee or charge to the complainant or the respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Are designed to restore or preserve equal access to the college's education program or activity without unreasonably burdening the other party. Includes measures designed to protect the safety of all parties or the college's environment or deter sexual harassment.

Supportive measures may include counseling, extension of deadlines or course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The institution must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

**Title IX Assessment Team:** Following the Initial Assessment, the Assessment Team will review and assess whether there is reasonable cause to believe that a student poses a significant threat of harm to the health, safety, and welfare of others or the Tougaloo community, and whether supportive measures are necessary to alleviate or mitigate that risk.

The Team will identify factors that may increase, influence, or mitigate the risk of harm or significant disruption to the educational or residential environment, and make appropriate recommendations to the Vice President for Enrollment Management and Student Success to avert the potential threat and maintain the safety of the College community.

**Title IX Investigation:** Examines allegations of sexual discrimination, sexual misconduct, including sexual assault, domestic violence, stalking or any other gender-based harm listed in the College's *Comprehensive Policy*. Because it examines policy violations, the investigation must occur independently of a legal investigation.

**Witness:** An individual who has direct knowledge of or information about an allegation being made.

## **Reporting Sexual Discrimination, Sexual Misconduct And Retaliation**

### **Overview**

Tougaloo encourages anyone who experiences sexual discrimination, sexual misconduct and retaliation under the *Comprehensive Policy* to come forward and report to the Title IX Coordinator so that the College may take appropriate steps to promptly stop, prevent, and remedy any violation of the *Comprehensive Policy*. In the event of sexual misconduct, Tougaloo encourages all individuals to immediately seek assistance from law enforcement, Public Safety, a medical provider, and/or a victim advocate.

The College recognizes the privacy and sensitivity of such reports, and only shares information internally on a need-to-know basis when necessary to effectively respond to the report. The College also understands that for various reasons an affected party may prefer to report anonymously or to share only limited information.

To the best of its ability, Tougaloo will respond to every report it receives. Anonymous or third-party reports may limit the response the Tougaloo can provide. Specifically, the Title IX Coordinator will coordinate the initial assessment, offer resources, and support, and initiate an investigation when appropriate and/or requested. To ensure that accurate information and resources are provided in a timely and consistent manner, the following policies apply college wide.

### **Assistance Immediately Following Sexual Misconduct**

The Colleges seeks to support any person adversely impacted by sexual misconduct, regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred in connection with the College's campus, activities and/or constituents.

Both the College and the community provide a variety of resources to assist and support individuals who have experienced sexual misconduct or are affected by allegations of sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report the incident to the College or to law enforcement.

### **What to do if you experience sexual violence:**

1. Get to a safe place.
2. Call 911 if in immediate danger, if you are injured, or if the community is in possible danger.
3. Consider seeking immediate professional support on or off campus to assist you in the crisis.

4. In cases of sexual assault, for your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury and sexually transmitted diseases. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
5. Talk to a counselor. Even after the immediate crisis has passed, contact confidential on-campus and/or off-campus resources for emotional support, information, and/or advocacy.
6. Report the conduct to the Title IX Coordinator, so that the College can advise you of your options and may take appropriate action.

### **Employee's Reporting Obligations**

There are (3) general classifications of individuals on campus and the respective ability of these categories of individuals to maintain a complainant's confidentiality differs:

1. **Confidential Resources:** These are campus and community professionals including medical providers, mental health providers, religious/pastoral counselors, sexual assault advocates, all of whom have legally protected confidentiality. Confidential Resources can maintain the confidentiality of a complainant's disclosures and will not share any information with Tougaloo College with the exception of: (i) permission given by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 16; or (iv) as otherwise required or permitted by law or court order.
2. **Responsible Employees:** While able to maintain an individual's privacy, "Responsible Employees" are required to immediately share all known details of incidents of discrimination, sexual misconduct or retaliation with the Title IX Coordinator. "Responsible Employees" mean those designated employees in a leadership or supervisory position, or who have significant responsibility for the welfare of students or employees.

**"Responsible Employees"** include the Title IX Coordinator and Deputy Title IX Coordinators; President, Vice Presidents and Deans; President's Extended Cabinet; Public Safety Officers; Assistant/Associate Deans; Directors; Residential Life; Student Engagement; Graduate Program; Human Resources; Academic Department Chairs; Center and Program Directors; Academic Advisors; First-year and Sophomore Advisors; and Athletic Director, Athletic Teams Head Coaches and Assistant Coaches. This list is not exhaustive; any questions about the status of an employee as a 'Responsible Employee' should be addressed to the Title IX Coordinator.

Student employees for example, resident assistants (RAs), are required to share with the Title IX Coordinator all information about which they are aware, including the identities of the parties, if known. With the exception of resident assistants who are designated as "Responsible Employees," all other students are encouraged to report any suspected violation of the *Comprehensive Policy*.

1. **All other Employees** are encouraged to share information with the Title IX Coordinator. "Responsible Employees" have the following obligations:
  - a. *Reporting should be prompt.* "Responsible Employees" should report an



- incident of sexual discrimination, sexual misconduct and retaliation to the Title IX Coordinator as soon as is practical under the circumstances and share all details.
- b. *Reporting is not discretionary.* “Responsible Employees” may not, for example, decide not to report alleged misconduct because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate Tougaloo officials to assess.
  - c. *Independent responses are prohibited.* Under no circumstances may any employee, department, organization, or division of Tougaloo attempt to resolve unilaterally any complaint of sexual discrimination, sexual misconduct and retaliation that is required to be reported under this policy. In these cases, the “Responsible Employee” must always notify the Title IX Coordinator first, who will determine the appropriate response after consultation with appropriate officials.
  - d. *Inform students of your obligations.* “Responsible Employees” can reasonably anticipate the possibility that students may report discrimination, sexual misconduct or retaliation to them. Tougaloo encourages these employees to inform students of their reporting obligations in advance. When discrimination, sexual misconduct or retaliation is actually reported, the employee should tell the reporting person as early in the conversation as possible that any information provided will have to be relayed to the Title IX Coordinator, and that if the reporting person prefers to keep the information confidential, Tougaloo has resources such as the Office of the Chaplain, Student Counseling Center and the Owens Health and Wellness Center that can provide confidential assistance.
  - e. *Tell the reporting person what will happen next.* “Responsible Employees” should tell the person reporting sexual discrimination, sexual misconduct and retaliation (1) that they will be informing the Title IX Coordinator of the incident; (2) why they are sharing this information—i.e., their obligation to inform those on campus in a position to respond; and (3) that the Title IX Coordinator will contact them to provide additional information and support.
  - f. *Do not share the information with others.* Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator and that they may contact the Title IX Coordinator directly.

### **Campus Reporting Options**

Tougaloo recognizes that any member of the community may choose to report sexual discrimination, sexual misconduct and retaliation to any Tougaloo employee. For example, a student may choose to confide in a class dean, a resident assistant (RA), a faculty member, or a coach. A faculty/staff member may choose to confide in a supervisor or colleague. However, under the *Comprehensive Policy*, any employee, other than those deemed confidential by law, who

receives a report of sexual discrimination, sexual misconduct and retaliation is required to share the report by mail, email, telephone, or online with the Title IX Coordinator, Sharon R. Alexander. If a person does not wish to report directly to the Title IX Coordinator, they are encouraged to contact one of the following Deputy Title IX Coordinators, who also can provide prompt assistance.

**LaToya Haymer**

*Deputy Title IX Coordinator*  
Director of Residential Life  
New Women's Residence Hall  
(601) 977-7819  
[lthaymer@tougalo.edu](mailto:lthaymer@tougalo.edu)

**Karen Cole**

*Deputy Title IX Coordinator*  
Director of Human Resources Blackmon Administration Building  
(601) 977-4461  
[Kcole@tougalo.edu](mailto:Kcole@tougalo.edu)

Whenever possible, however, incidents of sexual discrimination, sexual misconduct and retaliation should be reported directly to the Title IX Coordinator:

**Sharon R. Alexander**

Dean of Student Services and Title IX Coordinator  
Tougaloo College-Jamerson Hall  
500 West County Line Road  
Tougaloo, MS 39174  
Telephone: (601) 977.7821 or (601) 720.6923  
Email: [Titleix@tougalo.edu](mailto:Titleix@tougalo.edu)

**Third-party Reporting**

Any individual may make a report concerning an act of sexual discrimination, sexual misconduct and retaliation. An individual who is not a "Responsible Employee" may report the incident without disclosing or identifying parties involved. Depending on the level of information available about the incident or the individuals involved, Tougaloo may be limited in its ability to respond.

Tougaloo has an online reporting form, which can be found on the College's website on the Office of the Title IX Coordinator's webpage. All reports of sexual discrimination, sexual misconduct and retaliation will go to the Title IX Coordinator for review and appropriate response and action. Tougaloo will ensure that third-party reports are reviewed and considered for compliance with the Clery Act.

**Reporting to Law Enforcement**

Tougaloo encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Mississippi criminal statutes or the applicable criminal statute of the jurisdiction. Tougaloo will assist a complainant, at the complainant's request, in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides

to pursue the criminal process to the extent permitted by law.

Except where the complainant is younger than 18 years old, Tougaloo will generally respect a complainant's choice to report an incident to local law enforcement, unless Tougaloo determines that there is an overriding issue with respect to the safety or welfare of the Tougaloo community. Where a report involves suspected abuse of a minor younger than 18, Tougaloo is required by state law to notify law enforcement and/or the Mississippi Department of Public Welfare Division of Child Welfare Services.

Tougaloo's policy, definitions, and burden of proof may differ from Mississippi criminal law. A complainant may seek resolution through Tougaloo's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination to prosecute a respondent nor the outcome of any criminal prosecution is determinative of whether sexual assault or harassment has occurred under this policy. Proceedings under the *Comprehensive Policy* may be carried out prior to, simultaneously with, or following civil or criminal proceedings and such timing will be determined by the Title IX Coordinator in consultation with the Title IX Assessment Team.

#### **Making a Report vs. Filing a Complaint**

A **report** is defined as notification of an incident of sexual discrimination, sexual misconduct and retaliation to the Title IX Coordinator by any responsible employee or reporting person. A report may be accompanied by a request for resources, no further action, remedies-based resolution, and/or to initiate a formal complaint process.

Filing a **complaint** is the request to initiate the Tougaloo's formal disciplinary process. At the time a report is made, a reporting person does not have to decide whether to file a complaint. Tougaloo recognizes that not every individual will be prepared to file a complaint with Tougaloo or law enforcement, and individuals are not expected or required to pursue a specific course of action. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time.

To the extent possible, Tougaloo will respect an individual's autonomy in making these important decisions and provide support that will assist each individual in making that determination. A report may become a formal complaint, either initiated by the complainant or the Tougaloo depending on the outcome of the Title IX assessment.

However, there may be instances in which such requests cannot be honored, as they would impair the Tougaloo's ability to ensure a safe and non-discriminatory environment for all students. Factors considered include, but are not limited to:

1. The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person;
2. The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group;
3. The use of physical violence and/or weapons;
4. The involvement of multiple alleged perpetrators;
5. Allegations of threats or retaliation by the accused against the complainant or others;

6. The reporting party's age;
7. The parties' rights and/or the Tougaloo's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

If Tougaloo determines it can honor a request to keep information private, it will take steps consistent with that request to ensure the safety of the complainant and others. However, complainants should understand that honoring a request for privacy necessarily will impair Tougaloo's ability to investigate and normally will prevent any disciplinary action from being taken against the accused. If someone who initially requested privacy later requests an investigation, Tougaloo will honor that request. However, delays may impair Tougaloo's ability to conduct a thorough investigation or take appropriate remedial action.

If Tougaloo determines it cannot honor a request for privacy, it will inform the complainant before any disclosure is made. Tougaloo will take whatever steps it deems necessary to protect the complainant and to ensure that information is available only to those who have a legitimate need to know. Tougaloo will make it clear to the accused party and others receiving information that any act of retaliation against the complainant will not be tolerated.

### **Filing a Complaint with the Office of Civil Rights**

If you have concerns about the way in which the institution is handling a Title IX violation, you have the right to file a formal complaint with the [Office of Civil Rights](#). The Office of Civil Rights (OCR) handles all Title IX complaints. Generally, an OCR complaint must be filed within 180 days of the incident. Electronic complaint forms can be found on the [OCR's website](#).

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Ave., SW, Washington, DC 20202-1100 Telephone: (800) 421-3481  
TDD: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov) [www.ed.gov/ocr](http://www.ed.gov/ocr)

Office for Civil Rights (OCR) Dallas Office  
U.S. Department of Education 1999 Bryan Street, Suite 1620  
Dallas, TX 75201-6810  
Telephone: (214) 661-9600  
Facsimile: (214) 661-9587 Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

## **Title IX Sex Discrimination, Sexual Misconduct And Retaliation Equitable Complaint Resolution Procedures**

### **Overview**

These procedures provide for prompt, timely, fair, and impartial investigations and resolutions. All College officials involved in the investigation or appeal process shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If an involved College official determines that they cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent or witness, or due to any other conflict of interest,

another appropriate individual will be designated to administer these procedures.

These procedures will be implemented by College officials who receive a minimum of 8-10 hours of training on an annual basis on the issues related to sex discrimination, sexual misconduct, including sexual harassment, sexual violence, domestic violence, dating violence and stalking, other sexual misconduct, retaliation, and how to conduct an investigation and hearing process that protects the safety of involved parties, the College community, and promotes accountability. As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual misconduct.

### **Consolidation of Investigation**

The Title IX Coordinator has the discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. Consolidation might involve multiple complainants and a single respondent, multiple respondents, or conduct that is temporally or logically connected.

### **Disability Accommodations**

The College is committed to full access and inclusion of students with disabilities in its processes and services, including investigations, hearings, and other student conduct processes. Students with documented disabilities involved in an investigative or hearing process should notify the Title IX Coordinator if he/she needs assistance during the process.

## **Investigation and Resolution of the Student Complaint**

### ***Preliminary Matters***

**Timing of the Investigation.** The College will endeavor to conclude its investigation and resolution of the complaint within a reasonable period of time. The Title IX Coordinator may require the production of information by the parties by certain date(s) in order to facilitate a timely resolution.

Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Title IX Coordinator in writing explaining how much additional time is needed and why it is needed. The Title IX Coordinator shall respond to any such request within three (3) days.

**Informal Resolution.** Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. Informal resolution is a voluntary process for timely and corrective action through the imposition of individual and/or community-focused remedies designed to maintain the complainant's access to the educational, extracurricular, and employment activities at the College and to eliminate a potential hostile environment. The option to pursue informal resolution will be presented to the parties only after the College has sufficient information about the nature and scope of the conduct at issue. **In cases involving allegations of sexual assault, informal resolution is generally not appropriate.**

If the complainant, respondent, and Title IX Coordinator or designee all agree to pursue an

informal resolution, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to all parties. The role of the Title IX Coordinator is not to be an advocate for either party, but rather, to aid in the resolution of issues in a non-adversarial manner. Under the informal process, the College will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College, and the College community.

The College shall not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. If at any point during the informal resolution process, the complainant, the respondent, or the College wishes to cease the informal resolution process and to proceed with the adjudication hearing process, the informal resolution process will stop and the formal adjudication process described below will proceed.

Any informal resolution must adequately address the concerns of the complainant, the rights of the respondent, and the overall intent of the College to stop, remedy, and prevent Policy violations. The College will take appropriate actions as necessary and use its best efforts to remedy any harm that occurred and to prevent any further incidents of sexual misconduct. If informal resolution is reached, it will be documented in writing and signed by all parties. An informal resolution cannot be appealed.

**Supportive Measures.** At any time during the investigation, the Title IX Coordinator may determine that supportive measures or remedies for the parties involved or witnesses are appropriate. Tougaloo, at its discretion, will implement supportive measures that may be applied to the parties, as appropriate and reasonable. Supportive measures may include, but are not limited to the following:

1. contact restrictions;
2. counseling services;
3. public safety escort to ensure safe movement on campus;
4. referral to medical or EMS services;
5. assistance with identifying off-campus resources;
6. assistance with transportation, parking, and/or travel needs;
7. assistance in obtaining a Protection from Abuse (PFA) Order;
8. academic assistance, including academic support services, tutoring, alternative course completion options, rescheduling of exams and assignments, changing class schedules, transferring course sections or withdrawing from a course without penalty;
9. change of work schedules, job assignments, and worksite location;
10. change of student's campus housing and assistance from Tougaloo in completing housing relocation;
11. option to restrict an individual's or organization's access to certain Tougaloo facilities or activities pending resolution of the matter;
12. voluntary leave of absence;
13. Tougaloo-imposed leave; and/or
14. any other measure that can be tailored to the involved individuals to achieve the goals of this policy.

Supportive measures are available to the parties regardless of whether the complainant pursues an

investigation or seeks formal disciplinary action. Failure to comply with the terms of these measures may constitute a separate violation of the *Comprehensive Policy*.

### **Implementing Supportive Measurers**

The parties will be notified in writing when Tougaloo implements supportive measurers, such as protective measures that restrict the respondent's movement on campus. Tougaloo will inform the parties that retaliation is prohibited by law under the Violence Against Women Act (VAWA) and Tougaloo's *Comprehensive Policy*, and Tougaloo will take strong responsive action to protect the safety of any individual. If Tougaloo has determined that retaliation has occurred, it will not be tolerated and will result in disciplinary action. Tougaloo has the discretion to modify any existing supportive measurers with appropriate notice provided to all parties.

**Preponderance of the Evidence Standard.** In making any determination on the resolution of the complaint, the evidentiary standard is the preponderance of the evidence; that is, whether it is more likely than not that sexual misconduct occurred.

**Advisor.** The complainant and respondent in a complaint resolution procedure (both the informal and formal processes described below) have the right to be assisted by an advisor of their choice so long as that person is free of conflicts of interest and bias. The purpose of the advisor is to support an individual during the complaint resolution procedure, including accompanying the individual to in-person interviews or other meetings during the process.

1. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigator(s), decision maker(s), appeal review officer(s), the Title IX Coordinator or any other school official involved in the complaint resolution procedure and may not interrupt or otherwise delay the complaint resolution procedure.
2. Advisors may have access to information concerning a case only when accompanying a party (for in-person access to information) or when a party has given permission for the advisor to be copied on emails or other correspondence (for access to written communications). An advisor's access to such information is subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student educational records or other confidential information.
3. If a party selects an attorney as an advisor, the advisor's participation in the complaint resolution process is in the role of an advisor and not as an attorney representing a party. The advisor will have access to highly confidential information and is prohibited from sharing information obtained as an advisor during the complaint resolution process with anyone, including other individuals who may be part of an attorney-client relationship with the party.
4. Parties must provide the name of the person they have selected as their advisor to the Title IX Coordinator. Advisors will be required to sign an advisor agreement acknowledging receipt and understanding of the requirements described herein. Failure to comply with these requirements, including violations of confidentiality or other forms of interference with the complaint resolution procedure by the advisor, may result in the disqualification of an advisor.
5. The College will notify a party to a complaint resolution procedure if another party

involved in the complaint resolution procedure has obtained an advisor, and if so, whether the other party's advisor is an attorney.

**Pending Criminal Investigation.** Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

### **Initial Intake and Notice to the Parties**

The initial report of sexual misconduct is to be taken by the Title IX Coordinator so he/she can decide the best course of action. Since the College must comply with the Clery Act, including assessing whether a timely notice must be provided to the community, this interview must be taken as soon as practical following the incident. In certain narrow circumstances, the Title IX Coordinator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

After the initial intake and notification has been made, the Title IX Coordinator will commence an investigation of a complaint as soon as practicable, but generally not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct.

The Title IX Coordinator will assign an investigator(s) to the case and will notify the parties by e-mail to their tougaloo.edu email addresses that an investigation will commence. The notice will state the names of the complainant and respondent, the alleged conduct that may constitute a violation of the *Comprehensive Policy*, including when and where the conduct allegedly occurred (*to the extent this information is known*), the investigation process, support resources, and appropriate referrals if applicable.

In addition, the complainant and the respondent shall (1) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (2) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict.

### **Initial Meeting with Title IX Coordinator**

During the initial meeting, the complainant is able to bring an advisor and is free to share as much or as little information about the underlying incident as they would prefer. The Title IX Coordinator or designee(s) will discuss and provide the complainant with a written explanation of their rights and options, whether the incident occurred on or off campus, including (as applicable):

1. the right to report or decline to report the incident to law enforcement if the conduct is potentially criminal in nature. Tougaloo is available to assist in this process;
2. the right to obtain a Protection from Abuse (PFA) Order from local authorities or request contact restrictions from Tougaloo;



3. the right and importance of seeking medical treatment to address physical health and to preserve evidence;
4. the right to file a complaint through the applicable Tougaloo complaint resolution process;
5. the right to request supportive measures, including options for changes in living, academic, transportation, etc.;
6. provide the complainant with information about on- and off-campus resources, including support options and counseling;
7. explain Tougaloo's policies for confidentiality and prohibiting retaliation, as described in the *Comprehensive Policy*;
8. explain the difference between confidential/non-confidential resources;
9. provide the complainant with an explanation of the limitations on Tougaloo's response should the complainant choose to remain anonymous;
10. obtain the complainant expressed preference for the manner of resolution and assess any barriers to proceeding;
11. provide information about the investigator and advisor of their choice;
12. equal opportunity to identify and have considered witnesses and other relevant evidence;
13. subject to applicable law, the right to similar and timely access to all information considered by the investigator;
14. subject to applicable law, the equal opportunity to review any statements or evidence provided by the other party;
15. the right to receive an explanation of the formal complaint resolution process and the preponderance of the evidence standard of proof used to resolve the complaint ("more likely than not");
16. the right to be provided a prompt, fair, and impartial investigation and resolution; and
17. the right to receive an explanation of remedies-based resolutions.
18. equal opportunity to appeal determination (see *Appeal Section*).

### **Title IX Assessment**

Using the information provided in the initial report and the information gathered during the initial meeting with the complainant, the Title IX Coordinator will assess what supportive measures and resolution options are appropriate. The Title IX Coordinator may enlist the Title IX Assessment Team and others to assist in the assessment. The Title IX Assessment Team will consider the interests of the complainant and the respondent's expressed preference for the manner of resolution in light of all available information. During the Title IX assessment, the Title IX Coordinator will:

1. assess the nature and circumstances of the allegation;
2. address immediate physical safety and emotional well-being of the reporting party;
3. assess safety concerns for the broader Tougaloo community;
4. determine if concerns exist for discrimination or harassment based on other protected classes;
5. assess the reported conduct for the need for a timely warning notice under federal law;
6. determine if past reports of similar conduct by responding party exist; and
7. determine if any issues of academic freedom exist which may be reviewed by the Provost or designee.

The Title IX Coordinator will evaluate whether the report falls within the scope of the *Comprehensive Policy*. If it does not fall under the policy, the complainant will be so informed. In

such situations, other College procedures may be applicable to the conduct complaint of.

If it is determined that the complaint is covered by the *Comprehensive Policy*, the process will continue as described in the following sections. Below is a simplified overview of the steps that are taken by the Tougaloo when a formal investigation is launched.

### **Formal Complaint**

A formal complaint must be in writing. In addition:

1. It should state the name of the alleged harasser (if known).
2. It should describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s).
3. It must be in the Complainant's or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys.
4. It must be signed by the complainant.
5. It should have an attached list of any sources of information (for example, witnesses, correspondence, records, etc.) that the complainant or reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

### **Commencement of the Investigation**

The investigator will conduct a thorough, impartial, and unbiased investigation. All individuals will be treated with compassion and respect and in a manner considerate of individual privacy concerns. An investigation may include multiple meetings with the investigator. An investigation

will typically include interviews of the complainant, respondent, witnesses provided by either party with relevant information about the reported incident or discovered during the investigation, and any other individuals who may have relevant information about the reported incident and/or the parties involved. Interviews will typically take no longer than two hours on one day. Should additional time be needed, the investigator and affected party will mutually agree on either rescheduling for another day or extending the length of the interview past two hours. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation process, all those interviewed will have an opportunity to review their own interview summaries for accuracy. During any interviews with the complainant, respondent, or witnesses, if any deviation from Tougaloo *Comprehensive Policy* or procedures is suspected with the investigation, the Title IX Coordinator should be contacted immediately by the complainant, respondent, or witness.

The investigator may request any available physical or medical evidence and/or documentation from the parties. The investigator will seek to obtain relevant communications between the parties, including electronic records, voicemail messages, and/or letters. The complainant and respondent will have an equal opportunity to participate in the investigation with their advisors, provide statements, submit additional information, and/or identify witnesses who may have relevant information. It is not the burden of the complainant, respondent, witnesses, or other community members to investigate these matters. The investigator is solely responsible for all aspects of the

investigation.

The investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The College will not consider polygraph results. In general, a person's medical and counseling records are confidential and not accessible to the investigator unless the person voluntarily chooses to share those records with the investigator. In those instances, the relevant information from the records must be shared with the other party; it should be noted, however, that certain irrelevant information may be redacted from such records, as appropriate. The duration of the investigation is strongly influenced by the availability and/or responsiveness of all involved parties, the complexity of the circumstances of the complaint, and Tougaloo's academic calendar.

At the conclusion of the investigation, the investigator will prepare and submit a written report to the Title IX Coordinator that summarizes all information and facts. The written report will explain (1) the scope of the investigation, (2) identify findings of fact, and information obtained throughout the course of the investigation (e.g., photos, written statements, copies of emails/text messages, etc.). Careful consideration should be given concerning whether the report should include conclusions about the allegations and recommendations for disciplinary or other corrective action. All parties will have the opportunity to review the report within ten (10) business days prior to a hearing to respond to the report in writing.

### **Live Hearing**

If, after reviewing a sexual misconduct report and related investigative materials, the Title IX Coordinator believes that there is a probable violation of the sexual misconduct policy, and informal resolution was not pursued or no resolution could be reached, the matter will be submitted for hearing.

Prior to the hearing, the involved parties will receive a written notice stating the hearing date and will include a description of the behavior that allegedly violates the sexual misconduct policy, the investigative materials, and any other information the Title IX Coordinator deems necessary to provide to the involved parties. The notice and related materials will be sent via a secured file to the involved students' tougaloo.edu email.

Live hearings will be conducted by a decision maker (internal or external) who will be a neutral party, usually an attorney or seasoned administrator who is well-trained and experienced in dispute resolution, the dynamics of sexual misconduct across identities, and is trained in Tougaloo's policies and procedures.

The date set for the hearing shall be at least ten (10) calendar days after the date of the written notice to the involved parties unless both parties and the decision maker agree to a shorter time. Other than as outlined below, hearings need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Hearings will be conducted according to the following guidelines:

1. All procedural questions are subject to the final decision of the decision maker.

2. The hearing will normally be conducted in private in-person meeting. Admission of any person to the hearing will be at the discretion of the decision maker or Title IX Coordinator. The Title IX Coordinator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the hearing (if conducted in-person) by providing separate facilities, and/or by permitting participation by telephone, written statement, or other means, as deemed appropriate by the decision maker.
3. Involved parties may be assisted at hearings and pre-hearing meetings by an advisor of their choice. The advisor cannot speak for the involved parties. The role of the advisor is to accompany the involved parties and advise them privately during the pre-hearing and hearing process.

**The live hearing must include the following components:**

1. Each party's advisor must be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
2. Cross examinations at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by the party personally.
3. May be conducted, with all parties physically present in the same geographic location, or at the institution's discretion, any or all parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
4. At the request of either party, the institution must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision maker to simultaneously see and hear the party or witness answer questions.
5. The technology may be virtual in nature.
6. If a party does not have an advisor present at the live hearing, the institution must provide without fee or charge to that party, an advisor of the recipient's choice, who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
7. Decision makers are obligated to serve impartially and thus should not endeavor to develop a personal relationship with one party over another regardless of whether one party is located in a separate room or not.
8. Only relevant cross-examination and other questions may be asked of a party or witness.
9. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision maker must first determine whether the question is relevant and explain any decision to exclude a question as no relevant.
10. Evidence related to the prior sexual history of the parties is generally not used in determining whether a violation of this policy has occurred and will only be considered under limited circumstances. For example, if consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination of whether consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the consent definition, even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain injury, to provide proof of a pattern, or to address another specific issue raised in the investigation. The decision maker will determine the relevance of this information and

both parties will be informed if evidence of prior sexual history is deemed relevant.

11. If a party or witness does not submit to cross-examination at the live hearing, the decision maker must not rely on any statement of the party or witness in reaching a determination regarding responsibility (provided, however, that the decision maker cannot draw an inference about the determination regarding responsibility based solely on the party's or witnesses' absence from the live hearing or refusal to answer cross-examination or other questions.
12. The Title IX Coordinator will be present during the hearing to serve as a resource for the decision maker on issues of policy and procedure. If the Title IX Coordinator or designee recognize any deviation from Tougaloo's policy and procedures, the Title IX Coordinator or designee will have the ability to call for a short break in the proceedings to convene with the decision maker to ensure that the proceedings comply with the *Comprehensive Policy*. If the decision maker determines, by a preponderance of the evidence, that the respondent has violated the *Comprehensive Policy*, the Title IX Coordinator and the decision maker will determine the appropriate sanction.
13. Tougaloo must create an audio recording, audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

**The live hearing conducted by the decision maker will proceed in the following manner:**

1. Reading of the alleged violation(s).
2. The respondent's denial or admission of the alleged violations(s) (If the respondent admits to the alleged violation(s), then the decision maker may dismiss the respondent and deliberate on the appropriate sanctions).
3. Presentation of information and/or witnesses supporting the alleged violation(s) and questions; and, when necessary and appropriate, cross-examination of the complainant and/or relevant witnesses. The procedures for cross examination by the parties is explained in steps 6) and 7) below.
4. Presentation of information and/or witnesses that rebuts the alleged violation(s) and questions; and, when necessary and appropriate, cross-examination of the respondent and/or relevant witnesses. The procedures for cross examination by the parties is explained in steps 6) and 7) below.
5. Each involved party has the option of presenting a closing statement to the decision maker.
6. The decision maker will call witnesses who have relevant testimony about the alleged violations. The involved parties will receive a list of these witnesses at least 72 hours before the hearing. At the hearing, the involved parties may, when necessary and appropriate, indirectly cross-examine the witnesses by submitting written questions. Initial questions should be submitted to the Title IX Coordinator at least 48 hours before the hearing. During the hearing, additional follow-up questions may be submitted in writing to the decision maker (as set forth more fully in paragraph 7, below). The College will make reasonable efforts to make available these witnesses at the hearing; however, written statements may be used if a witness is unable to attend.
7. Involved parties may also call witnesses to appear in person at the hearing, or to submit a written statement. If parties wish to call witnesses, they must submit a list of intended witnesses and purposes of the information to be offered by each witness (or full written statements if witnesses will not appear in person) to the Title IX Coordinator at least 48 hours in advance of the hearing. Names of witnesses provided by the

complainant/respondent and allowed by the decision maker or Title IX Coordinator to appear at the hearing will be shared with the other party at least 24 hours prior to the hearing. When the credibility of a witness is relevant, the decision maker or Title IX Coordinator may require that witness to attend the hearing in person rather than submit a written statement. It is the responsibility of the party who calls the witness to request and confirm the witness' participation in the hearing. If the witness attends the hearing, the committee may ask him or her questions and the other party may indirectly cross-examine the witness, when necessary and appropriate, by submitting written questions to the committee. Witnesses may only be present while giving testimony.

8. The Title IX Coordinator and decision maker reserve the right to limit witnesses to those who have relevant testimony about the alleged violations. Character witnesses are not allowed.
9. Both parties may indirectly cross-examine each other about the events giving rise to the complaint, when necessary and appropriate. Under no circumstances, however, will a party be compelled to answer questions under cross-examination that may lead to criminal prosecution. At the conclusion of each party's or witness's testimony before the decision maker, there will be a break in the hearing so that the parties may propose questions in writing to the decision maker. All cross-examination must exclude evidence of a party's sexual behavior or predisposition, unless such evidence about that party's sexual behavior is offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the evidence concerns specific incidents of the complainant's sexual behavior with respect to the respondent and is offered to prove consent, (3) to establish complainant's motivation for filing the complaint, or (4) to establish a party's pattern of conduct. The decision maker has the discretion to determine which questions are appropriate and relevant to the proceedings. The chairperson will explain to the parties any decision to exclude proposed questions.
10. Pertinent records, exhibits and written statements may be accepted as information for consideration by the decision maker at the discretion of the decision maker or Title IX Coordinator. This information must be submitted to the Title IX Coordinator at least 48 hours before the hearing. The decision maker may or may not consider any documents received after the 48-hour deadline subject to the discretion of the decision maker or Title IX Coordinator. Involved parties will receive a copy of all relevant materials submitted.
11. If, during the course of the hearing, additional policy violations are discovered, the respondent will be notified of the new alleged violation(s) and will be granted additional time, if needed, to prepare a defense of the new alleged violation(s). The respondent may waive the additional time and the hearing can proceed with the new alleged violation(s) taken under consideration by the committee. A record will be made in the hearing notes of additional alleged violation(s) and whether or not the Respondent desires additional preparation time.
12. Information about the misconduct of other students shared at the hearing may be used as a basis for disciplinary action unless immunity has been granted to the affected student(s) by the Title IX Coordinator.
13. The decision maker's determination will be made on the basis of the preponderance of the evidence standard (whether it is more likely than not that the respondent violated the sexual misconduct policy).
14. If the Respondent is found to have violated the sexual misconduct policy, the decision

maker will then make a recommendation in consultation with the Title IX Coordinator on the appropriate sanction(s) and the decision maker shall decide what sanctions to impose and notify the Title IX Coordinator of the decision and sanctions.

15. The Title IX Coordinator will notify the involved parties in writing regarding the decision and sanctions (if issued) to their Tougaloo email accounts, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the involved parties, statement of the decision, and the sanctions issued, if any.
16. If either of the involved parties fails to appear at the hearing or participate, the decision maker may make a decision based on the available information. If the decision maker or Title IX Coordinator determines that good cause exists for either of the involved parties not appearing at the hearing, a new date may be set.
17. The decision maker will normally render a decision within 60 days of the formal report being filed. However, there may be extenuating circumstances that render this time-frame impractical. In such cases, decisions will be rendered as promptly as possible.

### **Sanctions**

Violation of the sexual misconduct policy may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, the decision maker may impose a sanction but suspend or postpone its actual implementation. Failure to comply with the sanction(s) imposed by the decision maker may result in further disciplinary action, including but not limited to, a registration hold, placement on, or extension of, College probation, suspension, or permanent dismissal.

Sanctions are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the College also seeks to be fair and sensitive to the facts and circumstances of each individual case. The following are the potential sanctions that may be imposed but the College reserves the right to impose others depending on the circumstances presented:

1. **Warning:** Oral or written notice to the student that the student is violating or has violated the sexual misconduct policy and that continuation or repetition of misconduct may result in a more severe sanction.
2. **Probation:** A status which indicates that a student's relationship with the College is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of the sexual misconduct policy or other policy violations. Probation may also result in the loss of privileges including access to campus facilities, class attendance/academic completion, and participation in campus activities. At the end of the probationary period, a review of the respondent's behavior and completion of required conditions may be conducted by the Title IX Coordinator to determine if the respondent shall have any or all restrictions lifted.
3. **Loss of privileges:** Such loss may include, but is not limited to, financial assistance.
4. **Mandatory counseling.**
5. **No Contact Order:** Restricts the respondent's ability to communicate with or access College personnel, the reporting party, and/or witnesses.
6. **Restitution:** Compensation for loss, damage or injury. Failure to pay such charges

may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).

7. **Educational sanctions:** Reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate.
8. **Suspension:** Temporary separation of the student from the College for a definite period of time, after which the student is eligible to return without reapplying through the office of admissions. Suspension could involve suspension from the residence hall and/or physical attendance of classes. This action terminates a respondent's enrollment and/or residence hall contract without financial reimbursement. Conditions for readmission may be specified.
9. **Expulsion:** The student is permanently separated from the College with a notation of the reasons for the termination in his/her file. No refunds are made and the student will suffer the academic consequences of his/her actions.
10. **Criminal Trespass:** The respondent may not enter specified college facilities or property. Trespassing charges could be filed if this sanction violated.

When students are suspended or expelled for disciplinary reasons, there will be no refund of tuition or room charges for the semester and financial aid may be canceled. Absences from classes and chapels are not excused and academic work that is missed may not be made up.

If a violation occurs just prior to a student's scheduled graduation, sanctions may be imposed even if all academic requirements are completed. Sanctions may include, but are not limited to, community service, research or reflective paper, restitution, loss of privilege to participate in the graduation ceremony, deferment of degree, and a transcript hold. The College may withhold issuing a degree until all sanctions are fulfilled. In the case of a serious violation, the College may permanently withhold a degree.

### **Determination Regarding Responsibility**

Following the investigation, the decision maker must issue written notification of determination that will be provided to all parties concurrently and will include (1) the outcome of the investigation by determining whether or not a violation of College policy occurred applying the preponderance of the evidence standard, (2) a rationale for the result and the sanction(s), and (3) in instances where a violation of College policy is found to have occurred, include steps to stop the conduct, remedy its effects, and prevent its recurrence-including disciplinary actions and sanctions.

The written notification of determination will also include sanctions and steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community in instances of violations of the College's policy. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and/or retaliation.

Examples of such sanctions or remedies include: no-contact orders, classroom reassignment, permitting the student to retake courses, providing tuition reimbursement, providing additional



academic support, the provision of counseling or other support services, and/or training. It also includes discipline for the respondent, including written formal warning, suspension, dismissal, or other appropriate institutional sanction(s), depending on the severity of the incident and taking into account any previous disciplinary infractions. A determination that sexual violence occurred may result in permanent dismissal or termination from the College.

The Title IX Coordinator is responsible for effective implementation of any supportive measures.

### **Appeals**

The parties have an opportunity to appeal the outcome or sanctions. To do so, they must submit a written appeal. The length of appeal must not exceed 7 pages (double-spaced, 12-pt. font) unless prior approval is sought from and obtained by the Title IX Coordinator. The written appeal must be based on one or more of the grounds specified below. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal.

### **Grounds for Appeal**

The complainant or respondent may appeal the final determination of a complaint only on the following grounds:

1. Insufficient information to support the decision
2. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the appealing student at the time of the original hearing
3. Procedural irregularity in the decision maker's proceedings that undermined the appealing student's ability to present relevant supporting information
4. Bias or conflict of interest by the investigator or decision maker
5. Inappropriateness of the sanction for the conduct involved

### **Appeal Process**

Appeals must be filed with the Title IX through the means described in the written notification of determination of the complaint within seventy-two (72) hours of receipt of the written notification of determination of the complaint. The response will be shared with all parties. The appeal must be in writing and contain all of the following information:

1. Name of the complainant;
2. Name of the respondent;
3. A statement of the determination of the complaint, including corrective action, if any;
4. A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
5. Requested action, if any.

After applicable documentation is submitted according to the time frames indicated, the Title IX Coordinator will write a response indicating receipt of the materials within three (3) business days and will that response to the involved parties.

The appeal petition, responses, and applicable documentation will be forwarded to the Vice President for Enrollment Management and Student Success (or designee) who will act as the

appeals officer.

Generally, the appellate process does not require a hearing, nor does it require the appeals officer to make personal contact with the respondent or the decision maker. The reviewing officer may, but is not required to, convene an advisory committee to assist in making a recommendation regarding the appeal. The appeals officer shall not be bound by the committee's recommendation.

### **Appeal Hearing Procedures**

The primary focus of the Appeals Hearing is to review the written documentation regarding the grounds for the appeal. All parties will be notified of the date, place, and time for the Appeals Hearing and are provided with the appeals petition, responses, and documentation pertinent to the appeal. The timeline for any Title IX appeals process is 30 business days. If the Title IX Coordinator and/or appeals officer determine that an extension of the 30-day appeals timeline is warranted or necessary, they will notify the complainant and respondent in writing via email. This written notification will also include information about the reason for the delay as well as the anticipated date of completion.

An Appeal Hearing is confidential. Legal counsel cannot represent the respondent or the appellant. The appeals officer will resolve the appeal and may take any and all actions that they determine to be in the interest of a fair and just decision. The parties will be notified in writing if the reviewing officer's decision will take longer than thirty (30) days.

The appeal officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the decision maker's previous written determination and/or the sanction/remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution. The appeal officer's decision shall be final and effective immediately. A copy of the decision letter will be emailed to the respondent's Tougaloo email account or other appropriate contact.

### **Appeals can be concluded in one of the following ways:**

1. If the Vice President for Enrollment Management and Student Success or designee determines that none of the appeals criteria have been met, they will deny the appeal request, thereby upholding the investigation report findings and sanctions (if applicable).
2. If the Vice President for Enrollment Management and Student Success or designee determines that new information not previously available needs to be considered, the case will be remanded to the Title IX Coordinator. Parties will be allowed to respond to new information and new findings as the report is issued.
3. If the Vice President for Enrollment Management and Student Success or designee determines that sanctions were unreasonably disproportionate to violation and respondent's conduct history, new sanctions will be assigned.
4. If the Vice President for Enrollment Management and Student Success or designee determines that there was a procedural error that had a significant impact on the outcome, the matter will be remanded to the Title IX Coordinator to remedy the error or that the Vice President for Enrollment Management and Student Success or designee take other corrective action to remedy the error.

5. If the Vice President for Enrollment Management and Student Success or designee determines that a conclusion of policy violation is not supported by the findings of fact, the
6. Vice President for Enrollment Management and Student Success or designee may reverse specific conclusion of policy violations. If applicable, new sanctions may be applied as well by the Vice President for Enrollment Management and Student Success or designee.

### **Investigation and Resolution of the Employee Complaint**

This section is applicable to sexual misconduct reports filed by a student against faculty, staff, or third parties (e.g., vendors, alumni/ae, or visitors). In cases where a faculty or staff member is accused of other forms of serious misconduct in addition to sexual misconduct, the President may take immediate action following other policies governing misconduct, thereby making this policy inapplicable (e.g., in cases where a faculty/staff member is immediately terminated).

The Title IX Coordinator may determine that a sexual misconduct report filed by a student against a faculty, staff, or third party can be resolved through the informal resolution process instead of the grievance review process described below.

### **Grievance Review**

The Title IX Coordinator will review formal reports and/or the complaint and any related investigative materials. The Title IX Coordinator may conduct further investigation if she or he deems necessary. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents. If the report and investigative materials indicate a probable violation of the sexual misconduct policy, the matter will be reviewed as described below. The College's actions are not dependent on the initiation or outcome of criminal charges. Review proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

The Title IX Coordinator may appoint an advisory committee to assist in further investigation of the complaint and/or advise whether the sexual misconduct policy was violated and, if so, recommend corrective actions. The Title IX Coordinator shall not be bound by the committee's recommendation(s).

If the Title IX Coordinator determines that the allegations in the student's ("complainant") report warrant further consideration, then the Title IX Coordinator shall email a notice describing the behavior that allegedly violates the sexual misconduct policy and investigative materials to the person against whom the complaint is made ("respondent"). All materials will be sent to the parties' Tougaloo email addresses or other appropriate contact.

The faculty or staff member respondent shall be given fourteen (14) calendar days from receipt of the notice and investigative materials to return a written response and any supporting materials to the Title IX Coordinator. Necessary extensions may be granted at the discretion of the Title IX Coordinator. A copy of the respondent's response, investigative materials, and any supporting materials submitted by respondent will be emailed to the complainant.

Within twenty (20) business days of receipt of the written response, the Title IX Coordinator shall make a decision, by a preponderance of the evidence, based on the report, the response, and any other information the decision maker deems relevant, as to whether respondent violated the sexual misconduct policy. A copy of the decision will be emailed to both parties. If a sanction is recommended against a staff member, the decision will be forwarded to the supervisor for further action. If a sanction is recommended against a faculty member, the decision will be forwarded to the Provost/Vice President for Academic Affairs and the Dean for further action.

Once a decision has been made regarding violation(s) and any sanction(s), the Title IX Coordinator shall be notified who shall then notify the parties of the outcome within five (5) calendar days of the date of the decision.

### **Employee Sanctions**

1. **Warning** - Oral or written notice to the employee that the employee is violating or has violated the *Comprehensive Policy* and that continuation or repetition of misconduct may result in a more severe sanction.
2. **Probation** - Oral or written notice to the employee that the employee is violating or has violated the *Comprehensive Policy* and that continuation or repetition of misconduct may result in a more severe sanction. Probation may include limitations on employment actions and/or relationships, and any other restrictions deemed applicable to the situation.
3. **Suspension** - Temporary separation of the employee from the College for a definite period of time, after which the employee is eligible to return.
4. **Administrative Leave** - The temporary removal from the work environment of an employee, with or without pay, following an allegation of misconduct, or other similar circumstance, that requires an investigation and review of the related facts.
5. **Removal from employment** - The termination of the employment relationship between the College and the employee, regardless of the reason based on the Faculty Handbook and Employee Staff Handbook.
6. **Other actions** determined by supervisor and the Office of Human Resources (i.e. expulsion from campus).

### **Appeal Process**

The primary focus on the Appeals process is to review the written documentation regarding the grounds for the appeal. Either the staff member's supervisor (for misconduct by a staff member) or designee or faculty member's supervisor (for misconduct by a faculty member) or designee shall serve as the "appeal officer" for appeal decisions in sexual misconduct cases. The respondent must submit a written request for appeal to the Title IX Coordinator within seven (7) calendar days from the date of the sanction being issued. The request for appeal must specifically set forth all grounds for appeal. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

1. Insufficiency of the information to support the decision
2. New information, sufficient to alter a decision, or other relevant facts not submitted to the grievance officer, because such information and/or facts were not known to the person appealing at the time of the decision

3. Procedural irregularity in the proceedings that undermined the respondent's ability to present a defense
4. Bias or conflict of interest of any of the parties involved in the investigation or sanctions
5. Inappropriateness of the sanction for the violation of the *Comprehensive Policy*

The appeal officer may, but is not required to, convene an advisory committee to assist in making a recommendation regarding the appeal. The reviewing officer shall not be bound by the committee's recommendation.

Within twenty (20) business days from the date of receipt of the written request for appeal, the appeal officer shall make a final decision based on the submitted materials and any other information the Title IX Coordinator deems relevant. The appeal officer may affirm, reverse, or modify the Title IX Coordinator's decision. The reviewing officer may also return the case to the Title IX Coordinator for further consideration. The appeal officer's decision shall be final and effective immediately. A copy of the decision letter will be emailed to the respondent's Tougaloo email account or other appropriate contact.

All written decisions made, and materials produced in connection with a grievance conducted under this Policy shall be retained by the Title IX Coordinator.

### **Special Procedure Concerning Complaints Against the President, the Title IX Coordinator Deputy Coordinators, or Other Senior Level Administrators**

If a complaint involved alleged conduct on the part of the College's President, the College's Board of Trustees ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board (or designee) will prepare and issue the written investigative report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator, Deputy, or any senior level administrator, the President will designate the Investigating Officer.

Based on the information gathered by the investigation, the President (or designee) will prepare and issue the written investigative report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the President is final and not subject to appeal.

### **Complaints of Retaliation, Violation of Supportive Measures, and Violation of Sanctions**

#### **Failure to comply with Supportive Measures**

All individuals are encouraged to report to the Title IX Coordinator any concerns about the failure of another to abide by any restrictions imposed through a supportive measure. In the event of an immediate health or safety concern, individuals should contact 911 or Extension 7857 (on campus) immediately. The College will take immediate action to enforce a previously implemented measure, which may include additional interim restrictions and/or disciplinary penalties for failing to abide by a College-imposed measures. In evaluating whether a party has violated the conditions

of an supportive measure, the Title IX Coordinator has the authority to conduct expedited fact-gathering (with appropriate notice and the opportunity to be heard), to impose separate disciplinary action for the violation based on the facts as gathered, and/or to incorporate the failure to comply with the measure into the underlying investigation and charges of prohibited conduct.

Any complaint relating to retaliation in violation of this Policy, violations of supportive measures, or violations of sanctions should be reported promptly to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this Policy or who violates interim measures or sanctions.

When the College receives a complaint of retaliation or of violations of supportive measures or sanctions, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. Options for resolution include but are not limited to: informal discussions and resolution facilitated by the Title IX Coordinator or designee, or assignment of a designated individual to investigate the complaint and determine an appropriate response. This process will be separate and distinct from the complaint resolution procedures outlined above for addressing sexual misconduct complaints. For a complaint of retaliation or of violations of supportive measures or sanctions, the Title IX Coordinator or designee will document the complaint received, the process used, and the outcome.

In instances where the outcome of the process results in a suspension longer than one year, expulsion, or termination of employment, the impacted individual may appeal the decision in accordance with the appeal rights as set forth in this Policy. The College will notify the parties of the outcome of the complaint. Any party with concerns about the process or outcome should consult with the Title IX Coordinator.

### **Accountability**

All matters associated with the Title IX process and hearings are confidential. The College will treat any violation of confidentiality as a serious offense and will maintain zero tolerance for such violations. All persons participating must maintain confidentiality and the complainant, witnesses and committee members are afforded complete privacy. All records and proceedings are considered confidential and will be maintained separate from personnel and student files, available only on a “need to know” basis and will be stored in the Title IX Coordinator's office. All attempts to influence witnesses and any harassment of any of the parties involved in the case will not be tolerated. Any violation of the accountabilities referenced above will result in disciplinary action up to and including termination of employment in the case of a faculty or staff member, or in the case of a student, expulsion from the college.

### **Recordkeeping**

Throughout all stages of the investigation, resolution, and appeal, the Title IX Coordinator, Deputy Title IX Coordinator(s), Investigator, Decision Maker, and the Appeals Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures.

## RESOURCES

### **Overview**

Tougaloo is committed to treating all members of the community with dignity, care, and respect. Any individual affected by sexual misconduct, whether as a victim/survivor, complainant, respondent, or third party, will have equal access to support and counseling services through the Tougaloo. Tougaloo recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. Tougaloo encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources, procedural options, and assistance to any party in the event that a report and/or resolution under this policy are pursued.

Individuals are encouraged to use all available resources, regardless of when or where the incident occurred and whether it is reported to the Tougaloo or law enforcement. Information about on- and off-campus resources are included in the Sexual Assault and Harassment Policy, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, interim measures, and other services available to victims, both within the institution and in the community. In general, all interim measures that require action by the Tougaloo are implemented through the Title IX Coordinator. The confidential advocate or resource can also assist with referrals to medical assistance, counseling, campus resources, and provide detailed information about other interim measures available.

### **Education and Prevention Programs**

Tougaloo as a community is committed to the prevention of sexual misconduct through education and awareness programs. Throughout the year, programs designed to promote awareness are presented by a variety of inclusive campus resources. The Tougaloo's Title IX Coordinator works with the Zero Tolerance Program Educator and Vice President for Enrollment Management and Student Success to tailor programming to meet campus needs and climate. Prevention and education programs include an overview of Tougaloo's policies and procedures; relevant definitions, including prohibited conduct; how to conduct investigations and grievance process including hearings, appeals and informal resolution processes; how to serve impartially; discussion of the impact of alcohol and illegal drug use; effective consent; safe and positive options for bystander intervention; and information about risk reduction, resources, and reporting options.

Incoming first-year students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing training on a periodic basis.

Ongoing training is provided for the Title IX Coordinator, investigators, decision-makers, and anyone who facilitates informal resolution.

### **Emergency Support Services for Sexual Misconduct**

Tougaloo encourages all individuals to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual misconduct. This option can provide for physical safety, emotional support, and medical care to the victim/survivor. It is the best option to ensure medical care, if necessary, and may assist in an investigation by preserving potential evidence. Tougaloo will offer to escort any Tougaloo community member to a safe place, provide transportation to the hospital, assist in coordination with law enforcement, and provide information

about the Tougaloo's resources and complaint processes. Assistance is available from Tougaloo and local law enforcement 24 hours a day, year-round, by calling the Department of Public Safety and/or the Jackson Police Department.

Any individual can request that a member of the Department of Public Safety and/or Jackson Police Department respond and take a report. The Tougaloo can also assist individuals in obtaining a Protection from Abuse (PFA) order, Sexual Violence Protection order, or Protection from Intimidation order (for minors) from local authorities. We request that all Tougaloo community members who obtain a protection order notify Public Safety to enable the Tougaloo to provide appropriate assistance. The Tougaloo will comply with and implement applicable restrictions described in any court-issued protection order.

An individual can also contact the Central Mississippi Health Center nurse practitioner (during the academic year) and/or a local medical provider 24 hours/day or the Central Mississippi Center for Violence Protection or the Bridge Forensic Clinic Sexual Assault Center.

### **EMERGENCY RESPONSE RESOURCES**

#### **Tougaloo Department of Public Safety**

Edna P. Drake, Chief of Public Safety

One Jackson Place on Tougaloo View Drive 601-977-7876

[edrake@tougaloo.edu](mailto:edrake@tougaloo.edu)

Public Safety officers are available 24/7/365 to respond to emergency/crisis incidents as well as non-emergency reports. Public Safety staff can assist with medical escorts, connecting students to after hour resources, the on-call Division of Student Affairs staff, or an on-call nurse. They can provide assistance with contacting the Jackson Police Department to make a report to law enforcement or obtain a Protection from Abuse order.

1. **Jackson City Police** (24 hours) 911 or 601-960-1234
2. **Domestic Violence Center** (24 hours) 800-898-3234
3. **Crisis Intervention Services** (24 hours) 800-270-1620
4. **National Sexual Assault Hotline** (24 hours) 800-656-4673
5. **Sexual Assault Crisis Line** 800-270-1620 texting not supported on this line
6. **Emergency House Crisis Line** 844-673-5499 texting not supported on this line

#### **On-Campus Resources**

**Confidential resources:** For individuals who are seeking confidential consultation and support, there are several resources available on campus. The trained professionals designated below can provide counseling, information, and support under legally protected confidentiality:

1. **Medical providers:** The Student Health and Wellness Center confidential staff includes: nurse practitioners, registered nurses, and physicians. An after-hours on-call system provides students with access to a registered nurse for confidential consultation and referral. Student Health and Wellness Center staff can provide the option to any victim/survivor to be evaluated by a nurse to conduct a physical examination and offer to connect them with confidential counseling resources including the campus advocate, counseling and professional services, and/or the local rape crisis and/or domestic violence centers. The primary purpose of the



medical evaluation is to check for physical injuries and reduce risk of pregnancy, as appropriate, or complications from sexually transmitted infections as a result of the assault.

2. **Mental Health Providers:** Counseling Services offer a wide range of free and confidential services in a safe space to help students who have experienced violence or trauma of any kind. Initial consultation, individual and group counseling, crisis intervention, and medication reviews are available. Tamar Counseling Group remains available to assist students via phone consultation. Learn more about how to get assistance from Tamar Counselors at <https://www.tamarcounselinggroup.com>.
3. **Religious and Spiritual Life Counselor:** This individual provides spiritual guidance along with confidential support on a range of matters. In this policy, “religious counselor” is synonymous with “pastoral counselor” as defined by the U.S. Department of Education and refers to a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. (*See The Handbook for Campus Safety and Security Reporting, U.S. Department of Education, Chapter 4, p. 4-11, 2016.*) The College Chaplain is available to speak with students remotely by contacting Dr. Maxine Bolden (College Chaplain, [mbolden@tougalo.edu](mailto:mbolden@tougalo.edu) or 601-977-7758).
4. **Sexual Assault Advocate and Violence Prevention Educator:** Violence Prevention Educators/Advocates are a confidential source of support and advocacy for issues related to sexual assault, sexual harassment, relationship violence, and stalking. They are available to provide information and referrals and can assist victims in navigating the different resources available both on and off campus. Additionally, they are available to provide support and guidance to friends and family of victims. They are also responsible for working with the Title IX Coordinator to provide campus wide education via programs, events, trainings, etc.

Because these relationships involve privileged conversations, these confidential resources will not share information with the Title IX Coordinator or any other employee of the Tougaloo without the individual’s express permission. They may, however, submit non-identifying aggregate information (nature, date, time, and general location of the incident) about the incident for purposes of making a statistical report under the Clery Act.

#### **Off-Campus Resources**

**Community medical providers.** A medical provider, such as the Mississippi Coalition Against Sexual Assault (601-948-0555) and local hospitals (e.g., Baptist Memorial Hospital, University of Mississippi Medical Center), can provide emergency and/or follow-up medical services and provide a forum to discuss any health care concerns related to the incident in a confidential medical setting. These are the current local hospitals, which identify as having Sexual Assault Nurse Examiners (SANE) trained to work to collect evidence in a manner consistent with evidence-collecting requirements in Mississippi.

If the incident involves a sexual assault that happened within 72 to 96 hours, the victim/survivor

has the option and is encouraged to have evidence collected and preserved by a Sexual Assault Nurse Examiner (SANE) at a local hospital. Preserving the evidence can be used if the victim/survivor chooses to seek resolution through the campus complaint process or take criminal action. If the victim/survivor chooses to have evidence collected, they can be escorted to the nearest hospital by the Department of Public Safety to the medical provider of the victim/survivor's choice. The victim/survivor can later return to the Campus Health Center for follow-up medical care.

Under Mississippi law, a medical provider may be required to notify law enforcement of a sexual assault under certain circumstances. The medical provider, however, will share limited information with law enforcement, and a complainant may decline to speak with a law enforcement officer or participate in a criminal prosecution. The medical provider will typically also notify a local rape crisis-counseling center.

**Center for Violence Prevention**

1-800-799-SAFE  
601-932-4198 or 1-800-266-4198

**Catholic Charities, Jackson Rape Crisis Center**

200 N. Congress St., Suite 100  
Crisis Line: 601-366-0750, 601-982-7273

**Mississippi Coalition Against Sexual Assault**

MSCASA 888-987-9011  
24 Hour Rape Crisis Hot-Line 800-656-HOPE 4673)

**National Sexual Violence Resource Center (NSVRC)**

717-909-0710 or Toll Free: 877-739-3895  
TTY: 717-909-0715

**Tamar Counseling Group**

350 W Woodrow Wilson Ave, Suite 3572 769-251-5303

# **CAMPUS GOVERNANCE**

**JUDICIAL PROCESS**



\*The Dean of Student Services is responsible for the initial referral of cases to the appropriate Judicial Body.

### ***Introduction***

The Judiciary Council (“The 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 of student misconduct are referred to the Council by the Dean of Student Services. The Council resolves allegations of code of conduct violations and imposes sanctions where appropriate. While the parties involved will have certain procedural rights, the procedure described is not intended to constitute a legal proceeding. The Council shall hold hearings as described below to determine facts and responsibility for the conduct violation(s). The Council acts only upon presentation of a written violation(s) as outlined in the Disciplinary Violations Guidelines.

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.

## **JUDICIARY SYSTEM**

### ***Rationale***

The primary purpose of the College’s judiciary system and code of conduct is to preserve and support an environment that encourages individual accountability, academic excellence, and interpersonal integrity 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 to initiate the judicial process. Under the process, there will be no deprivation of due process; no discrimination because of race, religion, creed, color, gender, disability; and no unreasonable or arbitrary action directed towards the accused.

### ***Judicial Council Membership***

The Council is comprised of three students; one will be elected by the student body (Judicial Educator) and two will be nominated and selected by a majority vote of the Student Government Association; two faculty members (appointed by the Provost/Vice President for Academic and Student Services), and two administrative staff (appointed by the President) for a total of seven members (five sitting members and two alternates). The Committee is chaired by one of the faculty/staff members. All members are appointed to serve for two academic years.

### ***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 Student Services. **Exceptions to be made by the President of the College or their designee include cases of emergency as outlined below:**

1. Acts that endanger or seriously threaten the life or physical safety of others.
2. Insubordination directed towards any administrator, faculty member, public safety 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(s).
3. Violation of codes of student conduct as set forth in this handbook.

### ***Initiation of the Judicial Process***

Any member of the College community may submit a complaint alleging a violation of college policies. All complaints must be submitted to the Dean of Student Services or the Department of Public Safety) in writing. Complaints should include the date of the alleged violation and facts to support that a violation of college policy has potentially occurred. Any complaint should be submitted immediately or at least within 10 (ten) business days after the event occurs. The Dean of Student Services or a designee will review the allegations in the complaint to determine whether the case warrants further investigation. Violation of college policy is investigated by the Department of Public Safety.

### ***The Investigation***

The Department of Public Safety will initiate an investigation no later than 10 (ten) business days following the receipt of the reporting document, but this time frame may be extended depending on the complexity of the circumstances of each case. The investigator(s) will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the reporting individual (complainant); the responding individual (accused); and any witnesses. As part of the investigation, the officer/investigator will provide an opportunity for the parties to present statements, witnesses, and other evidence. The investigation is designed to provide a fair, equitable and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. All parties involved in the investigation are expected to cooperate and provide truthful information throughout the investigative process. At the conclusion of the investigation, a written summary of facts/findings will be submitted to the Dean of Student Services which outlines the code of conduct violation and violation(s). In most instances, the investigation is completed within 30 days.

The Dean of Student Services may assign violation(s) on behalf of the College to a student or organization based on information received in an incident report or court docket regarding conduct on or off campus; and incident report submitted by a member of the Residential Life staff; or a report from a college department or community member.

The Dean of Student Services may dismiss a complaint at any stage if it is reasonably believed that her complaint is baseless, unsupported, or is more educational if resolved in a different manner.

## **ADJUDICATION PROCESS**

### ***Administrative Conference***

After the investigation, the student(s) or student organization may accept responsibility for the conduct alleged through an administrative process with the Dean of Student Services or a designee

as outlined:

1. Student will be interviewed to further assess the violation that occurred.
2. The student will be informed, verbally and written, of the sanction(s) for the violation(s) committed.
3. The student can accept the sanction(s) from the administrative interview by signing the document of agreement, or the student can opt to have a judicial hearing for the purposes of determining sanction(s). If the student decides on a judicial hearing, the judicial process outlined will be followed.

If the accused student agrees for the case to be adjudicated by the Dean of Student Services through the administrative conference, the accused student or student organization waives all rights to appeal. Any decision rendered and sanction assigned is final.

In cases that warrant immediate suspension from the College, the student will be notified verbally and in writing by the Dean of Student Services. In this instance, the student may petition for an appeal to the President of the College. Depending on the facts of the case, a student may be allowed to attend classes pending a final disposition of the case. Alternately, the student may be placed on interim suspension pending the final disposition of the case. If the suspension is upheld by the president, a written notice will be provided to the student and an administrative withdrawal will be completed by the Vice President for Student Services' Office.

### ***The Judicial Council***

In the event the students do not desire the case to be adjudicated by the Dean of Student Services, the case will proceed to a judicial hearing.

### ***Roles and Responsibilities***

*The Dean of Student is responsible for the following:*

The accused student must be notified in writing of the specific violation(s) made against him/her at least within 72 hours prior to a scheduled hearing. The notice will include:

- Date, time, and place of hearing
- Statement of the specific violation(s) and grounds which, if proven, would justify disciplinary action being taken
- The names of witness scheduled to appear
- The rights and responsibilities during the hearing

The summons will be hand delivered, emailed, or sent via certified mail to the student by a representative of the Division of Enrollment Management and Student Services.

*The accused student's rights are as follows:*

- The student is entitled to hear the specific violation(s) brought by their accuser(s) in person or be presented with the violation(s) in writing, signed by the accuser(s)
- The student must be allowed to speak in their defense and present witnesses
- The student must receive adequate time to prepare their defense

- The student may have an advisor of choice. Lawyers may be present if both parties have lawyers, and the College also has a lawyer present. Advisors may be a friend, faculty, or administrator, either from within or outside campus
- Lawyers may be present if both parties have lawyers, and the College also has a lawyer present
- The student must be notified regarding their right to appeal serious cases which involve a decision to suspend or expel the student

### ***The Hearing Process***

1. The Judicial Chairperson will distribute copies of all relevant materials to the parties and members of the hearing body before the hearing, inform students of their rights at the hearing, and at the beginning of the hearing explain the process that will be followed.
2. All members will engage in a meaningful discussion regarding the violation(s). as Any member of the Council should disqualify themselves from sitting on a particular case in the event of involvement or close association.
3. The details of a case will not be disclosed to the members in advance.
4. The hearing should be an orderly proceeding. The recorder 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.
5. All witnesses on behalf of the College will be heard first then have the accused student make a concise and plain statement describing the alleged injury/harm or rule infraction. The hearing board should understand the nature of the violation(s) and the resulting issues.
6. In a case in which the accused student(s) accepts responsibility for the violation(s), the Council may proceed directly into deliberation concerning appropriate sanctions rather than hear evidence of the violation(s). The parties will have the opportunity to make a final statement prior to deliberations.
7. Witnesses shall be limited to members of the College faculty, staff, or student body; unless the chair of the council rules that others may appear. The complainant and the accused student shall submit the names of witnesses in writing to the Dean of Student Services at least 48 hours prior to the hearing. The Dean of Student Services shall provide access to the names of all witnesses to both the complainant and the respondent. The council may call additional witnesses or seek further evidence.
8. As the parties' present information for the council's consideration, members of the judicial council, including the chair, the responding student, and the complainant when applicable,



may ask questions of the parties and other witnesses concerning the information presented or other information pertinent to the violation(s).

9. Hearings shall neither be publicized nor open to the public. Council members and all others present during the hearing (respective advisor(s), complainant, responding student, witnesses) shall hold matters relating to the hearing in strict confidence. Witnesses are not permitted to attend hearings other than to testify.
10. Witnesses and evidence that is not disclosed in advance of the hearing may be excluded at the discretion of the Council/Judicial Officer.
11. At the conclusion of all evidence, the Judicial Council will deliberate in private. The council by unanimous decision will determine whether or not the accused individual violated the policy as alleged in the formal complaint by finding either: "in violation" or "no violation." The determination shall be based on a "Preponderance of the Evidence" standard which means "It is More Likely than Not" that a violation of the policy occurred. If the council renders a determination of "in violation," a sanction consistent with those specified in this Handbook shall be imposed and the complainant and the accused student shall be notified of the decision by the chairperson.
12. A written notice will be sent to the Dean of Student Services by the council chair and the dean will send an official notification to the responding student within (5) business days to ensure that imposed sanction(s) are followed.
13. Hearings involving several students or organizations may be consolidated if the Dean of Student Services or the Department of Public Safety finds that the issues involved arise from a common nucleus of facts and circumstances.
14. Either party may petition the Dean of Student Services in writing for a continuance of the hearing not less than 48 hours prior to the scheduled hearing. The continuance will be granted upon demonstration of a substantial need. In the event a continuance is granted, every effort will be made to hear the matter as expeditiously as possible. The failure of a witness or advisor to appear before the Council will not delay the hearing.
15. The total judicial process should not exceed 90 days unless extenuating circumstances exist regarding evidence, change in the student status (complainant and/or the respondent).
16. If the complainant withdraws from the institution and cannot be contacted, the case will be closed unless the facts of the case dictate that the College bring violation(s) against the responding student(s) for the violation.

### ***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 Dean of Student Services will notify members of the Judiciary Council or Disciplinary Review Committee within a 72-hour time period before said meeting is to convene.
3. 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 and/or attorneys may speak only to the person they are advising.
4. During the hearing, the accused student will be afforded all rights required by due process including:
  - The right to question the complainant.
  - The right to present evidence on their behalf.
  - The right to call witness (es) on their behalf.
  - 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 their expense, if requested.
5. The responding student 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 Dean of Student Services may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. It should be understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.
6. Students will not be subject to double jeopardy for any offense.
7. Faculty members and administrators are subject to the same judicial procedures as students in the event they are either the complainant/respondent or witness in any cause of action.
8. The Office of Finance and Administration, the Registrar, and the Vice President for Student Services will reinforce decisions of the judicial bodies by:
  - complying with College sanctions; and
  - disallowing registration for anyone who still owes a fine and/or has not met their sanction requirement.

***General Guidelines for Effective Operation of the Judicial Process***

Tougaloo College expects all of its students to comply with the effective operation of the judicial process and to refrain from interfering with College officials acting in performance of their duties. Noncompliance includes, but is not limited to, the following:

1. Failure to appear in response to a written notice requiring appearance issued by the Office of the Dean of Student Services or other judicial officer or judicial body. Such failure to appear will be deemed as a disregard from authority.

2. Falsification, disruption, or misrepresentation of information before a hearing body or any College official prior to or during any investigation, judicial proceeding, or appeal procedure.
3. Refusal to respond to questions posed during a hearing by the Judicial Council or other hearing bodies may lead to an adverse inference by the hearing body concerning the subject matter of the questions posed and this adverse inference, if applicable, may be one factored considered by the hearing body in making its decision.
4. Disruption or interference with the orderly conduct of a judicial or similar College proceeding (such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures).
5. Harassment (verbal or physical) and/or intimidation of a member of a judicial board or hearing body, the complainant/respondent party, a witness, or victim prior to, during the course of, or after the judicial or other similar College proceeding.
6. Failing to comply with or violating the terms of the disciplinary sanction(s) imposed.
7. Intentionally or recklessly submitting false accusations or violation(s) through any College judicial, complaint, or grievance process.

### ***Contempt of Hearing***

Failure to comply with the above outlined guidelines will result in contempt violation(s) which will result in further disciplinary actions including a fine being imposed, extension of a sanction and/or suspension from the residence hall or college. If a student fails to attend an administrative hearing or a hearing before a judicial body, the hearing may be held in the student's absence.

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 timeframe will be handled by the administrative proceeding.

### ***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. The appeal is not intended to rehear the case and is limited to the specific grounds below. All cases will be reviewed by the Vice President for Student Services to determine if there has been no breach of the judiciary process. Appeals must be made on the basis of:

- Deprivation of due process.
- Technicalities regarding policies and/or procedures as outlined in the current edition of the ***Student Handbook***.
- Substantial new evidence that was not available at the time of the investigation or hearing that may change the outcome of the decision.

### ***Disciplinary Review Committee Composition***

The Committee is comprised of three students (appointed by the Student Government Association), two faculty members (appointed by the Provost/Vice President for Academic and Student Services), and two administrative staff (appointed by the President) (five sitting members and two alternates). The Committee is chaired by one of the faculty/staff members. All members are appointed to serve for two academic years.

The Dean of Student Services serves as executive officer and is violation(s)d with following through with the decision of the Committee.

### ***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.

- 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.
- The Committee will meet at least once each semester to discuss procedures and campus disciplinary problems.
- The Committee chairman, Vice President for Student Services, or the President of Tougaloo College may call a meeting of the Committee at any time either by verbal or written notice.
- The details of a case will not be disclosed to the members in advance.
- The proceedings of disciplinary review are held in strict confidence.
- Two student members and three faculty/staff members, including the chairperson, must be present in order for the Committee to hear a case and make a decision.
- Copies of the decision of the Committee will be kept in the Offices of the Vice President for Student Services 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.
- The decision of the Committee is final, subject to the President of the College.
- Any member of the committee should disqualify themselves from sitting on a particular case in the event of involvement or "close association." Close association will 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."

None of the above guidelines will 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 their initiative and at their discretion immediately and without any procedural requirements whatsoever suspend the student, or otherwise terminate their rights to be present on the campus, or to attend classes.

### ***President***

The President is the chief administrative officer of the institution. They are responsible to the Board of Trustees for the administration of the College.

They are responsible for the orderly flow of College activities. They are 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.

### ***Interim Suspension***

Under ordinary circumstances, a student violation(s) with a violation of College policy shall remain free to attend class and engage in all other College functions and activities while disciplinary violation(s) is pending. However, some or all of a student's privileges may be limited or suspended by the Dean of Student Services on an interim basis pending the outcome of any College conduct process. The Dean of Student Services may limit or suspend student privileges for any of the following reasons:

- a. To ensure the safety and well-being of a member of the College community;
- b. To protect the property of the College or of other members of the College community; or
- c. If there is a substantial likelihood that the violation(s) student poses a threat of disruption or interference with the effective operation of the College.

An interim suspension or withdrawal of privileges does not replace the regular College conduct process, which shall proceed in the normal course up to and through a College conduct hearing and appeal, if required.

### ***Record Maintenance***

Disciplinary records are maintained by the Offices of Student Services and the President of the College. Vice President for Student Services' Office. The records will include the following: the original report(s) on the incident(s) or the situation alleged to be a violation and all correspondence relating to the case. Disciplinary records are confidential and are not shared without the student's knowledge or consent. However, there are provisions for sharing disciplinary information without the student's consent in the Family Educational Rights and Privacy Act. These provisions allow the sharing of records on a "need to know" basis. All cases will be entered into the College's system (Jenzabar) for tracking purposes. Disciplinary records that include disciplinary probation or suspension/expulsion from the College may be retained for five years beyond a student's graduation, withdrawal, or transfer from the College. All other files are destroyed after graduation unless special circumstances warrants retaining the files.

Suspensions from the College are noted on the student's transcript during the period of suspension. Expulsions from the College are permanently noted on the student transcript.

# **CODE OF CONDUCT**

## **VIOLATIONS AND SANCTIONS**

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, interpersonal growth, and development.

The following actions violates the principles and standards stated or implied herein violate the College's standards of conduct, as do attempts to commit any of the following actions. Jurisdiction over violations of the Code of Conduct includes actions on College premises, at College-sponsored events, or elsewhere when a substantial, identifiable interest of the College is concerned. These guidelines cannot specify every circumstance but define the practices necessary for an orderly educational environment. Judicial Sanctions may range from written warning, probation, probation with restitution, suspension, expulsion.

### **1. ABDUCTION AND/OR KIDNAPPING**

Enticing, persuading, or forcible seizing and carrying of any student, faculty, staff, or college official from one place to another without that person's consent.

**SANCTION:** *Suspension; Expulsion; Civil Authority*

### **2. ACCESSORY**

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

**SANCTION:** *Minimum Fine of \$100 + Probation; Suspension; Civil Authority*

### **3. AIDING, ABETTING, OR INCITING**

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the college community or environment; the persuading or aiding of another person to breach the peace on college premises or at functions sponsored, approved by, or participated in by any member of the College. A gathering of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the community.

**SANCTION:** *Minimum Fine of \$200 + Probation; Suspension; Civil Authority*

### **4. ALCOHOL (ALCOHOL BEVERAGES) OR INTOXICATION**

The College must comply with state laws regarding the consumption, sale, purchase, and delivery of alcohol. The possession, consumption, purchase, sale, distribution, and/or 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. A

summary of applicable law is available.

**SANCTION:** *\$25-\$100 Fine + Probation; Counseling Intake Assessment; Suspension; Civil Authority*

\*Student may be required to attend an alcohol education course as determined by the Vice President for Student Services' office

## 5. **ARSON**

The willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle, or personal property of another.

### ***Categories of arson:***

**Structural:** houses, townhouses, duplexes, apartments, hotels, inns, dormitories, barns, garages, warehouse stores, restaurants, offices, churches, jails, schools, monuments, or buildings under construction.

**Mobile:** cars, trucks, buses, motorcycles, trailers, planes, or boats.

**Other:** corps, timber, fences, signs, or merchandise stored outside a structure.

**SANCTION:** *Suspension; Expulsion; Civil Authority*

**NOTE:** Bonfires and cookouts must have proper authorization by the Offices of Student Engagement, Public Safety, and/or Facilities and Real Property Management. Compliance with local and state fire codes will be verified by the Department of Public Safety.

## 6. **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; an unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon. Violation may also subject the individual to civil authority.

### ***Categories of assault:***

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Aggravated Assault:** The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- ***Categories of aggravated assault:***
- **Aggravate Assault with a Firearm:** Firearm of any type is used or is threatened to be used, which includes revolvers, semi-automatic pistols, shotguns, zip guns, rifles, BB guns, and any other weapon that could be perceived as a firearm.
- **Aggravated Assault with a Knife or Cutting Instrument:** Assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottle, and ice picks are used as a cutting or stabbing objects or when threatened to be used.



- **Aggravated Assault with other Dangerous Weapons:** Used or threatened use of any object as a weapon in which serious injury does or could result. Weapons include mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles, or other blunt objects to club or beat victims; includes explosives, acid, lye, poisoning, scalding, and burnings.
- **Aggravated Assault with Hands, Fists, Feet, and Teeth:** Attack using personal weapons (hands, fists, feet, etc.) that result in serious or aggravated injury.

**SANCTION:** *Suspension; Expulsion; Civil Authority*

## **7. BOMB THREAT**

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

**SANCTION:** *Suspension; Expulsion; Civil Authority*

## **8. BURGLARY**

The unlawful entry of a structure to commit a felony or a theft. Forcible entry, where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony, constitutes burglary. Entry through the use of tools; breaking or forcing windows, doors, transom or ventilators; cutting screens, walls, or roofs, and if known use of master keys, picks unauthorized keys, celluloid, a mechanical contrivance such as a pass or skeleton key, or any device that leaves no outward mark but forces a lock. Include concealment inside a building followed by exiting the structure. Also, entries by use of an unlocked door or window, which include thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas where entry is someone other than the lawful tenant constitutes burglary without forced entry.

**SANCTION:** *Suspension, Expulsion; Restitution (if applicable); Civil Authority*

## **9. BULLYING/CYBER BULLYING**

Any on-going anti-social or unreasonable behavior that offends, degrades, intimidates, or humiliates a person, and has the potential to create a risk to health, safety, and wellbeing. Overt or covert bullying refers to activities that create an environment of fear through acts such as cruelty, belittlement, or degradation; public reprimand or behavior intended to punish, such as isolation and exclusion from activities; ridicule, insult, or sarcasm and trivialization of views and opinions.

Cyber-bullying is the use of cell phone or other electronic devices to send or post e-mails, text messages, or images intended to harass another person. Students and recognized organizations are cautioned that any material posted on the internet, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This

includes, but is not limited to, Instagram, Facebook, Twitter, Snapchat, LinkedIn, BlogSpot, YouTube, etc.

**SANCTION:** *Probation; Counseling Intake Assessment; Suspension (One Semester); Expulsion; Civil Authority*

#### **10. 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 will 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 assessment and examination 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.

**SANCTION:** *Offenses that are academic in nature are handled in the Office of Academic Affairs and will be adjudicated by the Academic Integrity Committee. The Academic Integrity Committee follows the procedures and protocols of the College's Judiciary Council.*

#### **11. FAILURE TO COMPLY**

It is important that students comply with requests from college officials. Failure to comply with any reasonable and lawful request (verbal, written, or other) of college officials acting in the performance of their official duties will result in judicial action. This includes failing to appear before any hearing board/officer as summoned without proper excuse or justification as deemed by the college judicial officer.

**Disregard for Authority:** Failure to comply with directions of any college official (whether the request is by mail, e-mail, telephone, or in person) when that official has identified themselves and is acting within the course and scope of their duties. Cooperation includes, but is not limited to, responding to requests for conferences on matters pertaining to the student at the college and/or presentation of college identification.

**SANCTION:** *Probation; Suspension of Residential Status; Suspension; Expulsion*

## **12. DISORDERLY CONDUCT**

### **(Indecent, Obscene, Immoral Behavior, and/or Profanity)**

Students are expected to respect themselves and others in the College community. Conduct that is disorderly, lewd, indecent and/or portrayed on the premises of the College or at College sponsored or supervised activities will not be tolerated. An offense or annoying act that disrupts the peace and the rights of others including, but not limited to, excessive noise, noise after quiet hours, belligerent behavior towards others, argumentative, quarrelsome, confrontational, threatening remarks or gestures, horseplay, practical jokes, throwing objects, fighting/physical contact without the use of objects, or any act that may disrupt the academic or extracurricular process. Such acts include the use of profanity and foul/abusive language, obscene gestures, improper body exposures, stripping, or vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the College.

Any behavior in class or out of class, which for any reason, disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.

**SANCTION:** *Minimum Fine of \$100 + Probation; Suspension (One Semester); Expulsion; Civil Authority*

## **13. DRESS CODE**

The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Students who fail to comply with the dress code, when advised by a College official, shall be considered in violation of the dress code and will be subject to disciplinary action.

**SANCTION:** *Warning; Probation; Fine*

## **14. DRUGS**

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.

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 their mental and/or physical faculties.

### ***Drug Paraphernalia***

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. This 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.

*Violations of manufacturing, intent to sell, or selling illicit drugs will carry a more weighted disciplinary action and will be subject to civil authorities.*

***Possession of Marijuana, Misdemeanor: less than 30 grams.***

**SANCTION:** *1<sup>st</sup> Offense: Minimum Fine of \$300 + Probation (One Semester) and/or Counseling Intake Assessment; 2<sup>nd</sup> Offense: Suspension, Civil Authority; 3<sup>rd</sup> Offense: Expulsion, Civil Authority*

***(Failure to comply with 1<sup>st</sup> Offense Sanction will result in further disciplinary action including probation extension, suspension from the residence hall and/or College)***

***Possession of Marijuana, Felony: more than 30 grams and Possession of Cocaine, Heroin, Methamphetamines, Schedule I or II is classified as a Felony***

**SANCTION:** *1<sup>st</sup> Offense: Suspension (Academic Year); Civil Authority; 2<sup>nd</sup> Offense: Expulsion; Civil Authority*

Evidence of use of marijuana includes but is not limited to: smell, smoke, seeds, or residue. The presence of the odor of marijuana will be considered evidence that a drug violation has occurred.

Counseling Services are available to students who may have become involved in the misuse/abuse of drugs and have made a commitment to altering their pattern of chemical dependency. Education sanction may also be imposed.

## **15. FALSIFICATION OR FORGERY**

Falsification, forgery, or misuse of College records is prohibited. Forgery of negotiable

instruments (such as checks and money orders) is considered a criminal offense. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated.

It is unacceptable and illegal for any person to:

- a. Misuse College records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
- b. Provide false information, either written or oral, to the College or to any administrator of the College. (Students who falsify housing and or admissions records are also subject to removal/or student conduct action.)
- c. Attempt to perpetrate a fraud against the College or the members of the community.
- d. Misrepresent information or lie.
- e. **Fraudulent Report:** Any false report which causes the commitment or summons of any emergency service or college resources.

**SANCTION:** *Suspension; Civil Authority*

#### **16. FIREARMS AND DANGEROUS WEAPONS**

Unauthorized or illegal possession of or use of firearms (including, but not limited to, BB guns and all other types of air or spring powered weapons, bullets), dangerous weapons (such as knives, swords, brass knuckles, and martial arts 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 along with mace and pepper spray are also prohibited.

**SANCTION:** *Suspension (Academic Year); Expulsion; Civil Authority*

#### **17. FIRE SAFETY EQUIPMENT**

Fire safety equipment is provided for the safety and protection of lives and property at the College. Tampering with such equipment places lives and property in danger. The following items are considered fire safety equipment: fire alarms, fire extinguishers, smoke detectors, fire hoses, fire hydrants, fire trucks, fire sprinklers, Public Safety vehicles, posted fire instructions, exit signs, and surveillance cameras.

##### **Nonadherence to Safety Regulations**

Infractions include, but are not limited to, the following examples:

- a. Failure to evacuate college facilities or willfully disregarding any emergency or fire alarm signal.
- b. Unauthorized or illegal possession of hazardous materials of any kind is forbidden.
- c. Unauthorized detonation of any object or substance including, but not limited to, those considered being and used as fireworks (i.e. firecrackers, sparklers, gunpowder, etc.).
- d. Unauthorized ignition of flammable materials in or surrounding college facilities.

**SANCTION: Residential Student-** *1<sup>st</sup> Offense – Minimum Fine of \$100 + Probation (One Semester); Suspension of Residential Status 2<sup>nd</sup> Offense – Suspension (One Semester); Subject to Civil Authority* **Commuter Student:-***1<sup>st</sup> Offense Minimum Fine of \$100 +*

*Probation (One Semester); 2<sup>nd</sup> Offense-Suspension (One Semester) Subject to Civil Authority*

### **18. GAMBLING**

The playing of cards or any other games of chance for money or other items of value is prohibited on college property. If the violation occurs in the residence halls, the individual(s) may be suspended from the residence halls.

**SANCTION:** *Minimum \$200 Fine to be paid within 30 days + Probation; Suspension (One Semester)*

### **19. GENDER BASED MISCONDUCT**

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is capable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their age).

**Forcible Sodomy:** The oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcible and/or against that person's will, or not forcible or against that person's will where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of their age or because of their mental incapacity.

**Statutory Rape:** The non-forcible sexual intercourse with a person who is under the age of consent.

**PLEASE NOTE:** *\*See Gender Based Misconduct Policy for additional information*

### ***Domestic Violence***

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain control over another intimate partner. Many forms of abuse stated in the definition of domestic violence including:

- **Physical abuse** can include hitting, biting, slapping, battering, shoving, punching, pulling hair, burning, cutting, pinching, etc. (any type of violent behavior inflicted on the victim). Physical abuse also includes denying someone medical treatment and forcing drug/alcohol use on someone.
- **Sexual abuse** occurs when the abuser coerces or attempts to coerce the victim into having sexual contact or sexual behavior without the victim's consent. This often takes the form

of marital rape, attacking sexual body parts, physical violence that is followed by forcing sex, sexually demeaning the victim, or even telling sexual jokes at the victim's expense.

- **Emotional abuse** involves invalidating or deflating the victim's sense of self-worth and/or self-esteem. Emotional abuse often takes the form of constant criticism, name-calling, injuring the victim's relationship with their children, or interfering with the victim's abilities.
- **Economic abuse** takes place when the abuser makes or tries to make the victim financially reliant. Economic abusers often seek to maintain total control over financial resources, withhold the victim's access to funds, or prohibit the victim from going to school or work.
- **Psychological abuse** involves the abuser invoking fear through intimidation; threatening to physically hurt themselves, the victim, children, the victim's family or friends, or the pets; destruction of property; injuring the pets; isolating the victim from loved ones; and prohibiting the victim from going to school or work.
- **Threats** to hit, injure, or use a weapon are forms of psychological abuse.
- **Stalking** can include following the victim, spying, watching, harassing, showing up at the victim's home or work, sending gifts, collecting information, making phone calls, leaving written messages, or appearing at a person's home or workplace. These acts individually are typically legal, but any of these behaviors done continuously results in stalking a crime.
- **Cyberstalking** refers to online action or repeated emailing that inflicts substantial emotional distress in the recipient
- **Dating Violence** is another form of domestic violence. The Violence Against Women Act defines dating violence according to the relationship between the abuser and victim. Dating violence is committed by a person in a social, romantic, or intimate relationship with the victim. The existence of such relationship is determined using the following factors:
  - The length of the relationship
  - The type of relationship
  - The partners frequency of interaction

**PLEASE NOTE:** *See Gender Based Misconduct Policy for additional information*

## **20. HARASSMENT**

Harassment: (physical, verbal, graphic, written, or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age disability, genetic information, sexual orientation, or veteran status; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource. Any conduct or behavior, which threatens or endangers the health or safety of any person in the College environment also include horse playing or practical jokes.

**SANCTION:** *Suspension (Academic Year);Expulsion*

## **21. HAZING**

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 produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

- a. hitting, paddling, punching, pinching, or slapping;
- b. continuous tapping on the person, etc.;
- c. running laps or performing calisthenics for extended periods of time;
- d. eating or swallowing unpleasant substances, designed to produce nausea or a similar effect;
- e. alcoholic beverage consumption designed to create drunkenness, etc.;
- f. drug use of any kind;
- g. physical or psychological shock;
- h. engaging in public stunts;
- i. degrading or humiliating games and activities; and
- j. 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 Division of Enrollment Management and Student Services. For more detailed information, see the Student Engagement Section of the Student Handbook.**

**SANCTION:** *Suspension (Academic Year); Expulsion*

## **22. LIBEL/ SLANDER**

The dissemination of false statements/assertions/violation(s) that call into question the character and reputation of another individual. Individuals have the right to file civil violation(s) (criminal offense).

**SANCTION:** *Minimum Fine of \$100; Probation; Suspension*

## **23. LITTERING**

Littering is strictly prohibited and a violation of the College policy. Littering shall include, among other things, the throwing of debris such as food wrappers, paper, cans, bottles, or other trash on the ground. No student shall intentionally dispose of refuse of any kind in or near any building except in receptacles provided for that purpose. Intentionally discarding such will be adjudicated as a violation of the College Littering Policy. Faculty, staff, or administration who witness such act should complete an Incident Report Form.

**SANCTION:** *10 hours of Community Service (litter pickup) + Probation; Minimum Fine of \$25.00 + Probation. Repeat offenders may be subject to additional sanctions as determined by the Vice President for Student Services and/or designee or other relevant college department/office.*

## **24. OBSCENE ELECTRONIC COMMUNICATIONS**

It shall be unlawful for any person to make any comment, request, suggestion or proposal by means of telecommunication or electronic communication which is obscene, lewd or



lascivious with intent to abuse, threaten or harass any party to a telephone conversation, telecommunication or electronic communication; to make a telecommunication or electronic communication with intent to terrify, intimidate or harass, and threaten to inflict injury or physical harm to any person or to his property; to make a telephone call, whether or not conversation ensues, without disclosing the identity and with intent to annoy, abuse, threaten or harass any person at the called number; to make or cause the telephone of another repeatedly or continuously to ring, with intent to harass any person at the called number; to make repeated telephone calls, during which conversation ensues, solely to harass any person at the called number; or knowingly to permit a computer or a telephone of any type under his control to be used for any purpose prohibited by this section.

**SANCTION:** *Probation; Suspension (One Semester); Civil Authority*

## **25. OPPOSITE SEX VISITATION VIOLATION**

Students are expected to abide by the College “visitation” policy. Unauthorized presence in the residence halls or within any rooms after visitation hours is prohibited. Residential Hall lobbies are open in all residence halls for opposite sex visitation from 6:00 p.m. to 11:00 p.m. for **upper-class** students. Freshpersons may visit in lobby areas only. (See Residential Life section of the Student Handbook).

**SANCTION:** *1<sup>st</sup> Offense - \$100 Fine + Probation for one semester + Loss of visitation privilege of the opposite sex, 2<sup>nd</sup> Offense - Suspension of Residential Status, 3<sup>rd</sup> Offense – Suspension from the College*

## **26. PETS**

Pets or other animals are prohibited on campus including buildings and grounds. Service animals accompanied by disabled persons are permitted on campus and in buildings. Students who, because of a disability, seek approval for an assistance animal must request a reasonable accommodation through Counseling Services. This is a formal process that requires appropriate supporting documentation. A determination is then made regarding whether it is reasonable for the animal to be on campus.

**SANCTION:** *1<sup>st</sup> Offense- Warning + Removal of animal(s); 2<sup>nd</sup> Offense- Probation; Suspension from Residence Hall (One Semester)*

## **27. ROBBERY**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### ***Categories of robbery:***

- **Robbery with a Firearm:** The use of any firearm as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
- **Robbery with Knife or Cutting Instrument:** The use of a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument as a weapon or as a means of force to threatened to deprive victim of possessions.
- **Robbery with other Dangerous Weapon:** The use of a club, acid, explosive, brass

- knuckles, mace, pepper spray, or other dangerous weapon used or use is threatened.
- **Strong Arm:** The use of hands, fists, feet, etc. Includes muggings and similar offenses where personal weapons such as hands, arms, feet, fists, and teeth are used or use is threatened to deprive victim of possessions.

**SANCTION:** *Suspension, Expulsion; Restitution (if applicable); Civil Authority*

## **28. SEXUAL HARASSMENT**

Regardless of sexual gender, personal affiliation, and/or affiliation with the college sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. Violators of this section who are found responsible as defined under the College's Title IX and Sexual Misconduct Policy are subject to sanctions as prescribed in the Student Handbook and will also be subject to criminal prosecution.

**SANCTION:** *Suspension; Expulsion; Subject to Civil Authority*  
**(\*See Gender Based Misconduct Policy for additional information)**

## **29. SMOKING VIOLATION**

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an "electronic smoking device", which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

**SANCTION:** *1<sup>st</sup> time – Written Warning; 2<sup>nd</sup> time - Cessation Plan + \$100.00 fine; 3<sup>rd</sup> time Suspension from Residence Halls + Referral to Cessation Counseling Program*

Any violations of this policy will be handled through the standard campus disciplinary procedures, which includes the imposition of a fine not to exceed one hundred dollars (\$100). 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. Individuals who fail to complete the cessation plan within the timeframe.

## **30. STALKING**

Any person who willfully, maliciously, and repeatedly follows or harasses another person, or who makes a credible threat, with the intent to place that person in reasonable fear of death or great bodily injury is guilty of the crime of stalking.

**SANCTION:** *Suspension; Expulsion; Subject to Civil Authority*

### **31. THEFT/POSSESSION OF STOLEN PROPERTY**

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. Knowingly possessing property that may be identified as being stolen from the College or from any other person is a violation.

**SANCTION:** *Suspension + Restitution (if applicable); Expulsion + Restitution (if applicable)*

### **32. VANDALISM**

Individuals found guilty of destroying, damaging, or defacing College property, personal property of students, administrators, faculty, staff, or property of vendors will be subject to disciplinary action.

**SANCTION:** *Minimum Fine of \$100, Restitution (if applicable) + Probation (One Semester); Suspension*

**Note:** (+) means in addition to.

**Commuter students who violate policies will be subjected to fines on a case-by-case basis depending on the violation.**

\*Students are expected to use their assigned Tougaloo College student e-mail account in order to receive all College correspondence, including information pertaining to student conduct violations.\*

Violations that are residential in nature will be sanctioned by the Department of Residential Life and forwarded to the Dean of Student Services. (Refer to the Residential Life section of the Student Handbook.) Repeated violations of policy by residential students will warrant suspension from the residence hall.

### **RANGE OF SANCTIONS**

Disciplinary sanctions are intended to serve as educational reprimands rather than to unduly punish students or student organization offenders. The judicial body imposing sanctions will give due consideration to precedent and seek to ensure equitable treatment of similar offenses. However, sanctions will be determined based upon the preponderance of the evidence; therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

Sanctions imposed by the judicial body will 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.

The following sanctions can be imposed:

1. ***Admonishment***

An oral statement of warning to the student who has violated a College policy 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, 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. Service is provided by the student to a specific department for a specific amount of hours as imposed by the Vice President for Student Services and/or the Judicial Council. The student will not receive any monetary compensation. The number of hours will range between ten (10) and forty (40) to be completed within one semester. Depending on the circumstances, the hours may be completed through the following semester. Failure to complete required community services will result in the student being placed on disciplinary hold, fined and/or suspension from the College.

4. ***Educational Sanction***

This sanction is designed to increase the student's understanding of how their 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, *book reviews, modules (online), reflective journals, etc.* Documentation of participation must be provided to the Vice President for Student Services by the date specified.

**NOTE:** Failure to comply may result in further disciplinary sanctions.

5. ***Seminar Workshop Participation***

Depending upon the circumstance of the violation, some students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense the student committed. The student may also be required to attend and participate in seminars or workshops to enhance their knowledge and understanding of a particular topic related to the committed offense. Students are required to be prompt, attentive, and to present a well-developed essay of the activity according to the guidelines set by the Dean of Student Services and/or Council.

**NOTE:** Failure to comply with this sanction may result in further disciplinary sanctions.

6. ***Expulsion***

Expulsion is permanent dismissal from the College. It is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the College. When a student is expelled from the College, the student's relationship with the College is permanently severed. This action is

recorded on the student's official college transcript. 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 will disrupt the College, the President or their designee, may expel the student. The student has the right to appeal the decision to the next highest authority.

7. ***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.

8. ***Probation***

Students will receive written notice specifying the conduct violation. The probation is a specified amount of time, involving restrictions (excluded from participation in campus privileges such as student organizations, athletics, or other extracurricular activities), after which College authorities will determine if the student's behavior has improved. 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.

Those on probation are not allowed to represent the College in any official capacity which includes practice, wearing any type of uniform, or holding office or position in an organization or team. Essentially, there should be no question that the student is under disciplinary probation and not actively involved in the organization or team. Thus, the student should not be performing any functions that place them in a non-credit bearing leadership role or other similar role, task, function, or activity representing the organization, team, program, or Tougaloo College.

**NOTE:** Probationary statuses can range from one semester through one year.

9. ***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, and social media, written, through friends or any other means of communication.

10. ***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 Student Services. The sessions will be provided by the Director of Counseling Services. The number of sessions will be determined by the counselor. Proof of session attendance must be provided. Failure to comply with this request could result in further disciplinary action.

11. ***Restitution or Fine***

Fine is a monetary payment imposed as SANCTION for a violation of college policy or damages of college property. Reimbursement may take the form of appropriate services,

repairs or compensation for damages. All fines should be paid to the Bursar's Office.

**NOTE:** Failure to pay fines by the specified date may result in an increase in the amount of the fine and/or additional sanctions. Proof of fine payment must be submitted to the Dean of Student Services verifying that the sanction has been satisfied. Fines can range from a minimum of \$25.00 to \$500.00 depending on the offense whereas restitution is based on actual cost.

## 12. *Suspension*

Suspension means dismissal from the College for a specific time period following severe acts of violation of the student code of conduct policy or violation of a present probationary status. Student will 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 will disrupt the College, the President or their designee, may suspend the student(s). The student has the right to appeal the decision to the next highest authority.

- **Interim Suspension**

Interim suspension is the suspension of a student, by the Vice President for Student Services, from the College pending a scheduled disciplinary hearing depending upon the severity of the infraction. Suspensions of this type are usually temporary; however, if the student is found in violation, or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension from the College or expulsion.

- **Suspension of Residential Status 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 will forfeit their fees including any unused portion thereof. Prior to suspension, the resident will receive verbal and written warning(s) for infractions not rising to the level of immediacy. The Office of Residential Life has the authority to deny a student's request to live on campus due to disciplinary reasons. The action will be recorded with the Director of Residential Life. A student may apply for readmission into the residence hall after a suspension has been satisfied. The student has the right to appeal the decision to the next highest authority.

During the period of suspension, the student is not eligible or entitled to receive any College services. Students suspended from the College are required to return their Identification Card and room key, if residential. The student will not get credit for courses during the period of suspension and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission from the Associate Provost for Academic and Student Services, Vice President for Student Services and/or Chief of Public Safety.

If a student returns to the campus without permission during the period of suspension, their eligibility to return to the College will be threatened and they will be subject to arrest. An administrative withdrawal will be initiated by the Division of Enrollment Management and Student Services.

When a student has been suspended, they must remove their personal belongings from the Residence Hall as stated in the *Notice of Suspension*, the College will not be held liable for loss or damage during the packaging, transporting, or temporary storage of the student's property.

Upon completion of a fully served suspension period, a student who desires to return to the College must complete a Re-Admit Application. The Vice President for Student Services will review the student's eligibility to return to the College.

Sanctions of suspension or expulsion carry with them a forfeiture of tuition, fees and room and board.

**Suspension will be assessed for one academic year for serious offenses (felony drug amount, kidnapping, bomb threats, etc.)**

### **STUDENT CONDUCT HOLD**

When a student fails to respond to a violation(s) notification, attend a scheduled student conduct hearing, or complete assigned sanctions, a student conduct hold will be placed on the student's account. The hold will not be removed until all student conduct requirements have been satisfied. A student conduct hold restricts students from conducting College related business, including but not limited to completing course registration, adding/dropping classes, and receiving refund checks.

### **OFFICIAL WITHDRAWAL FROM THE COLLEGE**

Should an accused student be academically dismissed or leave the College voluntarily, before pending disciplinary violation(s) have been resolved, the Vice President for Student Services or designee may precede at their discretion with the student conduct process (case) in the absence of the student as outlined in the Code. A respondent, who withdraws from the College with a case pending, will not be readmitted to the College until such time as his or her case has been processed and resolved. The Vice President for Student Services or designee will place a student conduct hold on the student's record, which will prevent reinstatement (selection of classes and registration) of that student until the case has been adjudicated.

### **STUDENT CONDUCT FILES AND RECORDS**

The Vice President for Student Services or designee shall maintain student conduct record and a disciplinary tracking system, which shall include, but not be limited to, the responding student's name and related information, description of the incident, parties involved, code violations, sanctions, and other data deemed relevant. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act. Student conduct records shall be made available to student conduct bodies and College officials designated in the Code, as

necessary. Students may arrange to review their own student conduct records by contacting the Vice President for Student Services Office.

**PARENTAL NOTIFICATION**

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of nondependent students who are under age 21 of alcohol and/or drug policy violations. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.



**DIVISION OF ENROLLMENT  
MANAGEMENT AND STUDENT  
SERVICES**

## **DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SERVICES**

The mission of the Division of Enrollment Management and Student Services is to offer students both formal and informal opportunities for academic and social growth, both inside and outside the classroom. Student Services provides 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 Division of Enrollment Management and Student Services intends that our students become self-directed learners and self-reliant persons capable of dealing effectively with people, challenges, and issues.

## **CAREER READINESS AND INNOVATIVE LEADERSHIP**

The mission of Career Pathways/Career Services is to provide opportunities for students concerning the selection of career objectives, internship and employment opportunities, graduate and professional opportunities, and other career-related activities. In order to get the maximum results, we believe that early planning is essential for successful career achievement. All students are advised to visit Career Pathways/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 employers may use these services. The Director of Career Pathways/Career Services and the Internship Coordinator assist students in developing job-seeking skills and serves as a liaison for potential employers, students, and alumni. The director and coordinator do not guarantee employment or internship opportunities.

### **CORE: Career Pathways**

As part of CORE/General Education Program, all students will be introduced to Career Pathways/Career Services during their first semester on campus. Career Pathways provides a mentoring and career opportunity portal that connects students to network partners and alumni based on shared professional passions and intergenerational engagement. Through Student Success/First-Year Experience, highly committed success coaches will assist students in developing an e-Portfolio to be published to the ConneXions portal.

### **Career Assessment/Counseling**

Students are counseled regarding the selection of career objectives, internships and employment opportunities, graduate and professional school opportunities, and other career-related activities. Career Pathways/Career Services also utilizes FOCUS-2, which combines self-assessment, career and major exploration, decision making, and action planning in one comprehensive product. Students' assessment results are matched to career options and majors/programs offered.

### **Professional Certificates/Digital Badges**

Students are exposed to and encouraged to obtain professional certificates and/or digital badges to enhance and develop essential workplace skills and capture learning beyond the traditional transcript. Career Pathways/Career Services focuses on the following benefits:

- Gains a Competitive Advantage
- Executes Projects with Increased Efficiency

- Increases Your Earning Potential
- Updates Your Knowledge and Skills
- Builds Professional Credibility

### **Employment**

An annual career fair, workshops/forums, and employer visits to campus are provided to all interested students and alumni. Professional development seminars on topics such as résumé and cover letter critique, proper dress, career planning assessment, interviewing, and networking. Various companies visit our campus to conduct information sessions and interview qualified candidates for full and/or part-time employment.

### **Graduate and Professional Schools**

Students are provided information on graduate and professional school admissions exams, including, but not limited to, registration materials, test preparation materials and opportunities, financial assistance, and other related subjects. We also host networking opportunities by developing and scheduling on-campus recruiting visits for graduate/professional schools, through the annual graduate and professional school fair, information booths, and classroom visits.

### **Internship and Experiential Learning Opportunities**

Students are strongly encouraged to participate in Internship or Experiential Learning opportunities prior to graduation, whether academically required or to obtain practical experience. Statistics prove that students who complete internship programs or experiential learning opportunities have a greater chance of obtaining permanent employment. Internships and experiential learning opportunities offer hands-on experience, which attract employers, when recruiting college graduates.

It is important and appreciated that Career Pathways/Career Services be informed whenever a student receives an internship, regardless of whether or not Career Pathways/Career Services was instrumental in identifying the opportunity. Additionally, all documentation for all internships is needed once accepted, such as location, paid or unpaid, description of duties, etc.

The advantages of internships and cooperative education programs are:

- Gives students a competitive edge
- Increases motivation
- Orients students to the “world of work”
- Serves as an opportunity to receive compensation while he/she learns
- Encourages students to become active catalysts in their education

We maintain the L. Zenobia Coleman Library (1<sup>st</sup> and/or 3<sup>rd</sup> floors) with current information on public and private-sector employers, graduate and professional schools, career/business newspapers and periodicals, collegiate employment magazines, employment trends, and career development. Additionally, online resources are available for students, faculty/staff, alumni, and employers regarding internship and employment postings, etiquette and dress, interviewing, etc.

For more information visit, the L. Zenobia Coleman Library (3<sup>rd</sup> floor).

## COUNSELING SERVICES

The primary mission of Counseling Services is to provide short-term, solution-focused personal and group counseling services to the students of Tougaloo College. We aim to serve as a resource for students, faculty, and staff when addressing psychological and emotional concerns that may range from mild concerns to crises. Secondly, we aim to coordinate disability accommodations and services. Lastly, we support the academic mission of Tougaloo College by providing referrals for outside resources, establishing collaborations with college programs to prepare students to be imaginative, self-directed, life-long learners, and mindful thinkers for their necessary growth.

### ***How Do I Know if Counseling Will Help Me?***

There are times when everyone feels stressed, overwhelmed, depressed and anxious. However, sometimes these feelings last for a long time or become difficult to manage. They may start interfering with your health, relationships, schoolwork or social life. If this happens, counseling may help.

Outreach and other resources are on our website: <https://www.tougaloo.edu/student-life/counseling-services>

### **Americans with Disabilities Act (ADA)**

Tougaloo College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limits one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. Tougaloo College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

While responsibility for the accommodations of students with qualifying disabilities must be assumed and shared by all members of the College community, the College has established a process that is designed to facilitate the reasonable accommodation of students with disabilities.

## PUBLIC SAFETY

The Department of Public Safety is part of the Student Services. The Chief of Public Safety reports directly to the Dean of Student Services.

The mission of the Department of Public Safety is to maintain an orderly and safe collegial atmosphere for faculty, staff, students, and visitors that is conducive to learning. The Department 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 is available upon request in the Office of Public Safety.

### **Procedures for Reporting Crimes and Emergencies**

Campus crime is a reality and prevention is a responsibility of the entire campus community. 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:

If the emergency occurs in the residence hall, contact the Department of Public Safety at 601-977-7857 or 911 should be an option.

If the emergency occurs on the campus away from the residence hall, contact Public Safety (601-977-7857 or 601-813-5869). 911 should be an option. If an emergency occurs away from the campus, call 911.

When calling Public Safety, provide the following information:

- Your name
- The location of the incident
- A description of the suspect(s) and names, if possible
- A description of any vehicle, including license plate number, if possible
- 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 Public Safety and shared with interested people or organizations on a daily basis. The Crime log is located on the Tougaloo College web page at <https://www.tougaloo.edu/student-life/public-safety/crime-log>. 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 college 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 their 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 their room. Authorized college personnel may enter student rooms for normal inspection and maintenance purposes.

The search of a student's personal property can be authorized by the Vice President of Student Services 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 Services 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.

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.

### **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 shall 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 in the residence halls, as well as with faculty and staff groups. Topics generally covered involve basic safety and Public Safety tips to prevent crimes 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, Calendar of Events, and electronic notifications to the campus community.

### **Missing Persons 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 Public Safety and Fire Safety 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. This information can be submitted to your coordinator 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 e-mail 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 has 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 Dean of Student Services will notify the confidential contact within 24 hours of the determination that the student is missing. The Department of Public Safety will provide the Dean of Student Services 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.

### **Campus Traffic Regulations**

Tougaloo College has adopted the Campus Traffic and Parking Regulations to provide safety and Public Safety 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 all traffic regulations.

There are associated penalties for the violations of these regulations, which will be enforced by the Department of Public Safety. Anyone who accumulates three unpaid traffic 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 or hanging from the rearview mirror. Vehicles that do not have current decals are subject to being ticketed and possibly towed at the owner's expense. The purchase of a decal does not guarantee one an individualized parking space. The Department of Public Safety is responsible for the enforcement of these regulations and all records of parking registration and violations are maintained in the Department of Public Safety located in One Jackson Place.

### **Parking Lots**

There is 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 their assigned 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: Visitors/Commuters
- **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): Visitors and Handicap Parking Only
- **Lot G:** The Mansion (East Side): Visitors and Handicap Parking Only
- **Lot H:** Holmes Hall (North Side): Commuters (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/Commuters/Maintenance/Service Lot R: TRiO (East Side): Open/Commuters
- **Lot S:** Wellness Center (West Side): Open/Commuters
- **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): Public Safety/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 Department of Public Safety, located in One Jackson Place from 8:00 a.m. – 5:00 p.m., Monday through Friday. Decals may be purchased during fall, spring and summer 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 15<sup>th</sup> 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 31<sup>st</sup> of each year. Please note the cost of decals are: faculty and staff - \$25.00; students - \$10.00

There will be no personally designated parking spaces, other than the President and his/her Cabinet at the College.

### **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 accidents on the campus involving a motor vehicle must be reported to the Department 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 Department 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.

### **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 undesigned parking lots/spaces.
- Creating a traffic hazard.
- Parking in a yellow-curbed or painted area.
- Parking in a handicap space.
- Parking in a fire zone.
- Abandoned Vehicle.
- Loading Zone.
- 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 the Department of 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 yield/ running 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 Department 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 if they contest the violation.
- If the student, faculty, or staff member fails to request a hearing, the violation(s) for the

violation will be placed on the student, faculty, or staff member's account.

- Parking citations will automatically be violation(s) 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 Vice President of Enrollment Management and Student Services, 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](http://www.tougaloo.edu) or may be picked up at Jamerson Hall or the Office of Public Safety located in One Jackson Place.

## **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 their Creator and neighbor. These services are led by the College Chaplain and are held in Woodworth Chapel. Additionally, there are opportunities for spiritual formation through prayer and small and large group study.

A series of forums are held in the residence halls that focus on value clarification (fall and spring semesters).

Faith Formation Emphasis Week (formerly 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 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

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 1800s.

## **RESIDENTIAL LIFE**

### **Mission Statement**

The mission of the Office of Residential Life is to provide a high-quality residential living experience and to promote a co-curricular, living-learning environment for Tougaloo College residents. The Office is concerned with all aspects of building community, and the staff works to enhance the social, educational, cultural, and personal growth of each student through special programming.

### **Criteria to Reside on Campus**

- You must be admitted to the College.
- You must be at least 17 years of age.
- You must be a full-time (12 hours) registered student with a valid Tougaloo College student ID.
- \$50 Room Reservation Fee
  - You must pay a nonrefundable and nontransferable \$50 room reservation fee by the priority deadline.
  - You must show proof of payment with a receipt

### **Applying for Housing**

#### **Application**

- If an admitted Tougaloo College student is interested in housing, the student must submit a completed Housing application.
- Pay your nonrefundable and nontransferable \$50 room reservation fee to the Cashier's office.
- Priority deadline for applications is July 1<sup>st</sup> for Fall Semester and November 1<sup>st</sup> for Spring Semester. Final Deadline is the last day of registration for both fall and spring semesters.
- Commuter students desiring to live on campus may pick up an application from the Office of Residential Life.

### **Processing**

- Upon receiving completed application and your paid nonrefundable and nontransferable \$50 room reservation fee, all applications are given a processing number. This number will help identify the applications in which they were received.
- Housing Assignment Confirmation will be emailed upon submission of a housing application and payment of the required room reservation fee. During arrival for semester beginnings and official registration, a confirmation housing check in process is required.
- Students will receive a confirmation card in June. This card will indicate the student's room assignment and roommate.

### **Cancellations**

If an applicant desires to cancel a room assignment, the applicant must do so within 72 hours of the opening of school to the Office of Residential Life. Students may cancel their housing room assignment by email and telephone. (If a student does not give notification within the allotted 72 hours, the applicant's room reservation will not be cancelled. And there will be no refunds.

### **Room/Roommate Assignments**

Students are assigned housing spaces based upon their enrollment status and the order and date in which the application was received. Upper-class students may select rooms and roommates during the spring room reservation process. This process is coordinated through the department's main office and payment of the annual room reservation fee (\$50.00) is made to the Bursar's Office by way of the College Cashier. The students must state his or her preference for room and roommate.

**Private/Single rooms can be requested during the room reservation period based on availability and on a first come first serve basis.** (See Single Room Dwelling Policy)

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 1<sup>st</sup> is the priority deadline for housing applications and roommate preferences. Any special requests received after this date are less likely to be honored.

Students may be assigned a different roommate if:

1. The preferred roommate cancels their application after an assignment is made;
2. The preferred roommate does not apply for housing or does not indicate the preferred roommate;
3. Preferred roommate requests a change. Annual housing assignments are made on a first

come, first serve basis until all bed space is allocated.

### **Residential Life Personnel**

Tougaloo College's Housing Staff includes the Director of Residential Life, an Area Coordinator, Residential 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's 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. They work 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. They work 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 may live 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. 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 Services, 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 are responsible for checking guest into residence hall. They greet visitors, answer the telephone, file paperwork, run campus errands and perform various other duties as assigned.

### **Housing Occupancy**

Berkshire Hall – 144 beds

New Women’s Hall – 198 beds

Branch Hall – 154 beds

Renner Hall – 174 beds

### **Residence Hall Guidelines and Regulations**

**Check-in** – Upon arrival, each student is required to report to the office/lobby in the residence hall in which they were assigned. Students will proceed through “In Processing” and will complete the following documents before a room key is issued.

- Emergency Contact Form
- Missing Person Form
- Residence Hall Agreement
- Residence Hall Rules and Regulations
- Room Condition Report
  - Coordinators and Resident Assistants will document all furniture and damages in the room. It is the student’s responsibility to ensure that the form is accurate, before signing it, to avoid any violation(s). All students will be held completely liable for all furniture and room contents indicated on the form.

**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), returning school key, and signing of final inventory check form.

1. *Traditional checkout* - students must schedule a time and date with a residential life staff member to verify the condition of the room.
2. *Before a staff member checks out a resident, the resident is responsible for the following:*
  - *All personal belongings and personal furniture (refrigerators, microwaves, etc.) must be removed.*
  - *All furniture must be accounted for, otherwise the student will be violation(s)d for any missing furniture.*
  - *Clean room thoroughly.*
  - Resident Assistant or Coordinator must assess the room before resident leaves.
  - Resident will turn in key and sign room condition sheet.



Returning students must have reserved their room and completed registration before they will be allowed to check into the residence hall. If a returning student does not complete room reservation, they will not have a residence hall or room preference at this time. Assignment will be based on availability.

### **Release of Room**

Each new student who has not checked into the assigned residence hall space by 6:00 p.m. of the official check-in dates (See Academic Calendar) or has not called the Office of Residential Life to guarantee a late arrival will be declared a no-show and the space will be released. A notification will be sent to the e-mail address on record to apprise the student of the space being taken.

If a returning student fails to occupy their assigned space before 6:00 p.m. on the first day of classes without notifying the Office of Residential Life of a late arrival, the assignment is subject to forfeiture.

### **Consolidation Process**

If a resident's roommate should move out or if a resident has never had a roommate, the student remaining in the room must comply with the consolidation process. If one resident, occupying or having reserved a double room for any reason, vacates or fails to occupy their room, the remaining student must choose one of the following options:

- a. Move into another room being occupied by one resident.
- b. Permit another resident to be moved into their room.
- c. If space is available, remain as a single room occupant and pay the additional private room violation(s).

Which resident moves is based on contract date. **The first person contracted moves last.** Anytime a move is made, a **Room Change Form** must be completed in advance. These forms are available *ONLY* through the Residence Life Office. Consolidation is completed on a hall-wide basis. If there is an "odd person out" situation where one person is left without a roommate, there is no single room rate violation(s). If at any time, a resident is in a double room, without a roommate, refuses a roommate that is assigned or refuses to consolidate when an opening occurs, that resident will be violation(s)d at the single room rate from the time he/she became the sole occupant of the room.

**Single Room Dwelling Policy** – A single/private room is only offered on an availability basis following registration each semester during the housing room consolidation adjustment period. If space is available, students may apply for a single/private room by filling out an official request form and agreement for payment. Private room requests will be honored by the date in which the requests were received. The private/single room rate is an additional \$1,000.00 per semester. 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 \$1,000.00 will be violation(s)d to your student account in the Bursar's Office.

***\*Fees are subject to change without notice.***

**Room Changes** – All room changes must be approved by the Residence Hall Coordinator and

coordinated through the department's main office. Students must request room changes in writing during each semester's Room Adjustment and Consolidation Period, which is typically during the last full week of the first month each semester. A *Room Change Form* is required prior to moving. After the room change period ends, room changes will be granted only if there are extenuating circumstances. To complete a room change, students must officially check out of their old room and into their new room with a residence life staff member. A resident that makes an unauthorized move must pay a \$50 SANCTION and move back to the proper room assignment.

**Residence Hall Withdrawal Process** - Students must officially withdraw from a residence hall by completing the Residence Hall Withdrawal Form, which must be signed by the Residential Hall Coordinator and Director of Residential Life.

Students who withdraw, are residentially suspended, or suspended from the College are required to remove their belongings from the residence hall and check out of their room within 24 hours of the time of the withdrawal or suspension unless otherwise approved/specified by a Student Services' Administrator.

**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 their 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 Services' personnel. The student has the responsibility for maintaining the Public Safety of their 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 \$75 key replacement fee will be violation(s)d to the student. This fee will replace all keys to that room and the core of the lock.

*Lost Key Replacement Procedure:*

1. Lost Key Replacement Form must be completed and signed by the student.
2. A work order for a new lock core and key will be submitted by the Residential Hall Coordinator.
3. When the core and keys are replaced the keys will be tested by the Residential Hall Coordinator and assigned to the student.

**Summer Housing** – Students who desire to reside on campus for summer school must submit a request to the Director of Residential Life by May 1<sup>st</sup>. All summer residents will follow the guidelines outlined in the Student Handbook and will be assigned housing on a double occupancy room rate. (See Summer Housing Fee Schedule). No board cost is violation(s)d during the summer and private room requests are not honored. There is no opposite sex visitation during this time.

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

**Married Housing** - There is no designated housing arrangements for married students. 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.

## **RESIDENTIAL LIFE POLICIES**

### **Violation of Policy**

Students who violate the rules and regulation of the residence hall will be subject to sanctions by the residential life Coordinators and/or Director of Residential Life. All fines related to the residence hall will be posted to the student's account. After three (3) offenses, staff can make a recommendation for suspension from the residence hall to the Vice President for Enrollment Management and Student Services.

All students living in residence halls are expected to respect the rights and property of others, as well as the property of the College. The assigned occupants of a residential 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 enter, 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.

### **Abandoned Items**

Personal items left in residence hall rooms after the resident has officially checked-out, and/or agreement period ends officially will be considered as abandoned items and will be disposed of accordingly by maintenance staff. The College will not assume any responsibilities for items left behind nor will the College store such items for the resident.

### **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 (RA) 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. Once the work order has been submitted, the students will receive an email from the coordinator regarding the work order status typically within a 24-hour period.

### **Common Area Damages and Billing**

Common area damage/theft may result in cancellation of the housing contract of those person(s) found to be responsible and/or a fine assessment. In cases where the person(s) responsible for theft or damage of College property is not identified, every resident of said wing, floor, or building will share the cost for the damage.

Anyone witnessing damage to a residence hall or residence hall furnishings should report the damage immediately to a Resident Assistant and/or Coordinator. Should a student feel unjustly violation(s)d, s/he may appeal the bill to the Vice President for Enrollment Management and Student Services in writing no later than 48 hours of the notice of violation(s)s. Appeal letters received after the date will not be considered. Damage violation(s)s are used to assist in repairing or replacing damaged items.

### **Damages Assessment**

Damage(s) that occurs in a resident's room is the responsibility of the occupants to pay for the cost to repair or replace the damaged property. The occupants are subject to disciplinary hearing to determine the cost of replacing or repairing damaged property.

### **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 1<sup>st</sup> or 2<sup>nd</sup> 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. You must 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 \$50.00 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 discarded. In cases where the person(s) responsible for mistreatment of bathroom facilities is not identified, every resident of said wing, floor, or building will be individually responsible for the cost of the violation.

Student/resident agrees that Tougaloo College, or its agents or representatives, may enter the assigned space at reasonable hours for the purpose of making inspections and repairs. In an emergency situation, Tougaloo College may enter at any time to protect life or prevent damage to College property. Students/residents placing a work order for work to be performed authorize Tougaloo College or agents to enter their room for the purposes of completing that work order in a timely manner.

#### **The Inspection:**

1. Health inspections are to be announced and performed monthly.
2. Weekly advanced notices/flyers are posted in each residence hall before inspections.
3. Coordinators will address each resident with Health and Safety Inspection Forms indicating successful or failed inspections.
4. Coordinators will knock and announce themselves before entering a resident's room.
5. Trash from individual rooms SHOULD NOT be swept into the hallway.
6. Students found in violation of the health and safety codes will be fined \$50.00 for each offense and subject to disciplinary action for further violations.
7. Coordinators when filling out a health and safety form will give the date of inspection and the date in which the follow up inspection will accrue (generally 24 hours) to give students a specific amount of time to fix all issues addressed/stated during the inspection.
8. Failed Health and Safety Inspections conducted during the Holidays and Breaks will automatically receive a \$50 fine.

### **Hover Board**

Due to safety concerns following a number of reported hover board fires, Tougaloo College is

prohibiting the use, possession, or storage of hover boards and similar devices containing lithium ion batteries on campus. Until the causes of these fires are fully understood and the risks have been mitigated, it is in the best interest of community safety that we prohibit these devices.

**Illness in the Residence Hall** – Students who are ill must inform the 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. In some instance, staff may require a medical clearance before a student can return or continue to reside in the residence hall depending on the diagnosis and restrictions noted by the medical professional.

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

- 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
  - In order to create an conducive academic environment, to protect students from interruption of rest and study, the Office of Residential life prohibits solicitation and sales in the residence hall without the permission of the Coordinator, Director of Residential Life and Vice President for Enrollment Management and Student Services.
- Loud and boisterous noise or music
  - **Quiet Hours** – Quiet hours represent a period when students may study, read, or relax without the distraction of excessive noise.

**Quiet hours are:**

**Weekdays (Sunday-Thursday)**

**11:00 p.m. - 8:00 a.m.**

**Weekends (Friday & Saturday)**

**12:00 midnight – 10:00 a.m.**

- Water Guns
- Electrical Appliances
  - Students may use portable electric hair dryers, curlers, curling iron, electric razor, crock-pot, clock, iron, lamp, and computer. Extension cords are not allowed. Students may not use extension cords, electrical heaters, George Foreman grills, hotplates, frying appliances (specifically ones with open grease).
  - Students are urged to use a surge protector

**Laundry** - Washers and dryers are available in each residence hall. Residential students are violation(s)d a fee per semester for laundry service. Needed repairs should be reported to the Residential Hall Coordinator. *Laundry facilities are to be used by **residential students only**.* The College is not responsible for clothes left unattended in the laundry facilities.

**Linen** - Students must provide their own linen.

## **Lockout Policy**

- All Lockouts must be logged in using the Lockout Log by the responsible party (i.e. RAs, Coordinators, Public Safety, etc.).
- Students are allowed one (1) lockout per semester.
- After the initial lockout, a violation(s) of \$25.00 will be applied to the student's account for every lockout afterwards.
- The violation(s) for the subsequent semester are then reset and the student once again is given one (1) lockout.
- Public Safety officers should notify the Office of Residential Life of doors unlocked by providing the student's name, ID #, and room number. (All Public Safety officers will have access to an up-to-date roster for all students.)
- All Lockouts between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday are handled by the Residential Life Office (601-977-7819).
- Lockouts between the hours of 4:00 p.m. and 1:00 a.m., Monday through Friday, are to be directed to the Residential Hall Coordinator.
- Lockouts on the weekends and after 1:00 a.m. on weekdays should be directed to Public Safety (601-977-7857).

## Lock Out Procedure

1. Student who called in lockout, or roommate, must be present
2. Student ID must be shown as confirmation of residency. (Students Residence status should be included on ID)
3. Students should give initial or signature on lockout log next to their name (printed legibly) and room #.
4. All external lockout documentation should be always synchronized with the records of the Residential Life Staff in the building in which the lockout occurred.

**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

## **PERSONAL PROPERTY AND THEFT**

The College assumes no liability for damage or loss of personal property. This includes, but is not limited to, interruption of utilities, power surges, flooding, fire, theft, vandalism, and/or student misconduct. Students are encouraged to check family's homeowners' insurance for coverage. The

College is not responsible for personal property that is lost, stolen, or damaged. Thus, a resident should not keep large sums of money and other valuables in their room. The College is not responsible for items lost or stolen in residence halls during semester breaks or between semesters. The best guard against property loss is to keep the room locked. Report all losses to the Residential Hall Coordinator and Public Safety. Residents are requested to provide their own personal property insurance. Information on insurance may be obtained from the Residence Life Office. It is requested that radios, tape recorders, computers, stereos, and televisions be registered with the Residential Hall Coordinator and with the Public Safety.

***In addition, it is highly recommended that the student purchase renter's insurance to cover any loss that may occur.***

**Residence Hall Meetings** - Building meetings are held once a month, in each residence hall. Students are expected to attend to gain valuable information regarding residential hall matters.

### **Residence Hall Lobbies**

Lobbies are provided for the residents of each residence hall for use in social, educational, and certain recreational activities. Television and cable service is provided in the lobby of each residence hall. Hook up of video recorders (VCR's, DVDs), play stations, and/or other video games in the lobby is prohibited. Each member of a residence hall community is expected to accept responsibility for general upkeep of the lobby and for the behavior of guests. Residents, as well as their guest(s), may lose lobby privileges for the remainder of the semester due to excessive noise or other offensive behavior in the lobby area, as determined by the Coordinator.

Lobby hours are 8:00 a.m. to 12:00 a.m. daily in each residence hall. Students must be properly dressed at all times when entering the lobby. No robes, housecoats, towels, or pajamas will be permitted in the lobby.

### **Residence Hall Hours**

All residence halls will be closed from 1:00 a.m. to 8:00 a.m. each day of the week. No guests are allowed at this time.

Lobby Hours - guests are allowed to visit the lobby only between the hours of 1:00 pm and 11:00 p.m.

Quiet Hours are from 11:00 p.m. to 8:00 a.m. on Sunday-Thursday and from 12:00 midnight to 10:00 a.m. on Friday and Saturday.

### ***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 upper-class students only.** Only invited guests are permitted in the residence halls. The Office of Residential Life reserves the right to restrict visitation for a residence hall if necessary.

At no times are members of the opposite sex permitted beyond the lobby of any residence hall before visitation hours 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:

- Upper-class students that reside in freshman areas will not be allowed visitation. Freshman students that reside in upper-class areas will not be allowed visitation.
- Visitation is allowed **Monday – Friday from 1:00 p.m. – 11:00 p.m. and Saturday and Sunday from 5:00 p.m. - 11:00 p.m.**
- **ALL GUEST MUST SIGN IN AT THE FRONT DESK!!!!**
- 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 Public Safety at the front entrance to campus.
- Guest must give name and room # of person visiting. Resident present student ID to provide name and room number.
- Resident must escort the guest to and from the room.
- Guest must be escorted to the front desk by the resident for departure and at this time the picture I.D. will be returned.
- All doors must be propped open at a 90 degree angle.
- Body exposure and/or heavy petting is prohibited.
- Keep music, conversation, television, etc. to a minimum noise level.
- Respect everyone in the residence hall. This is their living space as well.
- 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.
- The resident is responsible for the conduct of the guest while the guest is in the residence hall. The guest will be required to leave if the guest is in violation of any Tougaloo College policies.
- No resident is allowed more than one guest without the permission of the Hall Coordinator.
- Guest are not allowed to be in the room alone at any time.

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

**Overnight Guest Visitation-** Residents are not allowed to have overnight guests.

**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 for replacing the identification card.

### **Renters Insurance**

The College will not be responsible for damaged or stolen items. All residents are strongly encouraged to get renters insurance. Additionally, all residents are encouraged to keep a list of all serial numbers of any electronic devices. If anything is stolen, these serial numbers will help the Department of Public Safety to track, identify, and/or recover these items.



### **Residential Hall Door Public Safety**

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 their 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.

Public Safety systems and procedures are provided for your protection. Please follow the procedures at all times.

***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 will forfeit their 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.

***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 per roommate violation(s) for removal of furniture.

***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 no less than \$25.00. Rugs and carpet are allowed but should not be affixed to the floor. Nails and screws must not be driven into any part of the room.

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.

### ***Safety Procedures***

Immediately become familiar with fire exits and fire extinguishers. In case of fire, notify the person in violation(s) of the building. Monthly fire drills will be conducted so there is 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 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 violation(s) of the building and contact public safety as soon as possible.

#### Fire Drill Procedures

- Close your room door.
- Walk quickly and quietly towards exit door.
- Do not use the elevator.
- Assemble outside in designated building location.

Fire Drills are for the student's safety and protection. Failure to leave building immediately will result in immediate disciplinary action.

Students should also observe the following:

1. Never iron on beds or furniture,
2. Electrical Heaters are not allowed
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.

***SMOKE DETECTORS*** – Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff and licensed technicians will test the smoke detectors to ensure they work properly. If there is a problem with the smoke detector in the room, please notify a residence hall staff member immediately. ***Please DO NOT tamper with smoke detectors at any time.***

***Seizure*** – If upon entering a room, a staff member observes the substance of a violation which constitutes an immediate threat to health, safety, and welfare (e.g. firearms, combustibles, or explosives), the staff member will direct the disposition of the object or substance to Public Safety. Subsequently, the student will be referred for disciplinary action to civil authority.

#### ***Sexual Assault Procedure***

1. It is imperative that the victim is moved to a place that does not pose an immediate threat to their safety.
2. Contact Public Safety at (601) 977-7857/6180. If off campus, call 911 immediately.
3. If the assault took place within 72 hours, seek medical attention as soon possible at University of Mississippi Medical Center (UMMC). It is also important to preserve the evidence.
  - Take the following steps to preserve the evidence:
    - 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.
- If the assault took place after 72 hours the victim is open to explore the following options:
  - Seek counseling.
  - Seek medical attention for treatment of injuries or symptoms related to the assault.
  - Consider reporting the assault to Public Safety or the police, or the College's Title IX Coordinator.

### ***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 Residential Life, the Office of Student Engagement, or the Department of Student Services 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 Engagement. Banners can be hung at least three (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, Public Safety 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.

### ***Unauthorized Moving Policy***

Unauthorized room changes are prohibited. If you wish to change rooms or halls, please review the "Room Changes" section. Students that violate this policy will be suspended from the residence hall.

### ***Vacation Closings***

The residence halls will close for the **Thanksgiving, Christmas, and Spring Breaks**. Students should plan to leave the residence halls when they are scheduled for closing. The date and hours for closing are noted on the academic calendar and reminders 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 will be closed.**

Students who need to make special arrangements regarding travel and/or cannot leave the residence hall at the designated time must be cleared with the Residential Life Coordinator at least 48 hours prior to the official vacation period. Failure to receive approval for an extended stay will result in a fee assessment and possible disciplinary action. Food Services are not offered during college closures.

Students who are not able to leave campus when the campus is closed will be violation(s) a \$10 fee per night. This is will be added to the student's account.

**Vending Machines** - The vending machines are installed in the residence halls as a service to students. It is important to report a machine when it is out of order to the Division of Enrollment Management and Student Services.

**PROCEDURES FOR REPORTING EMERGENCIES IN THE RESIDENCE HALLS:**

A. Before 5:00 p.m.

The individual should contact the Residence Hall Coordinator.

The Residence Hall Coordinator will take the following actions:

- Call the Health/Wellness Center Medical Center
- Call the Director of Residential Life who will contact the Vice President for Enrollment Management and Student Services

B. After 5:00 p.m.

The individual should contact the Residence Hall Coordinator

The Residence Hall Coordinator will call Public Safety.

Public Safety will take the following actions:

- Call the Director of Residential Life
- Call the Vice President for Enrollment Management and Student Services

**Procedures for Reporting Medical Emergencies on Campus Away from the Residence Halls**

A. Before 5:00 p.m.

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

The personnel in the Center will take the following actions:

- Call Public Safety (ext. 7857/6180)
- Call the Vice President for Enrollment Management and Student Services

B. After 5:00 p.m.

The individual should contact Public Safety.

Public Safety will take the following actions:

- Call 911
- Call the Vice President for Enrollment Management and Student Services

The College Nurse should be contacted the next working day.

**STUDENT ENGAGEMENT**

The Office of Student Engagement 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 Engagement is located in Warren Hall.

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

- The Director for Student Engagement serves as the advisor to the Student Government Association and works with the Student Engagement Council to plan and implement activities.
- They coordinate the planning of and distribution of a comprehensive calendar of activities for the College community.

- They work in collaboration 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 Services through the Director for Student Engagement.

### ***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 Director for Student Engagement and approved by the Vice President for Student Services.

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 Dean of Student Services.

### ***Applying for College Organization Charter***

A Charter must be granted by the Office of Student Engagement to groups wishing to become an approved student organization. The application for Charter must be submitted in duplicate to the Director for Student Engagement. 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 Public Safety 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 Director for Student Engagement will review the application for College Charter. If primary approval is given to start an organization, the interested students are given permissions 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. Upon approval of the constitution by the Office of Student Engagement, 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 Engagement.

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 Engagement 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 for Student Services 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 Engagement 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 will 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 Engagement. 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 will not operate on the campus. Repeated attempts to operate without college recognition will 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), and/or sponsoring programs or activities for a suspended organization whose charters has been revoked will be fined.

#### ***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 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 the Division of Enrollment Management and Student Services.

If an advisor fails to meet the above responsibilities, the Director for Student Engagement has the authority to remove the advisor. Also, the organization's membership will have authority with the majority vote to have him/her removed.

#### ***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.

## **MEMBERSHIP INTAKE POLICY/ANTI-HAZING POLICY**

### **Pledging**

**NO Pledging Allowed.** Pledging is against the purposes and goals of the fraternities and sororities of African-American descent and has been discontinued as a condition or manner of initiating into the membership of our organizations. It is no longer legal within the realms of our organization for memberships to establish a “pledge line” or to require aspirants to the organization to submit to “hazing.” All membership intake activities for the Organization are conducted by the National Intake Office and occur in the Presence of a National Intake Officer.

Any grievances and disputes regarding membership intake should be referred to the National Intake Director for investigation and resolution. Aspirants to the organizations agree to follow all rules, regulation, and guidelines relating the intake process. The aspirant further agrees to report in writing any infractions and violations of the rules, regulation and guidelines relating to the intake process. Failure by the aspirant to abide by the intake process or to report illegal activities may exclude the aspirant from membership in the fraternity or sorority.

### **Hazing**

**NO HAZING [or Other Illegal Intake Activities]** our organizations strictly prohibit hazing in any form whether physical or mental as a term or condition of membership in the organizations. Hazing is illegal and a crime in most jurisdictions. Aspirants to the organization should participate only in the sanctioned membership process of the fraternity or sorority. Aspirants must not agree or submit to hazing in order to obtain fraternity or sorority membership. Pledging has been officially abolished as a means of obtaining membership into our organizations. Aspirants must not submit themselves, or agree to submit themselves, to any membership activities that are prohibited by the fraternity or sorority. Members of the organizations are forbidden from the requiring any aspirants to engage in prohibited membership activities. Individual members are not authorized to require participation in prohibited membership activities.

All official contact and correspondence to the aspirant regarding membership intake will come from the Corporate Headquarters of the Organization via the National Director of Intake. The only official and sanctioned contact regarding intake is outlined for the aspirant in the organization’s description of the “MEMBERSHIP PROCESS.” Aspirants should only participate in membership activities when the date, time and place have been established by the Corporate Headquarters. Further, no individual member or chapter of the fraternity or sorority may require additional or different terms or condition of membership for an aspirants. Aspirants should immediately report any infraction or irregularity in membership intake to the Corporate Headquarters.

**FOR YOUR INFORMATION:** “HAZING... is any action taken or situation created that



involved or results in abusive physical contact or mental harassment of a prospective member. Any such action is considered HAZING whether it occurs on or off the campus or place where chapter or prospective members meet. HAZING also is described as any actions that results in excessive mental or physical discomfort, embarrassment or harassment. Such activities include, but are not limited to, paddling, creating of excessive fatigue, physical or psychological shock, morally degrading or humiliating activities, late work sessions that interfere with scholastic activities, and any other activities inconsistent with fraternal law and the regulations and policies of the affiliated educational institution and federal state or local law. The above described actions are expressly forbidden. Members or chapters involved in such infractions are subject to disciplinary action.”

Anyone who participated in hazing as an aspirant does not represent the official organization. Instead, the person will be considered a criminal by the organization. Any person who commits hazing is individually and personally liable to the victim and can be subjected to a lawsuit for monetary damages. Individuals involved in hazing also face severe disciplinary actions by the fraternity or sorority.

Mississippi State Law Criminality of Hazing: As defined by Mississippi, hazing is a crime. Persons involved in hazing may be subject to criminal violation(s) as dictated by state law. (Mississippi Code of 1972, as Amended § 97-3-105.)

1. Senate Bill No. 2165:

An act to prohibit hazing in the course of another person’s initiation into any organization; to prescribe criminal penalties therefore; and for related purposes. Be it enacted by the Legislature of the State of Mississippi:

Section 1:

- A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such personal injury.
- Any person violating the provisions of subsection (1) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than \$2,000.00 or imprisonment in the county jail for not more than six (6) months, or both.
- A person is guilty of hazing in the second degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
- Any person violating the provisions of subsection (3) of this section shall be guilty of a misdemeanor and, upon conviction thereof shall be punished by a fine of not more than \$1,000.00.
- The provisions of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecutions for other violations of criminal law.

## **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 Director for Student Engagement 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:

- Be a full-time Tougaloo student;
- Have at least 30 academic hours of credit, and is officially classified as a sophomore or above;
- Have a cumulative 2.8 GPA and at least a 2.5 GPA for the previous semester prior to intake (summer school is not considered a semester);
- Be enrolled and completed the semester at Tougaloo prior to intake;
- Be in good financial standing with the College;
- Be officially cleared for good citizenship by Student Services;
- Have a complete physical on file with the Health and Wellness Center;
- 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:

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

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

### ***Advisors***

- 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.
- It is required that the primary advisor be a staff or faculty member of Tougaloo College.

- It is recommended that an advisor be an active member of the Greek organization.
- 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.
- 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 unless approved by the Office of Student Engagement and Public Safety. 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, Inc.  
Delta Sigma Theta Sorority, Inc.  
Sigma Gamma Rho Sorority, Inc.  
Zeta Phi Beta Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.  
Kappa Alpha Psi Fraternity, Inc.  
Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.

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

## **Opportunities for Clubs and Organizations**

### ***Leadership Training***

Within the Division of Enrollment Management and Student Services, 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, Active Minds, and T.A.M.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:

- Must be a full-time student;
- Must have at least a 3.0 grade point average, and maintain after selected;
- Good citizenship record;
- 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);
- Pleasant personality;
- 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 Engagement.

### ***Honor Societies***

Membership selection for an honor society is based upon outstanding academic and 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.

### **Guidelines for Activities**

#### ***Activity Request Procedures***

An organization must secure an Activity Request Form from Facilities Management and/or the Office of Student Engagement 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 Engagement Office.

- A student will be able to hold a major office in a student organization with a cumulative average of “C” or better.
- 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.
- All organizations are required to file with the Office of Student Engagement annual reports of activities sponsored during the year.
- 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.
- Activities scheduled Sunday through Thursday should conclude by 11:30 p.m. and by 12:30 a.m. on Friday and Saturday.
- There will be no dances or parties scheduled Sunday through Thursday.
- Social activities will be planned for the general student body during the year by the Student Engagement Committee and the Student Government Association.
- 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.
- Raffleing must comply with local and state laws. An Activity Request Form is required.
- A comprehensive statement of scholarship awards and projects to be given must be submitted to the Vice President for Student Services’ Office along with the request(s) for the affair to benefit the same unless it is already standardized (example: UNCF Pageant).
- All meetings of student organizations must be approved by the advisor and the Office of Student Engagement.
- Greek shows will be held in the Health & Wellness Gymnasium.
- Patio Shows on Warren Hall must receive prior approval.
- Advisors must be present at any functions that are held at night and weekends.

#### ***Academic Affairs***

All activities involving classroom space will be scheduled 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 request 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 Engagement.

### ***Parades***

There will be no parades held on campus unless approved by the Vice President for Enrollment Management and Student Services.

### ***Residence Hall***

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

### ***Public Safety and Enforcement***

Certain College and student sponsored events will require increased Public Safety 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 Engagement personnel, will make the final determination as to whether an event will require special Public Safety coverage and the number of officers required. For planning purposes, arrangements for increased Public Safety must be made with the Chief of Public Safety at least 72 hours prior to the scheduled event.

The Office of Student Engagement 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 Public Safety 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 Engagement or the Division of Enrollment Management and Student Services 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 Engagement. 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 will not be placed on glass, trees, painted surfaces, Public Safety 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 Vice President for Student Services' Office and the Office of Student Engagement 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 Vice President for Student Services. 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 Vice President for Student Services (When groups are to stay off campus more than 48 hours, approval must be secured from the Vice President for Student Services);
2. Submit completed application to the Vice President for Student Services at least one week before trip is to be made;
3. Submit the names of each person desiring to make the trip to the Vice President for Student Services at least 3 days prior to the date of the trip; and
4. 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.

### ***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; and
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)

### ***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 Engagement 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	Phi Beta Sigma Fraternity, Inc.
Alpha Kappa Alpha Sorority, Inc.	Phi Mu Alpha Sinfonia Fraternity, Inc.
Alpha Lambda Delta Honor Society	Pre-Alumni Council
Alpha Mu Gamma	Pre- Health Club
Alpha Phi Alpha Fraternity, Inc.	Project Stop Now!
Anointed Voices of GRACE	Psychology Club
Cheerleaders	Public Relations Association of MS
Concert Choir	Reuben V. Anderson Pre-Law Society/Phi
Delta Sigma Theta Sorority, Inc.	Alpha Delta Pre-Law Fraternity
Elite Performance Dance Company	Senior Class
F.A.M.E.	Sigma Tau Delta International English
French Club	Honor Society
Freshman Class	Sociology/Social Work Club
Gamma Phi Delta Sorority, Inc.	Sophomore Class
Junior Class	Spanish Club
Kappa Pi International Honorary Art Fraternity, Inc.	Student Engagement Council
N.A.A.C.P.	Student Government Association
Omega Psi Phi Fraternity, Inc.	T.A.M.S.

***Organization Advisors***

- Advisor to SGA (Director for Student Engagement)
- Advisor to Judiciary Council (Dean for Student Services)
- Advisor to Disciplinary Review Committee (Appointed by the President)
- Advisor to Pan-Hellenic Council (Director for Student Engagement)
- Advisor to Harambee (Journalism Department)
- Advisor to the Yearbook Staff (Executive Assistant to the Vice President)
- Advisors for all other student organizations will be selected by the organizations

**RECREATIONAL ACTIVITIES**

The Office of Student Engagement 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 Director for Student Engagement 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**

- Students must have a Tougaloo College ID at all functions
- Students must be enrolled
- Varsity Athletes cannot participate in their sport

Recreational Sports are also available:

- Table Tennis
- Badminton
- Bowling
- Golf
- Pool
- Outdoor basketball
- Or any other recreational activity that you would like to see offered

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



## 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

The Tougaloo College Student Government Association's Constitution has been amended, codified, and adopted by the general enrollment of Tougaloo College, Tougaloo, Mississippi in 2021.

New amendments and changes have been accepted and approved by the Student Government Association, as provided in the Constitution, by the Student Government Association of the academic school year 2021-2022.

This Constitution becomes the basic law of the Tougaloo College's 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 hereinafter 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 Judicial Council-Judicial powers-primarily in matters pertaining to the Student Body.
  - d. Require 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**

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.

There shall be sixteen (16) officers within the SGA, who shall be elected by the student body:

SGA President  
SGA Vice President  
Miss Tougaloo College  
Mister Tougaloo College  
Class Presidents (4)  
Class Vice Presidents (4)  
Class Representatives (4)

There shall be three (3) additional officers appointed by the elected Executive Board:

Chief Justice  
General Secretary  
Parliamentarian

#### **ARTICLE V OFFICER RESPONSIBILITIES**

**Section 1:** All officers, with the exception of the General Secretary and Parliamentarian, shall have voting power.

**Section 2:** A mandatory transitional meeting shall be conducted by the current SGA for the incoming SGA in April of each year following elections. The meeting will consist of a trade of knowledge, experience, and notebooks of the previous officers. This notebook will contain all events, proposals, calendars, budgets, and experiences of the past officers. The presidents of each class and the executive board must maintain their individual binders.

**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 all Tougaloo College Administration and the Student Body.
- e. Inform SGA and student body of all concerns from the administration of Tougaloo College and vice versa.
- f. Provide monthly reports of activities relating to SGA.
- g. Appoint Chairman of the Elections Supervisory Committee.
- h. Appoint Chief Justice for Judicial Council.
- i. Serve as Chairman of the Executive Committee.
- j. Serve as Chief Ex-officio of all SGA committees, except Elections Supervisory Committee and mediator at the request of committee(s). Final decisions are made with each chair of the committee, respectfully, with the approval of the advisor.

**Chief of Staff:**

- a. The Chief of Staff shall be appointed by the President.
- b. The Chief of Staff shall be responsible for the coordination of the overall association under the supervision of the President.
- c. The Chief of Staff shall plan meetings of the Presidential Cabinet/Association, under the direction of the President.
- d. The Chief of Staff shall represent the President in cases where the President and Vice President are unavailable.
- e. The Chief of Staff shall perform specialized assignments delegated by the President.
- f. Is a voting member of the Student Government Association

**Section 4:**

**The Vice President shall:**

- a. Perform all the duties of the President in his/her absence or inability.
- b. Assists the President with tasks in relation to the SGA.
- c. In the event of the resignation, removal, or death of the president, the Vice President shall automatically ascend to the role of president for the remainder of the term of presidency.
- d. Serve as Chairman of the Student Activities Council and preside over all meetings.

**Secretary of Student Activities:**

- a. The Secretary of Activities shall be appointed by the SGA VP.
- b. The Secretary of Activities shall assist the SGA VP in day-to-day activities.
- c. The Secretary of Activities shall send correspondence to the members of the SAC.
- d. The Secretary of Activities shall call roll at SAC meetings.
- e. The Secretary of Activities shall keep record of attendance to meetings and events.
- f. Is a voting member of the Student Government Association.

**\*Additional appointments made by the Vice President with the consideration of the Executive Board**

1. Secretary of Public Relations
2. Photographer(s)
3. Graphic Designer(s)
4. Disc Jockey(s)
5. Event Decorator

**Secretary of Public Relations:**

- a. The Secretary of Public Relations shall be appointed by the SGA Vice President.
- b. The Secretary of Public Relations shall have oversight of all publications and media created by the Student Government Association.
- c. The Secretary of Public Relations shall have authority over all SGA Social Media, Photography, Videography, Digital and Print Media.
- d. The Secretary of Public Relations shall assist the president in speech writing upon request.

**Photographer:**

- a. The SGA Photographer(s) shall take high quality pictures at all SGA sponsored activities.
- b. The SGA Photographer(s) shall edit pictures and videos
- c. The SGA Photographer(s) shall be able to commit time to tasks and complete them in a timely manner.

**Graphic Designer(s):**

- a. The SGA Graphic Designer shall create attractive flyers for all SGA sponsored media.
- b. The SGA Graphic Designer shall be able to develop videos that will be posted on social media.
- c. The SGA Graphic Designer shall complete tasks within a timely manner so that they may be approved by advisors.
- d. The SGA Graphic Designer shall be able to communicate effectively and accept criticism.

**Disc Jockey (DJ):**

- a. The SGA DJ shall play music at all the designated SGA sponsored activities
- b. The SGA DJ shall develop appropriate playlists in advance to activities.

**Event Decorator:**

- a. The SGA Event Decorator shall decorate for all SGA sponsored events
- b. The SGA Event Decorator shall be responsible for the overall atmosphere of the event.
- c. The SGA Event Decorator shall make every event memorable.

**Secretary of Community Service:**

- a. The Secretary of Community Service shall be an SGA member appointed to the position.
- b. The Secretary of Community Service shall for the duration of the academic year maintain at least one (1) available service opportunity in the surrounding area or via online means per month.

**Section 5:**

**The Chief Justice shall:**

- a. Be Appointed by the SGA President with approval of former Chief Justice and SGA E-board approval.
- b. Be the main student educator of the student handbook.
- c. Train students of the student body on the student handbook through forums and educational seminars.
- d. Be a member of the judiciary council and participate in judicial training.
- e. Bring to the SGA the nominations for the Judicial Council associate justices.
- f. Liaison between Public Safety and Residential Life.
- g. Impeachment investigator and mediator between SGA Executive board.

**Section 6:**

**Mister and 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. Host forums, informative, and social events for the student body.
- f. Shall have a procedural manual for their respective positions that each person must read and follow.
- g. Chair the Royal Court

**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. Serve as a member of SGA President's Advisory Cabinet.
- e. Represent the class on public occasions.
- f. Report class activities, business, and concerns to the SGA.
- g. Select and appoint members to class committees.
- h. 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. Support the class president in any matter needed, in respect to SGA affairs.

**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 Council.
- d. Serve as a member of Student Activities Council Executive board to assist the SAC Chair in official matters.

**Section 10:**

**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 11:**

**General Parliamentarian shall:**

- a. Ensure meetings are orderly.
- b. Assist members in understanding procedures.
- c. Be knowledgeable of Robert’s Rules of Order and the SGA Constitution.

**ARTICLE VI  
COMMITTEES**

**Section 1:**

**Executive Board**

The Executive Board shall have general control of the affairs of the SGA subject to the authority granted by its members. The Executive Board shall consist of the President, Vice President, Mister & Miss Tougaloo College.

**Section 2:**

**Standing Committees**

**Student Activities Council shall:**

- a. Be responsible for the creation and implementation of the campus co-curricular activities sponsored by clubs and organizations, within the SGA.
- b. Coordinate activities of all registered student organizations.
- c. Be made up of representatives from all registered student organizations, in addition to Class Representatives.

**Royal Court**

- a. Chaired by Mister and Miss Tougaloo College.
- b. Are responsible for publicity for all class activities.
- c. Assist Mister & Miss Tougaloo College with publicity for all SGA and Royal Court activities.
- d. Shall consist of class misses and misters.
- e. Host events on and off campus.
- f. Assist in recruiting and are ambassadors for the institution.

### **Judicial Council**

- a. Chief Justice will serve as a member of the council.
- b. Shall serve as a mediator to SGA affairs including but not limited to impeachments.
- c. Shall be responsible for upholding/enforcing student handbook.
- d. Shall be an unbiased representation of SGA and Student Body.
- e. Consist of four (4) students (Chief Justice and three (3) Associate Justices) plus faculty and staff.

### **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 President shall appoint the Election Committee Chairperson. The chairperson shall have the following responsibilities:

- a. Select committee members and present committee to the SGA Executive Board, SGA advisor, and Dean of Student Services
- b. Call meetings with Election Committee
  1. Three meetings
    - i. The first meeting will be to train the new election committee
    - ii. The second meeting will be to review the rules and regulations and to make sure the committee is well versed.
    - iii. The third meeting will be with the Executive Board.
- 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 Student Services and the Director of Student Engagement 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 Chair and approved by SGA Executive Board.

**Section 2: Election Time**

- a. Elections will be held for the offices of SGA and the Royal Court in the spring of each semester in March or April and is based on the academic calendar. The freshman class officers shall be elected for SGA and Royal Court the week following Freshman Orientation.

**Section 3: Ballots and Voting**

- a. All elections will be held by secret ballot.
- b. All ballots must be kept for 72 hours after official results are posted. If the election is not contested, ballots will be destroyed.
- c. All students who qualify for an office shall have his/her name placed on the ballot in alphabetical order by last name.
- d. Tougaloo College students will vote electronically through secure links received via their college email, which is the **Official** means of communication.
- 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 a simple majority of the total number of votes cast.

**Section 4: Campaign Regulations**

- a. There will be an interest meeting for all positions before the elections. This meeting is not a substitution but an addition to the mandatory candidates' meeting.
- b. The Student Government Association's advisor will be responsible for gathering the cumulative grade point average of each possible candidate, prior to application pick-up.
- c. SGA advisor and Election Committee will vet and review all applications prior to campaign meeting. After application is reviewed the committee will send out Acceptance or Rejection notices to Executive Board and Mister and Miss Tougaloo College applicants.
- d. After application is accepted a Campaign meeting will be held to go over campaign rules and more.
- e. All activities for campaigning must be cleared through the Office of



Student Engagement.

- f. No campaign rallies, concerts, etc., should be held in or around academic areas during class hours.
- g. 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.)*
- h. Campaigning may begin immediately following the SGA Kick-Off Rally.
- i. Verbal campaigning will be defined as speaking to or appearing before any group to influence decisions in the election.
- j. All verbal campaigning must adhere to professional manner.
- k. Removal of campaigning materials must take place within 24 hours after the election, unless candidates qualify for run-off election.
- l. Elections results are not official until 24 hours after results are posted due to appeal guidelines.
- m. There should be no deliberate removal, destruction, or defacing of any items of campaigning materials of any candidate.

**Section 5: Qualification of Candidates for President and Vice President:**

- a. Candidates for President must be of at least a rising senior and up classification who will be graduating the following year (academic advisors will be contacted to ensure that the student is on track to graduate).
- b. Candidates for Vice President must be of at least a rising junior.
- c. Candidates must possess a 3.0 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 no less than twenty (20) percent of the current enrollment.
- f. Candidates for President must have one year of leadership within the SGA.
- g. Candidates for Vice President must have one year of leadership (Verified Student Leader Position or an Executive board position on a certified SAC club or organization) in a club or organization that has been approved by the Office of Student Engagement.
- h. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

**Section 6: Qualifications of Candidates for Mister and Miss Tougaloo College**

- a. Candidates for Mister Tougaloo must be born male.
- b. Candidates for Miss Tougaloo must be born female.
- c. Candidates must be of junior classification that will be graduating the following year (academic advisors will be contacted to ensure that the student is on track to graduate).
- d. Candidates must possess a 3.0 cumulative grade point average.
- e. Candidates must submit a petition with signatures of no less than

- twenty (20) percent of the current enrollment.
- f. Candidates must be in good standing with the college (citizenship, financially current, and complete health records on file).
  - g. Candidates for must have one year of leadership in a club or organization (Verified Student Leader Position or an Executive board position on a certified SAC club or organization) that has been approved by the Office of Student Engagement.
  - h. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

**Section 7: Qualifications of Candidates for Class Officers**

- a. Candidates must have the appropriate credit hours for the position being sought.
- b. Candidates must possess and maintain a 2.8 cumulative grade point average.
- c. Candidates must be in good standing with the college (citizenship, financially current and health records on file).
- d. Candidates must submit a petition with signatures of not less than twenty (20) percent of the current enrollment of their class.
- e. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

**Section 8: 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 9: Appeal Process**

- a. If a candidate wishes to appeal an election, the appeal must be filed within 24 hours of poll closing.
- b. The Election Committee chair must be notified in writing of the appeal.
- c. The Election Committee may disqualify a candidate ex-post facto, order a recount, or the reopening of the poll for a second vote.
- d. The final decision of the Election Committee can't be repealed

**ARTICLE VIII  
MEETINGS**

**Section 1: Regular Meetings**

Regular meetings of the SGA will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays, 5<sup>th</sup> if needed, during the academic year. Dress code: Business or SGA attire

**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/her designee. Dress code: Business or SGA attire

**Section 4: Quorum**

The quorum shall be at least two-thirds of the total membership of the SGA 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 IX  
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. SGA members who have a total of three (3) unexcused absences will be evaluated for removal by the SGA's advisor.
- c. Excused absences will be determined by the SGA's Advisor.
- d. Three (3) tardies will constitute an absence.
- e. Absence from mandatory workshops will count as a regular absence.
- f. Absentee notices can be denied based on severity and reason for the absence. Absentee notices will be evaluated, documented, and archived by the advisor and SGA President.

**Section 2: Academic Integrity**

- a. Each officer is required to maintain the 3.0 cumulative grade point

average for Executive Board and Royal Court chairs and 2.8 for class positions at which he/she was elected. If he/she fails to meet the cumulative grade point average at the end of the semester, the SGA's advisor will be responsible for removing the SGA member.

### **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.
- b. Any code of ethics violation which is but is not limited to the academic integrity, social media conduct, or judicial proceedings will be evaluated by the advisor and Dean of Students. This violation, depending on its severity, will cause for the removal of the officer.
- c. SGA members must adhere the student handbook.

### **Section 4: Inactive Membership**

**An officer of the SGA may enter into inactive membership under these terms:**

- I. If role and obligations to the office are unfulfilled because of extremely low attendance, academic pressures (i.e. failing grades, reports from professors or advisors, etc.), conduct, work related conflicts, and other behaviors deemed by the advisor as a conflict with the mission and purpose of the SGA.
- II. Inactive membership does not supersede or overrule the entire article ix which outline how a member of student government association will be removed or disciplined. If there is a case of expulsion, suspension, removal, or inactive membership of an officer, the final determinant of expulsion, suspension, removal, or inactive membership will be decided by the SGA's advisor and SGA President.

Under the terms listed in *Inactive Membership*, the officer who goes into inactive membership forfeits:

- I. Wearing any SGA paraphernalia to any **official** event.
- II. Participating in any SGA events as an officer (i.e. operational meetings, leadership trainings, and social, intellectual, and/or informative events).
- III. Voting and other privileges as notated in SGA's Constitution.

### **Section 5: 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.
- c. Evaluations shall be done at the end of each semester for each member of SGA by the E-board, SGA Peers, and SGA Advisor. This will determine eligibility for Spring elections and provide improvement for the upcoming semester. Based on SGA business

**Section 6: Process: Warning Letters**

- a. Will be given at 2 tardies. After a warning letter has been received the next offense will result in an absence.

**Tardy Policy:**

1. There shall be two (2) forms of absences and tardies that may be received by members of the Student Government Association: excused and unexcused.
2. Submitting an excuse to the proper individuals in the appropriate time frame shall not guarantee an excused absence or tardy shall be received.
3. Excused absences shall be given if the excuse is submitted at least 24 hours before the event and/ or for the following reasons:
  - a. Death of Immediate Relative
  - b. Class or required attendance at an official university function
  - c. Documented Illness or Health Condition
  - d. Other reasons shall be at the discretion of an individual approved to give an excused or unexcused absence or tardy.
4. Unexcused absences and tardies shall be considered anything that does not fall into one of the categories listed in clause B of this section.
5. The following individuals shall have the authority to assess whether an absence or tardy shall be counted as excused or unexcused:
  - a. The Advisor
  - b. Executive President
  - c. Chief of Staff
6. The individuals listed in Clause E of this section shall have the authority to waive the twenty-four (24) hour requirement in cases they deem appropriate.
  - a. Will be given at 2 absences. After a warning letter has been received the next offense will result in expulsion.

**Office Hours:**

1. Certain members of this government, as stated in the SGA Constitution and the Code of Laws, shall be required to complete a certain number of office hours. The hours shall be as follows:
  - a. The President shall work a schedule of no less than five (5) office hours per week. The schedule shall be set at consistent times each week. This shall be publicly posted on the President's office door.
  - b. The Vice President shall be required to complete no less than four (4) office hours per week.

- c. The Chief Justice shall be required to complete no less than four (4) office hours per week.
  - d. The Chief of Staff shall be required to complete no less than three (3) hours per week.
2. Office hours shall be logged daily through paper or electronic means. Office hours may not be backdated. The officers listed in Clause 1 shall be responsible for logging office hours by the end of each week. They shall submit these hours for verification to the Secretary or his/her designee no later than two (2) class days after the weekends.

## **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 immediately after a referendum of twenty percent 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 of the enrolled student body within the academic calendar and two weeks before elections. Therefore, the matter can be properly addressed by the current SGA before any election conflict can occur.
- a. Campus concerns and petitions (i.e. cafe or grill problems, student activities available, etc.) will be brought to the SGA.
  - b. Election concerns and petitions will be handled by the election committee, the advisor, and the Dean of Students.
- 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:** The SGA shall approve two (2) students to serve on the Judiciary Council and two (2) students to serve on the Disciplinary Review Committee.
- Section 8:** Upon removal or the step down of a SGA position, these are the following steps of order:
- a. The Vice President will be claiming the presidency position.
  - b. The SGA will vote, in house, on which current SGA member will

assume the vice presidency position.

- c. The Executive Board will appoint a secretary or parliamentarian, if a vacancy should occur.
- d. The class officer positions do not have to be filled. If the presidency position is vacant, the Vice President will assume the position.

**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.

# **CAMPUS RESOURCES**



## 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.

### **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 (888) 424-2566

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

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 (888) 424-2566  
E-mail: [financialaid@tougaloo.edu](mailto: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 in 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 their 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 their 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 their 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 their 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", "and 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 Services and the Owens Health and Wellness Center work in concert to provide a variety of student health services to enrolled students. These services include emergency treatment, behavioral and mental health services, and treatment for common, minor illnesses and accidents that may occur while the student is on campus. Students may receive medical and/or dental services in the Campus Clinic located in the Owens Health and Wellness Center. Students may also be referred to off-campus health care providers for specialized care, if necessary.

### **Campus Clinic**

**Central Mississippi Health Services, Inc. (CMHS)**, a federally qualified health center, provides comprehensive ambulatory care services to students, faculty, staff and the community in the Campus Clinic. The hours of operation are 8 AM to 5 PM – Monday through Friday.

Onsite Address:       500 West County Line Road  
Tougaloo, Mississippi 39174  
(601) 957-6776

Offsite Address:     1134 Winter Street  
Jackson, Mississippi 39024  
(601) 948-5572

The campus medical clinic staff includes a licensed physician registered family nurse practitioner, licensed mental health services staff (LCSW, LMSW, LPC), and other health care professionals. CMHS provides pediatric, adolescent, adult, and geriatric healthcare services, including:

- |   |  |
|---|--|
| • Alcohol and other drug prevention education | • Prenatal and parenting education           |
| • Chronic disease management                  | • Physical examinations (employment, sports) |
| • Diagnostic laboratory services              | • Primary and preventive health services     |
| • Diagnostic screenings                       |  |
| • Family management skills education          |  |

- Family planning
- Health/wellness education
- Mental health services: screening, counseling, and treatment
- Nutrition education/counseling
- Sexually transmitted disease education, screening, and treatment
- Smoking cessation counseling and treatment
- Substance abuse services
- Teen pregnancy prevention
- Violence prevention and
- Wellness examinations

**Jackson-Hinds Comprehensive Health Center (JHCHC)** provides preventive and restorative dental care in the Campus Clinic. The hours of operation are 9 AM to 4 PM – Monday through Thursday, 1:30 PM – 5 PM Tuesday, and 8 AM – 5 PM Wednesday.

On-site Address:  
500 West County Line Road  
Tougaloo, Mississippi 39174  
(601) 957-6776

Off-site Address:  
3502 West Northside Drive  
Jackson, Mississippi 39213  
(601) 362-5321

The campus dental clinic staff includes licensed dentists and dental hygienists. JHCHC provides preventive and restorative dental care to students, faculty, staff, and the community, including:

*Preventive Dental Care*

- Cleaning and Polishing
- Comprehensive Examination
- Consultation and Treatment Planning
- Oral Cancer Screening
- Periodontal Disease Analysis
- TMJ (Bite) Analysis
- X-rays

*Restorative Dental Care*

- Crowns & Bridgework
- Dental Implants
- Dentures & Partial
- Extractions & Oral Surgery
- Full-mouth Reconstruction
- Root Canals
- Tooth-colored Fillings

Students should contact the Campus Clinic for medical and dental services.

**Accidents, Emergencies, Illnesses**

If there is an accident, emergency, or illness, **during normal Campus Clinic operating hours**, the student must report to the Campus Clinic for evaluation before going to an emergency room or other health care facility for treatment.

If there is an accident, emergency, or illness, **after normal Campus Clinic operating hours**, the student must notify the Resident Hall Coordinator, immediately. The Resident Hall Coordinator will contact Public Safety to arrange for the student to be transported to an emergency room or

other appropriate health care facility.

If there is a Tougaloo College student accident, emergency, or illness **while the Tougaloo College student is away from campus**, the student should seek the necessary medical care at an appropriate health care treatment facility. The student must report to the Campus Clinic on the next business day evaluation and to receive any necessary follow-up care.

If there is an accident, emergency, or illness, that requires **student hospitalization**, the student must notify the Director of Counseling Services, as soon as possible. The student must provide documentation from a licensed practitioner that indicates that the student may safely return to campus. Failure to follow this procedure will impede the student's ability to return to campus.

If a student is ill, the student is responsible for providing proper medical documentation of the illness to the requestor. Medical statements for class will only be issued to those students who have been evaluated by a licensed health care provider at the Campus Clinic.

### **Chronic Disease Management**

Students who routinely take medications for chronic illness are encouraged to visit the Campus Clinic, periodically, to monitor health status and to receive any necessary assistance. The clinic staff will assist the student, when necessary, 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 requires injection assistance, the clinic staff will assist the student. If a student chooses to administer their own injections, they must obtain the proper needles (disposal receptacle) from the prescribing physician. The receptacle must be in an appropriate bio-hazard container with a lid (provided by the student or prescribing physician) and submitted to the Campus Clinic for proper disposal.

### **ACCOMMODATIONS**

Students who need assistance as a result of an accident, emergency, illness, medical condition, or different ability can seek accommodations from the Division of Enrollment Management and Student Services – Disability Services by phone at 601-977-7783 or the Title IX Coordinator by phone at 601-977-4462.

Accommodations require prior written approval and supporting medical documentation from a licensed health care provider. The student is required to notify the Division of Enrollment Management and Student Services – Disability Services or the Title IX Coordinator of any accommodation needs and to provide the required medical documentation.

Tougaloo College does not discriminate against any student on the basis of accident, emergency, illness, medical condition (including pregnancy), or different ability that may cause absences and/or hospitalization. Absences in these circumstances will be excused when deemed medically necessary by the respective treating physician. Students will be given the opportunity to make up missed work. Medical excuses for absences should be provided to the student's respective professor(s).



If a student becomes pregnant, the student should notify the Division of Enrollment Management and Student Services and the Campus Clinic physician, immediately.

- The student must present a statement from the respective treating physician to the Division of Enrollment Management and Student Services that indicates whether the student may remain in the residence hall (re: stairs, crowded conditions, etc.). For campus residential students only.
- The student must present a statement from the respective treating physician to the Campus Clinic physician, with any pertinent information that may aid in providing any needed care while the student is on campus.
- The College is not responsible for providing special diets or services.
- If the respective treating physician, the Campus Clinic physician, and/or nurse practitioner that the student should not reside on campus, the student may be asked to vacate the residence hall.

In an effort to proactively provide continued support to our students, faculty, and staff and ensure Title IX compliance, any faculty and staff and pregnant or parenting student who needs assistance or information with arranging academic or other related accommodations or modifications and support should contact the Title IX Coordinator.

### **DISCRIMINATION AND HARRASSMENT**

Tougaloo College does not discriminate against and prohibits discrimination and/or harassment of any person(s) on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, citizenship, veteran status, genetic information, gender identity; or any other legally protected status. In addition, the College does not discriminate against and prohibits discrimination and/or harassment of any person(s) with COVID-19 (SARS-CoV-2), HIV, or any other medical condition. No student will be denied access to College services or facilities, unless medically necessary, as deemed by the Campus Clinic or the student's primary care physician.

### **ENVIRONMENTAL HEALTH AND SAFETY**

#### **Policy Statement**

Tougaloo College will execute all necessary measures to ensure the health and safety of the College community during national and local infectious disease events. Measures may include required vaccinations/immunizations, behavioral and protective hygiene guidance, environmental interventions, surveillance protocols, protective equipment/wear, and/or waste management. In the event of an infectious disease outbreak that impacts the College, students are required to adhere to this policy and to follow all respective procedures, as provided.

### **STUDENT HEALTH RECORDS**

Tougaloo College is committed to maintaining an environment that promotes health and wellness among the College community.

## Registration Requirements

Newly admitted students must provide the following complete health records as part of the Tougaloo College registration process:

- Vaccination Record: Each student must provide documentation of up-to-date vaccination and/or immunization, as required, for the following:
  - Measles, Mumps, and Rubella (MMR): Required for all students – proof of measles, mumps, and rubella vaccination (two doses), unless exempt. You may be exempt, if:
    - You are pregnant or suspect that you are pregnant. The measles and rubella vaccines are not required for women who are pregnant. If you suspect that you are pregnant, a valid certificate of medical exception from a health provider is required until pregnancy is resolved;
    - You have a medical contraindication. A valid certificate of medical exception from a health provider is required; or
    - You were born prior to 1957. A valid government-issued ID is required.
  - Meningococcal Meningitis: Advised, but not required.
  - Tetanus, Diphtheria, Pertussis (Tdap): Advised, but not required.
  - Tuberculosis (TB): Required for all international students – proof of test screening for TB by chest x-ray and interferon gamma release assays (IGRA), performed in the United States by an OHWC-approved health care provider, no more than six weeks prior to class start.

Proof of vaccination and/or immunization may be provided on the Certification of Immunization Compliance Form-121, issued by your respective State Department of Health clinic or private clinic.

Students may receive some or all of these vaccinations and the screening, based on age, at the Tougaloo College campus clinic. Students may, instead, elect to receive these at the nearest State Department of Health clinic or private clinic within the United States, prior to class start. The costs of these vaccinations and screening will be incurred by the student.

- Emergency Information Form: Required for all students.
- Physical Examination Record: Required for all athletes. If you are a member of a Tougaloo College athletic team, you must have a physical examination completed by a licensed physician prior to beginning each academic year. Your examining physician will provide this completed, signed form to you, which must be submitted with your vaccination record or to the Department of Athletics.

To avoid a delay in registration, submit the required completed documents, by the respective

registration deadline, to Tougaloo College, Owens Health and Wellness Center, 500 West County Line Road, Tougaloo, MS 39174. Student health records compliance is required. If you have questions, please, call the Owens Health and Wellness Center by phone at 601-977-4437.

### **Confidentiality/Release of Information**

Student health information is confidential. Release of student health information maintained by the Owens Health and Wellness Center Administration Office requires written student consent, except where required by law. This written consent (Consent to Release Student Immunization Records Form) must be accompanied by a current, valid, and legible photo ID matching the student's address on file or the form must be notarized. No camera scans or photos from mobile devices will be accepted. Any student health records maintained by the Campus Clinic may only be released in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable regulations.

### **Retention**

In the interest of efficiency, student health records (immunization/vaccination records only), which are maintained by the Owens Health and Wellness Center Administration office, will be retained, disposed, and/or preserved in compliance with applicable state laws and regulations. The Owens Health and Wellness Center will:

- retain student health records for the required period;
- dispose of student health records promptly and appropriately, after the required retention period, unless subject to Litigation Hold; and
- preserve student health records subject to a Litigation Hold, if records would otherwise be disposed of.

### **Retention Guidelines**

Student health records will be retained for periods indicated below. These records may be maintained in paper and/or electronic format, as appropriate and required, may be stored, securely, on-site or off-site, in accordance with access needs and as required.

#### **STUDENT HEALTH RECORDS**

#### **RETENTION PERIOD**

Immunization/Vaccination Records Only

4 years from last date of enrollment

Medical Records Obtained by Campus Clinic

The longer of 7 years from date of treatment or until the patient is 25

### **Disposal Guidelines**

Records must be disposed of promptly and appropriately and in a manner that safeguards confidential, sensitive or proprietary information contained in the records.

### **Preservation-Litigation Hold Guidelines**

The Executive Director of the Owens Health and Wellness Center must be notified immediately, if a student utilizing the clinic receives notification of any claim or complaint that could lead to litigation or governmental investigation. The Executive Director will evaluate the information and communicate with the appropriate parties to assure that all evidence and records relating to the

matter are preserved until the litigation or investigation is complete. No employee should discard any document subject to a Litigation Hold.

## 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 which are essential for members of the College community to support their study, teaching, research, public service, and professional development. The library staff seeks to accommodate the educational programs, philosophy, mission, goals, and objectives of the College. In that regard, the College makes constant efforts to maintain a balanced library program that fosters and aids the promotion and achievement of academic, professional, and personal excellence.

### Library Hours

Monday-Thursday	7:45 a.m. – 11:00 p.m.
Friday	7:45 a.m. – 5:00 p.m.
Saturday	11:00 p.m. – 4:00 p.m.
Sunday	2:00 p.m. - 9:00 p.m.

**Hours will vary during exams, school holidays, breaks, and summer term.**

### The Library Collection

The library holdings of approximately 125,000 print volumes include a well-balanced collection. The Library makes available several electronic databases: *Credo Academic Core* provides access to over 730 full-text encyclopedias, dictionaries, and other primary source reference material; *JSTOR* periodical database provides full-text access to 180 periodical titles dating back to the 19<sup>th</sup> century; *EBSCO* provides access to nine databases, including *Academic Search Complete* with more than 8,500 full-text periodicals, and indexing and abstracts for more than 12,500 journals; *Access World News/News Bank* provides access to local, regional, and national U.S. newspapers as well as full-text content of key international sources. The Library also offers access to over 500,000 open access titles searchable via WorldCat Discovery. This service provides patron access to information on a wide variety of topics, including social issues, economics, environment, government, health, science, and sports.

The Archives function as the institutional memory of the College and play 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. Books located in the Bailey Ward Collection may be checked out for 3 days with renewal privileges.

Course Reserve materials are put on reserve at the request of a professor. Circulation terms vary.

### **Fines and Violation(s):**

#### ***Second Floor Collection***

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

#### ***Reserved Collection***

A fine of .25 cents is violation(s) 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, the cost of the book plus a replacement fee is violation(s) 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 WorldCat network at no violation(s) to faculty and students. To request an Interlibrary Loan, please complete the form available at <https://www.tougaloo.edu/library/interlibrary-loan>.

## **TOUGALOO COLLEGE BOOKSTORE**

The Tougaloo College Bookstore is located on the 1<sup>st</sup> floor of the L. Zenobia Coleman Library. 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 - Friday ~ 8:30 a.m. to 4:30 p.m. ~ Phone: (601) 977-7741

**Extended Hours:** Fall Greek Show; Commencement Weekend; Founders' Weekend  
**(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 violation(s) 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:***

- A valid sales receipt is required for a full refund on books purchased each semester.
- All new books must be unmarked and still in shrink wrapping and in resalable condition.
- Textbook refunds will only be given within a specific time period:
  - Regular Session – 7 days of class start date or within 2 days of purchase thereafter.
  - Summer Session – 5 days of class start date or within 2 days of purchase thereafter.
  - No refunds allowed on books purchased during exam period (midterm and finals).

***Buyback Policy:***

- The bookstore does buyback on a daily basis.
- Major Buyback periods are at the end of each semester.
- Photo identification is required for all buybacks.

**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.

**Food Services**

Dining services is contracted and managed by Thompson Hospitality. All meals are carefully planned and well-balanced. 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 and are non-transferable. The ID is 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 Grill, located adjacent to the student lounge, serves food during the evening. Hours of operation are Monday – Friday (6:00 p.m. – 10:00 p.m.).

**Student Conduct in the Cafeteria Dining Hall**

Dining Services supports the learning environment by adding value to student life in its nutritional programs and through its exposition of a spirit of service through cultural enrichment and culinary excellence. Food Services reserve the right to service students in a clean as well as safe

environment. To ensure that all patrons receive optimum quality in service, the following guidelines are established and should be adhered to:

1. With the exception of cash sales **all students are expected to surrender a valid Identification Card with to gain entry at each meal period (No Exceptions).**
2. Each student is expected to carry all plates, utensils, cups and paper products to the trash retrieval area of the dining facility.
3. All students are expected to dress appropriately to dine in the dining facility. (No pajamas or lounge or nightwear. Shirts and pants/skirts and proper footwear are required at all times.) See the student handbook regarding the College dress code policy.
4. No threats of physical violence will be tolerated. Use of profanity is not allowed.
5. All student organizations wishing to rearrange seating, play music or speak publicly must coordinate with Food Services and the Dean of Student Services for clearance.
6. An atmosphere of mutual respect shall exist between the student community and the employees. Service shall be rendered in a professional manner. Student requests will be met with an appropriate response. Both parties are expected to act with dignity and courtesy. A prompt delivery of good service should always be expected and received.
7. Only paying guests are allowed in the dining facility. Students wishing to accompany friends to meal periods are expected to surrender a valid Identification Card or cash to gain entry to the dining hall.
8. If a supervisor or any other member of management requests you to leave the facility for any reason, it is expected that you comply with the request immediately. An alternative meal service can be arranged, if needed.
9. No loud and/or disruptive behavior will be tolerated.
10. Infants are not permitted in the dining areas due to safety concerns.

**Please Note:** Violations of the above policy will result in a referral to the Division of Enrollment Management and Student Services for disciplinary action.

### ***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 \$1.00 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..... 5:00 p.m. - 6:30 pm

*Saturday - Sunday*

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

Violation(s) for meals for guest and non-boarding students:

Breakfast	\$6.75
Lunch	\$7.65
Dinner	\$8.50
Brunch	\$8.50
Premium	\$10.00

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)



## Alma Mater

Hail to thee, our Alma Mater,  
Dear to us thou art;  
Sun and moon and stars beloved,  
Bless thy loving heart.

### Chorus

Tougaloo, Eagle Queen, we love thee,  
Mother Eagle, stir thy nest;  
Route thine eaglets to the breezes.  
They enjoy the test.

Hero cannot love his country,  
More than we love thee;  
Though he die upon the altar,  
We would die for thee.

For thine inspiration, Mother,  
Though thy sons depart;  
For the rainbow's end, forever,  
We will bless thy heart.

- Jonathan Henderson Brooks '29

# CAMPUS MAP of TOUGALOO COLLEGE

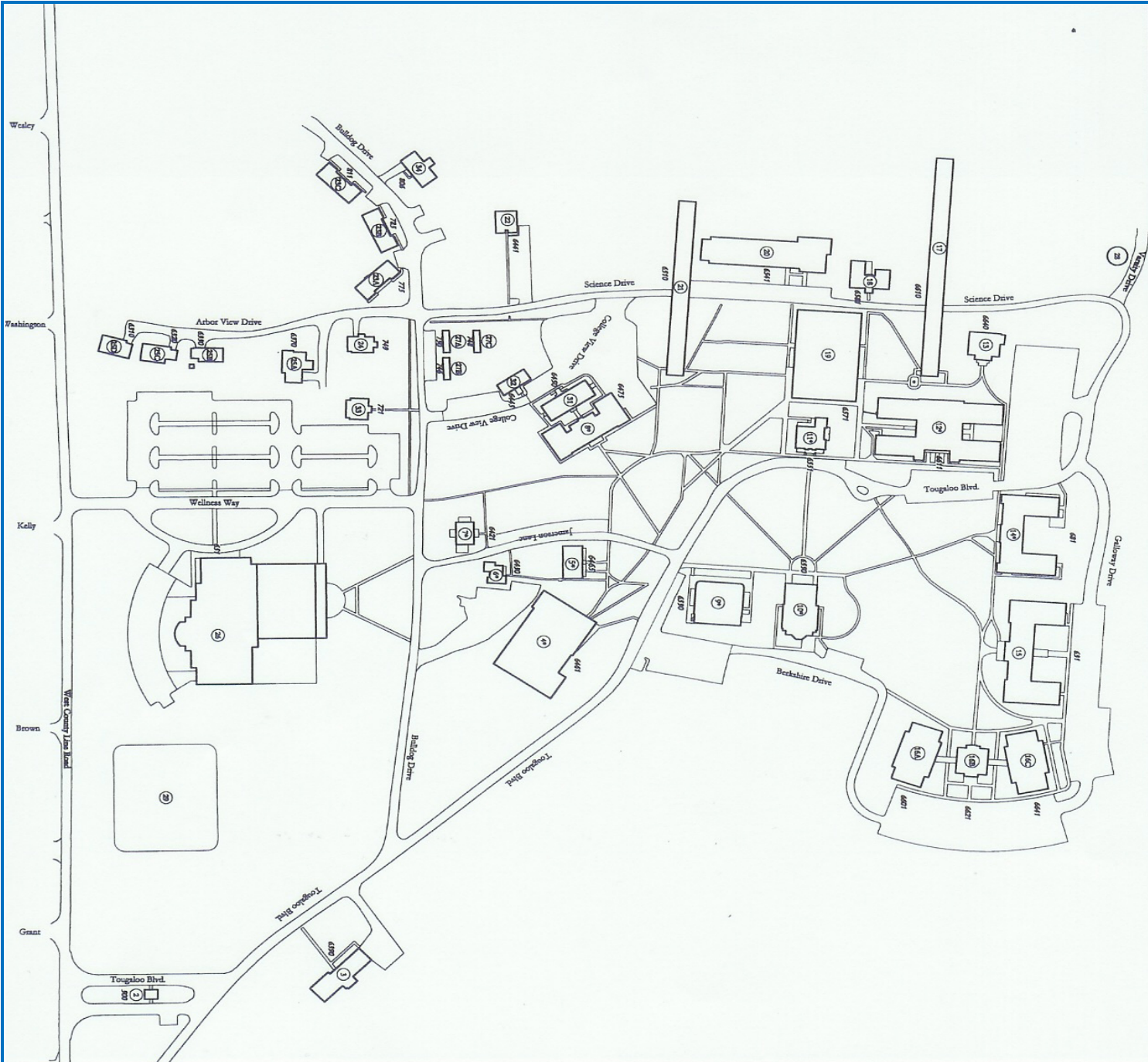


## Legend

1. Old Foreman Gate
2. New Business & Commerce (200 West County Lane Blvd)
3. President's House (2300 Tougaloo Boulevard)
4. Wilson Hall (6461 Tougaloo Boulevard)
5. Johnson Hall (6465 Tougaloo Boulevard)
6. Pope College (6460 Johnson Lane)
7. Alford House (6421 Johnson Lane)
8. Buchanan Administration Building (6475 College View Drive)
9. Buchanan Gymnasium (6300 Tougaloo Boulevard)
10. Woodruff College (6300 Tougaloo Boulevard)
11. Baker O. Yipko Building (6301 Tougaloo Boulevard)
12. Helms Hall (6311 Tougaloo Boulevard)
13. Robert Hall (6400 Helms Drive)
14. Gallery Hall (6301 Gallery Drive)
15. Wooten Dormitory (6301 Gallery Drive)
- 16A. Buchanan Hall (6201 Buchanan Drive)
- 16B. Buchanan Hall (6203 Buchanan Drive)
- 16C. Buchanan Hall (6461 Buchanan Drive)
17. Sumner Hall (6410 Helms Drive)
18. South Dining (6301 Helms Drive)
19. Calhoun Library (6371 Tougaloo Boulevard)
20. Buchanan Science Building (6441 Helms Drive)
21. Smith Hall (6310 Helms Drive)
22. College (6441 Helms Drive)
- 23A. Aquinas (773 Building Drive)
- 23B. Aquinas (773 Building Drive)
- 23C. Aquinas (911 Building Drive)
24. College (749 Building Drive)
- 25A. Ruskly College (6370 Arbor View Drive)
- 25B. Ruskly College (6300 Arbor View Drive)
- 25C. Ruskly College (6300 Arbor View Drive)
- 25D. Ruskly College (6310 Arbor View Drive)
26. Owen Health and Wellness Center (651 Wellness Way)
- 27A. BCC (720 Building Drive)
- 27B. BCC (766 Building Drive)
- 27C. BCC (748 Building Drive)
28. West Tower
29. Hall
30. Budo Student Building (6301 Old Gate Drive)
31. Local Business Complex (6300 College View Drive)
32. Old Jackson House (6460 College View Drive)
33. The College (724 Building Drive)
34. Kelsey House (635 Building Drive)

## Notes

Building address shown in italics, i.e. 6370 Arbor View Drive. Buildings designed as continuing extensions within the Tougaloo College Historic District.



WFT Architects, P.A.  
P.O. Box 1204  
Jackson, MS  
39208  
601.552.6691