

# TOUGALOO

1869

# COLLEGE



*Where History Meets the Future*

# Student Handbook

## 2017 - 2019



500 West County Line Rd. | Tougaloo, Mississippi 39174 | 601-977-7814

[www.tougaloo.edu](http://www.tougaloo.edu)

## MESSAGE FROM THE PROVOST

This Student Handbook has been revised extensively, and hence I urge you to read it carefully and keep a copy handy. The Handbook conveys information that is important for all aspects of student life at Tougaloo. Its purpose is to ensure that you know what is required of you to be successful in your academic career. This Handbook outlines how the College ensures student achievement, and the rules, regulations, and procedures that must govern college life. Remember that you are part of a community, and must be mindful of your responsibility to yourself and to your fellow students to make it harmonious.

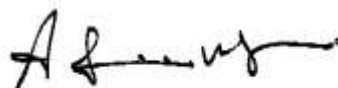
Your top priority as a student should be to excel in academics. Be sure to take full advantage of support services that you might need. The College provides a range of assistance and guidance that are intended to enable you to achieve your potential. Even as you focus on your course of study, I also encourage you to participate fully in extra –curricular activities.

Tougaloo's aim is to develop well-rounded, mature individuals prepared to go out into the world, and hence the College provides opportunities for you to explore your own learning styles, to engage in critical inquiry, to be creative thinkers, and to draw informed conclusions.

Tougaloo makes available opportunities for you to excel in your field of endeavor, but the desire to do so has to come from within you. So you must do your part to be an integral part of Tougaloo College and the rich traditions that it embodies.

I wish for each of you a wonderful and productive career at Tougaloo College.

Sincerely,

A handwritten signature in black ink, appearing to read 'Asoka Srinivasan', with a stylized, flowing script.

Asoka Srinivasan, Ph.D.

Provost/Vice President for Academic and Student Affairs

## MESSAGE FROM THE DEAN OF STUDENTS

Dear Students,

Welcome to the historic TOUGALOO COLLEGE! The Office of Student Affairs is excited to work with students as you enter the gates as Eaglets and throughout your matriculation to become soaring Eagles. We provide programs, services, and activities to augment the academic experience and aid in fostering personal growth and development, emotional wellness, leadership development, as well as social and civic engagement.

The Student Handbook identifies many opportunities, as well as outlines College policies, procedures, campus resources, and activities that go along with the sacred rights which are guaranteed to all members of the Tougaloo College Family.

While this Handbook does not serve as a contract, it does provide guidance as to the conduct expected of our students. If you are to fully enjoy and exercise the rights of a Tougaloo College student, you must be well acquainted with your Handbook and adhere to the policies as outlined.

We want your experience here at Tougaloo College to be truly memorable and rewarding. Thus, we look forward to getting to know you and providing you with the academic support services you need to reach your educational goals.

Please be informed that we reserve the right to change policies as the need arises; however, such changes will be communicated to you in a timely manner. You are encouraged to meet frequently with your academic advisor(s), participate fully in co-curricular activities, and care for your fellow students and self: mind, body, and spirit.

And finally, please know that you are always welcome to ask questions and seek additional information by visiting our office in Jamerson Hall or contacting our office at (601) 977-7814.

You are the reason we are here!

Warmly,

A handwritten signature in cursive script, reading "Gladys Jones".

Gladys Jones  
Dean of Students



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

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

# TOUGALOO COLLEGE

[www.tougaloo.edu](http://www.tougaloo.edu)



## **STUDENT HANDBOOK**

### **Guidelines and Standards of Conduct**

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## ***GENERAL INFORMATION***

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### **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 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

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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.

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

## ***STUDENTS, FREEDOMS, RIGHTS, AND RESPONSIBILITIES***

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

### **Institutional Safeguards of Student Rights**

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

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 Office of Student Affairs 48 hours prior to the date of the event. Signs advertising activities or sales must be approved in the Office of Student Activities prior to posting - in compliance with the Posting of Signs Procedures.

## **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, 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. When necessary, Public Safety officers will open doors for students to enter upon proper identification.

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 publically 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 Office of Student Affairs 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 head phones 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 Dean of Students in the Office of Student Affairs.*

## **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 Office of Information Technology in the basement of Coleman Library 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, 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 lead 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*

- A. "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.
- B. "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.
- C. "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 his/her department. Refer to Faculty/Staff Handbook.

Staff - Each manager/supervisor is responsible for enforcing the policy among his/her employees. Candidates for employment will be told, prior to hiring, of this policy and the expectation. 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 - Cessation Plan + \$50.00 fine**
- 3<sup>rd</sup> time - \$75.00 fine**

**4<sup>th</sup> time - \$100.00 fine**

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

- a. Complaints which are not resolved at the first level of contact will be referred to the next supervisor until it reaches the vice president of that area.
- b. If complaints are still not resolved, 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 Affairs, 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 and Student Affairs will, at the written request of the student, appoint an ad hoc committee consisting of the department chair, the division chair, the Dean of Students or his/her representative, and four students nominated by the Student Government Association and approved by the Provost/Vice President for Academic and Student 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 and Student Affairs who recommends to the President for a final decision. The faculty member retains ultimate academic authority over evaluation and grading.

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

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

## **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 Office of Student Affairs 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, 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 SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

Tougaloo College complies fully with the published mandates of the Student Right-to-Know and Campus Security 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 Security 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 Affairs. This information is distributed to all employees, applicants for employment and students when a request is made.

### **Alcohol and Drug Policy**

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

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

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

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

- 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 in plain and simple terms 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 Office of Student Affairs in Jamerson Hall.

### **College Search Policy**

The Board of Trustees and the administration affirm the right of the individual to the privacy of his/her room. Authorized college personnel may enter student rooms for normal inspection and maintenance purposes. The student's personal property is not subject to search without expressed approval of the student, except when a reasonable belief or probable cause exists that the room is being used for a purpose which is illegal or which would otherwise seriously interfere with campus discipline or safety.

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

### **Emergency Notification**

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

The other mass notification system and emergency alert system is Visiplex. It uses an advanced high-power RF communication technology that operates on dedicated FCC approved RF bands, to provide audible alerts to any sized facility. The system uses wireless Public Address (PA)

speakers to instantly send live or pre-recorded voice messages in order to alert, warn, and inform people of critical information, as well as instruct them on what to do during various emergency or disaster situations. These devices are used to reduce confusion, injuries, and/or mass casualties in the event of an emergency situation. The PA speakers are located in prominent areas.

## **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 the emergency occurs in the residence hall, contact the Residential Hall Coordinator or Public Safety (ext. 7857/6180; 601- 813-5869; or call 911).
- If the emergency occurs on the campus away from the residence hall, contact Public Safety (ext. 7857/6180; 601- 813-5869; or call 911).
- If the emergency occurs away from the campus, call 911.

Note: Contact the Dean of Students 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

## **GENDER-BASED CONDUCT POLICY AND GRIEVANCE PROCEDURE**

### ***Introduction***

Tougaloo College is committed to providing a learning, working, and living environment that reflects and promotes personal integrity, civility, and mutual respect. Tougaloo College does not tolerate discrimination based on gender, in any form. Members of the Tougaloo College campus community, guest and visitors have the right to be free from all forms of gender-based misconduct.

*Gender-based misconduct* includes, but is not limited to: 1. Acts of sexual violence; 2. Sexual Harassment; 3. Domestic Violence; 4. Dating Violence; 5. Stalking and 6. Rape/Sexual assault

### **Reporting**

All members of the College community (students, faculty and staff) are expected to report violations of the *Gender-Based Conduct Policy* to appropriate officials. Below are the methods of reporting incidents of *gender-based misconduct* at Tougaloo College:

### ***(1) Confidential Reporting***

The *reporting party* – the person who is reporting the incident, i.e. victim can report to designated school administrators who will maintain *confidentiality* – meaning they are not required to report actual or suspected incidents to the Title IX Coordinator - thereby offering options and advice without any obligation to inform anyone else.

If the *reporting party* would like the incident to be kept confidential, report to:

- Chaplain for the College at 601-977-7758 [ljohnson@tougaloo.edu](mailto:ljohnson@tougaloo.edu)
- Counseling Center at 601-977-7818 [rharpert@tougaloo.edu](mailto:rharpert@tougaloo.edu)
- Campus Medical Clinic at 601-957-6776, press “0” for emergency assistance.
- Off-campus confidential resources:
  - Domestic Violence Center (24 hrs) 800-898-3234
  - Crisis Intervention Services (24 hrs) 800-270-1620
  - Sexual Assault Crisis Line 800-270-1620
  - Emergency House Crisis Line 844-673-5499

All of the above resources will maintain *confidentiality* **except in extreme cases of immediacy of threat and/or danger to the college community.**

### ***(2) Non-confidential Reporting***

Reports to *Tougaloo College’s Title IX Coordinator or Deputy Coordinator*, please contact via email or in person to anyone of the contact below:





Also, written [complaints](#) can be filed with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX or by calling 1-800-421-3481.

If you have questions about whether or how to report, please contact the Title IX Coordinator via phone at 601-977-7718 and via email at [titleIX@tougaloo.edu](mailto:titleIX@tougaloo.edu).

### **Scope and Jurisdiction**

All members of the Tougaloo College campus community are subject to all city, state, and federal laws for violations of the College's Gender-Based conduct policy. In the event the reported incident is also criminal, the College may proceed with an investigation under this policy independent of any criminal proceeding and the College may impose sanctions for violation of the College's gender-based conduct policy.

**The College has jurisdiction over any incidents of gender-based misconduct that occur:**

- 1. on-campus, and**
- 2. off-campus at College-sponsored events and programs.**

The College reserves the right to proceed even if the reporting party does not wish to move forward, or is no longer enrolled in classes/employed. If the responding party is unknown or is not a member of the College community, the Chief of Public Safety will assist individuals in identifying local reporting authorities (i.e. Police Department), if the individual would like to file a criminal report.



## **Notice of Offense/Interim Measures**

When Tougaloo College receives a notice of a violation of Title IX, also known as *Tougaloo College's Gender-Based Conduct policy*; the Chief of Public Safety will conduct an initial assessment to address any risk to individuals or to the campus community and will work with the Title IX Coordinator to take any necessary steps to address those risks. Also during this assessment, the College will provide appropriate interim measures before the final outcome of the investigation and hearings to protect the parties involved and to protect the entire College community. Interim measures include, but are not limited to, no-contact directive, administrative leave, interim suspension, campus escorts, academic, and employment or housing modifications.

## **Non-retaliation Policy**

It is a violation of College policy to retaliate in any way against a student or employee because he/she raised allegations or was accused of alleged gender-based conduct.

## **False Reports**

The College will not tolerate intentional false reporting.

## **Rights of Those Involved**

Tougaloo College is an intentional learning environment, emphasizing mutual respect for all members and guests. When an alleged gender-based misconduct occurs that is detrimental to upholding our values, the College will seek to restore an atmosphere that is conducive to learning and personal growth. Tougaloo College has a responsibility to protect the rights of all parties involved in any allegation of improper behavior.

*Reporting party* has the right to: 1) be treated with dignity and respect; 2) have allegations treated seriously; 3) notify or not notify Public Safety; 4) be assisted by campus authorities in notifying law enforcement; 5) have their cases referred for campus investigation; 6) have campus personnel take reasonable and necessary actions to prevent further unwanted contact by the named responding party.

*Reporting party* and *Responding party* both have the right to: 1) be treated with respect by College officials; 2) have access to information for on- and off-campus support resources; 3) have grievances reviewed through the procedures outlined in this policy; 4) be accompanied by a support person of their choice during the administrative hearing process, please note support persons may not participate in the process; unless the circumstances require their input 5) be informed of any campus disciplinary outcome; and 6) be free from retaliatory actions by other members of the College community.

## **THE INVESTIGATION**

The College will start all investigations no later than 10 days after the College has notice of an allegation of Gender-based Conduct. The Chief of Public Safety will appoint a trained

investigator to complete the investigation. The investigation will be conducted with no predisposition towards any particular finding or result. It will be a thorough, reliable and impartial inquiry into the allegations of the complaint, the responses and defenses raised by the responding party, and other relevant issues. The investigator will interview witness, the reporting and responding parties. Investigators will prepare a summary report with findings to the Title IX Coordinator that will be used in the administrative hearing.

### **Support Person**

During an investigation, either party may ask a support person to accompany him or her throughout the hearing proceedings. The support person can be someone of that each party chooses, but cannot be a potential witness in the matter, or another party in the same or a related matter. The support person does not serve as an advocate and must agree to maintain the confidentiality of the administrative process. Please note: A hearing will not be cancelled or postponed in the event a Support Person cannot attend, but may be postponed if legal representation cannot attend- however the College requires at least a 24-hour notice to the Title IX Coordinator, by the legal representative.

### **RESULTS OF INVESTIGATION**

The Title IX Coordinator will review the results of the investigation to confirm that the investigation has been fair, objective, impartial, and thorough and that College policies have been followed. The investigator's summary report must be sufficiently detailed and thorough to support the sanctioning process and to provide fairness to all participants.

### **THE HEARING**

The *standard of evidence* in determining whether a Responding party is in violation of the College's Gender-based conduct policy is *preponderance of evidence*, which simply means "more likely than not" that a policy violation occurred. The Title IX Coordinator shall assemble the *Gender-based Conduct Hearing Board (three members of Tougaloo College's faculty/staff if the responding individual is a student)* to hear Gender-based conduct case. Gender diversity will be considered in Board composition.

### **SANCTIONS**

The following sanctions may be imposed upon any member of the College community found to have violated the Gender-based Conduct Policy.

#### **RANGE OF SANCTIONS**

##### **Student Sanctions**

- Warning
- Reprimand
- Deferred Suspension

- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Organizational Sanctions
- Other Actions determined by the Gender-Based Conduct Hearing Board

### **Employee Sanctions**

- Warning
- Probation
- Suspension
- Administrative Leave
- Removal from employment
- Other actions determined by supervisor and the Office of Human Resources (i.e. expulsion from campus)

### **APPEAL**

The Reporting party and Responding party each have the right to appeal an outcome. Any sanction will remain in force while an appeal is considered and a final decision is determined. Each party is limited to one appeal and the decision of the appeal is final.

The request for an appeal should be submitted in writing to the Title IX Coordinator within seven (7) business days following the receipt of the decision letter. Please note: disagreement with the finding or corrective action is not, by itself, grounds for appeals.

The College has established three grounds upon which the Provost will review an appeal:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available to the investigator or the parties at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate, given the details of the case.

The appeal decision will be reviewed and determined by the Provost of the College and will be issued within a reasonable period of time, generally no longer than ninety (90) days after receipt of the appeal.

## **GENDER-BASED CONDUCT GRIEVANCE PROCEDURE**

### *Step 1: Reporting of alleged Gender-Based Misconduct*

The incident is reported to a responsible employee of the College, the Title IX Coordinator, a Deputy Coordinator or Department of Public Safety.

### *Step 2: Initial Assessment*

The College will undertake an appropriate inquiry and take equitable, prompt and effective action to: 1) support and protect the parties involved and 2) protect the College community. In every report of alleged Gender-based conduct, the Chief of Public Safety will make an immediate assessment of any risk to the parties involved or to the campus community and will take steps necessary to address those risks.

### *Step 3: Investigation*

The Office of Public Safety will initiate an investigation and start 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, the responding individual, and any witnesses. As part of the investigation, the officer will provide an opportunity for the parties to present statements, witnesses, and other evidence. Officers will gather any physical, documentary, or 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 people involved in the investigation are expected to cooperate and provide truthful information throughout the investigation process.

Any participant in an investigation who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact the Title IX coordinator. The Title IX Coordinator will address all issues in a prompt and equitable manner.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered, which will be forwarded to the Title IX coordinator. Upon receipt of the Public Safety officer's report, the Title IX coordinator will notify all parties that the investigation is complete and provide information about next steps in the process. The Title IX coordinator will review and retain copies of all reports generated as a result of investigations.

### *Step 4: Resolution*

The Title IX Coordinator shall assemble the *Gender-based Misconduct Hearing Board (three members of Tougaloo College's faculty/staff)* to hear the Gender-based Conduct case. Gender

diversity will be considered in Board composition. All hearings shall be closed to the public. Each Board member must indicate to the Title IX Coordinator within 3 days prior to the hearing, whether they have knowledge of the parties in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to remove themselves if their participation might compromise the integrity of the hearing process.

- All hearings will be audio-recorded.
  - The Hearing Board shall be provided with access to written information and evidence at least 24 hours prior to the hearing.
  - The Responding and Reporting individual may be accompanied by their support person and/or an attorney. A hearing will not be cancelled or postponed in the event a Support Person cannot attend, but may be postponed if legal representation cannot attend- however the College requires at least a 24-hour notice to the Title IX Coordinator, by the legal representative.
  - Witnesses may be present at the hearing only at the time they are called to testify.
  - Written statements of witnesses not in attendance due to extraordinary circumstances shall be considered by the Hearing Board if given prior to the hearing by either party to the Title IX Coordinator.
1. At the start of the hearing, the Title IX Coordinator shall ask the Responding Individual if they have received the formal complaint, and if they understand the nature of the complaint.
  2. The Public Safety officer who conducted the investigation will present the formal complaint along with the information obtained through the investigative process to the Gender-based Misconduct Hearing Board. The Gender-based Misconduct Hearing Board shall consider only the information and evidence related to the alleged conduct set forth in the formal complaint and the investigative report.
  3. The Board will ask the Reporting/Responding Individual if they have any information to add.
  4. Either party may request that the Title IX Coordinator pose questions to the other party or any witnesses. The Title IX Coordinator will determine the appropriateness and wording of the question
  5. Board will ask either the Reporting Individual and/or Responding Student any clarifying questions.
  6. Board will deliberate in private to decide if the responding party is in violation or no violation of the College's Gender-based Conduct Policy.
  7. The *Gender-based Misconduct Board* will determine whether or not the Responding individual violated Tougaloo College's Gender-based Misconduct Policy as alleged in the formal complaint by finding either: "in violation" or "no violation" of the Gender-based Misconduct Policy. The Board's determination shall be based on a "Preponderance of the Evidence" standard which means "It is More Likely than Not" that a violation of the Gender-based conduct Policy occurred. If the Board renders a determination of "in violation", the Board will recommend a sanction.

### ***Step 5: Appeals***

The Reporting party and Responding party both have the right to appeal any outcome rendered by the Board. The appeal is not intended to re-hear the same case and is limited to the specific grounds outlined in the policy. Any resolution or sanction will remain in force while an appeal is considered and a final decision is determined. Each party is limited to one appeal and the decision of the appeal is final. The request for an appeal should be submitted in writing to the Title IX Coordinator within seven (7) business days following the receipt of the decision letter.

The College has established three grounds upon which the Provost will review an appeal:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available to the investigator or the parties at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate, given the details of the case.

The appeal decision will be reviewed and determined by the Provost of the College and will be issued within a reasonable period of time, generally no longer than ninety (90) days after receipt of the appeal

### **Gender-Based Conduct Definitions**

Gender-Based Conduct is defined *as unequal, adverse treatment of an individual because of his/her gender, which unreasonably interferes with, denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from the college's educational program and/or activities.*

#### **1. Misconduct/Harassment is:**

- a. *any unwelcome verbal, written, or physical conduct that is*
- b. *sufficiently severe, pervasive or persistent that it creates an intimidating, hostile, degrading, humiliating, or offensive environment and*
- c. *Interferes with, denies, or limits one's access to or benefits of the employment and/or educational environment.*

**Examples of misconduct based on gender include but not limited to:** 1. Acts of sexual violence; 2. Sexual Harassment; 3. Domestic Violence; 4. Dating Violence; 5. Stalking and 6. Rape/Sexual assault

#### **2. Consent:** is permission for something to happen or agreement to do something.

#### **3. Non-Consensual Sexual Contact is:**

- a. any intentional sexual touching
- b. however slight
- c. with any object
- d. by a person upon another person
- e. that is without consent and/or by force.

Non-consensual sexual contact includes but is not limited to: contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

4. **Non-Consensual Sexual Intercourse** is: any sexual intercourse however slight by a person upon another person with any object that is without consent and/or by force.
5. **Intercourse includes:** vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration.
6. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

*Examples of sexual exploitation include:* invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting someone hide in a closet to watch consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV; exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals; sexually based stalking and/or bullying may also be forms of sexual exploitation.

7. **Relationship Violence** is violence between those in an intimate relationship (this includes romantic, dating, or domestic relationships).

*Examples include, but are not limited to:*

Physical assault between two people in a current or prior intimate relationship who do not live together (Dating Violence)

Physical assault between two people in an intimate relationship who live together (Domestic Violence)

8. **Stalking** refers to a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Tougaloo College also prohibits cyber stalking which occurs when a person, through a pattern of conduct which includes the use of electronic communication, causes another person physical or mental distress. Stalking is defined as a course of conduct involving more than one instance of unwanted attention, harassment, unwanted physical or verbal contact, use of threatening words and/or conduct, or any other course of conduct directed at an individual that could be reasonably regarded as alarming or likely to place that individual in fear of harm or injury, including physical, emotional, or psychological harm.

Stalking can take many forms. Examples include, but are not limited to, more than one instance of the following behaviors that could reasonably be regarded as alarming or likely to place the recipient in fear of harm or injury: following a person; appearing at a person's home, class, or work; continuing to contact a person after receiving requests not to; leaving written messages, objects, or unwanted gifts; vandalizing a person's property; photographing a person; and other threatening, intimidating, or intrusive behavior.

Stalking may also involve the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking). Such behaviors may include, but are not limited to, non-consensual communication, telephone calls, voice messages, emails, texts, letters, notes, gifts, or any other communication that are repeated, undesired, and place another person in fear.

9. **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 outset 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:*

- a. Faculty and students. The decision to become a faculty member at the college presumes an educational and mentoring relationship with any student and precludes engaging in such a romantic relationship with any student.
- b. 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.
- c. Supervisors and subordinates. Romantic relationships are not allowed between employees of Tougaloo College 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 for others. 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.



10. **Retaliation** is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a concern or to deter someone from taking such action. Retaliation in any form will not be tolerated by any participant or third-party to a discrimination, harassment or sexual misconduct policy violation or suspected violation. Acts of retaliation will be investigated and addressed according to this policy.
11. **Off-campus at College Sponsored events and programs** are events, program and activities that are convened off-campus but are required as part of an educational program; travel related to the instructional program, which includes, but is not limited to student leadership, athletics, speech and debate, journalism and dramatic/performing arts; voluntary activities: activities or events off premises of the College which are not an integral part of educational programs that are approved and sponsored by the College; and international travel.
12. **Standard of evidence**- the level of certainty and the degree of evidence necessary to establish proof in a criminal or civil proceeding. For example, the standard of proof to be convicted of a crime is *proof beyond a reasonable doubt*.
13. **Preponderance of the evidence**- This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.
14. **Reporting Party**- person filing the incident report, but will not necessary always is the victim of an incident. If you see something, say something.
15. **Responding Party** – person responding to the filed incident report.
16. **Reprimand**: A reprimand is a written notice that a student has violated the College's Gender-Based Conduct policy and that another violation will likely result in a more severe sanction.
17. **Probation**: Probation is a designated period of time during which the student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the College's Gender-Based Conduct policy. Restrictions and/or conditions regarding participation in College-sponsored activities may be imposed. Another violation will likely result in a more severe sanction.
18. **Deferred Suspension**: Deferred suspension is used for offenses found serious enough to warrant suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred suspension is a designated period of time during which a "community member" (student, staff or Faculty) is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the College's Gender-Based Conduct policy.
  - A student on deferred suspension shall not represent the College as an official delegate or representative, hold an office (elected or appointed) in College groups of any kind, or participate in College-sponsored travel or study abroad. If the student is found responsible for violating any additional College code or

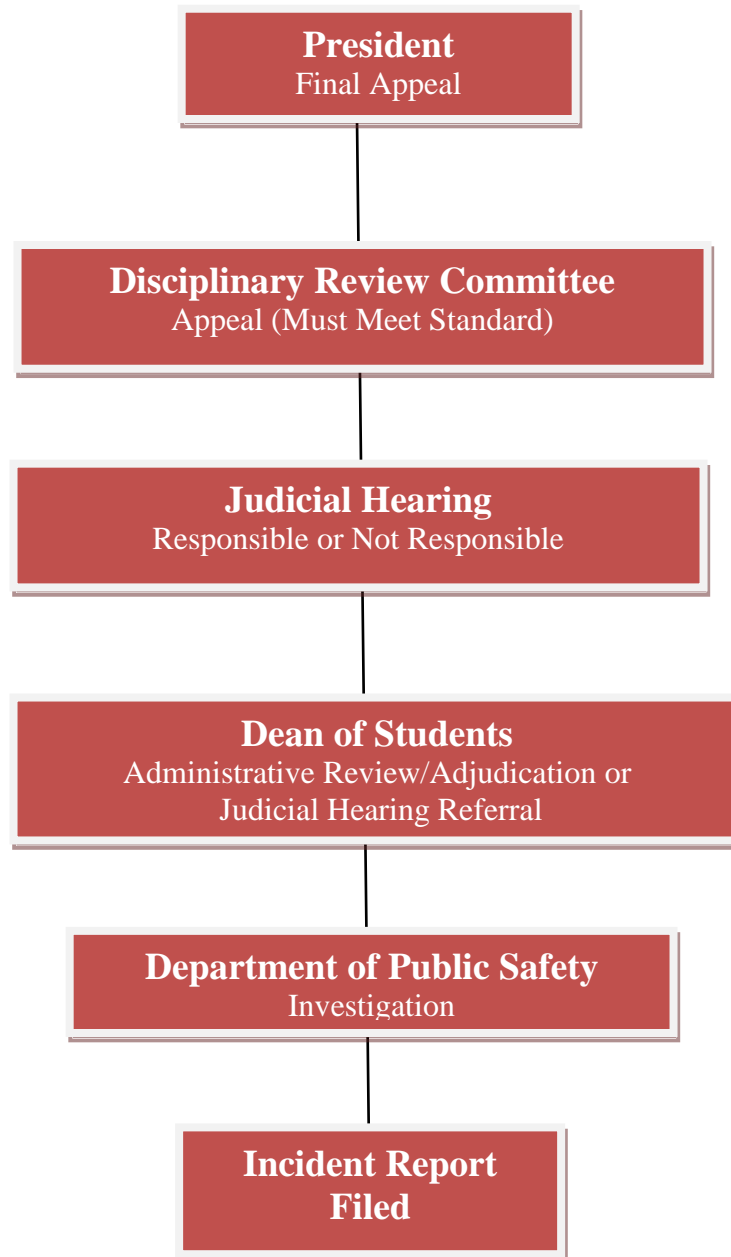
regulation during the period of Deferred Suspension, the student may be immediately suspended from the College and may be subject to additional sanctions for the subsequent violation. Another violation will likely result in a more severe sanction.

- **Suspension:** separation from College for a designated period of time after which the suspended community member may petition the College for readmission to the College. The petition must demonstrate that the student has satisfied any accompanying terms of the suspension.
  - A student who has been suspended may not be on College property without the prior approval of the Dean of Students. A suspended student or employee is prohibited from participating in any College activity or program.
- **Expulsion-** separation from the College permanently.

Please Note: Students who are found in violation of College policies will be sanctioned in according with the Range of Sanctions and Penalties.

# **CAMPUS GOVERNANCE**

## JUDICIAL PROCESS



\*The Dean of Students 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 Students. 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 charged. The Council acts only upon presentation of a written charge 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, physical handicap; 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 Affairs), 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 Students. **Exceptions to be made by the President of the College or his/her designee include cases of emergency as outlined below:**

1. Acts that 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 Office of Student Affairs (Dean of Students 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 days after the event occurs. The Dean of Students 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 people 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 Students which outlines the code of conduct violation and charge. In most instances, the investigation is completed within 30 days.

The Dean of Students may assign charges 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 Students 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 Students 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 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 Students through the administrative conference, the charged 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 Students. 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 Dean of Students' Office.

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

In the event the students does not desire the case to be adjudicated by the Dean of Students, 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 charges 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 charges 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 Office of Student Affairs.

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

- The student is entitled to hear the specific charges brought by his/her accuser(s) in person or be presented with the charge in writing, signed by the accuser(s)
- The student must be allowed to speak in his/her defense and present witnesses
- The student must receive adequate time to prepare his/her 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 his/her 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 act as interrogators. Any member of the Council should disqualify him/herself 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 tape should be started when the chairman calls the meeting to order. The chairman should identify the nature of the case and all parties present. In taking testimony, witnesses should be clearly identified and the chairman should call the name of each member of the Judiciary Council before they question the witness. For the sake of clarity, persons speaking should talk loud enough to be recorded on tape and enunciate clearly.
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 charges and the resulting issues.
6. In a case in which the accused student(s) accepts responsibility for the charge, the Council may proceed directly into deliberation concerning appropriate sanctions rather than hear evidence of the charge. 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 Students at least 48 hours prior to the hearing. The Dean of Students shall provide access to the names of all witnesses to both the complainant and the accused. 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 accused 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 charge.
9. Hearings shall neither be publicized nor open to the public. Council members and all others present during the hearing (respective advisor(s), complainant, accused 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 Students by the council chair and the dean will send an official notification to the accused 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 Students 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 Students 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 accused).

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 charges against the accused 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 Students 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 in his/her behalf.
  - The right to call witness (es) in his/her 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 his/her expense, if requested.
5. The accused 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 Students 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 plaintiff, defendant or witness in any cause of action.
8. The Office of Finance and Administration, the Registrar, and the Dean of Students 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 Students 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 charging 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 charges through any College judicial, complaint, or grievance process.

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

Failure to comply with the above outlined guidelines will result in contempt charges 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 Dean of Students 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 Affairs), 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 Students serves as executive officer and is charged 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, Dean of Students, 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 Dean of Students 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 himself/herself 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 his/her initiative and at his/her discretion immediately and without any procedural requirements whatsoever suspend the student, or otherwise terminate his/her rights to be present on the campus, or to attend classes.

### ***President***

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

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

### ***Interim Suspension***

Under ordinary circumstances, a student charged with a violation of College policy shall remain free to attend class and engage in all other College functions and activities while disciplinary charges are pending. However, some or all of a student’s privileges may be limited or suspended by the Dean of Students on an interim basis pending the outcome of any College conduct process. The Dean of Students 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 charged 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 Affairs and the President of the College. Dean of Students’ 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 allows 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 PENALTIES**

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.

### **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.

**PENALTY:** *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 penalty as the primary perpetrator.

**PENALTY:** *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.

**PENALTY:** *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.

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

\*Student may be required to attend an alcohol education course as determined by the Dean of Students' 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.

**PENALTY:** *Suspension; Expulsion; Civil Authority*

**NOTE:** Bonfires and cookouts must have proper authorization by the Offices of Student Activities, 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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *Probation; Counseling Intake Assessment; Suspension (One Semester);*

## **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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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 his/ her 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.***

**PENALTY:** *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***

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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, security 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.

**PENALTY: 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.

**PENALTY:** *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 his/her temporary or permanent mental or physical incapacity (or because of his/her 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 his/her age or because of his/her 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 his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

**PENALTY:** *Probation; Suspension (One Semester)*



## **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 Office of Student Affairs. For more detailed information, see the Student Activities Section of the Student Handbook.**

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

## **22. LIBEL/ SLANDER**

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

**PENALTY:** *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.

**PENALTY:** *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 Dean of Students 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.

**PENALTY:** *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).

**PENALTY:** *1<sup>st</sup> Offense - 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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *1<sup>st</sup> time – Written Warning; 2<sup>nd</sup> time - Cessation Plan + \$50.00 fine; 3<sup>rd</sup> time - \$75.00 fine; 4<sup>th</sup> time - \$100.00 fine; 5<sup>th</sup> time - 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.

**PENALTY:** *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.

**PENALTY:** *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.

**PENALTY:** *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 Students. (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 AND PENALTIES**

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 Dean of Students 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 his/her behavior affects the community. Projects may include research assignments on a topic related to the offense, presentations, seminars, review of videos, or involvement in college programs, *book reviews, modules (online), reflective journals, etc.* Documentation of participation must be provided to the Dean of Students by the date specified. **NOTE:** Failure to comply may result in further disciplinary sanctions.

- **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 the guidelines set by the Dean of Students and/or Council. **NOTE:** Failure to comply with this sanction may result in further disciplinary sanctions.

### ***5. 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 his/her designee, may expel the student. The student has the right to appeal the decision to the next highest authority.

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

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

### ***7. Probation***

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.

8. ***Prohibited Contact***

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

9. ***Recommendation for Counseling***

In some instances, a recommendation that student(s) participate in counseling sessions may be issued by the Judicial Council or Dean of Students. The sessions 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.

10. ***Restitution or Fine***

Fine is a monetary payment imposed as penalty 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 Students 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.

11. ***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 his/her 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 Dean of Students, 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 his/her 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 his/her 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 Affairs, Dean of Students and/or Chief of Public Safety.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the College will be threatened and he/she will be subject to arrest. An administrative withdrawal will be initiated by the Office of Student Affairs.

When a student has been suspended he/she has to remove his/her 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 Dean of Students 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 charge 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 charges have been resolved, the Dean of Students or designee may precede at his/her discretion with the student conduct process (case) in the absence of the student as outlined in the Code. An accused student, 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 Dean of Students 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 Dean of Students or designee shall maintain student conduct record and a disciplinary tracking system, which shall include, but not be limited to, the accused 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 Dean of Students 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.



# **STUDENT AFFAIRS**

## **OFFICE OF STUDENT AFFAIRS**

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

## **CAREER SERVICES**

The mission of the Office of 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 the Office of Career Services on a frequent basis so that they may take advantage of services early in their career planning endeavors. Currently enrolled students, alumni, and employers may use these services. The Director of Career Services assists students in developing job-seeking skills and serves as a liaison for potential employers, students, and alumni. The director does not guarantee employment or internship opportunities.

### **CORE: Career Pathways**

As part of CORE/General Education Program, all students will be introduced to Career Pathways 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 the Student Success Division, highly committed success coaches will assist students in developing an e-portfolio to be published to the 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 Services also utilizes FOCUS2, 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.

### **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 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.

### **Internship and Cooperative Education Programs**

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

It is important and appreciated that the Office of Career Services be informed whenever a student receives an internship, regardless of whether or not 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
- Orient students to the “world of work”
- Opportunity to receive compensation while he/she learn
- Encourages students to become active catalysts in his/her education

We maintain a Career Library with current information on public and private-sector employers, graduate and professional schools, career and business newspapers and periodicals, collegiate employment magazines, employment trends, and career development. 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, <https://www.tougaloo.edu/student-life/career-services>).

## **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 is dedicated to providing appropriate accommodations to students with documented disability. Disability Services works with enrolled students with learning disabilities, attention deficit-hyperactivity disorders, physical disabilities, sensory impairments, and psychiatric disorders in order to help students achieve their academic and personal potential. We facilitate equal access to the educational programs and opportunities offered at Tougaloo and coordinate reasonable accommodations for eligible students. Our services are designed to encourage independence and self-advocacy, backed by support from our staff. For more information on disabilities, please contact the Director of Counseling Services in Jamerson Hall, 2<sup>nd</sup> floor.

## **RELIGIOUS LIFE**

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

### **Religious Life Activities**

- Weekly community worship services are held every Sunday morning at 9:30 a.m. These services are dedicated to the belief of the importance of an individual's relationship to his/her Creator and neighbor. These services are led by the College Chaplain and are held in Woodworth Chapel.
- A series of forums are held in the residence halls that focus on value clarification (fall and spring semesters).

- Faith Formation 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

### **Woodworth Chapel**

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

## **RESIDENTIAL LIFE**

### **Mission Statement**

The 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. Concerned with all aspects of campus living, the department achieves its mission by providing an opportunity for group living, academic achievement, and social maturation in a democratic and diverse community. The department supports the principle of initiative, which acknowledges that students must accept personal responsibility for their development.

Residential Life personnel are responsible for the development and implementation of programming that fosters an effective living and learning environment. The goal is to enhance the social, educational, cultural, and personal growth of each student.

### **Qualifications 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 notice in June. This notice 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 his/her application after an assignment is made;
- 2) the preferred roommate does not apply for housing or does not indicate the preferred roommate;
- 3) the 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. He/She works closely with the Director to ensure program development and implementation while supervising a residential community and hall staff.

***Residential Hall Coordinator*** – The Hall Coordinator (HC) coordinates the total administration of a residence hall. He/She works closely with resident assistants and residents to foster a sense of community and create an atmosphere conducive to holistic personal growth and development of students. The HC is a full-time professional who 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 Affairs, and overall management of the facilities in their area.

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

***Office Assistants*** – The Office Assistants are students who are scheduled *through the work-study program* to monitor the front desk in each hall and serve in the main departmental office. They are responsible for checking guest into the 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 charges. 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 charged for any missing furniture.*
  - *The room must be cleaned thoroughly.*
  - Resident Assistant or Coordinator must assess the room before resident leaves.
  - The 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 of record to apprise the student of the space being taken.

If a returning student fails to occupy his/her 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 his/her 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 his/her room.
- c. If space is available, remain as a single room occupant and pay the additional private room charge.

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 charge. 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 charged 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 \$400.00 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 \$400.00 will be charged 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 penalty 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 residually 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 Affairs’ 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 his/her room key upon withdrawal or departure from the residence hall. Room keys are the property of Tougaloo College and must be surrendered upon request by any authorized Student Affairs’ personnel. The student has the responsibility for maintaining the security of his/her key at all times and at no time should the key be given to another person. In the event, there is a need to replace the key, a \$75 key replacement fee will be charged 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 charged 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**

### **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 charged, s/he may appeal the bill to the Dean of Students in writing no later than 48 hours of the

notice of charges. Appeal letters received after the date will not be considered. Damage charges 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. 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 \$25.00 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. Weekly advanced notices/flyers are posted in each residence hall before inspections.
2. Coordinators will address each resident with Health and Safety Inspection Forms indicating successful or failed inspections.
3. Coordinators will knock and announce themselves before entering a resident's room.
4. Trash from individual rooms SHOULD NOT be swept into the hallway.
5. Students found in violation of the health and safety codes will be fined \$25.00 for each offense and subject to disciplinary action for further violations.
6. 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.
7. Failed Health and Safety Inspections conducted during the Holidays and Breaks will automatically receive a \$25 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 Dean of Students.
- 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:**  

<b>Weekdays (Sunday-Thursday)</b>	<b>11:00 p.m. - 8:00 a.m.</b>
<b>Weekends (Friday &amp; Saturday)</b>	<b>12:00 midnight – 10:00 a.m.</b>
- 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 charged 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 charge of \$25.00 will be applied to the student's account for every lockout afterwards.
  - The charges 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 his/her 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 10:00a.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:

1. 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.
2. 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.**
3. **ALL GUEST MUST SIGN IN AT THE FRONT DESK**
  1. A picture I.D. of the guest must be left at the front desk. A non-student guest must also leave a picture I.D. with security at the front entrance to campus.
  2. Guest must give name and room # of person visiting. Resident present student ID to provide name and room number.
  3. Resident must escort the guest to and from the room.
  4. Guest must be escorted to the front desk by the resident for departure and at this time the picture I.D. will be returned.
  5. All doors must be propped open at a 90 degree angle.
  6. Body exposure and/or heavy petting is prohibited.
  8. Keep music, conversation, television, etc. to a minimum noise level.
  9. Respect everyone in the residence hall. This is their living space as well.
  10. If you need someone of the opposite sex to assist you with something, you must check with a Coordinator or Resident Assistant for prior approval. Otherwise, you are in violation of opposite sex visitation.
  11. 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.
  12. No resident is allowed more than one guest without the permission of the Hall Coordinator.
  13. 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 Security**

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

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

Security systems and 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 his/her fees including any unused portion thereof. Prior to suspension, the resident will receive a verbal and written warning for infractions not rising to the level of immediacy.

***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 charge 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 charge 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 charge 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.

### ***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 Activities, or the Department of Student Affairs before posting. **If signs are put up without approval, the sign will be taken down.** Individuals or groups who hang signs without the approval may be sanctioned by the Office of Student Activities. Banners can be hung at least 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, security station, and front entrance of street signs. Any signs placed in these areas will be in violation of the sign policy and will be taken down.

### ***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 charged a fee per night. This fee 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 Office of Student Affairs.

### **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 Dean of Students.

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.

### **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 Dean of Students

#### **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 Dean of Students

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 Dean of Students

B. After 5:00 p.m.

The individual should contact Security.

Security will take the following actions:

- Call 911
- Call the Dean of Students

The College Nurse should be contacted the next working day.

## STUDENT ACTIVITIES

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

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

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

### Guidelines for Governing Student Organizations

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

### *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 Associate Director for Student Activities and approved by the Dean of Students.

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

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

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

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

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

The Associate Director for Student Activities 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 Activities, the group may function as a chartered College organization. If the constitution is not approved, the group may not function until appropriate revisions have been made to and approved by the Office of Student Activities.

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

### ***Rights of Campus Organizations***

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

### ***Requirements for Maintaining Charter***

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

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

### ***Annual Renewal of the Charter***

Each recognized student organization of the College must renew its charter annually with the Office of Student Activities by the first week of September. Charters are used to update the organization's slate of officers and to record constitutional changes. Organizations must conduct their selection of primary student officers prior to the September deadline for the renewal application to be accepted as complete. Failure to comply with the renewal deadline 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 Activities. After a one year lapse in the charter renewal, the organization must re-apply for recognition according to the procedures specified for the establishment of new organizations.

### ***Lapse of Charter***

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

An organization in good standing with the College, which allows its charter to lapse or voluntarily withdraws from the College, is denied all rights and privileges accorded students organizations as specified in this document and 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 optimal growth in keeping with the objectives of the College.
6. Encourage students to attain exemplary records of leadership and character.
7. Report immediately any acts of danger involving students to Public Safety and/or the Office of Student Affairs.

If an advisor fails to meet the above responsibilities, the Associate Director for Student Activities has the authority to remove the advisor. Also, the organization's membership will have the 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 charges 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 Associate Director for Student Activities 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 Affairs;
- 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 rules and regulations concerning on campus or off campus activities for students 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 Activities 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  
Delta Sigma Theta Sorority  
Sigma Gamma Rho Sorority  
Zeta Phi Beta Sorority  
Alpha Phi Alpha Fraternity  
Kappa Alpha Psi Fraternity  
Omega Psi Phi Fraternity  
Phi Beta Sigma Fraternity

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

### **Opportunities for Clubs and Organizations**

#### ***Leadership Training***

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

### ***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.

### **Guideline for Activities**

#### ***Activity Request Procedures***

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

- 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 Activities 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 Activities 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.
- Raffling 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 Dean of Students' 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 Activities.
- 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 schedule in accordance with the academic calendar and classroom assignments. Certain activities are considered incompatible with general purpose classrooms and special facilities. Such activities will not be scheduled in classroom space at any time.

### ***Health and Wellness Center***

The Health and Wellness Center houses offices, meeting and lecture rooms, classrooms for health education, a walking/jogging track, a fitness/training area, and a large swimming pool for educational, fitness, therapeutic and recreational purposes. Any activities requests for the Health and Wellness Center must be approved by Facilities Management.

### ***Outdoor Event Policies***

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

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

### ***Parades***

There will be no parades held on campus.

### ***Residence Hall***

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

## ***Security and Enforcement***

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

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

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

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

The Office of Student Activities reserves the right to require a minimum of two bonded police officers at any campus activity. The cost of police officers will come at the expense of the sponsoring organization. The sponsoring organization will be responsible for the conduct of their members and guests. Failure to make appropriate arrangements for increased security coverage will subject an event to cancellation.

## ***Sign Policy***

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

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

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

## ***Special Regulations***

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

1. Copy of its Constitution and By-Laws, and revisions made



2. Registration form at the beginning of each academic year
3. List of members

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

### ***Policies Governing Off-Campus Trips***

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

1. Obtain approval to make the trip and secure an application from the Dean of Students (When groups are to stay off campus more than 48 hours, approval must be secured from the Dean of Students);
2. Submit completed application to the Dean of Students at least one week before trip is to be made;
3. Submit the names of each person desiring to make the trip to the Dean of Students at least 3 days prior to the date of the trip; 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 Activities Committee* – The committee is composed of the Vice Presidents from each of the four classes. Funds for activities are derived from the student activity fee. The Chairman of the committee is the Vice President of the Student Government Association.

### ***Activities***

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

### ***Sample Clubs, Organizations, and Honor Societies***

Active Minds	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 Activities Council
N.A.A.C.P.	Student Government Association
Omega Psi Phi Fraternity, Inc.	T.A.M.S.
Pan Hellenic Council	Zeta Phi Beta Sorority, Inc.

### ***Organization Advisors***

- Advisor to SGA (Associate Director for Student Activities)
- Advisor to Judiciary Council (Dean of Students)
- Advisor to Discipline Review Committee (Appointed by the President)
- Advisor to Pan-Hellenic Council (Associate Director for Student Activities)
- Advisor to Harambee (Journalism Department)
- Advisor to the Yearbook Staff (Director of Career Services)
- Advisors for all other student organizations will be selected by the organizations

## RECREATIONAL ACTIVITIES

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

### Fall Semester

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

### Spring Semester

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

### **Eligibility Requirement**

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

Recreational Sports are also available:

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

# **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 2017.

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 2016-2017 and 2017-2018.

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) 2017-2018 and 2018-2019 and future terms fifteen (15) officers within the SGA, who shall be elected by the student body:

SGA President  
SGA Vice President  
Miss Tougaloo College  
Mister Tougaloo College  
Chief Justice (2017-2018)  
Class Presidents (4)  
Class Vice Presidents (4)  
Class Representatives (4)

There shall be two (2) additional officers appointed by the elected Executive Board:

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 (Effective 2018-2019 SGA)
- 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.

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

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. Serve as Liaison between Public Safety and Residential Life
- g. Serve as Impeachment investigator and mediator between SGA Executive board

- Section 6: Mister & 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.

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. Chaired by Chief Justice
- 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)

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 Students
- 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 Students and the Associate Director of Student Activities 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 in the spring of each semester in April and is based on the academic calendar. Following SGA/Royal Court elections shall be the class elections in April. 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 intact and locked for 72 hours after official results are posted. If the election is not contested, ballots will be destroyed.
- c. All students who qualify 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 or moodle, 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 fifty percent plus one (50% +1) of the total number of votes.

## 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. At this time, all interested candidates will be administered an exam on Tougaloo College's Student Government Association Constitution, in which he/she must pass with 75% or better correctly answered.
- 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 Activities.
- f. There shall be no campaigning or any attempt to influence a student's vote on Election Day. All campaigning must be 100 feet from the polls.
- g. No campaign rallies, concerts, etc., should be held in or around academic areas during class hours.
- h. 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.*)
- i. Campaigning may begin immediately following the SGA Kick-Off Rally.
- j. Verbal campaigning will be defined as speaking to or appearing before any group to influence decisions in the election.
- k. All verbal campaigning must adhere to professional manner.
- l. Removal of campaigning materials must take place within 24 hours after the election, unless candidates qualify for run-off election.
- m. Runoff guidelines- 24 Hours to campaign-the person with the majority shall be declared winner
- n. Elections results are not official until 24 hours after results are posted due to appeal guidelines
- o. 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 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 Activities
- h. If elected to a SGA position, there is \$300 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 physical 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 Activities
- h. If elected to a SGA position, there is \$300 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 complete physical 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 \$300 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 cannot 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.
- b. Will be given at 2 absences. After a warning letter has been received the next offense will result in expulsion.

## **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 claim 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 Activiti





# **CAMPUS RESOURCES**

## PUBLIC SAFETY

The Department of Public Safety is part of the Office of Academic and Student Affairs. The Chief of Public Safety works closely with the Dean of Students and reports directly to the Provost.

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 handouts throughout the year. Handouts are available in the Human Resources Office, Registrar's Office and the Office of Student Affairs. This information is distributed to all employees, applicants for employment and students when a request is made.

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

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

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

***Note: Contact the Dean of Students for follow-up***

When calling Public Safety, provide the following information:

1. Your name
2. The location of the incident

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

### **Response to Reports of Crime**

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

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

### **Public Safety and Access to Campus Facilities**

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

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

### **College Search Policy**

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

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

The search of a student's personal property can be authorized by the Dean of Students or the Director of Residential Life. A search will be conducted by at least two members of the Department of Public Safety or one officer and a Student Affairs professional. The occupant(s) of the room will be asked to produce identification at the time of the search and be requested to remain in the room. The presence of the student(s) assigned to the room is preferred but not mandatory at the time of the search. The reason(s) for the procedure of the search will be

explained to the occupant(s) of the room prior to the search if occupants are available. All areas of the room are subject to search. Automobile searches are also in the realm of the policy.

## **Fire Drills**

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

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

## **Campus Safety Program**

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

## **Emergency Notification**

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

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

## **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 Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Public Safety Policy and Public Safety Crime Statistics Act.

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

Students have the opportunity to submit revised missing person contact information at any time by notifying the Tougaloo College Office of Residential Life. 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 Office of Student Affairs will notify the confidential contact within 24 hours of the determination that the student is missing. The Department of Public Safety will provide the Office of Student Affairs timely and continuous notification of the status of the investigation until the case is closed.

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

### **Campus Traffic Regulations**

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

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

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

All vehicles operated by students, faculty, and staff are required to display current College decals on the lower left (driver) side of the windshield or hanging from the rearview mirror. Vehicles that do not have decals are subject to being towed at the owner's expense. The purchase of a decal does not guarantee one an individualized parking space. The 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.

### **Parking Lots**

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

- Resident students must park in resident student lots only.
- Non-resident students (commuters) must park in designated lots only.
- Faculty/Staff should only park in designated Faculty/Staff parking lots.
- Visitor spaces are to be reserved for use by visitors only.

- The Open/Commuter lots are open to all resident and commuter students, faculty, staff, and visitors.

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

Lot A: Warren Hall North Side: 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): Security/Maintenance Vehicles

Lot Y: Advancement Village: Faculty and Staff

## Registration

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

- A valid driver's license and current proof of insurance, which includes the expiration date.
- Faculty, staff, and students should register their vehicles by September 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.
- There will be no personally designated parking spaces, other than the President and Provost of the College.

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

### **Traffic Regulations**

- Motor vehicles driven on campus will be operated in a safe and courteous manner at all times.
- No sound system operated within a motor vehicle, other than that which is used in emergency vehicles, will be used in such a manner that would create a noise for any person other than the driver and passenger(s) of said vehicle.
- The College does not assume any responsibility for damages and/or theft of any motor vehicle driven or parked on the campus. This includes, but is not limited to, damages due to road deficiencies, nails/screws in the road, falling tree limbs or other debris, hit-and-run, speed bumps, vandalism, severe storms, or other acts of nature, etc.
- Any accident on the campus involving a motor vehicle must be reported to the 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 15 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 undesignated 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 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 charge for the violation will be placed on the student, faculty, or staff member's account.
- Parking citations will automatically be charged to student's accounts for unpaid fines and fees. Faculty and staff may pay fines through payroll deduction or in person at the Cashier's Office. If payment is not made and an appeal is not filed within ten (10) days of citation issuance, the citation will be automatically processed for payroll deduction.
- Numerous or excessive parking or traffic violations will warrant the revocation of the student, faculty, or staff member's privilege to operate a motor vehicle on campus.

### **Citation Appeals**

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

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

### **Appeals**

To appeal a Vehicle Violation Notice, you must submit in writing to the Dean of Students, a request of appeal within ten (10) days of the notice date. The appeal will be heard by the Traffic Committee. Appeal forms are posted online at [www.tougaloo.edu](http://www.tougaloo.edu) or may be picked up at Jamerson Hall. *The Campus Traffic and Parking Regulations were effective August 1, 2012.*

## 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 charges.

Tuition refunds are made according to the following schedule:

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

Contact Information:

Office of Financial Aid  
**Blackmon Administration Building**  
Telephone: (601) 977-7766 or (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 his/her declared degree/certificate program within the maximum time frame, the student is placed on "Suspension".*
- Students who change declared degree/certificate programs prior to completion may do so, however, all attempted credits in all degree programs that count towards the student's declared degree/certificate, including elective credits, will be included in the maximum timeframe calculation.
- Students who have previously completed the requirements for a degree/certificate at Tougaloo College and who wish to earn an additional degree/certificate may do so, however, all attempted credits that fill degree requirements, including elective credits, will be counted.

## Notifications

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

### "Good Standing"

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

### "Warning"

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

### “Suspension”

- If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on “Suspension.”
- Students who have not met one or more of the Standards of Satisfactory Academic Progress while on “Warning” will be placed on “Suspension.”
- Students who have been placed on “Suspension” may appeal. Appeals are reviewed and either approved or denied – submitting an appeal does not guarantee approval.
- Without an approved appeal, students who have been placed on “Suspension” are NOT eligible for Federal Financial Aid and certain scholarships.

### “Probation”

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

### Appeals to Regain Eligibility for Federal Financial Aid

- SAP Appeals must include:
  - completed SAP appeal form
  - written statement from the student addressing why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation; and
  - supporting documentation of extenuating circumstances.
- SAP appeals are submitted to the Financial Aid Office
- SAP appeals are reviewed and approved/denied by Financial Aid staff
- **Step One** ~ Students appealing must submit with their appeal documentation of extenuating circumstances which led to academic difficulties.
  - Extenuating circumstances are those over which the student has no control and may include death in the student’s immediate family, hospitalization, accidents, and illness.

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

## Terms and Definitions

### Grading Symbols

- The following are credits successfully completed for SAP purposes: "A", "B", "C", "D", "P". *While successfully completed for SAP purposes, "D" may not fulfill specific program and/or graduation requirements.*
- The following are NOT credits successfully completed: "F" = Failure, "NC" = No Credit Granted, "NP" = No Pass, "I" = Incomplete, "W" = Withdrawal, "WIP" = Work In Progress.
- Cumulative GPA
- Includes all coursework receiving a letter grade (including remedial and transfer coursework) a student has taken while at Tougaloo College. This GPA appears on the transcript as "Career Totals".
- Repeat, Incomplete, and Audit Courses

- Courses previously passed with a grade of “C”, “B”, or “A” may not be repeated with the assistance of Federal Financial Aid. Courses previously passed with a “D” or courses failed with an “F” or “NC” may be repeated one time with the assistance of Federal Financial Aid ).
- Incompletes “I” must be arranged with instructors and must be completed as indicated by the instructor and in accordance with the policy listed in the catalog.
- Non-Credit and Remedial Courses
- Non-credit courses, which do not satisfy graduation requirements in the student’s declared degree/certificate program, are not counted either as attempted or completed credits.
- Remedial courses (credit bearing courses numbered below 100) do count as both attempted and completed credits although remedial credits are excluded from the pace of completion and maximum timeframe evaluation.

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

## HEALTH SERVICES

The Office of Student Affairs and the staff of the George A. and Ruth B. Owens Health and Wellness Center work in concert to provide medical services to students. Medical services are made available to students through a contractual relation with a Community Health Center that leases space in the Health and Wellness Center to operate a Medical Clinic. The medical clinic is open from 8:00 a.m. to 5:00 p.m. – Monday through Friday.

The Medical Center staff includes:

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

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

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

A complete and current medical record includes:

- Documentation of a current physical examination by a licensed physician documented on Tougaloo College Medical Record Form
- Documentation of current immunizations for Measles, Mumps, and Rubella



- Documentation of tetanus booster
- Documentation of current T.B. Skin test
- Documentation of meningococcal vaccination. This vaccination is recommended, but NOT mandatory for admission to Tougaloo College.

### **Medical Records Compliance Policy**

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

### **Policy Statement**

- No student will be permitted to pre-register or register for classes unless he/she has a completed medical record on file in the Health/Wellness Center's Medical Clinic.
- Students with no medical records or an incomplete medical record will be entered into the computer with a security block.
- Readmit students who have a complete medical record that is current (within the last 12 months) will be referred to the Health/Wellness Center's Medical Clinic for clearance.

All new students and returning students who plan to participate in intramural sports will bring a current statement and documentation of a physical examination by a licensed physician to the Associate Director of Student Activities.

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

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

If a student is ill, it is the student's responsibility to provide proper medical documentation of the illness. Medical statements for class will only be issued to those students who have been evaluated by a licensed health care provider.

### **In Case of an Accident, Sickness, or Emergency**

Tougaloo College uses the following off-campus health care provider/hospitals as an acute care/emergency care facility.

Central Mississippi Health Services (CMHS), INC.

*Onsite Address:*

500 West County Line Road  
Tougaloo, MS 39174  
Telephone: (601) 957-6776

*Offsite Address:*

1134 Winter Street  
Jackson, MS 39204  
Telephone: (601) 948-5572

**Procedures**

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

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

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

If hospitalized as a result of an acute illness, accident, or an emergency, the student must notify the Director of Counseling Services and provide documentation from a licensed practitioner indicating that he or she may safely return to campus. Failure to follow this protocol will jeopardize the student's ability to return to campus.

**Health Related Issues (Medical Clearance)**

*Tougaloo College does not discriminate against any student on the basis of pregnancy or medical conditions that cause hospitalization. Absences due to medical conditions or relating to pregnancy will be excused as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Excuses should be provided to the professor. However, students needing assistance can seek accommodations from the Office of Disability Services or the Title IX Coordinator.*

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

As with any student with a medical condition and following the policies of the Office of Disability Services, the student is required to produce medical documentation before any academic assistance (accommodations) will be considered and/or granted.

In case of pregnancy, the student should notify the Health/Wellness Center's Medical Clinic staff as soon as she discovers her condition.

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

### **When Students Are Enrolled In School and Commute**

As with any student with a medical condition and following the policies of the Office of Disability Services, the pregnant student is required to produce medical documentation before any academic assistance (accommodations) will be considered and/or granted.

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

In an effort to proactively provide continuing support to our faculty and students and ensure compliance; a dean, faculty or staff member, pregnant or parenting student who needs information or assistance with arranging academic or other related adjustments and support should contact the Title IX Coordinator, Yasmin J. Gabriel at 601-977-7718, or [ygabriel@tougalo.edu](mailto:ygabriel@tougalo.edu) . For questions or concerns about Title IX or other non-discrimination related compliance matters, please contact Ms. Gabriel.

### **Communicable Diseases**

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

### **HIV/AIDS Discrimination Policy**

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

Tougaloo College is committed to:

- Protect the rights of all members of the College Community.
- Education of students and the campus community.

- Take every reasonable precaution to provide a safe environment on campus.

### **Confidentiality/Release of Information**

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

- No information shall be released without prior written consent of the person.
- There is no medical or legal necessity to inform other persons of the presence of an HIV positive test results or HIV person. To do so would subject the institution to liability for violation of the student/employee right of the Anti-Discrimination Act Section 503, 504.

### **Student Health Services**

The staff provides a variety of scheduled healthful living and preventive health education programs, services and activities for faculty, staff, students and the community at-large.

These services include:

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

Central Mississippi Health Services, located within the Health/Wellness Center, offers healthcare services to any registered Tougaloo College student. Any Tougaloo College student who is ***currently registered for classes*** can be seen in our clinic, regardless of the type of insurance plan he/she holds. This means you **DO NOT** need to be insured to utilize the campus clinic.

Most of your health care needs and concerns can be taken care of by one of our providers. We are staffed by licensed physicians, nurse practitioners, physician assistants and registered nurses. Please call (601) 957-6776 to make an appointment. Most students can be seen the same day or the next day. If we cannot take care of your problem, we will refer you to a community provider best suited to your needs.

### **Photo ID Requirement**

To reduce the risk of identity theft and to increase efficiencies at our check-in, it is required that you show photo ID when you check in for your appointment. If you do not bring photo ID with you, your appointment may be cancelled.

## Records Retention Policy

The Health/Wellness Center, in order to establish guidelines for the maintenance, retention, preservation and disposal of medical records that are created or maintained by it, hereby adopts the following policy for preserving those records. It is the policy of the Health/Wellness Center:

- to retain medical records for the period of time required by applicable law and regulation as indicated in these guidelines;
- to dispose of medical records promptly, in the appropriate manner after they have satisfied their required retention period, unless they are the subject of a Litigation Hold; and
- to preserve medical records subject to a Litigation Hold, if the records would otherwise be disposed of.

### Retention Guidelines

Medical records are to be retained for the time periods indicated as follows. The medical records may be maintained in paper or electronic format, as appropriate and may be stored on-site or off-site, in accordance with the need to access the records. The creator or receiver of the medical records is responsible for retaining the record.

Some records are not subject to any retention period and can be discarded when they do not have administrative value. Other documents are not considered “records” within the meaning of this policy and need to be maintained only as long they have administrative value. Documents that are not considered “records” include: duplicate copies of correspondence or other documents, blank forms, and transitory messages used for informal communication of information only, such as voice mails, self-sticking notes and phone messages. Documents that are not “records” may be discarded when they do not have administrative value.

#### RECORDS

#### RETENTION PERIOD

Medical records - Adults (over 18)

7 years from last date of treatment  
(graduation)

Medical records – Minors (under 18)

The longer of 7 years from date of  
treatment or until the patient is 25

### Disposal Guidelines

Records should be disposed of promptly if they do not need to be retained in accordance with these guidelines. It is costly to manage and store records and the intention of these guidelines is to manage this process while meeting Health/Wellness Center’s legal obligations. Records must be disposed of in a manner that safeguards confidential, sensitive or proprietary information

contained in the records.

### **Litigation Hold Guidelines**

The Executive Director shall 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	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m. – 4:00 p.m.
Sunday	3:00 p.m. - 9:00 p.m.

**Intersession and Holiday Hours are arranged to meet program needs.**

### **The Library Collection**

The library holdings of approximately 228,839 print volumes include a well-balanced collection. The Library makes available several electronic databases: **Credo Academic Core** provides access to over 700 full-text encyclopedias, dictionaries, and other primary source reference material; **JSTOR** periodical database provides full-text access to 174 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; **NewsBank** provides access to local, regional, and national U.S. newspapers as well as full-text content of key international sources. Other scientific and medical databases provide patron access to information on a wide variety of topics, including social issues, economics, environment, government, health, science, and sports.

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. Reference books and materials in the special collections do not circulate.

Course Reserve materials are put on reserve at the request of a professor. They do not circulate should be returned promptly so that they may be used by other members of the class.

## **Fines and Charges**

### ***Second Floor Collection***

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

### ***Reserved Collection***

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

### ***Lost Books***

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

### ***Library Notices***

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

## **Interlibrary Loan Service**

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

## 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 – Thursday (6:00 p.m. – 10:00 pm.)

### Student Conduct in the Cafeteria

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

### ***Hours of Operation***

#### ***Monday - Friday***

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

Charges for meals for guest and non-boarding students:

Breakfast	\$6.15
Lunch	\$6.92
Dinner	\$7.68
Brunch	\$7.68
Premium	\$9.15 TAX is included for all meals

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

Director for details.

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

## **TOUGALOO COLLEGE BOOKSTORE**

The Tougaloo College Bookstore is located in Warren Hall. 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 charged for paperbacks are established by the company, and we maintain such prices. Other items are priced in accordance with the established practice of the National Association of College Stores in which the Tougaloo College facility belongs.

**Textbook Refund Policy:**

- 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 therefore
  - 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

# **DIRECTORY**

## COLLEGE ADMINISTRATORS

President Beverly W. Hogan .....	Edward Blackmon Administration Ext. 7730/7731
Interim Provost/VP for Academic and Student Affairs Asoka Srinivasan.....	Edward Blackmon Administration Ext. 7737
Assistant Provost and Vice President for Academic and Student Affairs Edward Blackmon Administration Bianca Garner .....	Ext. 6154
Vice President for Finance and Administration Cynthia Melvin.....	Edward Blackmon Administration Ext. 7716
Special Assistant to the President Yasmin Gabriel .....	Edward Blackmon Administration Ext. 7718
Chief Information Officer Denese Carroll .....	Coleman Library Ext. 7822
Executive Director of Health and Wellness Center Sandra Haynes .....	Health and Wellness Center Ext. 6179
Vice President for Facilities and Real Property Management .....	Galloway Hall Ext. 7828
Kelle Menogan	

## OFFICE OF STUDENT AFFAIRS

Dean of Students	Jamerson Hall
Gladys Jones .....	Ext. 7814
Director for Career Services/Yearbook Advisor	Jamerson Hall
Whitney F. McDowell .....	Ext. 7815
Director of Residential Life	New Women's Hall
Tracey Paul.....	Ext. 7819
Director of Counseling Services	Jamerson Hall
Rosie J. Harper .....	Ext. 7818
Associate Director of Student Activities	Warren Hall
Earl Sanders .....	Ext. 6186
College Chaplain	Jamerson Hall
Larry Johnson .....	Ext. 7758
Office Manager	Jamerson Hall
Camille Wilson .....	Ext. 7814
Residential Life Hall Coordinator	Renner Hall
Melinda Houston.....	Ext. 4421
Residential Life Area Coordinator	Renner Hall
Latoya Haymer.....	Ext. 4421
Residential Life Hall Coordinator	A.A. Branch Hall
Vera Cotten .....	Ext. 4413
Residential Life Hall Coordinator	A.A. Branch Hall
Kenya Baugh.....	Ext. 4413
Residential Life Hall Coordinator	Berkshire Hall
Kelly Thomas .....	Ext. 4430
Residential Life Hall Coordinator	Berkshire Hall
Patrick Martin .....	Ext. 4430

# 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

1929

# CAMPUS MAP of TOUGALOO COLLEGE



## Legend

1. Old Business Center
2. New Business Center
3. President's House (2007 Tougaloo Residence)
4. Wilson Hall (1941 Tougaloo Residence)
5. Johnson Hall (1945 Tougaloo Residence)
6. Pope College (1940 Johnson Land)
7. Alumni House (1942 Johnson Land)
8. Student Administration Building (1973 College View Drive)
9. Academic Gymnasium (1970 Tougaloo Residence)
10. Windward Chapel (1950 Tougaloo Residence)
11. Baker O. Walker Building (1951 Tougaloo Residence)
12. Bishop Hall (1951 Tougaloo Residence)
13. Bishop Hall (1951 Tougaloo Residence)
14. Cadbury Hall (1951 Cadbury Drive)
15. Winthrop Dining Hall (1951 Cadbury Drive)
16. Bishop Hall (1951 Bishop Drive)
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## Notes

Building numbers shown in legend, i.e. 1000, 1001, etc. indicate (\*) indicate buildings designated as contributing resources within the Tougaloo College Historic District.

