

**SOUTHERN UNIVERSITY LAW CENTER**  
**CODE OF STUDENT CONDUCT MANUAL**  
**2025–2027**



**REVISED JULY 2025**

# **SOUTHERN UNIVERSITY LAW CENTER CODE OF STUDENT CONDUCT MANUAL**

## **PURPOSE**

The Code of Student Conduct Manual was drafted to furnish law students with a statement of policies, rules, and regulations governing the Southern University Law Center student body. Any student admitted to the Law Center agrees to abide by the rules and regulations of the Law Center Code of Student Conduct, the Law Center Honor Code, other applicable student conduct policies and procedures, as well as the rules of student conduct established by the Southern University System and Southern University and A&M College.

Rules contained in this Manual are subject to change. Students are responsible for staying abreast of any changes in Law Center policies or procedures.

## **SULC MISSION**

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high-quality legal education with special emphasis on the Louisiana civil law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

## **POLICY ON NON-DISCRIMINATION**

The Southern University Law Center is committed to ensuring equal opportunity without regard to race, color, national or ethnic origin, sex, actual or perceived gender, age, religion, creed, disability, sexual orientation, gender identity and expression, genetic information, or parental, marital, domestic partner, civil union, military, or veteran status. Policies, programs, dates, courses, tuition, and fees outlined in this publication are subject to change without notice.

## **FOR MORE INFORMATION, PLEASE CONTACT**

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# **STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

## **Southern University System**

As a campus of the Southern University System, the Law Center first conforms to and communicates to students the rights, duties, and responsibilities that they have as expressed first by the Southern University Board of Supervisors in its Bylaws.

### **Section 1. In the Classroom**

The University is committed to the principle that students in the classroom should be encouraged to exercise free discussion, inquiry, and expression relative to the subject matter of the discipline involved and that student performance should be evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards.

### **Section 2. Student Records**

The President of the University, with the advice and assistance of appropriate members of the administrative staff and faculty, shall formulate and issue regulations pertaining to keeping of student records in accordance with the law and appropriate respect for privacy. These regulations shall provide for maintaining separate academic and disciplinary records and shall clearly indicate the kinds of confidentiality that should be respected with regard to the records and the conditions of access to them.

Administrative staff and faculty members shall respect the confidential of information about students that they acquire in the course of their work.

### **Section 3. Student Affairs**

The following standard shall be observed with regard to the freedom of students.

#### **A. Freedom of Association**

Students bring to the campus a variety of interest previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interest in keeping with the law and University policies.

#### **B. Freedom of Inquiry and Expression**

Students and student organizations shall be free to examine and discuss all questions of interest to them. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, students have the responsibility to make clear that in their public expressions, they and their organization speak only for themselves.

#### **C. Student Participation in University Governance**

As constituents of the academic community, students shall be given the opportunity to participate in the formulation of institutional policy, particularly in the area of student affairs. Students shall be represented on the Board of Supervisors in accordance with applicable state law and Board of Supervisors' rule(s) governing the appointment of said representative.

#### **D. Student Publications/Media**

Student publications and electronic media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and in providing an environment that fosters intellectual exploration on campus. Students shall be given the opportunity to publicize activities and events relevant to the University community through the official campus newspaper, student electronic media, and newsletters of officially registered student organizations. In their roles as student journalists, student journalists are ensured maximum amount of freedom of expression. However, it shall be clearly communicated in publications or other media that student journalists are responsible for the views they express and the content of their publications. Student publications and electronic media shall serve as forums for student expression and as laboratories for training. Students are expected to abide by the commonly accepted legal and ethical standards of responsible journalism, especially as it relates to nudity, obscene language, and statements or comments that can be deemed libelous and/or disruptive of the educational process. Student publications and other media shall be governed by the canons of responsible journalism.

#### **Section 4. Procedural Standards in Disciplinary Proceedings**

The Southern University System has the duty and the disciplinary powers to protect its educational purpose by setting standards of scholarship and conduct for students. The administration of discipline shall guarantee due process to an accused student. The System President shall ensure that appropriate procedures for students to register grievances are in place.

# **STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

## **Southern University Law Center**

### **Non-Academic Rights and Responsibilities**

Students have the same rights, privileges, and freedoms granted to every United States citizen. With these rights, privileges, and freedoms come the responsibility to obey federal, state, and local laws as well as abide by the rules and regulations of the University and Law Center. Essential to the effective functioning of the Law Center is the protection and promotion of a special set of interests and purposes, which include:

1. the opportunity of students to attain their educational objectives;
2. the creation and maintenance of an intellectual and educational atmosphere throughout the Law Center;
3. the protection of the health, safety, welfare, property, and human rights of all members of the Law Center, and the university community; and
4. the protection and reputation of the University itself.

### **Academic Rights and Responsibilities**

The members of the Southern University Law Center community have established an Academic Honor Code because:

1. it is essential to the welfare of the legal profession and the people whom it serves that the integrity of all its members are at all times beyond reproach;
2. there is an overriding obligation that one's learning process is conducted in an ethical manner and this obligation goes beyond purely professional consideration.

The Academic Honor Code embraces five points:

1. it is the duty of every student to act honorably in all relations of student life;
2. lying, cheating, and stealing are specifically condemned;
3. any action that tends to gain an unfair advantage over other students' academic affairs is prohibited;
4. all scholastic dishonesty is forbidden;
5. each student has a duty to report any suspected infraction of the Honor Code.

# **STUDENT CONDUCT POLICIES AND PROCEDURES**



**SOUTHERN UNIVERSITY LAW CENTER**  
**ACADEMIC HONOR CODE**  
*(Updated January 2023)*

Integrity and honesty are the cornerstones of the legal profession, and these concepts must be embodied within the study of law. Thus, every student admitted to the Southern University Law Center accepts the duty and responsibility to act with the highest academic integrity at all times. This duty includes the duty to refrain from taking any action that results in an unfair academic advantage in any way. This duty also includes the duty to refrain from violating any provision of the Academic Honor Code, to report any violation of the Academic Honor Code when there is reason to believe a violation has occurred, as well as a duty to participate in proceedings, if any, that follow from that report if called upon to do so.

**I. JURISDICTION**

- 1.1 A student is subject to the provisions of the Honor Code by virtue of matriculation at Southern University Law Center.
- 1.2 This Code covers any conduct that directly or indirectly pertains to the student's academic relation with the Law Center.
- 1.3 Sanctions imposed under this Code shall be Law Center sanctions exclusively. No university sanction shall be imposed hereunder.
- 1.4 The Honor Code Committee may render advisory opinions to the Chancellor as to whether given conduct is in violation of the Code.

**II. ORGANIZATION**

- 2.1 The Honor Code shall be administered by the Honor Code Committee of the Law Center.
- 2.2 The Honor Code Committee shall possess all powers necessary to properly exercise its jurisdiction and to conduct hearings in a dignified, orderly, and expeditious manner. It may punish, as a violation of the Honor Code, any unwarranted interference with its exercise of these powers.
- 2.3 The Honor Code Committee shall be composed of eight members. The Chancellor of the Law Center shall appoint five faculty members to serve one-year terms on the committee. The President of the Student Bar Association shall appoint three students to the Honor Code Committee. Two of these students shall be selected from the then junior class and one from the then freshman class, all for one-year terms.
- 2.4 The SBA President and the Chancellor shall each appoint, in the same manner as the appointment of regular members, two alternate members. The SBA President shall appoint one alternate from the junior class and one from the then freshman class.

Faculty vacancies, including recusals due to conflicts of interest, shall be filled by faculty alternates, and student vacancies shall be replaced with student alternates according to the classification of the committee member being replaced.

- 2.5 To constitute a quorum, seven of the eight members of the committee (either regular members or their alternate) must be present and participate.
- 2.6 The Chancellor shall appoint a Chair of the Honor Code Committee from its membership.
- 2.7 There shall also be an Investigatory Committee, which conducts investigations of alleged violations of the Law Center's Honor Code and Code of Student Conduct. The Investigatory Committee is composed of seven members, including four faculty members appointed by the Chancellor and three students appointed by the Student Bar Association President. The Chancellor shall appoint a Chair of the Investigatory Committee from its membership, who shall apportion the investigations among the members of the committee.

### **III. INITIATION OF PROCEEDINGS**

- 3.1 Proceedings under this Code shall be instituted by submitting to the Vice Chancellor for Student Affairs a written statement by any student, faculty member, staff member, or the Chancellor alleging that he or she has reason to believe that a violation of the Honor Code has occurred.
- 3.2 A violation must be reported within 30 days after the final day of examinations for the semester in which it occurred, unless it was a violation undiscoverable until a later date. In the latter case, the report must be filed within 30 days after the final day of examinations of the semester in which the violation was discovered. In no case shall prosecutions under this Code be commenced if these time limitations are not strictly observed.
- 3.3 The Vice Chancellor for Student Affairs shall review the allegations to determine whether there is reason to believe that a violation of the Honor Code has occurred. The review may include interviewing the accused, the complainant, and/or other witnesses to the alleged conduct.
- 3.4 If, following a screening of the allegations, the Vice Chancellor for Student Affairs finds that there is reason to believe that a violation of the Honor Code has taken place, then written notice is provided to the Chair of the Law Center's Investigatory Committee of that finding, along with a request to conduct an investigation into the matter. The Vice Chancellor for Student Affairs shall forward to the Investigatory Committee any preliminary evidence received from any of the parties involved while screening the case.

- 3.5 The Vice Chancellor for Student Affairs notifies the accused student in writing that the matter has been referred to the Investigatory Committee and also notifies the Chancellor of all matters referred to the Investigatory Committee for investigative procedures.
- 3.6 The Chair of the Investigatory Committee shall appoint one or more investigators to conduct a preliminary investigation of the alleged violation to determine if there is probable cause sufficient to warrant a hearing. The Chair shall be given the principle responsibility of the investigation with whatever assistance is deemed necessary.
- 3.7 Every effort should be made to divide responsibilities of the investigation among the members of the Investigatory Committee to ensure a thorough and prompt investigation, and to avoid overburdening one member of the committee.
- 3.8 An investigation of an accused student may consist of interviewing the complainant, the accused, and/or other witnesses identified by the complainant or accused; taking any necessary statements from any witnesses; and/or obtaining any other available evidence of the offense, including emails, text messages, documents, physical evidence, or otherwise.
- 3.9 Following a review of the evidence, if the Investigatory Committee finds probable cause that a violation of the Honor Code has occurred, it shall, within a reasonable time from receipt of the complaint, prepare a “charging statement” to provide to the accused. The charging statement is written notice to the accused, which includes: 1) the date and nature of the alleged offense; and 2) a brief summary of the evidence. In addition, the accused shall be given a copy of these rules of procedure. The Chair of the Investigatory Committee shall also notify the Vice Chancellor for Student Affairs of its findings and forward a copy of the charging statement to him.
- 3.10 The investigator(s) shall contact the Chancellor of the Law Center to inform him of the charge as soon as probable cause has been determined. The Chancellor and the investigator(s) shall hold a preliminary meeting if: (a) there is a need for immediate temporary action by the Chancellor pending the holding of a hearing; or (b) there are questions of law upon which the investigators desire the Chancellor’s advice.
- 3.11 The Chair of the Investigatory Committee shall then coordinate with the Chair of the Honor Code Committee and the accused student to set a date and time for the hearing. Written notice of the date of the hearing shall be given to the accused by the Chair of the Investigatory Committee.
- 3.12 The hearing shall commence not less than five nor more than 15 days, exclusive of examination periods, from the date on which notice is given to the accused. By mutual agreement, the investigator(s) and the accused may postpone the hearing for a reasonable period beyond the above limits.

- 3.13 The investigator(s) shall contact the accused at least two days prior to the hearing to receive his plea of guilty or not guilty and to discuss any matter on which agreement would expedite the hearing and help secure the ends of justice. At this time, the accused shall give the investigator(s) the names of all persons providing legal assistance, including retained counsel, if any. Additionally, the accused shall have an opportunity to review, prior to the hearing, the information to be presented against him at the hearing.
- 3.14 At the hearing, one of the faculty member investigators shall present the evidence to the Honor Code Committee. The investigator shall call the witnesses, present the evidence, and cross-examine witnesses called by the accused. The investigator(s) may, after consultation with the Chancellor, obtain the assistance of a member of the Louisiana State Bar Association to conduct the hearing. This should only be done in those cases where it is necessary for the orderly administration of justice.

#### **IV. HEARING**

- 4.1 The hearing shall be closed to the public.
- 4.2 The hearing shall be conducted with as much informality as is consistent with the purpose of the inquiry. Formal rules of evidence and procedure shall not apply.
- 4.3 When conducting a defense, the accused shall have the right to the assistance of any person, including retained counsel. The accused shall further have the right to confront the accuser and witnesses and to cross-examine these persons. The accused shall be afforded the right to remain silent, and no adverse inference shall be drawn therefrom. The accused shall be presumed innocent until proven guilty.
- 4.4 Should the accused—after notification of the charges and date, time, and location, of the hearing—willfully fail to appear at the hearing, the Honor Code Committee may proceed in the accused's absence. In such cases, the accused shall be deemed to have waived the right to present a defense to the charges, but this shall not be equivalent of a guilty plea.
- 4.5 The preceding shall be bifurcated to determine: (a) the guilt or innocence of the accused; and (b) the sanctions to be imposed.
- 4.6 The Chair shall arrange for the hearing to be recorded in its entirety on the request of the accused. However, the preceding shall not be delayed pending receipt of the transcript.
- 4.7 The suggested order of this hearing shall be:
1. Reading of the charge(s) against the accused.
  2. The accused's plea of guilty or not guilty. If the plea is guilty, steps 3 through 11 shall be omitted.

3. A general statement of facts and evidence by the investigator(s).
  4. A reply, if desired, by the accused, his counsel, or anyone assisting the accused with his defense.
  5. A presentation of the evidence by the investigators. The accused shall be allowed to cross-examine any witnesses presented by the investigators. After the accused and investigators have completed their questions, the Honor Code Committee members may ask witnesses questions.
  6. The presentation of any evidence that the accused desires to bring to the attention of the committee, including witnesses. The investigators and the committee have the right to cross-examine and question the witnesses as above.
  7. At the discretion of the Chair, the investigators may be given the opportunity to present evidence, including recall of previous witnesses.
  8. The investigator's summation of the evidence.
  9. A reply, if desired by the accused, his counsel, or anyone assisting the accused with his defense.
  10. Secret deliberations of the Honor Code Committee on the question of guilt or innocence of the accused
  11. Announcement of the verdict of the Committee. The verdict shall be "guilty" or "not guilty."
  12. If the verdict is guilty or the accused has entered a plea of guilty, he shall be allowed to make a statement or to present evidence to the committee relating to mitigating circumstances. In so doing, the procedures of section 5 and 6 are to be followed with the accused presenting his evidence first and the investigator following.
  13. The accused may make a final statement to the Committee.
  14. The Committee shall, in secret session, determine the appropriate sanction.
  15. The secrecy provided herein shall not extend to court proceedings.
- 4.8 At least six of the eight committee members participating in the hearing shall concur in a verdict of guilty. If only seven members of the committee are participating in the hearing, then five out of seven must concur in a verdict of guilty. If after sufficient deliberation a guilty verdict has not been reached, the verdict shall be not guilty or the committee may require further investigation.
- 4.9 Any sanction, from oral admonition to expulsion from the Law Center, may be selected. The sanction must be approved by a majority of the committee members participating in the hearing.
- 4.10 Once a decision is reached, the committee shall notify the accused of the sanction as soon as possible.

- 4.11 Within a reasonable time after the completion of the hearing, the committee shall submit to the Chancellor of the Law Center a written opinion and the physical evidence introduced at the hearing.
- 4.12 If the verdict is “guilty,” the Chair shall ensure that the record of the hearing is retained for one year after the final decision is reached. It shall be dated and placed in the safe in the Office of Records and Registration. If a decision of not guilty is reached, the record shall be destroyed after one year from the date of the decision.

## **V. SANCTIONS**

- 5.1 Sanctions other than oral admonition by the Honor Code Committee may be implemented only by action of the Chancellor. Oral admonition may be implemented by the Honor Code Committee subject to the provisions of 5.2 below.
- 5.2 Sanctions that may be determined by the Honor Code Committee include, but are not limited to, one or more of the following, which are set forth in descending order of severity:
  - 1. Expulsion from the Law Center;
  - 2. Suspension from the Law Center for one or more semesters;
  - 3. A grade of “F” in any course to which the offense pertains;
  - 4. Withdrawal of credit in the course;
  - 5. Lowering of grade in any course to which the offense pertains;
  - 6. Suspension from one or more courses for any period of suspension from the Law Center for less than a semester;
  - 7. A retake of an examination in the course or the doing or repetition of any work, less than the entire course, subject to any conditions established by the Committee;
  - 8. Probation;
  - 9. A written reprimand;
  - 10. Admonition, either oral or written.

## **VI. APPEAL**

- 6.1 A verdict of “not guilty” is final and not reviewable.
- 6.2 A verdict of “guilty” may be appealed to the Chancellor of the Law Center within 48 hours of receipt of the decision and sanction by the accused, excluding weekends and holidays.
- 6.3 The Chancellor may approve the Committee’s findings or may order a reconsideration by the Committee.

- 6.4 The Committee's findings, both as to guilt and sanction, shall become final when approved by the Chancellor.

## VII. MISCELLANEOUS PROVISIONS

- 7.1 Words and phrases are to be read in their context and are to be construed according to the common and approved usage of the language.
- 7.2 The word "shall" is mandatory; the word "may" is permissive.
- 7.3 These rules, together with the Honor Code, shall be effective from the date on which they are ratified by: (1) a majority of the members voting at a student vote called for this occasion; (2) the Chancellor of the Law Center; and (3) the faculty of the Law Center. Amendments hereto and to the Honor Code shall be effective once they are similarly approved.

## VIII. EXCLUSIONS

- 8.1 Nothing contained herein shall preclude:
- a) The administration, law faculty, or individual instructors from establishing and enforcing rules pertaining to the administration of exams, the promotion of academic performance, or the maintenance of classroom decorum;
  - b) The establishment and enforcement by the individual instructor of rules pertaining to the methodology used in the classroom; and
  - c) The use of authority by the instructor to do those things believed to be necessary to fulfill responsibility in the classroom, including devices to promote effective class participation, to prevent disturbance of the classroom situation, and to ensure punctuality as well as regular class attendance.

## IX. OFFENSES

- 9.1 **Cheating** – intentional use of unauthorized materials, information, notes, study aids, or other devices or materials in any academic exercise or attempts thereof.
- 9.2 **Complicity** - includes intentionally helping another to engage in an act of academic misconduct or attempts thereof.
- 9.3 **Peer to Peer Plagiarism** – includes copying the language, structure, programming, ideas, and/or thoughts of a peer and passing it off as one's own original work or attempts thereof.
- 9.4 **Plagiarism** - Includes copying the language, structure, programming, ideas, and/or thoughts of another and passing it off as one's own original work or attempts thereof

- 9.5 **Unauthorized Items During Testing-** use, access to, or possession of unauthorized items during examination testing, including, but limited to cell phones, smart watches, computers or laptops not being used for testing, notes, outlines, etc.
- 9.6 **Abuse of an Honor Proceeding** – includes, but not limited to, filing a frivolous referral, breaching confidentiality, withholding relevant information, or failing to appear as a witness in an Honor Code proceeding.
- 9.7 **Fail to report an Honor Code violation** – failure to report a potential violation of the Law Center Honor Code when there is reasonable cause to believe that one has occurred, within 30 days of discovering the violation.
- 9.8 **Theft of Examination** – the unauthorized taking, copying, or accessing an examination, assignment or any portion thereof, that the student should reasonably know will be used for examination or grading purposes.
- 9.9 **Failure to Comply with Examination Protocol** – the failure of a student to comply with examination protocol as published by the Law Center or examination proctor, including but not limited to commencing an examination before the stipulated time or writing or adding to an examination answer after the time specified by the examination proctor for the end of the examination period; discussing the contents of an examination with anyone before all student’s completion of the examination.

To report a violation of the Law Center Academic Honor Code, please visit “Report an Incident” on the SULC website under “Student Services.”



# SOUTHERN UNIVERSITY LAW CENTER NON-ACADEMIC CODE OF STUDENT CONDUCT

*(Updated July 2024)*

## I. JURISDICTION

- 1.1 A student admitted to Southern University Law Center accepts the responsibility to conform to all regulations that the Law Center and University may publish. Any student who fails to meet this obligation shall be subject to disciplinary sanctions as set forth herein, which include, but are not limited to, expulsion, suspension, probation, warning, or the imposition of reasonable fines.
- 1.2 This Code covers any inappropriate student conduct that is not academic as defined in the Honor Code and that is not covered under the Southern University System's Title IX Formal Grievance Procedure Policy.
- 1.3 Sanctions imposed under this Code shall be Law Center sanctions exclusively. No University sanction shall be imposed hereunder.

## II. ORGANIZATION

- 2.1 The Code of Student Conduct shall be administered by the Non-Academic Code of Student Conduct Judiciary Committee (hereinafter "Judiciary Committee"), the Investigatory Committee, the Appeals Board, and the Institutional Prosecutor of the Law Center.
- 2.2 The **Investigatory Committee** conducts investigations of alleged violations of the Law Center's Honor Code and Code of Student Conduct. The Investigatory Committee is composed of seven (7) members, including four (4) faculty members appointed by the Chancellor and three (3) students appointed by the Student Bar Association President. The Chancellor shall appoint a Chair of the Investigatory Committee from its membership, who shall apportion the investigations among the members of the committee
- 2.3 The **Judiciary Committee** shall have initial jurisdiction to hear all disciplinary actions except violations of the Academic Honor Code and the Southern University System's Title IX Formal Grievance Procedure Policy. The Committee shall consist of: a) four (4) faculty members; b) an administrator other than the Vice Chancellor for Student Affairs; and c) one (1) student member. The faculty members and administrator shall be appointed by the Chancellor of the Law Center, and the student member shall be appointed by the Student Bar Association President. The Chancellor shall appoint a Chair of the Judiciary Committee from its membership.
- 2.4 The **Appeals Board** shall be appointed to review decisions of the Judiciary Committee. The Appeals Board shall consist of five (5) members: a) two (2) faculty members; b) one (1) administrator other than the Vice Chancellor for Student Affairs; c) one (1) student; and d) one (1) member who is either a faculty member, student, or

administrator. The faculty members and administrator shall be appointed by the Chancellor, and the student member shall be appointed by the Student Bar Association President.

- 2.5 There shall also be an **Institutional Prosecutor** appointed by the Chancellor. The Institutional Prosecutor shall be primarily responsible for the presentation of evidence to the Judiciary Committee. The Institutional Prosecutor may be any faculty member who does not serve on the Investigatory Committee, the Judiciary Committee, or the Appeals Board. The Chancellor may appoint additional assistant Institutional Prosecutors to assist the Institutional Prosecutor in his or her role.
- 2.6 The Institution shall ensure that there are no comingling of adjudicative roles. Thus, no faculty, staff member, or student may serve on more than one of the aforementioned committees.

### III. INITIATION OF PROCEEDINGS

#### *Report and Screening of Cases*

- 3.1 Proceedings under this Code shall be instituted by submitting to the Vice Chancellor for Student Affairs a written statement by any student, faculty member, staff member, or the Chancellor alleging that he or she has reason to believe that a violation of the Code of Student Conduct has occurred. Reports of violations of the Code of Student Conduct should be made using the report form at this link: [https://cm.maxient.com/reportingform.php?SouthernUnivLC&layout\\_id=3](https://cm.maxient.com/reportingform.php?SouthernUnivLC&layout_id=3)
- 3.2 A violation must be reported within thirty (30) days of when the alleged conduct occurred, unless it was a violation undiscoverable until a later date. In the latter case, the report must be filed within thirty (30) days of when the alleged conduct was discovered. In no case shall prosecutions under this Code be commenced if these time limitations are not strictly observed.
- 3.3 The Vice Chancellor (or Associate Vice Chancellor) for Student Affairs shall review the allegations to determine whether there is reason to believe that a violation of the Code of Student Conduct has occurred. The review may include interviewing the accused, the complainant, and/or other witnesses to the alleged conduct.
- 3.4 If, following a screening of the allegations, the Vice Chancellor (or Associate Vice Chancellor) for Student Affairs finds that there is reason to believe that a violation of the Code of Student Conduct has taken place, then written notice is provided to the Chair of the Law Center's Investigatory Committee of that finding, along with a request to conduct an investigation into the matter. The Vice Chancellor for Student Affairs shall forward to the Investigatory Committee any preliminary evidence received from any of the parties involved while screening the case.
- 3.5 The Vice Chancellor (or Associate Vice Chancellor) for Student Affairs notifies the accused student in writing that the matter has been referred to the Investigatory Committee and also notifies the Chancellor of all matters referred to the Investigatory Committee for investigative procedures.

### ***Investigation of Cases***

- 3.6 Once a matter has been referred to the Investigatory Committee, the Chair of the Committee shall appoint one or more investigators to conduct an investigation of the alleged violation to determine if there is probable cause sufficient to warrant a hearing. The Chair shall be given the principle responsibility of the investigation with whatever assistance is deemed necessary.
- 3.7 Every effort should be made to divide responsibilities of the investigation among the members of the Investigatory Committee to ensure a thorough and prompt investigation, as well as to avoid overburdening one member of the committee.
- 3.8 An investigation of an accused student may consist of interviewing the complainant, the accused, the victim, and/or other witnesses identified by the complainant, accused, or victim; taking any necessary statements from any witnesses, victim, or accused; or obtaining any available physical evidence of the offense, including emails, text messages, documents, or otherwise.
- 3.9 Following a review of the evidence obtained during the investigation, if the Investigatory Committee finds probable cause by a majority vote, that a violation of the Code of Student Conduct has occurred, it shall, within ten (10) days from its finding, forward the matter to the Institutional Prosecutor for prosecution of the matter. The Investigatory Committee should forward to the Institutional Prosecutor: 1) the name of the accused, 2) the date and nature of the alleged offense; 3) the specific provision of Part VIII of the Code of Student Conduct for which probable cause was found; 4) a brief summary of the evidence supporting the charge; and 5) a list of the evidence supporting the finding. The Institutional Prosecutor should have access to all evidence for review and to prepare for presentation of the evidence to the Judiciary Committee.
- 3.10 The Vice Chancellor for Student Affairs, the Chancellor of the Law Center, and the alleged victim (if applicable) shall receive a copy of such notice.
- 3.11 Every effort should be made to complete an investigation within **thirty (30 )days** of the report of alleged violation, unless extenuating circumstances require a longer period to conduct an investigation.

### ***Formal Charges***

- 3.12 Within **five (5)** days of receiving a case from the Investigatory Committee where probable cause has been found, the Institutional Prosecutor shall prepare a “charging statement,” which will be provided to the accused. The charging statement is written notice to the accused, which includes:
1. the date and nature of the alleged offense;
  2. the specific provision of Part VIII of the Code of Student Conduct for which probable cause was found;
  3. the disciplinary proceedings that will occur; and

4. a brief summary of the evidence used and collected that support the charge.
- 3.13 Along with a Charging Statement, the Institutional Prosecutor shall also provide to the accused, a copy of these rules of procedure, as well as a copy of the student's rights provided under this Code, Louisiana Law, and Law Center and SUS Policy, which includes (*see Appendix A*):
1. The right to representation by an attorney or non-attorney advocate at the student's expense at all disciplinary proceedings, who may fully participate in the proceedings.
  2. The right to be afforded the express presumption of innocence and the right to not be deemed guilty until the accused formally acknowledges responsibility or the Institution has proven every element of the alleged violation by clear and convincing evidence.
  3. The right to access the administrative file of the proceedings maintained by the Institution, which includes all documents, evidence, exculpatory evidence, and a video or other recording of the disciplinary hearing, other than privileged material the Institution does not plan to introduce at any hearing; further, the accused shall have reasonable access to the file and the ability to make copies at least seven (7) business days prior to a hearing.
  4. The right to have all proceedings carried out free from conflicts of interest by ensuring that there are no commingling of adjudicative roles with respect to the proceedings.
  5. The right to appeal an adverse decision within ten (10) days after notice of the Institution's decision. The appeal must be to an administrator or body that did not make the initial decision.
  6. The right to an attorney or a non-attorney advocate at student's own expense at the appeal.
  7. If an appeal results in a reversal of decision or a lessening of sanction, the Institution shall reimburse the student for any tuition and fees paid for the period of suspension, deferred suspension or expulsion.
- 3.14 The accused shall also be advised of the student's right to have the matter handled administratively through the Vice Chancellor for Student Affairs in lieu of a hearing. The student must be made aware of all rights the student gives up if the student elects to have the matter handled administratively through the Vice Chancellor of Student Affairs and must sign a form waiving such rights if the student chooses to do so. The accused shall also have a right to representation of an attorney or non-attorney advocate at the student's expense who may fully participate at all meetings or other procedures used to address the charges administratively through the Vice Chancellor for Student Affairs (*see Appendix B*). In such a case, the victim of the offense, if any, shall have the same rights with respect to the administrative hearing that he or she would have if the matter were handled by the Judiciary Committee, including but not limited to the right to representation of an attorney or non-attorney advocate at the student's own expense at the proceedings.

- 3.15 The Institutional Prosecutor shall also provide a copy of the Charging Statement to the Chancellor and the Vice Chancellor for Student Affairs.
- 3.16 If necessary, the Institutional Prosecutor shall hold a preliminary meeting with the Vice Chancellor for Student Affairs to determine if there is a need for immediate temporary action (interim measures), pending the holding of a hearing. Interim measures shall be imposed in accordance with Section IX herein.
- 3.17 The Institutional Prosecutor shall coordinate with the Chair of the Judiciary Committee, the accused student, and victim (if applicable), to set a date and time for the hearing. Written notice of the date, time, and place of the hearing shall be given to the accused and the victim by the Institutional Prosecutor. The notice should also include the documents to be presented and witnesses to be heard in the case.
- 3.18 The hearing shall commence not less than seven (7) nor more than fifteen (15) business days, exclusive of examination periods, from the date on which notice is given to the accused. By mutual agreement, the Judiciary Committee, Institutional Prosecutor, the accused, and the victim, may postpone the hearing for a reasonable period beyond the above limits.
- 3.19 The Institution shall maintain an administrative file of the proceedings that will include all documents, evidence, exculpatory evidence, and a video or other recording of the disciplinary hearing, other than privileged material the Institution does not plan to introduce at any hearing. The accused (and victim) shall have reasonable access to the file and the ability to make copies at least seven (7) business days prior to a hearing.
- 3.20 The Institutional Prosecutor shall contact the accused at least two (2) days before the hearing to receive the accused's plea of guilty or not guilty and to discuss any matter on which agreement would expedite the hearing and help secure the ends of justice. At this time, the accused shall give the Institutional Prosecutor the names of all persons providing legal assistance, including retained counsel, if any.
- 3.21 At the hearing, Institutional Prosecutor shall present the evidence to the Judiciary Committee. The Institutional Prosecutor shall call the witnesses, present the evidence, and cross-examine witnesses called by the accused. The Institutional Prosecutor may, after consultation with the Chancellor, obtain the assistance of a member of the Louisiana State Bar Association to conduct the hearing. This should only be done in those cases where it is necessary for the orderly administration of justice.

#### **IV. HEARING**

- 4.1 The hearing shall be closed to the public.
- 4.2 The hearing shall be conducted with as much informality as is consistent with the purpose of the inquiry. Formal rules of evidence and procedure shall not apply.
- 4.3 The accused, in conducting a defense, shall have an opportunity to speak in his or her defense and the right to present his or her version of the facts through oral and written statement, including statements of witnesses. In conducting a defense, the accused

shall have the right to the assistance of any person at all disciplinary proceedings, including an attorney or non-attorney advocate at the student's expense who may fully participate in the proceedings.

- 4.4 The accused shall further have the right to confront the accuser and the witnesses and to cross-examine these persons. The accused shall be afforded the right to remain silent, and no adverse inference shall be drawn therefrom. The accused shall be presumed innocent until proven guilty.
- 4.5 The victim shall also have the right to be present during the proceedings, and to have representation of an attorney or non-attorney advocate who may participate fully in the proceedings.
- 4.6 Should the accused, after notification of the charges and date, time, and location of the hearing, willfully fail to appear at the hearing, the Judiciary Committee may proceed in the accused's absence. In such cases, the accused shall be deemed to have waived the right to present a defense to the charges, but this shall not be equivalent of a guilty plea.
- 4.7 The proceeding shall be bifurcated to determine: a) the guilt or innocence of the accused; and b) the sanctions to be imposed.
- 4.8 The Chair shall arrange for the hearing to be recorded in its entirety. However, the proceeding shall not be delayed pending receipt of the transcript.
- 4.9 The suggested order of this hearing shall be:
  1. Reading of the charge(s) against the accused.
  2. The accused's plea of guilty or not guilty. If the plea is guilty, steps 3 through 11 shall be omitted.
  3. A general statement of facts and evidence by the Institutional Prosecutor.
  4. A reply, if desired, by the accused.
  5. A presentation of the evidence by the Institutional Prosecutor. The accused shall be allowed to cross-examine any witnesses presented by the Institutional Prosecutor. After the accused and Institutional Prosecutor have completed their questions, the victim, and the Judiciary Committee members may ask questions.
  6. The presentation of any evidence, including witnesses, that the accused desires to bring to the attention of the committee. The Institutional Prosecutor, the victim, and the committee members have the right to cross-examine or question the witnesses as above.
  7. The victim may also present any evidence, including witnesses that the victim desires to bring who have not been presented by the Institutional Prosecutor, and shall have the right to question or cross-examine any witnesses presented by the accused or Institutional Prosecutor.
  8. The Institutional Prosecutor's summation of the evidence.

9. A reply or summation, if desired, by the accused and victim.
10. Secret deliberations of the Judiciary Committee on the question of guilt or innocence of the accused.
11. Announcement of the verdict of the Committee. The verdict shall be “guilty” or “not guilty.”
12. If the verdict is guilty or the accused has entered a plea of guilty, the accused shall be allowed to make a statement or present evidence to the committee relating to mitigating circumstances. The victim may also make statements in reference to the sanction to be imposed.
13. The accused may make a final statement to the Committee.
14. The Committee shall, in secret session, determine the appropriate sanction.
15. The secrecy provided herein shall not extend to court proceedings.
- 4.10 For there to be a finding of guilty, the Institutional Prosecutor (or other designated prosecuting official) must establish each and every element of the charged offense by clear and convincing evidence.
- 4.11 At least five (5) of the six (6) Committee members participating in the hearing shall concur in a verdict of guilty. If only five (5) members of the Committee are participating in the hearing, then four (4) out of five (5) members of the Committee must concur in a verdict of guilty. If after sufficient deliberation a guilty verdict has not been reached, the verdict shall be not guilty or the Committee may require further investigation.
- 4.12 The Committee may select any sanction, from oral admonition to expulsion from the Law Center. The sanction must be approved by a majority of the Committee members participating in the hearing.
- 4.13 The Committee shall notify the accused of the sanction as soon as possible after a decision is reached.
- 4.14 The Committee shall also notify the victim of the offense of the outcome of the proceeding and any sanctions imposed.
- 4.15 Within a reasonable time after the completion of the hearing, excluding weekends and holidays, the Committee shall submit to the Chancellor of the Law Center a written opinion and the physical evidence introduced at the hearing.
- 4.16 The accused shall be provided a written statement of the findings of fact, which shall be determined and based solely on what was presented at the hearing.
- 4.17 If the verdict is “guilty,” the Chair shall ensure that the record of the hearing is retained for one (1) year after the final decision is reached. It shall be dated and placed in the safe in the Office of Records and Registration. If a decision of not guilty is reached, the record shall be destroyed after one (1) year from the date of the decision.



## **V. SANCTIONS**

### **5.1 Disciplinary Warnings**

An official notification to the student that his behavior has been unacceptable. Any further misconduct will result in the imposition of a greater sanction. This sanction is a part of the official record, but is removed at the time the student completes his requirements for graduation.

### **5.2 Disciplinary Probation**

An indication to a student that his behavior has resulted in a sanction extremely close to suspension. The probation is imposed for a defined period of time. Any further misconduct while on disciplinary probation will result in suspension from the Law Center.

### **5.3 Disciplinary Suspension**

Student is prohibited from taking courses at the Law Center (including remotely) and from being present without permission on the property of the Law Center or on any campus of Southern University for the duration of the sanction. The sanction shall not exceed a period of more than two (2) full semesters following the effective date of suspension.

If required by the sanction, students who have been suspended must petition for reenrollment through the Law Center Judiciary Committee.

### **5.4 Disciplinary Withdrawal**

The student is given the privilege of withdrawing from the Law Center under extenuating circumstances. Conditions may be established for readmission at the time of withdrawal.

### **5.5 Disciplinary Expulsion**

The student is prohibited from ever enrolling as a student at the Law Center and from being present without permission on the property of the Law Center or any campus of Southern University.

### **5.6 Other Sanctions**

The Law Center Judiciary Committee may impose any other appropriate sanction. These may include, but are not limited to, restriction of student privileges, restriction of right of access to campus facilities, or paying restitution to pay for damage to Law Center or University property. A greater or less than specified sanction for a given code category may be imposed by the Judiciary Committee.

### **5.7 Statement of Concern**

Faculty and staff members may issue a statement of concern to a student for violation of Code Three offenses. Such statement shall be placed in the student's official disciplinary file and may be a basis for further disciplinary referrals. The Statement of Concern is removed at the time the student completes his requirements for graduation.



## **VI. APPEAL**

- 6.1 The accused student or the victim of the offense shall be granted an opportunity to petition for an appeal to the Appeals Board. The petition shall be filed with the Vice Chancellor for Student Affairs within ten (10) days after notification of the Judiciary Committee's decision on the student's case. The Vice Chancellor for Student Affairs shall immediately forward the petition to the Appeals Board.
- 6.2 The Appeals Board shall determine whether the student shall be granted an appeal hearing based on sufficient reason(s) indicated in the written opinion. Sufficient reason(s) shall be new evidence, contradictory evidence, or that the procedure lacked due process.
- 6.3 Appeals Board members appointed by the Chancellor cannot be persons who served on the Judiciary Committee during the hearing in that case. The Appeals Board shall, by majority vote, grant a hearing or deny the appeal. If the hearing is granted, the appeal may be: 1) denied, upholding the sanction; 2) granted, and a new hearing ordered; or 3) granted, and the sanction reduced or modified.
- 6.4 If an appeal results in a reversal of decision or a lessening of sanctions, the Institution shall reimburse the student for any tuition and fees paid for the period of suspension, deferred suspension or expulsion.
- 6.5 The Board is limited to ordering a new hearing to the extent that in its judgment, a defect in the original hearing is found that was sufficiently substantial to have changed the outcome in a significant manner.
- 6.6 If an appeal is granted by the Appeals Board, the procedures shall be as follows:
  1. Once the written appeal has been granted, an appeal hearing shall be held within the next seven (7) business days at a time that is convenient to both the student and the Appeals Board.
  2. An official record of the appeal hearing shall be kept by the Vice Chancellor for Student Affairs.
  3. The student may be represented by an attorney or non-attorney advocate at the appeal hearing, at the student's own expense, who may fully participate in the proceedings.
  4. The student may present all reasonable new evidence or arguments to show the merits of the student's appeal, but such evidence shall not be considered as requiring a new judiciary hearing unless it shows that the members of the Judiciary Committee were unreasonable in their judgment as to procedural fairness or sanction imposed. In this event, the Appeals Board can grant a new hearing.
  5. The Chair of the Appeals Board shall determine the procedures of the appeal hearing and preserve its order of operation. The Chair shall ask the Chair of the Judiciary Committee to provide all pertinent information requested.

6. The Appeals Board shall make its recommendation known to the Vice Chancellor for Student Affairs, who shall notify the accused student, the victim (if applicable), the Chair of the Judiciary Committee, and the Chancellor, of the decision of the Appeal Board within three (3) days.
- 6.7 An appeal of disciplinary action may be made to the Chancellor of the Law Center within ten (10) business days. The appeal shall be made in writing, unless otherwise directed by the Chancellor.

## **VII. VICTIM RIGHTS**

- 7.1 Upon a finding that there is reason to believe there has been an alleged violation of this Code, the victim of the alleged violation shall have the following rights (*see Appendix C*).
  - 1) The right to be notified, in writing, of all rights with respect to the proceedings.
  - 2) The right to representation of an attorney or non-attorney advocate at the student's expense at all disciplinary proceedings of the accused, who may fully participate in the proceedings.
  - 3) The right to reasonable access to the Institution's administrative file of the proceedings, which includes all documents, evidence, exculpatory evidence, and a video or other recording of the disciplinary hearing, other than privileged material the Institution does not plan to introduce at any hearing; and shall have reasonable access to the file and the ability to make copies at least seven (7) days prior to a hearing.
  - 4) The right to appeal an adverse decision of the Judiciary Committee within ten (10) days after notice of the Institution's decision. The appeal must be to an administrator or body that did not make the initial decision.
  - 5) The victim shall also have a right to an attorney or non-attorney advocate at the student's own expense at the appeal.
  - 6) The victim shall have the right to be kept abreast of all stages of the proceedings and the outcome of any proceedings.

## **VIII. ORGANIZATIONS**

- 8.1 Prior to the suspension of an organization or revocation of the organization's charter, the Institution must fully comply with all rights herein with respect to an accused organization.

## **IX. INTERIM OR EMERGENCY SUSPENSION**

- 9.1 In situations where the facts indicate that there is substantial evidence that a student's continued presence poses a risk to the physical safety of a member of the campus community and that an interim measure is appropriate to mitigate the risk, the Law Center may invoke interim measures for the safety of the campus during investigation and adjudication of the allegations.

- 9.2 This determination shall be made by the Law Center Institutional Prosecutor after consultation with the Vice Chancellor for Student Affairs.
- 9.3 Interim measures may include but are not limited to: suspension, ban from campus, no contact order, etc.
- 9.4 Within seventy-two (72) hours of the conduct being deemed a threat, the accused must receive notice of the measure(s). Such notice must include:
- 1) the interim measure that has been imposed;
  - 2) reasons for enacting the measure(s);
  - 3) an outline of the allegations/conduct that the Law Center deems to pose an immediate threat to the Law Center community;
  - 4) a copy of the student's rights, the SUS Policy, and the applicable law governing the student's rights during the adjudication of the disciplinary proceedings in connection with the allegations contained in the notice; and
  - 5) a copy of the SULC Code of Student Code.
- 9.5 Unless waived by the student, within seven (7) business days of the notice of the interim measure, a hearing must be held to determine whether there is substantial evidence that the student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate the risk.
- 9.6 At the hearing, the Institutional Prosecutor shall present the evidence supporting imposition of the interim measure to one or more hearing officers appointed by the Chancellor.
- 9.7 The accused student is entitled to have representation of an attorney or non-attorney advocate at the hearing at his expense who may participate fully in the proceedings. The accused student, or the student's attorney or non-attorney advocate, may question witnesses presented by the Institutional Prosecutor, call witnesses of his own, or present any other evidence to rebut allegations supporting the interim measure.
- 9.8 The accused student may waive such a hearing and submit to the imposition of the interim measures imposed. However, prior to such a waiver, the accused student must be made aware of the student's rights under the law. The waiver must be in writing by signing the Interim Measures Waiver of Rights Form (*see Appendix D*), and forwarded to the Institutional Prosecutor. Such waiver is not an admission of guilt or a waiver of any other rights under the law.
- 9.9 The victim of the offense, if any, shall also receive notice of the hearing, and has a right to attend the hearing. The victim is also entitled to have representation of an attorney or non-attorney advocate at the hearing, at the victim's expense, who may participate fully in the proceedings.
- 9.10 Both the accused and the victim (if applicable), shall receive written notice of the outcome of the Interim Measures Hearing within 48 hours of the decision of the Interim Measures Hearing Officer(s).

- 9.11 The interim measure(s) imposed shall remain in effect until the adjudication of the proceedings, or may be terminated at an earlier time if the Institution no longer deems the interim measure necessary for the protection of one or more members of the campus community.

## **X. CODE OF OFFENSES**

### **10.1 CODE ONE OFFENSES — A student found to have violated any of the following regulations may be subject to maximum sanction of expulsion:**

1. **Dishonesty.** Knowingly furnishing, with intent to deceive or gain an unfair advantage, (a) false information by forgery, alteration, or misuse of any documents or records relied on by University or Law Center officials; (b) a written or oral statement known to be false; (c) false identification.
2. **Violation of Probation.** Violation of the terms of disciplinary probation imposed by the Law Center's Judiciary Commission after being found guilty of violating a provision of this Code, while such probation is in effect.
3. **Repeated Offenses.** Violation of two or more Code Two offenses or repetition within two semesters of any offenses included in Code Two.
4. **Disruption/Obstruction.** (a) Knowingly and intentionally obstructing or interfering with the orderly conduct of Law Center or University affairs including teaching, research, administration, disciplinary proceedings, or any Law Center or University activities on Law Center or University owned or controlled property; (b) intentionally obstructing the free flow of pedestrian or vehicle traffic on University-owned or controlled property; (c) intentionally throwing any object on the competing surface of an athletic event; (d) disturbing the peace and good order of the University with disruptive music at a high level, hampering an atmosphere conducive to teaching, learning, and conducting research.
5. **Intentional Bodily Harm.** Menacing. (a) Intentionally inflicting bodily harm on any person on Law Center or University owned or controlled property; (b) intentionally taking action for the purpose of inflicting bodily harm on the person; (c) taking any action with reckless disregard that bodily harm could result upon any person; (d) threatening to use force to inflict bodily harm on any person on Law Center or University owned or controlled property (for example, knowingly causing a person to believe that the offender will cause serious physical harm to one or one's property).
6. **Intentional Destruction of Property.** Intentionally damaging, destroying, or defacing Law Center or University property or the property of any person while on Law Center or University owned or controlled property.
7. **Theft.** Theft of Law Center or University owned property or of the property of a member of the Law Center or University, when such act constitutes a criminal felony.

8. **Possession of Stolen Property.** Knowingly possessing property that may be identified as being stolen from the Law Center or University or from any other person or agency, when such act constitutes a criminal felony.
9. **Forcible Entry.** Forcibly breaking or entering any room, office, building, structure, or facility on Law Center or University owned or controlled property.
10. **Hazing.** The intentional, knowing, or reckless act, occurring on or off Law Center or University property, by one person alone or acting with others, directed against an individual when both of the following apply: a) the person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress; and b) the act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. The sanction imposed for violation of this policy shall apply to individuals, student organizations, or both.
11. **Possession of Dangerous Weapon.** (a) Unauthorized possession or keeping of a firearm of any description, including such weapons as compressed air-guns, pellet guns, BB guns, or illegal knives on Law Center or University property; (b) unauthorized possession or keeping of any dangerous chemicals or explosive devices of any description on Law Center or University property.
12. **Manufacture, Distribution, or Sale of Drugs, Narcotics, or Marijuana.** The manufacture, distribution, or sale of any illegal drug or narcotic, including, but not limited to, barbiturates, hallucinogens, marijuana, and amphetamines.
13. **Possession of Drugs, Narcotics, Marijuana.** (1) Illegal possession or unauthorized use of drugs or use of any illegal drug or narcotic, including, but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, and heroin. (2) Possession of marijuana and/or hashish when such possession would constitute a criminal felony.
14. **Violation of Federal, State or Local Law.** (a) Violating a city, state, or federal law that demonstrates the student poses a potential threat or danger to the Law Center or University or toward a member of the Law Center or University; or (b) conviction for either a felony or repeated criminal misdemeanors.
15. **Trespassing.** Unauthorized entry into or use of Law Center or University buildings and grounds.
16. **Aiding and Abetting.** Conspiring with or knowingly helping, procuring, or encouraging another person to engage in the violation of a Code One offense.
17. **Intimidation of Witnesses.** The intentional attempt by a student to intimidate or coerce a witness to, or victim of, an offense to fail to report an offense that violates the Law Center Code of Student Conduct or Honor Code, or to fail to testify about the incident, or otherwise fail to assist the Institution in the adjudication of the offense.

18. **Intimidation of Law School Professor or administrator.** The intentional attempt by a student to intimidate or coerce a Law Center official to fail to perform his or her official duties.
19. **Bullying and Cyberbullying.** The repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
20. **Conduct Unbecoming of a Student.** Including but not limited to conduct that is disorderly, lewd or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus premises or at other locations where classes, activities, or functions sponsored or participated in by the Law Center community may be held.

**10.2 CODE TWO OFFENSES – A student found guilty of any of the following acts may be subject to the maximum sanction of disciplinary suspension.**

1. **Off-Campus Incidents Resulting in On-Campus Hearing.** Commission of illegal acts off-campus or conviction of crimes against criminal or civil law.
2. **Negligent Bodily Harm.** Failure to exercise reasonable care, thereby creating a substantial risk of serious bodily harm to another.
3. **Negligent Destruction of Property.** Failure to exercise reasonable care, thereby damaging, defacing, or destroying property of the Law Center or University or of any person on Law Center or University owned or controlled property.
4. **Unauthorized Use of Property.** The unauthorized use of Law Center or University owned or controlled property.
5. **Repeated Offenses.** Violation of two or more related Code Three offenses or repetition within two semesters of any offense included in Code Three.
6. **Theft.** Theft of property of the Law Center or University; property of any member of the Law Center or University community; or property of a visitor to the Law Center or University, when such act constitutes a criminal misdemeanor.
7. **Disturbing the Peace.** Disturbing the peace and good order of the Law Center or University by quarreling, being intoxicated in public, fighting, or playing loud music.
8. **Possession of Stolen Property.** Knowingly being in possession of property stolen from the Law Center or University or from any other person or agency that may be identified, where such act constitutes a misdemeanor in a criminal court as defined by Louisiana law.
9. **Failure to Comply.** (a) Failure to comply with directions of university police or any other law-enforcement officers acting in performance of their duties; (b) failure to comply with the directions or an order of the Law Center or University officials acting in the performance of their duties, when such order or directions

is designed to prevent harm to Law Center or University property or to a member(s) of the Law Center or University Community.

10. **Unauthorized Use of Law Center or University Keys.** (a) Making, or causing to be made, unauthorized use of any key or keys issued for any building, laboratory, facility, or room on Law Center or University premises.
  11. **Misuse of Identification.** Transferring, lending, borrowing, altering, or otherwise misusing a student ID card.
  12. **Misuse of University Telephone.** Charging any long-distance telephone call to any telephone on Law Center or University premises without proper authorization.
  13. **Aiding and Abetting.** Conspiring with, helping, procuring, or encouraging another person to engage in the violation of a Code Two offense.
  14. **Willful Indecent Exposure.** Willful indecent exposure, including, but not limited to, exhibitionism and streaking by a person in a place where there are other persons likely to be offended or is likely to suffer emotional harm.
- 10.3 **CODE THREE OFFENSES — A student found guilty of any of the following acts may be subject to the maximum sanction of disciplinary suspension.**
1. **Possession of Marijuana.** Possession of marijuana and or hashish, when such possession would constitute a misdemeanor under Louisiana law.
  2. **Unauthorized Use of Alcoholic Beverages.** (a) Possession or consumption of alcoholic beverages in any form on Law Center or University owned or controlled property, except where authorized by Law Center or University Officials; (b) failure to comply with state and/or university regulations regarding the use and sale of beer and/or intoxicating liquors on Law Center or University owned or controlled property; or (c) disorderly conduct resulting from the illegal use or the abuse of alcoholic beverages.
  3. **Unauthorized Use of Tobacco Products.** Smoking or use of tobacco of any kind on Law Center or University owned or controlled property—including internal or external areas, parking lots, entrances or exits—or in one’s own vehicle when the vehicle is parked on Law Center or University owned or controlled property.
  4. **Possession and/or Use of Firework.** Possession or use of fireworks of any description on Law Center or University premises.
  5. **Gambling.** Illegal or unauthorized gambling at any time in any form on Law Center or University owned or controlled property.
  6. **Aiding and Abetting.** Conspiring with helping, procuring, or encouraging another person to engage in the violation of a Code Three Offenses.
  7. **Unauthorized Use of Loudspeakers.** Use of loudspeakers on Law Center or University owned or controlled property without prior approval of the appropriate officials.



8. **Illegal Registration of Automobiles.** Registering an automobile for any first-year student residing in an on-campus housing who has not been authorized to operate a vehicle on campus.
9. **Use of Profanity.** Engaging in abusive, vulgar, or profane language when such language is directed toward a Law Center or University official acting in the performance of their duties.
10. **Abuse of Network or Technology Resources.** Intentionally engaging in conduct that materially alters, damages, or deletes Law Center or University owned computers, software, or Network, without authority from the appropriate Law Center or University official. Such conduct may include, but is not limited to, using the network to engage in illegal activity, hacking/cracking or accessing accounts and files of others, creating or propagating computer viruses, or downloading or exchanging pirated or illegally obtained software on Law Center or University-owned computers or Network.

**10.4 CODE FOUR OFFENSES – A student organization found guilty of any of the following acts may be subject to the maximum sanction of suspension of the organization or revocation of organization charter.**

1. **Hazing.** The intentional, knowing, or reckless act, occurring on or off Law Center or University property, by one or more members of an organization, directed against an individual when both of the following apply: a) the organization member(s) knew or should have known that such an act endangers the physical health or safety of the other person(s) or causes severe emotional distress; and b) the act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
2. **Failure to Comply.** (a) Failure to comply with directions of university police or any other law-enforcement officers acting in performance of their duties; (b) failure to comply with the directions or an order of the Law Center or University officials acting in the performance of their duties, when such order or directions is designed to prevent harm to Law Center or University property or to a member(s) of the Law Center or University Community
3. **Maintaining an outside bank account.** The establishment and maintenance by a university affiliated and duly recognized student organization, club, or program, of an off-campus bank accounts, wherein the organization's funds are collected and maintained.

To report a violation of the Law Center Non-Academic Code of Student Conduct, please visit "Report an Incident" on the SULC website under "Student Services."



## HAZING PREVENTION POLICY

*(The full Hazing Prevention Policy, Hazing Prevention Handbook, and Hazing Report Forms are located on the Law Center website on the Policy Page.)*

### PROHIBITION AGAINST HAZING

The Southern University Law Center (“Law Center”) strictly prohibits hazing in all forms. The Law Center is committed to providing a supportive educational environment free from hazing, and one that promotes its students’ mental and physical well-being, safety, and respect for one’s self and others. To this end, the Law Center has implemented policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

### DEFINITIONS (LA. R.S. 17:1801)

- A. Hazing** is defined as the intentional, knowing, or reckless act, occurring on or off University property, by one person alone or acting with others, directed against an individual when both of the following apply:
- i. the person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress; and
  - ii. the act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
1. Consent is not a defense.
  2. Hazing includes, but is not limited to, any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
    - i. physical brutality (such as whipping, beating, paddling, striking, branding, electric shocking, or placing of a harmful substance on the body) or similar activity;
    - ii. physical activity (such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics) that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress;
    - iii. activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress;
    - iv. activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

- B. Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club service group, social group, or similar group whose members are primarily students at, or former students of, Southern University Law Center, including the national or parent organization of which any of the underlying entities provided for in this definition is sanctioned or recognized member at the time of the hazing.
- C. Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.
- D. Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including, but not limited to, excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- E. Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

## HAZING EDUCATION REQUIREMENTS

- A. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
- B. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the Fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition of hazing during the new student orientation process either in person or electronically.
- C. Each organization as defined above in this Policy and in La. R. S. 17:1801.1 shall provide annually at least *two* hours of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the Office of the Vice Chancellor for Student Affairs relative to the students receiving such education evidenced by attestations of the students receiving the education.
- D. The institution shall terminate the organization's operation on campus if it fails to comply with the organization education requirement and shall submit a report to the House Committee on Education and the Senate Committee on Education upon such termination.
- E. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report, and on the possible loss of funding and other penalties applicable to organizations under Hazing Laws.

## THE DUTY TO ASSIST

- A. In accordance with La. R.S. 14:502(A)(1), any person at the scene of an emergency who knows that another person has suffered serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the

injured person by seeking or reporting the need for medical assistance from the appropriate authority.

- B. In accordance with La. R.S. 14:502(A)(2), any person who engages in reckless behavior, including hazing, that results in serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person by seeking or reporting the need for medical assistance from an appropriate authority.

## **DUTY TO REPORT**

- A. All campus organizations and institution officials are required to report any allegations that involves the commission of an act or acts of hazing to law enforcement as soon as practicable under the circumstances, and with all details known to the organizations or institutions with “no redactions,” including names of all individuals alleged to have committed the act or acts of hazing.
- B. Any institution that receives a report alleging the commission of an act or acts of hazing by one or more members of an organization that is organized and operating at the education institution shall report as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction and the place where the alleged act or acts of hazing occurred. The information reported to law enforcement as required law shall include all details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. Failure to report could result in a maximum penalty of \$10,000 for violation of R.S. 14:40.8.
- C. Required Documentation: The information reported to law enforcement shall include all information and details received by the institution relative to the alleged incident, with no information being redacted, including the names of all individuals alleged to have committed the act or acts of hazing identified in the report. The institution shall also document, in writing, all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the institution's investigation, processing, and resolution of the incident.
- D. All campuses and campus organizations shall utilize the standardized form developed by the Louisiana Board of Regents to report allegations of hazing. That form shall be immediately turned in to the SULC Office of Student Affairs. The Vice Chancellor for Student Affairs shall forward the form and all documents to the SU System Office of the General Counsel for submission to the Board of Regents.

## **HOW TO REPORT**

You can report incidents of hazing by filling out the Uniform Hazing Incident Reporting Form found in the SULC Hazing Prevention Handbook and the SULC Student Affairs Office.

## **ORGANIZATION OBLIGATIONS**

- A. Each organization shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the University relative to the students receiving such education evidenced by an attestation of the student receiving the education.
- B. Organizations also have a duty to report incidents of hazing to the university, incidents in which the organization has taken disciplinary action against a member or potential member for hazing, as well as incidents in which a parent organization has disciplined a member for hazing.

## **CRIMINAL SANCTIONS**

- A. Under La. R.S. 14:40.8, an individual who commits an act of hazing may be fined up to \$10,000 and/or imprisoned for up to five years.
- B. If an organization has knowledge of hazing and fails to report it to law enforcement, the organization may be fined up to \$10,000.
- C. In addition to criminal penalties, any individual or organization who violates La. R.S. 14:40.8 shall be expelled, suspended, or dismissed from the University.
- D. Under La. R.S. 14:502(C), failure to comply with the duty to give assistance may be punishable by a fine of up to \$2,000 and/or imprisonment for up to five years.

## **LAW CENTER SANCTIONS**

Violation of the Law Center hazing policy can result in sanctions imposed under the Southern University Law Center Non-Academic Code of Student Conduct, which depending upon the circumstances surrounding the hazing incident, could result in expulsion from the Law Center.

## **WHO TO CONTACT FOR MORE INFORMATION**

If you have questions about the SULC Hazing Prevention Policy, please contact the Office of Student Affairs at [studentaffairs@sulc.edu](mailto:studentaffairs@sulc.edu).

## GENDER BASED MISCONDUCT

The Southern University System is committed to fostering an environment in which all members of our campus community are safe, secure, and free from Sexual Misconduct of any form, including, but not limited to, Sexual Assault, Dating Violence, Domestic Violence, and Stalking. The University expects that all interpersonal relationships and interactions—especially those of an intimate nature—be grounded on mutual respect, open communication, and clear consent. Each student has the right to learn, and each employee has the right to work, in an environment free of prohibited sexual-based conduct.

Title IX of the U.S. Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. SULC does not discriminate on the basis of sex in the education programs or activities that it operates, including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. an employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity; or
3. sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), **in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.**

Such a report may be made at any time (including during non-business hours) by using the electronic mail address [titleix@sulc.edu](mailto:titleix@sulc.edu), by the online reporting system at this link; [https://cm.maxient.com/reportingform.php?SouthernUniv&layout\\_id=19](https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=19) or by mail to the office address listed for the Title IX Coordinator.

### Power Based Violence (PBV)

The Southern University System is committed to fostering an environment in which all members of our campus community are safe, secure, and free from Power Based Violence (PBV). In 2021, the Louisiana Legislature set forth that any employee of the institution that witnesses an act of PBV or receives a report of PBV is required to report to the Title IX Coordinator and is considered a mandatory reporter under Louisiana law. **Any student that is employed as a Teacher’s Assistant (TA) is considered an employee for purposes of being a mandatory reporter.**

PBV is any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person and shall include the following:

1. dating violence;
2. domestic abuse and family violence;
3. nonconsensual observation of another person's sexuality without the other person's consent, including voyeurism, video voyeurism, nonconsensual disclosure of a private image, and peeping tom activities;
4. sexual assault;
5. sexual harassment;
6. stalking;
7. unlawful communications;
8. unwelcome sexual or sex or gender-based conduct that is (i) objectively offensive, (ii) has a discriminatory intent, and (iii) lacks a bona fide academic purpose.

For more information on Law Center Title IX policies and procedures or to report an incident, please visit <https://www.sulc.edu/page/title-ix-at-southern-university-law-center>

## STATEMENT REGARDING PRIVATE SOCIAL MEDIA USE IMPLICATING LAW CENTER INTERESTS

The Southern University Law Center fully supports its students' First Amendment rights, encouraging a full and robust discussion of all topics, both inside and outside of the Law Center. As the Supreme Court states in *Mahoney Area School District v. B.L.*, 594 U.S. \_\_\_, 7 (2021): "America's . . . schools are the nurseries of democracy. Our representative democracy only works if we protect the 'marketplace of ideas.'" However, as *Mahoney* affirms, a school *may* regulate some forms of speech, including speech that takes place outside the confines of campus or school-related activities, including the use of private social media accounts that may or may not be shared with other SULC students.

Under *Mahoney*, the Law Center may regulate "student speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others" (*Mahoney*, 594 U.S. at 5). In other words, like other inappropriate conduct that occurs off campus, certain private social media use could violate the Law Center's Honor Code or Code of Student Conduct, subjecting the student to potential sanctions, including but not limited to suspension or expulsion. Such conduct may include speech that amounts to:

- severe bullying or harassment targeting particular individuals;
- threats aimed at other students, professors, instructors, administrators, or staff;
- failure to follow rules concerning class assignments, class discussions, paper writing, computer use, exam taking, or participation in other online school activities; and
- breaches of school security devices.

The administration does not intend to stifle robust, even painful discussions, but it cannot allow circumstances that intrude into and disrupt the Law Center's learning environment. When using social media, be thoughtful of your content, even if just among friends.

Furthermore, as you prepare to enter a professional work environment, be mindful that many employers are now requiring access to applicants' social media accounts or may surreptitiously monitor such accounts. Even if this is not the case, a number of people have been terminated from their employment when inflammatory posts have been made public. Thus, it is highly recommended that students thoroughly consider the consequences of all social media posts and other online activity prior to posting, particularly content that may be construed as inflammatory, bullying, or threatening.

# **SELECT ACADEMIC AFFAIRS POLICIES AND PROCEDURES**



## GRADING SCALE POLICY

The following grading scale is to be used in all SULC courses that are not designated pass/fail courses. If a course is designated a pass/fail course, then a student can only earn either a letter grade of “P” for passing the course or “F” for failing the course. In all other courses, the following grading scale is to be used.

A	4.0	96–100
A-	3.75	90–95
B+	3.50	87–89
B	3.00	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.00	73–76
C-	1.75	70–72
D+	1.50	67–69
D	1.00	63–66
D-	0.75	60–62
F	0.00	Below 60

Nonetheless, nothing in this policy should be read as preventing a professor from awarding grades based on a curve or a similarly accepted method of adjusting their grades based on the academic performance of their students. It is herein acknowledged that grades resulting from the application of a curve or similarly accepted method of adjusting grades may not conform to the above listed grade scale. Additionally, a professor teaching a course that has not been designated a pass/fail course cannot issue a grade of pass (P) but must award a grade listed on the grade scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F).

The following courses are pass/fail courses:

- 424A Legal Methods
- 429 Lawyering Process I
- 430 Lawyering Process II
- 435 Legal Process
- 459 Independent Research/ Adv. Independent Research
- 625 Advanced Constitutional Law
- 643 Law Review Workshop
- 644 Moot Court Board Workshop
- 645 Journal of Race, Gender, & Poverty Workshop
- 658 Advanced Louisiana Torts Litigation (Advanced Torts)
- 824 Honors Board of Advocates Workshop
- 825 Journal of intellectual Property, Technology & Law Workshop
- 826 Journal of International Law, Business & Policy Workshop
- 929 Trial Advocacy Board Workshop 2

Any newly created co-curricular course or intervention course will be a pass/fail course, unless designated differently when the faculty approves the creation of the course.

## GRADE DISTRIBUTION POLICY

The grade distribution listed below is mandatory for the following courses: Basic Civil Procedure, Civil Law Property, Common Law Property, Contracts I, Contracts II, Criminal Law, Family Law, Obligations I, Obligations II, Torts I, and Torts II.

GRADE	RANGE
A, A-	0–10%
B, B+, B-	15–25%
C, C+, C-	25–50%
D, D+, D-	15–25%
F	0–15%

It is advisory for all other courses, to include clinical courses, practical courses, legal writing, legal research, independent research, workshops, seminars, and classes with less than 15 students (except for the doctrinal courses listed above).

The Vice Chancellor for Academic Affairs may approve a departure from this policy for good reasons.

## COMPUTATION OF GRADE POINT AVERAGE

A student's GPA is computed by including grades earned in both the regular semesters (fall and spring) and summer sessions. If a student repeats a course, the grade earned in the course before it was repeated is included in calculating the student's cumulative grade point average. If the student repeats a course, the grade earned in the course prior to the course being repeated will not be used to calculate the grade point average in required courses.

If the student's GPA cannot be computed with certainty when these rules are applied, by reason of an instructor's failure to assign a grade on time, the GPA is computed tentatively by assuming that the outstanding grade is a "C." When the outstanding grade is supplied, these rules apply retroactively, and action taken on the stated assumption yields to that application. The tentative determination of GPA under this paragraph will not be used in determining the student's eligibility to receive scholarships or to graduate.

## GRADUATION POLICY

### CREDIT HOURS

For graduation, there must be satisfactory completion of at least 90 semester hours of professional courses, including required courses, earning a 2.0 cumulative grade point average. Additionally, no student may qualify for the awarding of the Juris Doctor degree who has not acquired a 2.0 average for all required courses.

The faculty has discretion to relax the requirement of a GP A of 2.0 in required courses in exceptional cases, on such conditions as it deems appropriate, including the requirement of further study and repetition of designated courses.

A student unable to graduate under these rules may petition the faculty for permission to remain enrolled until his or her graduation is approved.

Electives are offered as a part of the curriculum, and students are permitted to take the elective courses specified during the second and third years of school.

Some additional courses may be assigned by the administration based on assessments of the student's work in various courses and the student must take these additional courses. Each student is responsible for keeping informed of the number of additional credits needed to meet the graduation requirements.

## **RESIDENCY CREDITS**

As of Spring 2020, SULC no longer requires a student to earn a particular number of residency credits in order to graduate.

## **PROCEDURE FOR ANONYMOUS GRADING SYSTEM**

1. The Law Center utilizes ExamSoft for students to take final examinations in an anonymous fashion. The student's identity is obscured by a special number—a personal identification number (PIN)—that is auto-generated and loaded into the ExamSoft system.
2. A student, however, does not need to know the PIN when taking final examinations.
3. When grading exams within ExamSoft, the instructor/professor sees the PINs rather than the names of students.
4. Professors submit final grades for students in a course by PIN to the Records and Registration Department through the grade capture system, AppointLink
5. After a series of reviews, the Records and Registration Department will post grades into the student information system (Banner) for access by students.
6. Once the Registrar has posted grades, AppointLink lists the student's name, PIN, the scores under each grading component, and the letter grade assigned to the student. Thus, once grades are posted, the professor has all the information necessary for a student to review his or her performance on the final examination.

## **FINAL EXAMINATION AND USE OF ELECTRONIC DEVICES POLICY**

1. Final examinations will be administered pursuant to procedures/guidelines that will be published by the Office of Academic Affairs at the beginning of each academic term (Fall, Spring, Summer).
2. Final examinations are generally administered in required doctrinal courses.

3. Final examinations are not generally administered in skills courses, simulation courses, or electives.
4. Use of computers/laptops/tablets/iPads to take final examinations is a requirement absent extraordinary circumstances or an ADA accommodation.

## **PROTOCOLS FOR FINAL EXAMINATIONS**

### ***Spring 2025***

1. All final exams will be administered in-person, unless an ADA or Title IX Accommodation has been granted.
2. Students are to self-seat but should not sit next to a student who is taking the same exam. Students will not necessarily be able to skip a seat between each other for exams.
3. Students are to arrive, and be in place (seat identified), twenty (20) minutes before the start of the exam; **however, students cannot enter the room until the proctor grants such access.**
4. Students will not be permitted to use scratch paper. However, a paper copy of the student's final exam will be provided. The student can write notes on the paper copy of their exam; however, the professor will not review any notes made on the exam nor will such markings be considered when determining a student's grade. In fact, the paper copy of the exam will be shredded once the exam is completed.
5. Students must place their driver's license (or a photo ID) next to their computer. The proctor will inform the student when their identity has been confirmed and the ID can be put away.
6. The passwords to start the exam will be written on the board in the classroom, such that a student can start his/her exam at the scheduled time for exams to start (i.e., passwords will not be issued earlier than the start time of the exam).
7. All students must start their exam at the scheduled start time for the exam.
8. If an issue arises during the exam, a student should contact the ExamSoft Help Desk (1-866-429-8889, Ext. 1) for assistance. Students taking exams in-person should proceed to an SULC phone, as directed by the proctor, to call the Help Desk. **Please remember that if the ExamSoft technician instructs you to contact your professor for any reason, the student should instead contact Vice Chancellor Shawn D. Vance at (225) 210-9192. Students should never contact their professors about an examination issue.**
9. Once a student has completed their exam, they should quietly gather their belongings and leave the Law Center or go into the Law Library. Students should not congregate outside of the Law Center (or inside the atrium) after they have completed their final exam.
10. Students must upload their exam answer to the Examplify site once they have completed their exam. If, for some reason, a student has trouble connecting to the WiFi in the building, they can seek out the assistance of a staff member of the IT Department or they can upload the exam answer once they connect to reliable WiFi. However, all exam answers must be uploaded by 11:59 pm of the night on which the exam was administered (a student receiving extended time as an ADA Accommodation must upload their exam answer by 8:00 am of the day immediately following the day on which the exam was administered).

## FINAL EXAMS – LIST OF PERMITTED AND PROHIBITED ITEMS

### Permitted Items:

Students are not permitted to bring any items into the examination site other than:

- a laptop or iPad, along with a charger for laptop or iPad and a mouse, if applicable
- sweatshirt or sweater/jacket (without a hood) and/or
- a clear plastic food storage type bag (maximum size one gallon), which may only contain:
  - a physical copy of a valid photo I.D. (preferably a drivers' license),
  - wallet,
  - keys,
  - earplugs (**cannot** substitute a device that has electronic capabilities),
  - pencils,
  - pens,
  - erasers,
  - medication and medical items,
  - facial tissue,
  - non-digital watch or timepiece, and/or
  - one clear plastic bottle of water/juice/soda/coffee per exam session.

### Prohibited Items:

The following items are strictly prohibited and will not be permitted in the exam room:

- food of any kind including candy and gum,
- handbags,
- purses,
- hats,
- hoods or any other headgear (except items of religious apparel),
- blankets,
- backpacks,
- laptop bags,
- computer sleeves,
- duffle bags,
- briefcases,
- tote bags,
- notes,
- books,
- magazines,
- newspapers or any other reading material,
- bar review or other study material in any format or media,
- headphones or headsets,
- weapons of any kind, regardless of whether you have a permit to carry,
- electronic wireless communication and smart devices such as cell phones, calculators, cameras, radios, recording devices, iPods, smart watches and fitness bands, or
- **any other item not specifically permitted above.**

## **EXAMINATION CONFLICT POLICY**

An examination conflict exists when a student has two examinations with starting times that are less than 24 hours apart. For example, an examination starting at 8:00 a.m. one day does not conflict with an examination beginning at 8:00 a.m. the next day. Students with an examination conflict must complete the Examination Conflict Form and return it to the Vice Chancellor for Academic Affairs by the date stated on the form.

Forms will be available in the Office of Records and Registration or in such other way as the Vice Chancellor for Academic Affairs or the Vice Chancellor's designee may direct. Only examinations that have been approved by the Vice Chancellor for Academic Affairs can be rescheduled. Students will be informed of the rescheduled date(s) for their exam and the exam must be taken on that rescheduled date(s).

Professors do not have the authority to allow students to reschedule an examination. Students shall not contact the professor to reschedule an examination unless instructed to do so by the Vice Chancellor for Academic Affairs. Contacting a professor to reschedule an anonymously graded examination breaches the anonymity and is an Honor Code violation.

## **GRADE OF INCOMPLETE POLICY**

A student who does not appear for a scheduled final examination or other similar assessment shall receive a failing grade of “F” in the course unless an application for a temporary grade of incomplete (“I” grade) is timely submitted and approved by the Vice Chancellor for Academic Affairs. The temporary grade of incomplete is available for only the strongest of reasons, such as serious illness or death in the immediate family, serious personal illness, hospitalization, subpoenaed absence, or military duty.

Students who do not appear for a scheduled final examination or other similar assessment or who know in advance that they will be unable to appear shall follow the procedure below.

1. A student who does not appear for a scheduled final examination or other similar assessment must never contact their professor to indicate that they cannot or did not appear for the examination or assessment prior to the posting of the student’s grade.
2. The student must make a formal request to the Vice Chancellor for Academic Affairs to receive an “I” grade. The request must include the student’s “U” number and SULC email address. Documentation to support the reason for the absence must accompany the request. Documentation from a medical provider must be on the provider’s letterhead and signed by the provider. The documentation must state that because of illness or injury the student is unable to take the student’s examination on the applicable date(s). While the formal request for an incomplete grade should contain all of the information above, this policy recognizes that circumstances may prevent a student from filing a request that fully complies with the information above.
3. The Vice Chancellor for Academic Affairs will notify the student that the student’s request has been approved or denied. The Vice Chancellor for Academic Affairs will also notify the Director of Records and Registration, who will notify the affected professors.

4. Students shall not contact professors to schedule makeup examinations. The Vice Chancellor for Academic Affairs, or their designee, will consult with professors and arrange for the examinations to be administered. Students who receive accommodations must contact the Health, Wellness, and Disability Director.
5. Students who receive “I” grades in the spring semester must take make-up examinations or otherwise complete their course work no later than the last scheduled examination date in the summer session following the spring semester in which they received “I” grades.
6. Students who received “I” grades in the fall semester or in the summer must take make-up examinations or otherwise complete their course work within six weeks after the start of the next term.
7. Two weeks after completing the make-up examination the student must check his transcript on Banner to verify that the “I” grade has been changed to a letter grade.
8. Absent extraordinary circumstances, should a student fail to timely complete a makeup examination, the temporary incomplete grade will be converted into a grade of “F.”

### **Failure to Complete a Final Examination or Assessment**

Students who appear for an examination or other assessment, but who are unable to complete it due to serious personal illness must contact the Vice Chancellor for Academic Affairs to be excused from the examination. Students excused from an examination shall follow the procedure above to receive and remove a temporary grade of “I” in the course.

## **PROHIBITION OF ADVERSE ACADEMIC ACTION AGAINST MOBILIZED OR ACTIVATED MILITARY OR GOVERNMENTAL WORKERS**

This policy will inform SULC faculty and students on the prohibition of adverse academic action against uniformed service personnel referenced in Revised Statute 29:420, the Academic Affairs Policy 2.21 (and similar policies) of the Louisiana Board of Regents and to extend the protections articulated therein to governmental workers and/or volunteers in cases of declared international, national, state, and/or local emergencies.

Louisiana public higher education recognizes that many students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard, and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergency situations. It is the policy of Louisiana public higher education to minimize the effects of this disruption as much as possible. The policy excludes the application of certain SULC policies regarding adverse academic actions upon covered students, such as the mandatory attendance policy, due dates of assignments, opportunity to complete work after due dates, etc.

### **POLICY AND APPLICABLE PROCEDURES**

1. In order to qualify under the provisions of this policy, covered students must present to the Vice Chancellor of Academic Affairs or his/her designee a copy of the military orders or governmental directive indicating the mobilization/activation or call to action.
2. Covered students should contact the Vice Chancellor of Academic Affairs or his/her designee as soon as they are notified of the call up so that the Vice Chancellor can issue a Memorandum of Prohibition of Adverse Action to the professors of the covered student and the Office of Records and Registration. If, due to time constraints between the time of notification and the time of actual mobilization/activation or call to action, the covered student cannot present their orders or directive as required, the parents, guardians, or spouse of the covered student may do so.
3. The academic actions that are prohibited with respect to covered students under this policy include those actions outlined in the policies of the Louisiana Board of Regents covering such matters, particularly those actions outlined in Academic Affairs Policy 2.21 which was approved by the Board of Regents on August 26, 2015 (attached).
4. The time period for the prohibition of adverse action in this policy will be sufficient to allow the covered student a reasonable opportunity to reintegrate themselves into the academic environment post the declared emergency.



## **LIMIT ON STUDENT EMPLOYMENT POLICY**

*(Formerly the “20-Hour Work Week Policy”)*

First-year, full-time students are not allowed to work in a job, internal or external to SULC, during the academic semester unless the student obtains written permission from the Vice Chancellor for Academic Affairs.

Full-time students who have completed their first year of study may work no more than 20 hours in a job, internal or external to the Law Center, during the academic semester unless the student obtains written permission from the Vice Chancellor for Academic Affairs. Part-time students are not limited in the number of hours that they can work during an academic semester.

Students transferring from part-time to full-time status must declare adherence to this policy when applying for the change in status.

## **CLASS ATTENDANCE POLICY**

Regular class attendance and adequate daily preparation for a class are mandatory for all students. Attendance of eighty (80) percent of the scheduled classes is a prerequisite for credit in a course. Except as detailed below, students who do not attend 80 percent of the scheduled classes will be administratively withdrawn from the class. Professors have the discretion to create an attendance policy that requires more than 80 percent attendance.

This policy is subject to and limited by another policy:

The Withdrawal From a Course policy (No. 1-007) provides that students who are withdrawn from a course after the time set for withdrawal from a course will receive a grade of "F" for the course.

If a student is withdrawn from all, or substantially all, of their courses due to excessive absences, then, the student will be academically dismissed from school, irrespective of the student's cumulative grade point average. As a matter of SULC policy and because of ABA Standard 310(b), students must devote at least two hours of out-of-class work for every hour of in-class instruction.

## **NO-SHOW POLICY**

An enrolled student who does not attend any of the student's scheduled classes during the first week of school will be designated as a “No Show” and will be contacted by the Office of Records and Registration. A “No Show” student will be informed that the student's course roster will be removed from Banner (i.e., the student will be removed from all classes) if the student does not prove that he or she is attending classes. A student's attendance in class will be based on a review of the attendance software used by the Law Center and/or confirmation from the student's professor.

Any “No Show” student who does not prove attendance in class by the second week of school shall have the student's course roster removed from Banner (i.e., student will be removed from all classes) and any financial aid awarded to the student will be cancelled and returned to the student's lender and/or provider.

## POLICY STATEMENT ON INDEPENDENT RESEARCH

(Updated June 2021)

An application for academic credit for student independent research may be granted in conformance with provisions given hereunder:

1. One (1) or two (2) hours of academic credit may be earned and a student may engage in independent research only ***once*** for academic credit during the students' matriculation.
2. To be eligible for consideration, a student must have earned at least 30 semester hours. Students must be in academic good standing, i.e., not on academic probation.
3. Save exigent circumstances that must be verified by the applying student and only if approved by the Vice Chancellor for Academic Affairs, ***independent research will not be allowed during summer sessions.***
4. A student will not be allowed to take more than a total of 16 semester hours, including the independent research hours, during the semester in which the independent research is to be completed.
5. A student who desires to conduct an independent research project for course credit must write a proposal in the form of an abstract or prospectus describing the particular research project.
6. The student must complete an application and submit the application and an abstract or prospectus to a full-time faculty member for approval. The faculty member must sign the completed application agreeing to guide and supervise the research project. The number of course credit hours recommended by the faculty member must appear on the application. The application and abstract or prospectus must be submitted to the Vice Chancellor for Academic Affairs.
7. The Vice Chancellor for Academic Affairs will forward research projects that are approved by the Academic Affairs Office to the Records and Registration Department for processing.
8. A professor shall supervise only one (1) student enrolled in an independent research project per semester.
9. A student research project must be completed during the same semester of enrollment unless extenuating circumstances prevent its completion. If this occurs, the supervising professor must submit a statement explaining the delay.
10. The students shall be required to write a substantial research paper as a requirement of the independent research project. Students shall confer individually with their professor for assessment of written work and then edit and rewrite their papers to produce works of such quality that they could be published as student notes in a law review.
11. The supervising professor shall evaluate the final written product and submit a final grade of pass or fail to the Director of Records and Registration.
12. The supervising professor shall keep and maintain for two (2) years at least one copy of the graded final research product and provide a copy of the same to the Vice Chancellor for Academic Affairs.

13. Withdrawal from the Independent Research course shall be governed by the same regulations governing formal withdrawal from any other course.
14. Research projects seeking the two hours advanced writing credit must meet the requirements of ABA Standard 303(a)(2) and Interpretation 303-2.
15. If the student desires only one hour of academic credit for the project, the paper must meet all requirements stated in section 10 above and be at least 4,500 words, including the footnotes, but excluding the cover or other ancillary pages. If the student desires to earn two hours of academic credit, the paper must meet all requirements stated in section 10 above and be at least 9,000 words, including the footnotes, but excluding the cover or other ancillary pages. A paper that meets the requirements for two hours of course credit is eligible for advanced writing credit.

## **Procedure**

1. The student completes an application and an abstract or prospectus with a complete bibliography.
2. The student contacts and presents to the proposed supervising professor the application and abstract or prospectus.
3. The professor reviews the prospectus or abstract and indicates approval to supervise the project by signing the application.
4. The student submits to the Vice Chancellor for Academic Affairs the application signed by the professor, and the Vice Chancellor will either approve or deny the research project. The Vice Chancellor for Academic Affairs may deny the application for reasons that the Vice Chancellor deems appropriate.
5. If the Vice Chancellor for Academic Affairs approves, the Vice Chancellor will give written notification to the professor and to the Records and Registration Department.
6. The student should check his or her Banner account for the Independent Research course or may email the Vice Chancellor for Academic Affairs.
7. The application and abstract must be approved no later than five (5) days after the semester begins. Students are encouraged to submit the application in the prior semester.
8. The student may drop the course, but only after written notice to the professor and Vice Chancellor for Academic Affairs and only after timely completion of the withdrawal process.

Any other matters, substantive or procedural, not covered above will be resolved by the Vice Chancellor for Academic Affairs with the permission of the Chancellor as need may arise and dictate.

***\*If the project will be submitted for the two hours of upper-level writing credit, the supervising professor must submit to the Office of Records and Registration, a certification verifying that all requirements for upper-level writing credit have been met. The certification form is available on the Law Center website.***

## CHARACTER AND FITNESS SUPPLEMENT POLICY

*(Updated June 2021)*

- A. **Duty to Report.** All Law Center students are under a continuing duty to supplement their file with any information that affects their character and fitness to practice law. All information that is requested on the original law school application, but not originally submitted, must be reported if it would change the status of the original response. This duty continues from the time of the submission of the original law school application until graduation.
- B. Character and fitness information should be reported within 14 days of the student becoming aware of the relevant information.
- C. **Information to report.** Character and fitness information encompasses all information that could affect a student's character and fitness to practice law. It includes all information included on the original law school application, including any citations, summons, arrests, criminal charges, or convictions brought against the student while attending the Law Center. It may include disciplinary action taken against the student by any government or administrative agency, including armed forces. It may also include domestic violence matters, even where there has been no arrest or conviction.
- D. **How to report.** Supplements to a student's character and fitness should be submitted to the Office of Records and Registration. An enrolled student who requests to supplement his or her file under this policy will be required to formally submit the request in the Maxient system via the online report form located at <https://www.sulc.edu/page/registrar-forms>.
- E. Requests by students or graduates to supplement their character and fitness reports will be dealt with in the following manner, depending on the situation.
  - 1. For former students who have graduated or otherwise left the Law Center, the school will not supplement the student's record because the student's academic record at SULC is closed. Nonetheless, any information submitted by a graduate or former student to supplement their file will be placed in the student's file along with the school's responsive letter provided by the Office of Records and Registration Office. The responsive letter shall indicate that no action is being taken on the information because the student has graduated or otherwise left the school. The former student will also be informed that information provided will be made available to any requesting bar authorities, along with the responsive letter.
  - 2. For current students, any information submitted to supplement the student's file shall be submitted in the Maxient system via the online report form.
    - a. If after consultation between the Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs, a decision is made that the matter does not require further investigation by the Law Center, then a letter will be sent to the student indicating that the student's file has been supplemented.
    - b. In all other cases, the matter will be turned over to the Office of Student Affairs for processing. In such situations, a letter indicating that the matter has been transferred to the Office of Student Affairs for processing will be sent to the student.

- c. After the Office of Student Affairs has completed its processing of the matter, a letter indicating the final disposition of the matter will be placed in the student's file and serve as the final step in the Law Center's response to the request to supplement the file.
- F. A decision by the Law Center to take no adverse action against a student based on the information reported (within their request to supplement their file) does not mean bar admission committees will refuse to take action on the information reported. Bar admission committees may refuse to certify the character of a graduate based on the information provided or based on the graduate's failure to report such information.
- G. Failure to report a character and fitness issue in compliance with this policy within 14 days of the incident in question may result in an action being brought against the student in violation of Section 8.3(9) of the Code of Student Conduct.
- H. The Law Center's action of supplementing a student's file for character and fitness issues is a separate and distinct matter from any duty imposed by a bar examination authority on a bar applicant to report character and fitness issues. The supplementing of a student's file at the Law Center for character and fitness issues does not alleviate any duty to comply with any reporting requirements imposed by a bar examining authority.

**Upon entry into the Law Center, students will be required to sign an acknowledgement form indicating that the student is aware of this duty, agrees to comply with the duty, and understands the consequences for failure to comply with the duty.**

# **STUDENT GRIEVANCE AND COMPLAINT POLICIES AND PROCEDURES**

# **GRADE REVIEW AND APPEAL POLICY**

*(Updated December 7, 2022)*

## **Section I**

### **Creation of Grade Appeals Board, Purpose**

1. There is hereby established a permanent Grade Appeals Board consisting of six (6) members.
2. This Board shall have authority to hear complaints made by students regarding their final letter grade received in a course and make recommendations consistent with its finding.

## **Section II**

### **Composition and Selection of Members**

1. This Board shall consist of four (4) members of the Law Center's faculty and two (2) members of the student body. Three (3) of the faculty members shall be appointed by the Chancellor of the Law Center. One (1) faculty member shall be appointed by the Law Center's Senior Class in a process approved by the Associate Vice Chancellor for Student Affairs. The faculty member appointed by the Senior Class shall be selected no later than Friday of the second full week of the fall semester.
2. The two (2) student members shall be chosen in the manner provided for by the rules of the Student Bar Association, provided that one student member shall come from the second-year class and one from the third-year class. The student members of the Board shall be appointed no later than Friday of the second full week of the fall semester. A student must be in the top five (5) percent of that student's class to serve on the Board.

## **Section III**

### **Tenure, Voting Power, and Meetings**

1. Each Board member shall be appointed to serve one (1) academic year. A Board member may be reappointed. A faculty member shall not serve more than three (3) consecutive years. A faculty member who has served three (3) consecutive years may be reappointed after at least a one (1) year break in that faculty member's service.
2. The Chancellor shall appoint the Chair of the Board and, if necessary, one (1) faculty member as an ad hoc faculty member of the Board. The ad hoc member will serve only when a conflict on a grade appeal occurs for a Board member.
3. The Board members shall have equal voting power.

## **Section IV**

### **Power of the Board**

The Board shall have the following authority:

1. render a finding of fact upholding the decision of the professor;
2. render a finding of fact indicating that there are reasonable grounds to believe possible error resulted in grading a student's examination; and

3. in cases in which the Board finds that there are reasonable grounds to believe possible error resulted in grading a student's examination, the Board shall make recommendations consistent with its findings.

## **Section V**

### **Examination Review and Discretionary Grade Change**

1. Prior to appealing a grade earned in a course, the student shall review his final examination or paper with the professor by contacting the professor directly. Upon a student's request, professors shall provide the student an opportunity to review his or her final examination paper. Any explanation of the grading process that identifies the substantive shortcomings in the student's answer is sufficient to meet the requirement. The term "review" does not necessarily mean a face-to-face discussion of the examination paper with the student. Examples of a review are providing the student with the student's examination paper and the grading sheet; providing the student with the student's paper and answering any question that the student may have via email; providing the student with the student's examination paper that contains detailed marks and comments that indicate how the points were determined; or conferring with the student one-on-one to explain the grading process. This list is only illustrative and is not meant to exclude other methods that explain the grading process and identify the substantive shortcomings in the student's answer.
2. While reviewing his or her examination, the student should record specific errors the professor made while grading the examination that may form the basis of the student's grade appeal in the event the issues cannot be resolved with the professor.
3. After reviewing a student's paper, if the professor learns that the grade submitted was incorrect, the professor may change the student's grade via the form located in the Office of Records & Registration. Grades should only be changed if the professor discovers the grade submitted was incorrect due to error such as mathematical error, scrivener's error, failure to include points earned by the student, etc. All grade changes must be approved by the Vice Chancellor for Academic Affairs and the Chancellor.

## **Section VI**

### **Rules for Appeal of Final Grade**

After reviewing a final examination, a student may appeal a grade earned in a course in accordance with the following rules:

- Rule 1. Any student, other than a freshman student who has just completed the first semester, shall have the right to appeal the final grade earned in a course if the grade is at least one letter grade lower than that student's overall law school cumulative grade point average at the end of the term prior to the term in which the challenged grade was earned.

Example: A student with an overall letter grade average of C must be given the right to appeal if the student makes a letter grade of D or F. On the other hand, if that same student with the C average should earn a D+ in a particular course, that student will have no right to appeal as a part of this process.



A freshman student who has completed only the first semester of studies has a right to review that student's examination with the professor in accordance with Section V, Paragraph 1 above, but the student does not have the right to appeal a grade received in the first semester.

- Rule 2. A student desiring to exercise their right to appeal under Rule 1 shall file a written request to appeal his or her final grade in the Maxient system via the online report form located on the Law Center website (<https://www.sulc.edu/page/registrar-forms>). The student's appeal request shall include a specification of errors detailing the mistakes the student believes were made by the professor while grading the examination or final paper.
- Rule 3. The request must be filed within 30 calendar days after the beginning of classes in the semester immediately following the semester in which the appealed grade was earned, excluding summer sessions. Except as provided in Sections VII and VIII, grades earned in the spring semester shall be addressed in the subsequent fall semester. In cases in which the professor submits a student's final grade after the 30 days identified herein, the grade appeal request must be filed within ten (10) calendar days of receiving the final grade. If the 30th or 10th calendar day is on a weekend or holiday, the student will have until the next business day to exercise the student's rights hereunder.
- Rule 4. Upon request by the Chair of the Grade Appeal Board, the Office of Records and Registration shall immediately forward the student's cumulative grade point average from the end of the term prior to the term in which the challenged grade was earned to the Chair of the Board.
- Rule 5. Upon notice to the professor of the student's grade appeal, the professor shall have seven (7) days after receipt of the notice to forward to the Board Chair a copy of the examination in question, the student's answer(s), and any other information the professor deems necessary to explain the student's grade.
- Rule 6. The hearing must be held within 30 calendar days after the receipt of the information mentioned in Rule 5, absent unusual circumstances. The Board Chair shall notify the student in writing of the date and time set for the hearing. A hearing may not be held without at least four  
(4) members of the Board present, including both student members of the Board. At the hearing, the student shall have the burden of establishing reasonable grounds to believe that the grade given was likely the result of significant and serious error.
- A majority of the Board members present must concur in a decision. The Board shall notify the student and professor of its decision no later than three (3) days after the decision has been made.
- Rule 7. A finding by the Board upholding the decision of the professor shall preclude any further review in the correctness of the grade that was the subject of the student's complaint.
- Rule 8. A finding by the Board that there are reasonable grounds to believe that the grade given was likely the result of significant and serious error shall be presumptive evidence of the probability that the student's grade should be changed in accordance with the recommendation of the Board.

- Rule 9. Upon a Rule 8 finding by the Board, written notice shall be sent immediately to the concerned professor advising the professor of the professor's right to appear before the Board on a date and time provided in the notice. The professor may rebut allegations made by the student, answer questions from the Board members, or otherwise explain the grade received by the student.
- Rule 10. After meeting with the professor, if the Rule 8 finding remains, the Board may recommend to the professor that the student's grade be changed in accordance with its findings.
- Rule 11. Absent an agreement by the Professor to comply with the recommendation of the Board, the Board may recommend a grade change to the Chancellor, along with an explanation of its findings supporting the recommendation. After a review of the Board's findings that recommend changing a grade that was originally given in a course, and providing an opportunity for the professor to address the grade given, the final decision to change a professor's grade rests with the Chancellor of the Law Center.

## **Section VII**

### **Discretionary Review and Hearing**

The Board may, in its discretion, grant a student a grade appeal hearing in cases not otherwise provided herein. In such case, the articles and rules above shall apply as much as practicable.

## **Section VIII**

### **Expedited Grade Appeal**

In the case of a graduating senior, the Grade Appeal Board may use an expedited process to review a student's final grade in a course taken during the student's final academic term, in accordance with the procedures set forth herein.

## **Section IX**

### **Board Authority to Adopt Rules**

The Board shall have authority to adopt procedural rules not in conflict with the Rules of Procedure for Appeal of Grades provided herein.

## **Section X**

### **Amendments to Rules**

The members of the Board may recommend changes to the grade appeal procedure by a majority vote of all members. Any changes to the Grade Appeal Policy must be submitted to the Law Center faculty for its approval

## **SOUTHERN UNIVERSITY LAW CENTER STUDENT GRIEVANCE PROCEDURE**

The Office of Student Affairs is designated to coordinate general student grievances. The Law Center's internal student grievance procedure provides for prompt and equitable resolution of complaints from students against the school, faculty, other students, student organizations, or a law school official; or complaints regarding a department's compliance with a policy or procedure.

1. Grievances should be filed using the report form located on the Law Center website under "Report and Incident." The complaint should contain the name and address of the person filing it, a description of the nature of the complaint, and any supporting evidence.
2. A complaint should be filed within seven (7) days of the student becoming aware of the alleged problem or concern.
3. An investigation, as may be appropriate, will follow the filing of the complaint. The investigation will be conducted by the Office of Student Affairs, by or under the direction of the Vice Chancellor for Student Affairs.
4. In exceptional circumstances, the Vice Chancellor for Student Affairs may, in the Vice Chancellor's discretion, appoint an ad hoc committee of faculty members to investigate the grievance and recommend a resolution. If the complaint involves the Vice Chancellor for Student Affairs, the ad hoc committee shall be appointed by the Associate Vice Chancellor for Student Affairs, who shall receive the proposed resolution from the ad hoc committee, and who will make recommendations to the Chancellor consistent therewith.
5. These rules contemplate informal, but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint.
6. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Vice Chancellor for Student Affairs and a copy forwarded to the complainant within a reasonable time after its filing. Every effort will be made to resolve student grievances within 30 days unless exceptional circumstances exist that warrants additional time.
7. The Vice Chancellor for Student Affairs will maintain the files and records of the students at SULC as it relates to general student complaints filed.
8. The complaining student can request a reconsideration of the case in an instance where the student is not satisfied with the resolution. The request for reconsideration should be made to the Chancellor within seven (7) days of receiving written notice of the resolution from the Vice Chancellor for Student Affairs.
9. These rules are construed to protect the substantive rights of interested persons, meet appropriate due process standards, and ensure that Southern University Law Center complies with the Code of Student Conduct.

10. No Southern University Law Center administrator, faculty, staff member or other person affiliated with the Southern University Law Center shall intimidate, threaten, coerce, or discriminate against any student for the purpose of interfering with any right or privilege secured by use of this procedure.
11. This procedure shall not be used to address issues or disputes regarding grades received in a course. Grades may only be appealed using the Law Center's Grade Appeal procedure.

## **STUDENT COMPLAINTS RELATING TO ABA PROGRAM OF LEGAL EDUCATION STANDARDS**

In accordance with the American Bar Association Standard for the Approval of Law Schools, students at the Southern University Law Center may share any complaints about the Law School's program of legal education as it relates to matters directly connected to those Standards. For purposes of this process, a "complaint" is a communication in writing that seeks to bring to the attention of the Law School a significant problem that directly implicates the school's program of legal education and its compliance with the Standards. The Law Center administration welcomes any feedback related to its adherence to the ABA standards.

Any student who wishes to file a complaint under this provision should submit the complaint in writing, via the online report form, to the Vice Chancellor for Student Affairs. A student's complaint must identify the ABA standard(s) at issue, identify the student, and include the student's email address and student's identification number.

The Vice Chancellor for Student Affairs will utilize the Student Grievance procedure in the Code of Student Conduct Manual to process the complaint.

To file a Student Grievance, an ADA Accommodation Grievance, or a complaint relating to the ABA Program of Legal Education, please visit "Report an Incident" on the SULC website under "Student Services."

## ADA ACCOMMODATIONS

The Southern University System and its institutions are committed to providing reasonable accommodations for all students with disabilities in compliance with the Americans with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973. In order to request accommodations, students are required to register with the Disability Services Coordinator. It is important to note that accommodations are not retroactive; therefore, students must register and renew each semester as early as possible.

***A student seeking accommodations shall contact the Health, Wellness, and Disability Director as soon as possible once enrolled at SULC to obtain an application for accommodations.***

**Disability Services Coordinator:**  
Dorothy Straughter-Parker  
Health, Wellness, and Disability Director  
Phone: 225-771-3117 extension 276 or  
Email: [dparker@sulc.edu](mailto:dparker@sulc.edu)

## AMERICANS WITH DISABILITIES ACT (ADA) STUDENT GRIEVANCE PROCEDURE

*(Excerpt from the Southern University System Disability Services Policy SUS-13-002, Effective 10/19/2024)*

The System prohibits discrimination on the basis of disability and has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by students under this Policy. A student who is registered for or attempts to register for accommodations under this Policy may file a grievance if they have been denied equal access to academic programs, campus activities, or other services because of a disability. Additionally, a student may file a grievance under this procedure if the student is unsatisfied with the accommodations provided by the Disability Services Coordinator.

The System has both informal and formal mechanisms in place to resolve concerns about disability discrimination, which are:

- Disagreements regarding a requested service, accommodation, auxiliary aid, or modification of a System practice or requirement, or denial of a request;
- Inaccessibility of a program or activity; or
- Violation of privacy in the context of a disability.

### 1. Informal Process

The System encourages students with concerns about a disability-related issue to first discuss the matter with the Disability Services Coordinator, who will attempt to facilitate a resolution.

Students are not required to pursue the informal process first and may engage in the formal grievance process as their first step if preferred.

If the Disability Services Coordinator is not successful in achieving a satisfactory resolution, within ten working days from the date the disability-related issue is raised, or the complaint is against the Disability Services Coordinator, a formal grievance may be filed as described below.

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the student may ask to implement the formal process at any time during the informal resolution or instead of the formal resolution.

## **2. Formal Grievance**

A formal grievance must be filed with the ADA Coordinator within twenty-one (21) working days of the date of the decision of the Informal Process or within thirty (30) days of the occurrence of the disability-related issue. The grievance must be in writing and include the following:

- The grievant's name, address, email address, and phone number;
- A full description of the situation;
- A description of the efforts which have been made to resolve the issue informally, if any; and
- A statement of the requested remedy.

The ADA Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.

If the grievance is accepted, the ADA Coordinator will commence an investigation. In undertaking the investigation, the ADA Coordinator may interview, consult with, or request a written response to the issues raised in the grievance from any individual the ADA Coordinator believes to have relevant information, including but not limited to faculty, staff, students, and visitors of the System. All parties will have the opportunity to provide the ADA Coordinator with information or evidence that the party believes is relevant to the grievance. All parties involved will receive a fair and equitable process and be treated with care and respect.

The investigation shall be completed within thirty (30) days of the filing of the written complaint unless there are documented circumstances approved by the System Director for Compliance. At the conclusion of the investigation, the ADA Coordinator will make a determination regarding the appropriate actions to be taken. The ADA Coordinator will summarize the evidence that supports the determination, and the grievant and the party against whom the grievance is directed, if any, will be advised in writing of the outcome of the investigation.

### **Appeals**

Appeals shall only be raised on one or more of the following grounds:

- Improper procedure or
- New evidence that was unavailable at the time of the investigation.

The grievant or the party against whom the grievance is directed, if any, may appeal the determination of the ADA Coordinator. A written notice of appeal outlining the reasons for the appeal shall be filed with the ADA Coordinator within five (5) days after receiving the determination from the ADA Coordinator.

Upon receiving a written notice of appeal, the ADA Coordinator shall provide a copy to the other party, if any, giving the other party, if any, two (2) days to provide a written response to the appeal. After the lapse of response time, the ADA Coordinator shall forward the appeal, appellate response, and case file to the appellate adjudicator for adjudication of the appeal.

The appellate adjudicator shall be the System Director for Compliance or his/her designee.

Upon receipt of the appeal, appellate response, and case file, the appellate adjudicator shall have ten (10) days to issue a written notice with rationale to the grievant and the party against whom the grievance is directed, if any, copying the ADA Coordinator.

The appellate decision is the final authority on this matter by the System.

The grievant may file a complaint with the U.S. Department of Education, Office of Civil Rights, at any time before, during, or after the System's grievance process.

**An ADA Grievance may be filed at this link:**

[https://cm.maxient.com/reportingform.php?SouthernUniv&layout\\_id=16](https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=16)

**SULC ADA Coordinator:**

Cedric Upshaw, Esq.,

(P) 225-771-5565

[cedric\\_upshaw@sus.edu](mailto:cedric_upshaw@sus.edu)

# **OTHER LAW CENTER POLICIES AND PROCEDURES**



**SOUTHERN UNIVERSITY LAW CENTER**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**  
**(Eligibility to Receive Financial Aid)**

**SATISFACTORY ACADEMIC PROGRESS POLICY**

Students receiving federal student financial aid must maintain Satisfactory Academic Progress (SAP) to be eligible to receive aid. The financial aid office evaluates SAP after the completion of each academic year, generally two semesters. There are three components to satisfactory progress: a qualitative standard (grade point average); pace (an incremental quantitative standard/number of credits attempted and earned for each year of study); and a maximum time frame for the degree or program. All courses attempted must be factored into the determination of satisfactory academic progress.

**Purpose**

The intent of this policy is to ensure that students using the financial aid program are demonstrating responsible use of public funds in pursuit of their educational goals; to set standards for monitoring all financial aid recipients' course of their educational goals; to set standards for monitoring all financial aid recipients' course completion rates each year, and to warn individual students when progress is inadequate.

***Definitions***

**Attempted Course**—course that remains on the student's record after the first fourteen days of the term.

**Completed Course/Earned Credit**—course in which a grade of A, B, C, or D was received. Withdrawals (W), incomplete grades (I), or failures (F) are not considered "earned credit" for meeting satisfactory academic progress requirements.

**Financial Aid**— The Federal Title IV programs, state, and institutional programs listed below:

1. Federal Direct Stafford Loan (subsidized and unsubsidized)
2. Tuition Opportunity Program for Students (TOPS)
3. Scholarships, Stipends, and other awards
4. Fee Waivers

**Financial Aid Probation**—A term in which a student who has been identified as not meeting one or more standards in this policy and continues to receive financial aid. At the end of the semester of financial aid probation, a student is expected to meet satisfactory academic progress requirements in order to continue receiving financial aid.

**Financial Aid Termination**—The point at which a student is no longer eligible to receive financial aid as defined in this policy; normally, this is following an unsuccessful term of probation.

**Incomplete**—A grade of “I” received for an attempted course; no credit is received until the course is completed.

**Quantitative Measure (Pace)**—Time frame for the student to complete the program and a minimum number of credits the student must satisfactorily complete each year.

**Qualitative Measure**—Measurements of a student’s academic standing consistent with the requirement for graduation from the program of study.

**Satisfactory Academic Progress**—completion of courses at a rate that meets the standards defined in this policy.

**Transfer credit**—Course(s) accepted for credit at SULC from another institution.

## **SATISFACTORY PROGRESS STANDARDS**

It shall be the policy of the Southern University Law Center to provide financial aid awards to students who are making satisfactory academic progress toward their degrees. For the purpose of determining eligibility for financial aid, satisfactory academic progress shall be defined as having a minimum cumulative grade point average as outlined in the chart below and having earned 70 percent of the credits attempted.

A financial aid recipient should earn credit for at least 70 percent of all courses attempted. A student who receives financial aid, but does not earn credit for any courses within a semester is not eligible to receive financial aid in subsequent semesters. If mitigating circumstances were responsible for zero course completion within a semester, a student may appeal and be granted a term of financial aid probation if adequate documentation is provided (e.g., doctor’s statement).

Financial aid recipients who do not meet these conditions will lose their financial aid eligibility. Unless otherwise stated, a student’s entire academic history (including transfer hours) is considered for the purposes of this policy regardless of whether the student received financial aid at the time the credit hours were completed. The official class list from the 14th day report is used to determine a student’s attempted hours.

<b>Credit hours attempted</b>	<b>Maintaining Progress</b>	<b>Financial Aid Suspended</b>
0–29 credit hours	1.9 or better	0.00–.89
30–96 credit hours	2.0 or better	0.00–1.99

## **Course Repetitions, Incompletes, and Withdrawals**

When a student repeats a course, the grade earned in the course before it was repeated is included in the cumulative computation of the student’s average. If a student falls below a 2.00 GPA in required courses, which is necessary to graduate, SULC will exclude the failing repeat grades to see if the student will exceed a 2.00 GPA for purposes of graduation only.

Students receiving excessive incomplete grades in their courses are not progressing satisfactorily. Therefore, a student who has six or more hours of incomplete grades in any semester or at any time will be placed on financial aid probation for the next semester of attendance and is expected to complete the courses with incomplete grades in a timely manner. Students who receive “I” grades in the spring semester must make up examinations no later than the last scheduled examination date in the summer session following the spring semester in which the student

received the “I” grades. The administration will devise a schedule for all make-up exams. Students who receive “I” grades in the fall semester must make up examinations according to the schedule developed by the administration. Two weeks after completing the make-up examination, and allowing some time for the examining professor to grade the exam, the student must check his or her transcript on Banner to verify that the “I” grade has been changed to a letter grade. Absent extraordinary circumstances, should a student fail to timely complete a make-up examination, the temporary incomplete grade will be converted to a grade of “F.”

A course in which a student withdraws and receives a “W” will be counted as an attempted course in evaluation of the student’s satisfactory academic progress.

## **MONITORING INTERVALS**

Satisfactory academic progress shall be monitored annually at the conclusion of each spring semester or at the time the student is applying for financial aid if a current satisfactory progress assessment is not available.

## **NOTIFICATION OF FINANCIAL AID PROBATION OR TERMINATION**

The Financial Aid Office will send a warning letter to any student who is put on probation or a termination letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain current addresses with the Records and Registration Department or Banner Self-Service.

## **INELIGIBLE STUDENTS**

Students who are deficient in credit hours or grade point average at the end of the spring semester and subject to losing their financial aid eligibility may make up the deficiencies during the summer session. First-year students who fall below a 2.0 cumulative grade point average are not eligible to attend summer school. A student may lose financial aid eligibility if the student fails to attain satisfactory academic progress after the summer session.

## **APPEALS**

Students who have been denied financial aid based on this policy have the right to appeal. To initiate a satisfactory academic progress appeal, the student must complete a Satisfactory Academic Progress Appeal Form and submit it along with all required supporting documentation to the Southern University Law Center Financial Aid Appeals Committee. If a student is on academic probation and the Law Faculty allows the student to continue enrollment, the student will continue to receive a probationary semester of aid if approved by the Appeals Committee. In special extenuating circumstances, the SULC Director of Student Financial Aid may use professional judgment to review an appeal request.

## **REASONS FOR APPEAL**

Under general circumstances, a student may appeal financial aid termination for one or more of the following reasons.

1. Change of grade.

2. Death or serious illness of an immediate family member (e.g., parent or legal guardian, sibling, spouse, or family member). A death certificate and a notarized statement regarding the relationship with the deceased are required.
3. Medical illnesses or injury to the student or dependent child (attending physician's statement is required).
4. Other causes (e.g., natural disaster, acts of God.).

All appeals must be in writing and submitted within the timeline established by the Appeals Committee. All documents and appeal applications will be accepted by U.S. Mail, Express Mail (e.g., Federal Express), or hand delivery. Faxes and separate documents will not be accepted. All appeals must be completed by the student. Appeals completed by the parents, guardians, friends, or other parties on behalf of the student will not be accepted.

### **FINANCIAL AID PROBATIONARY PERIOD**

At the end of one payment period on "Probation," the student must meet the minimum SAP standards on their own in order to continue to receive financial aid or meet the requirements of his/her Academic Plan (if applicable) to qualify for further funds. While a student is on "Probation," the student may be required to fulfill specific terms and conditions under the "Academic Plan" developed through the Academic Affairs Department. If a student placed on an Academic Plan and fails to meet the plan's requirements at the end of each term on probation, the student will lose his/her eligibility for financial aid and will be required to submit a Financial Aid Appeal for reinstatement consideration for the next enrolled semester/term.

### **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who do not meet satisfactory academic progress shall lose their eligibility for financial aid and may regain eligibility only after eliminating all deficiencies.

### **RETURNING AND TRANSFER STUDENTS**

Returning and transfer students must be in good academic standing and must have earned 70 percent of all hours attempted with a minimum cumulative grade point average of 2.0 to be eligible to receive financial aid.

This policy will be amended whenever applicable federal or state laws and regulations are changed.

## **SOUTHERN UNIVERSITY LAW CENTER FERPA POLICY**

The purpose of this policy is to protect the privacy of student records. The Family Educational Rights and Privacy Act of 1974 (“FERPA”), also known as the Buckley Amendment and codified at 20 U.S.C. §1232g, protects the privacy of student records. The Act applies to all institutions that are the recipients of federal funding, including SULC.

FERPA and its regulations, found at 34 CFR Part 99, give students the rights to (a) inspect and review education records, (b) seek to amend those records, (c) limit disclosure of information from the records, and (d) annual notice of the school’s policies. In addition, under 34 C.F.R. § 99.7, schools must annually inform students of their rights as follows:

- (a)
  - (1) Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part.
  - (2) The notice must inform parents or eligible students that they have the right to—
    - (i) Inspect and review the student's education records;
    - (ii) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
    - (iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and
    - (iv) File with the Department a complaint under §§99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.
  - (3) The notice must include all of the following:
    - (i) The procedure for exercising the right to inspect and review education records.
    - (ii) The procedure for requesting amendment of records under §99.20.
    - (iii) If the educational agency or institution has a policy of disclosing education records under §99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- (b) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.
  - (1) An educational agency or institution shall effectively notify parents or eligible students who are disabled.
  - (2) An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

This policy implements SULC’s obligations under FERPA and its implementing regulations. It is the intent that this policy be interpreted in accordance with regulations.

## **FERPA POLICY DEFINITIONS**

### **A. “Directory Information”**

Under 20 U.S.C. §1232g(a)(5)(b), schools may identify directory information that is an exception from FERPA’s limits on disclosure of student records without consent. Under 20 U.S.C. §1232g(a)(5)(b), once a school identifies such information, students must have a reasonable time to inform the institution to prevent such disclosure without further consent. Accordingly, SULC identifies the following as directory information under FERPA:

- name;
- address;
- email address;
- date and place of birth;
- participation in officially recognized activities, such as law review and moot court;
- dates of attendance;
- degrees and awards received;
- previous educational agency or institution attended by the student.

### **B. “School Official” and “Legitimate Educational Interest”**

Under 34 C.F.R. §§ 99.7 and 99.31(a)(1), SULC must identify whom SULC considers “school officials” and what it considers a “legitimate educational interest.”

SULC considers school officials to be all faculty and staff at SULC. SULC considers a legitimate educational interest identifying and assisting students to succeed and assessing and implementing successful instructional techniques.

## **POLICY AND APPLICABLE PROCEDURES**

SULC will maintain student records pursuant to the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, which protects the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The regulations for FERPA can be found in 34 CFR § 99. SULC will not release student records without obtaining the consent of the student to release those records unless a specific exception to the need of consent applies.

In addition, the Registrar will provide electronic forms for students to opt out of disclosure of directory information, obtain inspection of their records, and propose amendments of records.

Finally, SULC will inform each student each year of its definition of directory information, explain how each student can opt out of disclosure of directory information, and describe the procedures where students can inspect student records and seek amendment of such records and make complaints to the Department of Education.

# SOUTHERN UNIVERSITY LAW CENTER

## ACCEPTABLE USE POLICY

*(Updated April 15, 2025)*

### RATIONALE

The purpose of this policy to provide SULC technology users of their responsibilities in the appropriate use of SULC technology resources.

### POLICY SCOPE

This policy applies to all SULC users accessing and utilizing SULC technology resources including:

- Devices (computers, mobile devices, printers, etc.)
- Network infrastructure (wired and wireless)
- Cloud services, email, storage, and other institutional platforms
- Internet access provided through SULC systems

### DEFINITIONS

- **User** – SULC employees and students, contractors, vendors, and agents working under the auspices of the Law Center.
- **SULC Administrative Management** – SULC Directors, Assistant Vice Chancellors or Vice Chancellors over Law Center business or Information Technology operational areas (e.g., Enrollment, Admissions, Financial Aid, Alumni, Finance, Information Technology, etc.), and the Law Center Chancellor or his designee.

### POLICY COMPLIANCE

Failure to with the policy will result in progressive disciplinary action up to and including termination.

### PROCEDURE

In general, SULC expects the user community to make practical and effective use of SULC technology resources in an ethical and legal manner. In addition, such resources shall be used in a manner that is respectful of the rights of the members within the SULC community. The Honor Code and general school rules for behavior apply.

*Clicking through the online acknowledgment page indicates that the party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.*

### GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

1. **Appropriate Use of Technology Resources:** SULC provides innovative technology



resources, including the Internet, to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school.

Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this system because of its limited educational purpose.

Users are expected to:

- Maintain the integrity, confidentiality, and security of all systems and data.
  - Respect intellectual property and privacy rights.
  - Adhere to all applicable federal and state laws, as well as SULC policies.
2. **Use of Technology Resources – a Privilege, Not a Right:** The use of technology resources at SULC is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of access privileges as well as disciplinary or legal action.
  3. **Use of Technology Resources:** SULC Technology Resources may be utilized by SULC students, faculty, staff, and individuals authorized by SULC Administrative Management for SULC business and academic purposes.
  4. **Unacceptable Uses:** SULC seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

**Accessing Information Which Does Not Support Educational Purposes:**

- Sexually explicit adult sites, hate sites – sites that promote racism, sexism, or hatred based on religion, ethnic origin, or sexual orientation, sites that promote violence or illegal activities, sites that provide or sell term papers, book reports, or other types of schoolwork.
- Utilizing Technology Resources for personal use.

**Misuse of Communication Tools:**

- Sending or forwarding messages that are harassing, discriminatory, obscene, defamatory, or otherwise inappropriate.
- Spamming or phishing activities.
- Impersonation, unauthorized use of another's identity, or misuse of credentials.
- Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
- Personal web pages or social media that connect student/students to SULC
- Using references to SULC on any unauthorized web pages or social media.

**Abusing Technology Resources:**

- Changing, rearranging, adding or deleting desktop and software settings on resources used by multiple users



- Downloading and storing executable or zip files without specific approval
- Downloading files, video clips, graphics, mp3s, or programs to the hard drive of a network computer
- Storing information, such as bookmarks or Word documents, in any places other than those specifically for student data
- Downloading and/or storing information not pertinent to classroom activities on network resources.
- Installing or using unlicensed software or applications.
- Excessive or disruptive use of resources (e.g., printing unnecessarily, bandwidth hogging).
- Using school technology resources to conduct a business or for other unauthorized commercial gain.
- Using the network to engage in illegal activity
- Using the network in ways that disrupts network use by others
- Vandalizing, damaging, or disabling equipment, software or data
- Downloading, sharing, or storing pirated or illegal media (e.g., movies, games, music).
- Using peer-to-peer file-sharing tools that bypass security controls or consume excessive bandwidth.
- Playing non-academic video games or streaming unrelated content during instructional or work hours.

#### **Safety and Security Issues:**

- Failing to keep personal login credentials confidential.
- Failing to log off when finished using a workstation.
- Leaving devices unattended and unlocked in public or shared spaces.
- Sharing or exposing personal login credentials.
- Disclosing photographs or personal information, such as names, addresses, or phone numbers, online for the school, for oneself or for others.
- Attempting to gain unauthorized access to accounts, files, or systems.
- Introducing malware, viruses, or engaging in “hacking” activities.

#### **Copyright Issues:**

- Downloading or exchanging pirated or illegally obtained software
- Violating software licensing agreements by loading software illegally
- Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission [Material on Web sites is protected by copyright.]

#### **Plagiarism:**

- Using the work of another person without permission or proper citation
- Using technological resources to reformat and revise the work of another, then submitting that work as one’s own.

5. **Consequences of Inappropriate Use:** Access to technology is provided as an important component of the SULC educational environment. Users who fail to adhere to the terms of the Acceptable Use Policy may face the following:

- Revocation of access to technology resources.

- Disciplinary actions under applicable SULC codes or employment agreements.
  - Civil or criminal penalties for illegal activities.
6. **Procedure of Reporting Inadvertent Inappropriate Use:** If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a professor, librarian, administrator, or IT staff of the mistake. Failure to report unintentional misuse will result in the incident's being considered an intentional violation.
  7. **Limited Expectation of Privacy:** While SULC respects individual privacy, it reserves the right to monitor systems to ensure compliance with this policy. Email, files, and internet usage may be accessed or audited under the following circumstances:
    - Security investigations
    - Legal inquiries
    - Suspected policy violations
  8. **Academic Freedom and Content Sensitivity:** SULC supports academic freedom and the need to access a broad range of legal and scholarly content. Users may encounter material that is personally offensive in the course of research. Discretion and respect for the academic environment are expected.
  9. **Disclaimer:** SULC makes no warranties of any kind, whether expressed or implied for the Internet access services it provides. SULC specifically denies any responsibility for the quality of information obtained through the Internet. SULC denies responsibility for loss of data resulting in delays, non-deliveries, miss-deliveries, or interruptions sustained by users as a result of system failure. SULC denies responsibility for financial obligations arising from unauthorized use of the system for the purchase of products or services. SULC accepts no responsibility for damages incurred by a user's inappropriate use of the system.

**Students who violate the Acceptable Use Policy may be subject to charges being brought under the Law Center's Honor Code for academic violations (e.g., cheating, plagiarism, etc.), or under Code III Section 8.3(11) (Abuse of Network or Technology Resources), for non-academic violations.**

# **SOUTHERN UNIVERSITY SYSTEM POLICIES**

# **UNIFORM POLICY ON CAMPUS FREE SPEECH**

*(SUS Policy Number 03-003, Effective 10/19/2024)*

## **I. POLICY STATEMENT AND RATIONALE**

The Board of Supervisors of Southern University and Agricultural and Mechanical College System deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all public postsecondary education institutions in the state, subject only to reasonable time, place and manner restrictions. All postsecondary institutions of the Southern University System shall allow and protect free speech and First Amendment protected expressive activities by students, administrators, faculty members, staff members and invited guests in accordance with the First Amendment of the Constitution of the United States of America, Article I, Section 7 of the Constitution of Louisiana, all applicable laws, and this Policy.

The Board of Supervisors of Southern University and Agricultural and Mechanical College System prohibits at of its institutions expression that violates the law, defames a specific individual, constitutes a genuine threat, violates the Student Code of Conduct, or unjustifiably invades substantial privacy or confidentiality interests.

## **II. POLICY SCOPE AND AUDIENCE**

In accordance with Act 666 of the 2018 Regular Session of the Louisiana Legislature, as amended and codified at R.S. 17:3399.31 through 3399.38 (Louisiana Campus Free Expression Law), the Board of Supervisors of Southern University and Agricultural and Mechanical College System hereby adopts this Uniformed Policy on Campus Free Speech (Policy). This Policy was developed in collaboration with the Louisiana Board of Regents (BoR) and applies to all postsecondary education institutions of the Southern University System. This Policy shall be made public in the handbook, website, and through student orientation programs of each institution of the Southern University System; and be incorporated in the materials, programs, and procedures provided to all employees and students.

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## **III. POLICY DEFINITIONS**

“Free speech and First Amendment protected expressive activities” include but are not limited to any lawful verbal or written means by which individuals or groups communicate ideas to one another, as provided by the First Amendment of the Constitution of the United States of America and by Article I, Section 7 of the Constitution of Louisiana, including all forms of peaceful assembly, lawful protest, speech, distribution of literature, carrying signs, and circulating petitions. “Free speech

and First Amendment protected expressive activities” expressly excludes all of the following:

- Commercial activities in which individuals or groups are being compensated or attempting to advertise, market, or accrue financial gain to any individual, corporation, business, or organization.
- Activities in which an individual or group is knowingly being monetarily funded or organized by an individual, corporation, business, or organization that has been designated as a foreign terrorist organization or foreign adversary by the United States Department of State, pursuant to 8 U.S.C. 1189 or 15 CFR 7.4.
- Any criminal activity which is prohibited under Title 14 of the Louisiana Revised Statutes of 1950 or any other provision of state law with criminal penalties.

“Material and substantial disruption” means when a person, with the intent and knowledge of doing so, significantly hinders free speech and First Amendment protected expressive activities, prevents the communication of the message, or prevents the transaction of the business of a lawful meeting, gathering, or procession by either of the following: (a) engaging in assault, battery, attempted battery, violence, or similar unlawful behavior in violation of Title 14 of the Louisiana Revised Statutes of 1950 or any other provision of state law criminal penalties; or (b) physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in a free speech and First Amendment protected expressive activity.

The “Public Areas” of a campus of the Southern University System mean all Outdoor Areas. The “Outdoor Areas” mean outside areas generally accessible to the majority of students, administrators, faculty, and staff such as grassy areas, walkways, or other similar common areas, but do not include facilities of any institution of the Southern University System or the interior of buildings or areas where access is restricted. The Public Areas of a campus of the Southern University System are deemed by state law as traditional public forums and are open on the same terms to any speaker.

On Public Areas, students and faculty may assemble, distribute literature, and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of any institution of the Southern University System. Any person lawfully present on a campus of the Southern University System in a Public Area may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone’s expressive activity shall not be permitted. Certain facilities of institutions of the Southern University System are made available for reservation. This Policy does not apply to activities sponsored by institutions of the Southern University System.

“Student-on-student discriminatory harassment” means unwelcome conduct that targets a victim in violation of this Policy and is so severe, pervasive, and objectively offensive and so undermines and detracts from the victim’s education experience that the victim is effectively denied equal access to an institution’s resources and opportunities.

#### **IV. POLICY IMPLEMENTATION PROCEDURES**

##### **A. Overview**

- (1) Each institution of the Southern University System shall strive to ensure the fullest degree of intellectual freedom and free expression.
- (2) Each institution of the Southern University System shall strive to ensure the fullest degree of protection for each student’s political views and freedom of association.
- (3) Every professor or instructor at each institution of the Southern University System shall be prohibited from imposing the professor or instructor’s political views on students in violation of La. R.S. 17:3399.39.
- (4) Each institution of the Southern University System is engaged in protecting its students from student-on-student discriminatory harassment pursuant to La. R.S. 17:3399.32(F).
- (5) It is not the proper role of an institution to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- (6) Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the limits on time, place, and manner of expression that are consistent with this Policy and that are in furtherance of a significant institutional interest.
- (7) Students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this Policy.
- (8) Any person lawfully present on a campus may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone's expressive activity in any location reserved for that expressive activity shall not be permitted. No conduct shall be deemed a material and substantial disruption that is protected under the First Amendment to the United States Constitution or Article I, Section 7 of the Constitution of

Louisiana. Such protected conduct includes but is not limited to lawful protests and counter-protests in the outdoor areas of campus generally accessible to the members of the public except during times when these areas have been reserved in advance for other events or minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration.

- (9) The public areas of campuses of each institution of the Southern University System are traditional public forums that are open on the same terms to any speaker.
- (10) This Policy supersedes and nullifies any provision in the policies and regulations of any institution of the Southern University System that restricts speech on campus and that any such provision is therefore inconsistent with this Policy on free expression. Each institution of the Southern University System shall remove or revise any such provision in its policies and regulations to ensure compatibility with this Policy on free expression.

#### **B. Time, Place, and Manner Restrictions**

In order to maintain safety, security, and order, all institutions of the Southern University System reserve the right to limit such activities by the following regulations regarding time, place, and manner of such activities. Except as allowed by law, institutions of the Southern University System shall not apply these restrictions in a discriminatory manner toward the content of the view being expressed or the speaker, or in any manner that otherwise infringes on any form of speech or conduct that is protected by the First Amendment.

#### **C. Group Expression**

If an individual or group of individuals attracts a group of 20 or more persons, then a representative from the group is encouraged to contact the respective campus police department as soon as circumstances reasonably permit. Each institution of the Southern University System reserves the right to direct a group of 20 or more persons to another available Public Area in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of any institution of the Southern University System. Any relocation must not be based on the content or viewpoint of the expression.

#### **D. Equipment Limitations**

The use of amplified sound is subject to local ordinances and is restricted to those times and places where it will not impact educational activities or business of any institution of the Southern University System. During concentrated study periods, the use of amplified sound is prohibited. This Policy does not provide for the uses of resources (tables, utilities, equipment, etc.) of any institution of the Southern University System in the exercise of free speech or expression activities.

## **E. Activities**

At a minimum, expressions, assemblies, or demonstrations may not:

1. Engage in provocations by fighting words or incitements to engage in immediate violence;
2. Make threats which demonstrate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;
3. Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on campus or the entry or exit into and out of facilities of any institution of the Southern University System;
4. Materially and substantially disrupt the educational mission or normal activities of any institution of the Southern University System;
5. Express or exhibit obscenity as defined by law;
6. Advocate the deliberate violation of law by preparing the group addressed for imminent action and seeing it to such action;
7. Engage in commercial or for-profit activities absent a prior written agreement with the appropriate institution of the Southern University System authorizing such activities; or
8. Engage in student-on-student discriminatory harassment.

## **F. Administration/Enforcement**

This Policy shall be administered and enforced by the chief Student Affairs officer of each respective campus, the campus police department, and such other officials as shall be designated. Visitors to a campus of the Southern University System and all others violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from said campus

without further warning by the agents or officials of the Southern University System and may be subject to legal action. Individual students or student organizations violating these regulations may be subject to action by Student Code of Conduct or the organization's bylaws.

## **G. Permits and Security Fee**

Each institution may require a permit from any individual or group as a condition of being granted exclusive control of a location for expressive activity at a reserved time. If the institution requires such a permit, it must develop a permitting process that is not overly burdensome and evaluated solely based on published content-neutral and viewpoint-neutral criteria. Additionally, the permitting process must have an appellate process where the applicant shall receive written reasons for the denial of a permit within two days of the submission of the application and the ability to appeal the denial.



Each institution may charge a security fee to a student or student organization as part of an application for a permit; however, the security fee shall not be based on the content of the expression of the student or student organization, the content of the expression of an invited guest, or the anticipated reaction to any such content. The determination of whether or not the security fee is required and the amount of the fee shall be based solely on published content-neutral and viewpoint-neutral criteria, including but not limited to the time of the event, the location of the event, the anticipated size of the invited audience, and whether or not alcohol will be served. The criteria for accessing fees shall be published.

**H. Freedom of association; religious liberty; faith-based student organizations; political or ideological belief-based organizations**

No postsecondary education institution of the Southern University System shall deny a political or ideological belief-based organization or a religious or faith-based student organization any benefit or privilege available to any other student organization, or otherwise discriminate against a political or ideological belief-based organization or a faith-based organization, based on the political, ideological, or religious beliefs of the organization.

No postsecondary education institution of the Southern University System shall engage in discrimination on the basis of political, ideological, or religious beliefs against any organization or the organization's leaders or members of the organization in a manner that does any of the following:

- Restricts the organization's sincerely held religious beliefs or the political or ideological beliefs of the organization.
- Restricts compliance with the organization's standards of conduct with respect to free speech and First Amendment protected expressive activities.
- Restricts the organization's mission or purpose, as defined by the organization, with respect to free speech and First Amendment protected expressive activities.
- Requires the organization to accept elected officers, choose leaders, or accept members who are not members of the same religion or the same political party or who do not share the same ideological beliefs if to do so would violate the organization's standards of conduct.

**I. Non-endorsement/Ratification**

Nothing in this Policy is intended nor should be understood as an endorsement or approval by the Board of Supervisors of Southern University and Agricultural and Mechanical College System or any institution of the Southern University System of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond

the rights existing under federal and state law. For more information, contact the chief Student Affairs officer for the relevant campus.

**J. Appeal Procedure**

Any person aggrieved by a violation of this Policy may file a written appeal of the decision or action to the chief Student Affairs officer of the campus, or designee, within fourteen (14) calendar days of the decision or action. The chief Student Affairs officer shall provide a written response to the appellant within fourteen (14) days of receipt of the appeal unless, for good cause, additional time is needed to ascertain facts or speak with the appellant or relevant officials. The decision of the chief Student Affairs officer shall be final.

**K. Reporting**

Each institution of the Southern University System shall report to the Vice President for External Affairs any barriers to or incidents against free expression that occurred at the respective institution within ten (10) calendar days.

**V. POLICY RELATED INFORMATION**

- Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37, amended by Act 727 of the 2022 Regular Session of the Louisiana Legislature, and amended by Act 584 of the 2024 Regular Session of the Louisiana Legislature (“Louisiana Campus Free Expression Law”)
- First Amendment of the Constitution of the United States of America
- Article I, Section 7 of the Constitution of Louisiana

**VI. POLICY HISTORY AND REVIEW CYCLE**

This is a revised policy. The effective date of this revised policy is determined by the approval dates and signatures of the Chair of the Southern University System Board of Supervisors and the President of the Southern University and A&M College System. This revised policy is subject to a five-year policy review cycle.

**VII. POLICY URL**

The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu/policies](http://www.sus.edu/policies).

## HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND DRUGS

Consumption of alcohol and drugs has a negative impact on individual and familial health. Alcohol consumption can result in an increased risk of coronary heart disease, cirrhosis of the liver, ischemic and hemorrhage stroke, hypertension, and some types of cancer. Prenatal alcohol consumption can result in fetal alcohol syndrome as well as learning disabilities in other childhood neurological disorders. Drug abuse has been associated with malnutrition, various infections, cardiopulmonary arrest, permanent chromosomal damage, poor fetal development, memory loss, and other neurological disorders. Both alcohol and drugs are addictive and have been associated with social and mental disorders, crime, accidents, family breakdown, and poor school and job performance.

Based on these risks, the University has adopted a policy concerning both drugs and alcohol.

### DRUG POLICY STATEMENT

*Adopted pursuant to the Drug Free Workplace Act of 1988*

#### A. Statement of Policy

Recognizing that drug use poses health and safety hazards to employees/students and to the community at large, the University considers the abuse drugs to be a very serious matter, one that cannot be tolerated in the workplace or classroom. Therefore, it is the policy of the Southern University A&M system to maintain a drug-free workplace and environment conducive to the learning process. All employees/students are notified that it is unlawful to manufacture, distribute, dispense, possess, or use any illegal drugs or alcohol or to abuse a control substance in the workplace and classroom or other related areas associated with the learning process including the dormitories. Such actions are prohibited on all University property and at any other location where employees/students are conducting University business.

#### B. Definitions

For purposes of this Policy Statement, the following definitions shall apply:

- (1) **Drug**—any substance, other than food, which when inhaled, injected, consumed, or introduced into the body, in any manner, alters mood or function.
- (2) **Drug Abuse**—any continuing use of illegal drugs, alcohol, or controlled substance that produces problems for the user, the user's family, or society at large.
- (3) **Unlawful Manufacture**—to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same, and includes packaging, repackaging, labeling, and other activities incidental to production.

- (4) **Distribute**—to deal in, ship, transport, or deliver; this does not include administering or dispensing a drug by a person authorized or qualified to do so (e.g., physician, pharmacist, etc.).
- (5) **Dispense**—to sell, leave with, give away, dispose of, or deliver.
- (6) **Possess or Possession**—having control over a thing or substance; possession may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found.
- (7) **Use**—the taking, partaking, or utilizing of a drug or other controlled substance.
- (8) **Drug Abuse Offense**—corrupting another with drugs, trafficking in drugs, abusing drugs (including abuse of alcohol), possessing drug abuse instruments, permitting a dangerous drug, processing drug documents illegally, abusing harmful intoxicants, or dispensing illegal drug samples; violating any state or federal law in which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, and administering to another, or using, or otherwise dealing with a controlled substance is an element; or conspiring or attempting to commit any of the above offenses.
- (9) **Controlled Substance**—a drug, compound, mixture, preparation, or other substance as defined in 40.961 to 40.995 of the Louisiana Revised Statutes or as defined by applicable statutes of other states and the Federal government.
- (10) **Reasonable Suspicion**—belief based on objective and documented facts sufficient to lead a prudent University-authorized supervisor to suspect that an employer/student is using drugs or alcohol.

### C. Compliance with University Substance Abuse Policy

- (1) All employees/students of the Southern University System are expected to abide by the terms of this policy. An employee/student found in violation of this policy shall be subject to appropriate sanctions and penalties. Such penalties and sanctions may include, but are not limited to, referral for counseling, written or oral reprimands, suspensions with or without pay, or termination in accordance with the established rights of the employee/student, including the right to due process.
- (2) All University employee/students who are engaged in employment or other work under the terms of any grant from an agency of the Federal government shall as a condition of employment be required to:
  - (a) Acknowledge receipt of and abide by the terms of the University drug-free policy.
  - (b) Notify his/her administrative supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Any employee who fails to report such a substance abuse conviction within five (5) days will be subject to sanctions up to and including termination of employment.

- (3) Upon receipt of notice under the preceding paragraph or if the University should otherwise receive actual notice of such conviction, the University shall notify the granting or contracting agency within 10 days after receiving such notice.
- (4) The principal investigator of any grant, project, or contract from a Federal agency is required to ensure that each employee engage in the performance of the grant be given a copy of this policy and be required to acknowledge its receipt.
- (5) Any employee/student who is in any way chemically dependent must comply with the University-approved assistance program if the dependency is disclosed. Failure to do so can result in the sanction and penalties described in C.(1).
- (6) No identified employee/student will be allowed on University property and at any other location where employees/students are conducting University business under the influence of drugs, alcohol, or any abused controlled substance (for alcohol use, see **Student Alcohol Use**).
- (7) Upon receipt of a notice of conviction of an employee for a violation of any criminal drug statute, the University, within 30 days of receiving such notice, shall:
  - (a) take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with the requirements of due process; or
  - (b) require such employee to satisfactorily complete a drug-abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law-enforcement, or other appropriate agency.

#### **D. Search and Inspections**

The University authorized supervisor has the right to conduct on-the-spot search and inspection of employee/students and their personal effects as described above if said supervisor has a “reasonable suspicion” that the employee/students are in violation of this policy.

#### **E. Drug Testing**

Searches and inspections under this policy may also include unannounced Urine Drug Screen. This test may be used under the following circumstances:

- (a) for pre-employment examinations;
- (b) when an authorized University supervisor has a reasonable suspicion or just cause that an employee/student is intoxicated, using, or under the influence of controlled drugs.
- (c) when an employee/student is found in possession of a suspected controlled substance or a controlled substance is found in an area controlled by the employee/student; and
- (d) following a serious accident or incident in which safety precautions were violated or careless acts were performed.

## **F. Due Process**

If any disciplinary action is taken against an employee under this policy, such an employee has the right to due process. The Faculty Handbook, handbook for University Personnel, the Student Code of Conduct, and collective bargaining agreement list these procedures.

## **G. Good-Faith Effort**

The University, in adopting and implementing this policy, pursuant to the Drug Free Workplace Act of 1988, further certifies that it will make a good-faith effort to maintain a drug-free workplace and to respect the privacy rights of its employees.

# **THE SOUTHERN UNIVERSITY SYSTEM POLICY STATEMENT ON STUDENT ALCOHOL USE**

All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and University regulations related to the sale and use of alcoholic beverages. A summary of the Louisiana State Statutes and local ordinances of alcoholic use is included below.

1. It is unlawful for any person under twenty-one (21) years of age to purchase, possess, or consume wine, spirituous liquors, or mixed beverages (those containing more than six percent (6%) of alcohol by volume). Persons twenty-one (21) years of age or older may purchase, transport, and consume alcoholic beverages containing more than six percent (6%) alcohol by volume (spirituous liquors).
2. It is unlawful for any person to aid or abet an underage person in the purchase or attempted purchase of alcoholic beverages.
3. It is unlawful for any person to knowingly sell or give alcoholic beverages to an underage person.
4. It is unlawful for any person to falsify driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
5. It is unlawful for any person to permit use of his or her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
6. It is unlawful for any person to consume any alcoholic beverage, beer, ale, or malt beverage or wine in or on any public street, right away, sidewalk, alley, or other public place within the City unless a waiver is secure from the City-Parish Council.
7. Such unlawful act may result in fines, imprisonment, and/or revocation of driver's license. Revocation of a driver's license can occur even though use of a vehicle is not involved in the unlawful act.

The possession or consumption of alcoholic beverages is prohibited in any form on University-owned or controlled property, including residence halls, restrooms, stadium, etc., unless prior approval has been granted by the respective Chancellor.

The respective Chancellor of each campus, at the recommendation of the Vice Chancellor for Student Affairs, may grant permission to any person, group of persons, or organizations to serve or permit the service of alcoholic beverage within the confines of the University facilities or social events consistent with this policy when it is deemed to their satisfaction that the user of the facility is both willing to and capable of implementing this policy during and throughout the duration of the said social event.

Order and decorum must be maintained at all times. The service and/or consumption of alcoholic beverages at events other than social is prohibited.

All student organizations planning to serve alcohol at any function must have approval from the Vice Chancellor for Student Affairs at least one month prior to the event. All sections of the property Alcohol Beverage Form must be completed. The individual responsible for the event will sign the statement indicating an understanding of state laws regarding appropriate service of alcoholic beverages, legal liabilities for irresponsible service, and the care of intoxicated person.

No person, group, or organization may sell alcohol beverages except pursuant to a license granted by the State through the local government licensing authority.

Both the chairperson of the event and of the sponsoring organization shall be responsible for compliance with applicable laws, campus regulations, and University policies.

No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

The following guidelines concern the serving and consumption of alcoholic beverages during the hours of the event.

- a. The burden of proof for showing legal age is placed on the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented.
- b. There must be a system to ensure that “no one” who is underage is served any alcoholic beverages. The following are suggested systems.
  1. Allowing only persons of legal drinking age to attend the event.
  2. Use an ink stamp to stamp the hands of all persons who are of legal drinking age.
  3. Check the picture IDs at the distribution center. Acceptable identification consists of a valid driver’s license with the photo or other ID issued to non-drivers by the Department of Public Safety.
  4. Serve each person only one drink at a time. If there is a possibility that persons under legal drinking age may attend the event, personnel must be stationed at the entrance to the event at all times to check the picture ID of all participants.

Sponsors of social gatherings where beer and or other alcoholic beverages are provided shall be required to provide “bartenders” and/or appropriate dispensing stations for service of food and beverages with identification procedures for proof of age and limitation of quantities per person.



“Bartenders” shall be full-time University employees and shall not consume alcoholic beverage or be under the influence of alcohol while tending bar; and they shall not serve anyone who appears to be intoxicated.

Alcoholic beverages may not be brought in by others nor be removed for consumption elsewhere.

Alcoholic beverages will be served only in the area(s) reserved.

Sponsors are required to provide one or more alternative non-alcoholic beverages available in sufficient quantity throughout the evening. If the alcoholic beverage is being sold, the alternative beverage(s) should be available at a reasonable and comparable price.

Alcoholic beverages expenditures shall not exceed the value of food and nonalcoholic beverage costs.

Drinking “games” or any activity that contributes to alcoholic overindulgence or abused are prohibited.

Alternative beverages are to be advertised whenever alcohol is advertised and should be featured as prominently as alcoholic beverages in the advertisement.

Sponsors of events are required to provide security (at their own expense) and arrange adequate security coverage with the Chief of Police.

Any student and/or organization found in violation of either of these offenses will be referred to the Vice Chancellor for Student Affairs. Reports of such offenses and actions taken shall be forwarded to the Chancellor.

The Chancellor is the ultimate authority responsible for enforcing this policy. However, all employees/students are responsible for implementing and enforcing this policy.

## **TOBACCO FREE POLICY**

The Southern University System (SUS) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and the World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for many millions of deaths worldwide each year, both to tobacco users and nonusers. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, SUS has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environment through its five (5) campuses for visitors, employees, and students.

Accordingly, pursuant to the provisions of LA. RS. 40:1300. 252-40:1300. 263, the SUS issues this 100 percent tobacco-free policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and or leased location/premises; all internal and external areas, parking garage, and parking lots; all entrances and exits; and in all SUS owned and or leased vehicles. Employees may not smoke in their own or others’ vehicles when the vehicles are parked on SUS properties.



This policy will be in place at all SUS sponsored events-both on our premises and at external locations hosting events, including non-University hours and will further apply to all faculty, staff, students, and visitors.

The entire policy may be found on the Southern University Law Center's website.

## **UNAUTHORIZED POSSESSION OF A WEAPON POLICY**

Unauthorized possession of a weapon—gun, knife, or any other dangerous instrument—is prohibited on campus. See SUBR Student Code of Conduct for additional information.

Southern University Law Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award a doctorate degree. Questions about the accreditation of Southern University Law Center may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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