



# TUSKEGEE UNIVERSITY

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# STUDENT **HANDBOOK**



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**THE TUSKEGEE UNIVERSITY  
STUDENT HANDBOOK  
2017-18**

The Tuskegee University Student Handbook is the official publication for information covering General Student Services, Judicial Affairs and Campus Safety and Security.

Tuskegee University is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tuskegee University.

## PURPOSE

The purpose of the Tuskegee University Student Handbook is to provide students with information about campus resources, student life, and university policies and procedures. An important part of the Handbook is the *Student Code of Conduct*. This code covers your behavior on and off campus, as long as you are a student. It is very important that you read it in its entirety. The responsibility for knowing the information in the entire Handbook rests ultimately with the student.

The university makes this Handbook available to all students via its website. If you have questions or need clarity of any information included in the handbook, please do not hesitate to contact one of the following:

Vice President for Student Affairs and Enrollment Management

Dean of Students

Director of Student Life and Development

Assistant Director of Student Life and Development

Title IX Coordinator

Again, it is your responsibility to familiarize yourself with the contents of the Tuskegee University Student Handbook. Also, by enrolling at Tuskegee University, you agree to comply with all rules and regulations. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The University reserves the right to alter the regulations and policies stated herein.



## UNIVERSITY MISSION

Tuskegee University is a national, independent, and state-related institution of higher learning that is located in the State of Alabama. The University has distinctive strengths in the sciences, architecture, business, engineering, health, and other professions, all structured on solid foundations in the liberal arts. In addition, the University's programs focus on nurturing the development of high-order intellectual and moral qualities among students and stress the connection between education and the highly trained leadership Americans need in general, especially for the work force of the 21st Century and beyond. The results we seek are students whose technical, scientific, and professional prowess has been not only rigorously honed, but also sensitively oriented in ways that produce public-spirited graduates who are both competent and morally committed to public service with integrity and excellence.

The University is rooted in a history of successfully educating African Americans to understand themselves and their society against the background of their total cultural heritage and the promise of their individual and collective future. The most important of the people we serve are our students. Our overall purpose is to nurture and challenge them to grow to their fullest potential. Serving their needs is the principal reason for our existence. A major outcome we seek is to prepare them to play effective professional and leadership roles in society and to become productive citizens in the national and world community. Tuskegee University continues to be dedicated to these broad aims.

Over the past century, various social and historical changes have transformed this institution into a comprehensive and diverse place of learning whose fundamental purpose is to develop leadership, knowledge, and service for a global society. Committed deeply to academic excellence, the University admits highly talented students of character and challenges them to reach their highest potential. The University also believes strongly in equality of opportunity and recognizes that exquisite talent is often hidden in students whose finest development requires unusual educational, personal, and financial reinforcement. The University actively invites a diversity of talented students, staff, and faculty from all racial, religious, and ethnic backgrounds to participate in this educational enterprise.

### SPECIAL ELEMENTS OF THE UNIVERSITY'S MISSION

#### **Instruction:**

- We focus on education as a continuing process and lifelong endeavor for all people.
- We provide a high quality core experience in the liberal arts.

- We develop superior technical, scientific, and professional education with a career orientation.
- We stress the relationship between education and employment, between what students learn and the changing needs of a global workforce.

**Research:**

- We preserve, refine, and develop further the bodies of knowledge already discovered.
- We discover new knowledge for the continued growth of individuals and society and for the enrichment of the University's instructional and service programs.
- We develop applications of knowledge to help resolve problems of modern society.

**Service:**

- We serve the global society as well as the regional and campus community and beyond through the development of outreach programs that are compatible with the University's educational mission, that improve understanding of community problems, and that help develop relevant alternative solutions.
- We engage in outreach activities to assist in the development of communities as learning societies.

**LAND**

**GRANT**

**MISSION**

The above three elements of mission, together with certain acts of the United States Congress and the State of Alabama, define Tuskegee University as a land grant institution. Originally focused primarily on agriculture, the University's land-grant function is currently a generic one that embraces a wide spectrum of liberal arts, scientific, and technical and professional programs.

**UNDERGRADUATE**

**PROGRAM**

A strong liberal arts program with a core curriculum is provided for all undergraduate students, enabling them to prepare for the mastery of humanities, sciences, technical and professional areas.

The more specific aims of the undergraduate program are to:

- Present the process of education as a lifelong experience;
- Insure that students have a strong grasp of language usage-written and oral, mathematical as well as literary;
- Deepen students' knowledge of history and the cultural heritage;

- Develop students' sense of civic and socially responsible use of time and of knowledge;
- Understand and appreciate the importance of moral and spiritual values to enable students to not only pursue careers but to lead lives that are personally satisfying and socially responsible; and
- Equip students with strong research interests and skills and deep commitments to the professions.

## **GRADUATE AND PROFESSIONAL PROGRAMS**

The University provides graduate level instruction as well as research and training in post baccalaureate professional fields. These programs seek to develop in students the ability to engage in independent and scholarly inquiry, a mastery of certain professional disciplines, and a capacity to make original contributions to various bodies of knowledge. Graduate degrees are offered only in selected fields of unusual University strength and opportunity.

## **SUMMARY**

Tuskegee University accomplishes its central purpose of developing leadership, knowledge and service through its undergraduate, graduate, professional, research and outreach programs. Through these programs, students are encouraged not only to pursue careers but to be of service to society and to remain active lifetime learners. The University seeks to instill a robust thirst for knowledge and a vibrant quest for wholesome patterns of personal and social ethics that have philosophical and spiritual depth. In the process, it seeks to help each student develop an appreciation for the finer traits of human personality, the beauty of the earth and the universe, and a personal commitment to the improvement of the human condition.



## PROFILE OF TUSKEGEE UNIVERSITY

Tuskegee University is a co-educational, privately controlled yet state-related professional, scientific and technical university.

Undergraduate instruction at Tuskegee University is organized under seven major areas: College of Agriculture, Environment and Nutrition Sciences; College of Arts and Sciences; Andrew F. Brimmer College of Business and Information Science; College of Engineering; Robert R. Taylor School of Architecture and Construction Sciences; School of Education; and, College of Veterinary Medicine, Nursing, and Allied Health. The curricula for the five colleges and two schools currently offer Bachelor's, Master's, Doctorate of Philosophy, and Doctor of Veterinary Medicine Degrees.

Graduate instruction leading to the Master's Degree is offered in three of the five colleges: Agriculture, Environment and Nutrition Sciences; Engineering; Arts and Sciences; and Veterinary Medicine, Nursing and Allied Health.

The University is accredited by the Southern Association of Colleges and Schools, and the following professional areas are accredited by national agencies: Architecture, Business, Education, Engineering, Clinical Laboratory Science, Nursing, Occupational Therapy, Social Work, and Veterinary Medicine.

Tuskegee University has enrolled more than 70,000 students in its 134 years of service. Its living alumni today number more than 42,000 and are found in all parts of the nation and the world. Tuskegee University was the first African-American college to be designated as a Registered National Historic Landmark (April 2, 1966), and the first African-American college to be designated a National Historic Site (October 26, 1974).

Special features in Tuskegee's program include: The George Washington Carver Museum, named for the distinguished scientist who worked at Tuskegee, which preserved the tools and handiwork of Dr. Carver; the George Washington Carver Research Foundation, a center for a variety of research sponsored by governmental agencies and private industry; the Tuskegee Archives, a chief center for information on problems and history of African-Americans since 1896; the Army, Naval and Air Force Reserve Officers Training Corps; and the Tuskegee University Kellogg Conference Center and Hotel, a state-of-the-art residential and learning center for continuing

education.

Tuskegee regards its first 133 years with considerable pride. Over a century after it was founded by Booker T. Washington in 1881, Tuskegee remains one of the most outstanding institutions of higher learning helping to develop human resources primarily within the minority communities. Tuskegee's mission has always been service to people, and this legacy will never falter.

Stressing the practical, but at no time ignoring the need to educate the whole man, Dr. Washington's school was soon acclaimed, first by Alabama and then by the nation, for the soundness and vigor of its educational programs and principles. This soundness and vigor has continued through subsequent administrations of the late Drs. Robert Russa Moton (1915-1935); Frederick D. Patterson (1935-1953); Luther H. Foster (1953-1981); Dr. Benjamin F. Payton (1981-2010); Dr. Gilbert L. Rochon (2010-2013); and Dr. Matthew Jenkins assumed the responsibility as the Acting (sixth) President November 2013. Dr. Brian L. Johnson became the seventh president of the University in June, 2014.

Tuskegee's current enrollment is approximately 3,000 students, who represent most states and a number of foreign countries.

Tuskegee employs approximately 900 faculty, staff and support personnel. Physical facilities include more than 5,000 acres of forestry and campus on which sit more than 100 buildings and structures. Total land, forestry and facilities are valued in excess of \$500 million.

### **Historical Sketch**

In 1880, a bill that included a yearly appropriation of \$2,000 was passed by the Alabama State Legislature to establish a school for African-Americans in Macon County. This action was generated by two men--Lewis Adams, a former slave, and George W. Campbell, a former slave owner, who saw the need for the education of African-American youth in this rural Alabama locale.

The bill was signed by Governor Rufus Willis Cobb, and became law on February 12, 1881, thus establishing the Tuskegee Normal School for the training of African- American teachers. Further, a three-man commission was established to govern the school, and was authorized to recruit and hire a teacher. After considerable efforts, the

commissioners employed Booker T. Washington, who opened the school on July 4, 1881. Thus, Tuskegee University was born. Thirty men and women from Macon and neighboring counties gathered the first day to attend Alabama's first normal school for the training of African-American teachers.

In 1882, Dr. Washington contracted to buy a 100-acre abandoned plantation, which became the nucleus of Tuskegee's present campus. He began a program of self-help, which permitted students to live on the campus and earn all, or part of their expenses.

Dr. Washington soon envisioned the development of a great university with a diversity of programs. However, he also realized that such growth and development could not be nurtured by state funding alone, and that financial support from beyond state borders would be essential to fulfilling his dreams. Accordingly, the Alabama Legislature, by Act No. 71 passed in 1892, reconstituted and established Tuskegee University with full power of action and authority vested in a board of trustees. Henceforth, Tuskegee could assume the characteristics of a private institution for developmental reasons while continuing partially as a state-supported institution.

Dr. Washington died on November 14, 1915, at Tuskegee, and was buried on the campus near the Chapel. At the time of his death, the foundation had been laid for a strong Tuskegee University. Its endowment amounted to \$2 million and its student body numbered 1,500.

Tuskegee was founded as Tuskegee Normal in 1881, re-designated Tuskegee Normal and Industrial Institute in 1893, changed to Tuskegee Institute in 1937, and renamed Tuskegee University in 1985.

### **Tuskegee University Today**

Tuskegee University continues to move into the new millennium. New programs include Aerospace Science Engineering, Environmental Science, a program leading to the Doctor of Philosophy Degree in Materials Science and Engineering, a Doctor of Philosophy in Integrative Biosciences and scores of undergraduate and Master's degrees. The Tuskegee University National Center for Bioethics in Research and Health, designed as a program in cooperation with the Centers for Disease Control and Prevention provides national leadership in the bioethics community through ongoing education, training, research, scholarship, and publications.

Veterinary Medicine, Social Work, Architecture, Engineering (Aerospace Science, Chemical, Electrical and Mechanical), Nursing and Allied Health (Occupational Therapy and Clinical Laboratory Sciences), Business, Education, and Chemistry are all accredited by national professional associations, in addition to the university's accreditation by the Southern Association of Colleges and Schools.

As has always been the case, research and outreach programs complement classroom instruction. For example, Tuskegee scientists have patented a system for growing food without soil for future extended space missions. In another research lab, scientists are using biotechnology processes to enhance the disease resistance, growth, and quality of the sweet potato. The University's multi-million materials research laboratory compares favorably with any in the country; and, in far away Tanzania, Tuskegee faculty and staff are helping enhance the teaching and research capabilities of the Sokoine University of Agriculture.

## CAMPUS DIRECTORY

To report an emergency, dial: 334-724-4911

<b>OFFICE</b>	<b>Area Code: (334)</b>	<b>PHONE</b>
Admissions and Enrollment Management		727-8500
Air Force ROTC		727-8384/8389
Alumni Affairs		727-8342
Army ROTC		727-8380
Athletic Department		724-4545
Auxiliary Services		727-8752/8748
Band Cottage		727-8325
Bookstore (Follett)		727-8844
Bursar		727-8538
Cafeteria		727-8256
Campus Digest (Newspaper)		727-8263
Campus Safety and Security (Police Department)		727-8757/4911
Campus Technology		727-8040
Campus Tours (University Ambassadors)		727-8347
Career Development and Placement Services		727-8294/8146
Carver Museum		727-3200
Chapel		727-8702
Choir Director		727-8394
Counseling Center		727-8244
Dean of the Chapel		727-8322
Dean of Students		727-8421
Financial Aid Services		727-8201
Housing		724-4617/4100
International Programs		727-8953/8686
Judicial Affairs		727-8914/8613
Kellogg Conference Center		727-3000
Library (Main)		727-8894
Mail Room (Student)		724-4394
Navy ROTC		724-4203
President's Office		727-8501
Provost		727-8164
Registrar		727-8505
Residence Life and Development		727-8924
Student Affairs		724-4746
Student Government Association (SGA)		727-8840
Student Life and Development		727-8155

## CAMPUS DIRECTORY

<b>OFFICE</b>	<b>Area Code: (334)</b>	<b>PHONE</b>
Student Health Services		727-8641/8647
T-CAEIL		725-2395/2392
Testing Center		727-8240
Title IX		727-8026
Upward Bound		727-8206
Work Study		727-8201

### **COLLEGES (DEANS' OFFICES)**

Andrew F. Brimmer College of Business and Information Science	727-8116
College of Agriculture, Environment, and Nutrition Sciences	727-8157
College of Arts and Sciences	727-8784
College of Engineering	727-8355
College of Veterinary Medicine, Nursing, and Allied Health	727-8174
Robert R. Taylor School of Architecture and Construction Science	727-8014
School of Education	724-4191

### **RESIDENCE LIFE AND DEVELOPMENT (MAIN) 727-8924**

#### FEMALE HALLS

Adams Hall	727-8939
Douglass Hall	727-8952
Harvey Hall	727-8924
James Hall	724-4559
Russell Hall	727-8936
Sage Hall	727-8799
Tantum Hall	724-3461
White Hall	724-3140
Younge Hall	727-8935

#### MALE HALLS

Banneker Hall	727-8919
Bethune Hall	727-8921
James Hall	724-4559
Rockefeller Hall	727-8924

**For numbers not listed, please dial 334-727-8011 to reach the Campus Operator.**



**REGISTRATION**

**AND**

**ENROLLMENT**

## OFFICE OF THE REGISTRAR

### REGISTRATION AND ENROLLMENT PROCESS

#### **Registration**

Registration is the process by which a student becomes **officially** enrolled at the University.

To ensure that a complete and accurate schedule of courses is in the system:

- a. First Year and Transfer new students must meet with their academic advisor to enter their courses in the system for the second semester. Prior to meeting with your academic advisor you are required to pre-select the day and time of the courses you anticipate taking during the second semester based on the curriculum for your major.
- b. Returning students must meet with their academic advisors with a copy of their curriculum for their major along with a copy of their unofficial transcript and in consultation with their advisor discuss the courses they anticipate taking. Thereafter, they are responsible for putting their schedules in via Tiger Web.
- c. All students who pre-register for a course(s) in advance of successfully completing its pre-requisite and did not satisfy the minimum grade required should do the following:
  1. "Drop" the course from your schedule. Ex. ENGL 102; MATH 108
  2. "Add" the pre-requisite course. Ex. "D" or "F" in ENGL 101 or MATH 107

Students failing to complete the registration process in accordance with deadlines outlined on the **University Calendar** will not be allowed to attend classes or check into campus housing. The University reserves the right to administratively drop a student from courses if the student fails to follow registration procedures. Course credit cannot be earned until the official registration is posted in the Colleague Datatel Student System.

It is also the student's responsibility to:

- Become familiar with the University Calendar that appears on the Tuskegee University web page, which outlines significant dates related to the registration process.
- Complete and submit the Student Data Form to the Registrar's Office during registration. The Student Data Form is used to provide accurate mailing information for graduation correspondence, Dean's Lists, scholarship offers, refunds, billing statements, housing information, and other communications from the university. Students who falsify information on the Student Data Form can be suspended from the University.
- Secure the signatures of academic advisors on registration forms.

### **Academic Advisement**

Every student is assigned a Faculty Advisor in his/her college/school. All students are **required** to meet with their assigned academic advisor at least 2-3 times each semester (at the beginning, following mid-term grades and during pre-registration). Students should not add and drop courses or pre-register without meeting with their academic advisors for guidance in meeting curriculum requirements for graduation. It is important to have a printed copy of your unofficial transcript each time your visit with your academic advisor. **First semester new and transfer students must meet** with academic advisor both to pre-register their second semester courses in the Colleague Datatel Student System and/or discuss possible transferrable AP, IB or college course credits.

### **ACADEMIC HONESTY AND INTEGRITY**

Refer to the Tuskegee University Academic Regulations and Procedures for Undergraduates.

### **CHANGING ENROLLMENT STATUS**

#### **Withdrawing from the University**

A student desiring to withdraw from Tuskegee University is required to complete the official Withdrawal Form at the Registrar's Office and surrender his/her ID Card. Withdrawals should be requested by the deadlines specified on the official University Calendar. The effective date of withdrawal is the actual date the student completes the Withdrawal Form and submits it to the Registrar. Only the Office of the Bursar determines any and all refunds.

### **Deadlines for officially withdrawing from the University:**

First Semester	Tuesday before Thanksgiving recess
Second Semester	Third Friday in April
Summer Session	Third Friday in July

### **Administrative Withdrawal**

A student may be administratively withdrawn from the University for the following reasons:

- (1) Disciplinary actions;
- (2) Failure to comply with university policies and procedures;
- (3) Failure to meet financial obligations;
- (4) Medical emergency, which causes a disability that renders the student incapable of performing, required academic activities; and
- (5) Family emergency involving the sudden death of relative.

Students must submit documentation verifying requested medical and family emergencies to the Dean of Students for approval of an administrative withdrawal. The letter "W" will appear on the student's transcript, which indicates an administrative or official withdrawal and does not affect the student's grade point average (GPA).

### **Administrative Closing of a Student's Academic Record**

The academic record in the Registrar's Office may be administratively closed for any of the following reasons:

- (1) Failure to comply with rules and regulations of the University;
- (2) Failure to comply with judicial sanctions; and
- (3) Pending judicial actions.

All academic actions, including the release of transcripts, are suspended while an academic record is administratively closed; however, the University may grant a special administrative release approved by the Dean of Students.

### **Re-enrollment**

A student who is not officially enrolled for two consecutive semesters must apply for re-enrollment at least one month before the beginning of the semester in which he/she desires to return. To re-enroll, a student must submit a written statement requesting to return. A current, correct address and telephone number should be included in the request. This may be submitted by fax, E-mail, hand-delivered or U.S. postal mail.

A student who has withdrawn from a professional program must also apply for re-admission to that particular program, if he/she desires to return to that program. The

Registrar will forward requests for re-enrollment to the appropriate academic Dean who must approve or disapprove the request. Re-enrollment requests may be sent by mail, fax or email to the following:

Office of the Registrar  
Tuskegee University  
ATTN: Re-Enrollment  
136 Kresge Center  
Tuskegee, AL 36088  
334-727-8505 Office  
334-727-8232 FAX  
E-mail: [leftwich@mytu.tuskegee.edu](mailto:leftwich@mytu.tuskegee.edu)

### **Class Attendance**

Students are expected to regularly attend all courses in which they are enrolled and to complete all required work in such courses. The student is held responsible for every course for which he/she is registered, and no credit is given for any course taken without proper registration with the Office of the Registrar.

A student who enrolls for a course is expected to attend the class beginning with the first day of class. However, a student who does not attend the class for the first two consecutive class meetings in accordance with the date listed on the **University Calendar** may be denied the right to enter the class and the space reserved for him/her may be lost. The student may be administratively dropped from the class.

### **Unofficial Drop**

A student who does not continue to attend a class or does not officially drop or withdraw from a class will receive an "F" grade. This is considered an **unofficial drop**. The "F" grade is included in the computation of the grade point average until replaced, at which time only the passing grade is included in the computation. All grades earned, however, remain on the student's permanent record.

### **Classroom Conduct**

The atmosphere in the classroom should be one in which the greatest amount of desirable teaching and learning take place. Therefore, the instructor **has the right to establish the rules and regulation for the classroom; so, it is conducive for teaching**

**and learning.** All unnecessary noise and confusion must be avoided, and this can only happen when students realize their responsibility for proper and courteous behavior.

Respect for the professor and classmates in the classroom are essential. Moreover, obscene language and aggressive behavior will not be tolerated. Any student **judged by the instructor** to be verbally or physically disruptive will be removed from the classroom immediately by a Campus Police Officer and the student will be withdrawn from the class.

## **OTHER REGISTRAR SERVICES**

### **Release of Records**

Students who desire their grades to be released to parents and guardians should complete the Record Release Form, located in the Office of the Registrar. Students are guaranteed certain rights pertaining to the review and release of their education records under the provision of the **Family Educational Rights and Privacy Act of 1974**.

Official records are not open to the public and will not be released without written consent of the student. However, certain directory-type information may be released to the public on all students unless individual students state in writing to the Office of the Registrar that they do not wish the information to be released. Such directory-type information may include name, address, telephone number, date and place of birth, major, participation in activities, dates of attendance, degrees and awards received.

**Academic information is confidential.** However, in order for the University to serve its students, academic information is shared with University administrative offices, academic advisors and select staff for the purpose of providing better services to students.

In the case of indebtedness to the University, satisfactory arrangements must be made with the Office of the Bursar for the release of academic information and transcripts.

### **Veterans Benefits**

Newly enrolled veterans, widows of veterans, children of disabled (100%) or deceased veterans and reservists eligible for VA Education Benefits should initially report to the



Counseling Center for assistance and to submit documents. The VA Certifying Official is the Registrar, located in the Kresge Center.

### **Enrollment Verification**

The Office of the Registrar is the only office authorized to verify student enrollment. Students may request a letter of verification of enrollment from this office to be mailed, faxed or picked up, per the student's instruction. Special verification and/or loan deferment forms must also be submitted to the Registrar's Office for processing. There is **no charge** for this service.

### **Transcript Requests**

Currently enrolled students can obtain an **unofficial** copy of their transcript from TigerWeb, provided they are in good financial standing. All other requests for an **official or unofficial** copy of transcripts can **only** be obtained from the Office of the Registrar. All such requests must be submitted in writing, along with a receipt showing payment for the transcript. Outstanding financial accounts must be cleared with the Office of the Bursar, prior to receiving a transcript.

The Office of the Registrar is the **official records office** for the academic records of all students at Tuskegee University.

**DIVISION**

**OF**

**STUDENT**

**AFFAIRS**

## DIVISION OF STUDENT AFFAIRS

The mission of the Division of Student Affairs is to advance and encourage the learning, personal development and success of students. Together with the university, the Division of Student Affairs is committed to the principle of integrating Student Affairs programs and services into students' total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community. The Division also aggressively promotes high quality and efficient services for students in every area of campus life. Delivery of programs and services are guided by an ongoing assessment of student needs, the campus climate, and established student learning outcomes. The mission is carried out through recruitment and enrollment activities, financial aid assistance, organized student development and leadership programs, career placement assistance, health services and prevention programs, counseling, advising, mentoring, and community service projects.

Student Affairs enhances and supports the academic mission of the university. The Student Affairs mission encompasses the dual paradigms of student development and student services, and includes building alliances between the classroom and other aspects of campus life. As a partner in the educational enterprise, Student Affairs contributes to the comprehensive educational experience of students. Through myriad services, programs and activities, the intellectual, career, personal, social and cultural development of all students is encouraged. Through these programs and services, students are assisted in acquiring the knowledge, skills and insight that facilitate life-long learning, a sense of personal and interpersonal competence and human understanding.

As a source for students, administration, faculty, staff, alumni and the broader community, the Division of Student Affairs provides a wide variety of student support services. These services meet the needs of students as they progress through their college experience and also include problem solving, research assistance and consultation. With a diverse and comprehensive set of responsibilities, Student Affairs contributes to the campus community a special perspective about students, their experience, and the campus environment.

The Vice President for Student Affairs and Enrollment Management provides the leadership for the Division of Student Affairs. With the assistance of several directors, the following services are offered within the Division:

## **ADMISSIONS AND ENROLLMENT MANAGEMENT**

Ground Floor - Margaret Murray Washington Hall

Monday-Friday, 8:00 a.m. - 4:30 p.m.,

800-622-6531

334-727-8500/8289

334-727-5750 (FAX)

[Admissions@mytu.tuskegee.edu](mailto:Admissions@mytu.tuskegee.edu)

The overall mission of the Office of Admissions and Enrollment Management is to strategically plan, implement and evaluate services and programs, which facilitate enrollment and student success. Specifically, the mission of the Office of Undergraduate Admissions is to recruit, admit, and serve an eligible, diverse student population regionally, nationally, and internationally. The Office embraces the University's commitment to attain the quality of students who are able to matriculate and graduate. The Office of Undergraduate Admissions also maintains the integrity of the admission process, thus ensuring efficient and systematic evaluation of credentials. Through multiple recruitment strategies, the office works to ensure that eligible students have access to higher education. For more information, please visit: <http://www.tuskegee.edu/admissions.aspx>.

### **General Requirements**

Students interested in applying to Tuskegee University must submit the following:

#### Application Fee

Students seeking admission to Tuskegee University must pay the following admission application fee:

- Undergraduate: \$25.00
- Transfer, International, Graduate: \$35.00

#### Official high school transcript

- Cumulative Grade Point Average: 3.00

#### Test Scores

- ACT Composite Score = 21
- SAT (CR + Math) = 1000

### **Conditional Acceptance**

Students who do not meet at least one of the above criteria are accepted on a conditional basis (e.g., GPA: 2.5, ACT: 18, or SAT: 700).

### **International Students**

Admission to Tuskegee University is based on a written application, official secondary school or college records and transcripts, proof of financial support, and the results

from the Test of English as a Foreign Language (TOEFL).

### General Requirements for International Students

Submit a completed application, along with a \$35.00 non-refundable application fee. Payment should be made by a check drawn on a U.S. bank or a credit card.

- Officially sealed high school/college transcripts from students from English speaking countries.
- Students applying from non-English speaking countries are to submit official high school/college transcripts to either World Education Services (WES) or Educational Credential Evaluators (ECE) for translated high school/college transcripts. Students are required to pay the processing fees to WES or ECE. The translated transcript should be mailed directly to Tuskegee University from WES or ECE.
- Official transcript from all U.S. colleges or universities attended.
- Official results from the Test of English as a Foreign Language (TOEFL): minimum of 62 (Internet-based) or 500 (paper-based).
- Official ACT or SAT 1 scores.  
Tuskegee University Codes:  
ACT: 0050  
SAT 1: 1813  
TOEFL: 1813
- Financial Affidavit of Support and supporting bank letter

Please note:

- The application will be evaluated only when all of the required documents have been received.
- Electronic documents, such as E-mails, faxes, and photocopies, are not acceptable.

### **Application Deadlines**

There are no application deadlines, but preferred deadlines are as follows:

- Fall Semester: March 1
- Spring Semester: October 30
- Summer Semester: April 30.

## **PROGRAM OF ACTIVITIES**

### **College Fairs and High School Visits**

Admissions recruiters/counselors attend several college fairs and visit selected high schools throughout the country to recruit students for the University. During these fairs and visits, recruiters market and educate the University's academic programs, scholarships availability, student services and programs, as well as all other

opportunities available to prospective students.

### **CAMPUS TOURS**

University Ambassadors provide prospective students, other visitors and their guests with a guided tour of our lovely campus. During the tour, the history of the University, academics and campus life are highlighted. Prospective students are also provided an opportunity to meet with recruiters to discuss the admissions process. Campus tours are scheduled through the University website.

### **CAREER DEVELOPMENT AND PLACEMENT SERVICES CENTER (CDPS)**

Third Floor - Carnegie Hall

Monday-Friday, 8:00 a.m. - 4:30 p.m.

334-727-8294/8146

#### Mission Statement

The primary mission of Career Development and Placement Services is to facilitate the professional and personal aspirations of students for internship, cooperative education, full-time employment, or admission to graduate/professional schools. It is the responsible campus unit for teaching students self-assessment, career planning, and employability skills.

#### Procedures for using the Career Development and Placement Services (CDPS)

- Students should visit CDPS often and confer with the CDPS staff.
- Students are to sign-in to meet with CDPS staff or recruiters.
- Students should participate in CDPS sponsored activities
- Students should obtain the Career Resource Guide and other periodicals within the office and read the materials entirely.
- Students must present a current resume to the CDPS staff for approval.
- Students must post their approved resumes on the CDPS sanctioned online network. Obtain printed instructions from CDPS.
- In addition to following the above requirements, cooperative education applicants should confer with CDPS staff for work/study plan and submit the completed cooperative education application.
- Students will schedule interview appointments through the CDPS sanctioned online network and post resumes at the time of scheduling.
- Students scheduling interviews must read the employer position description, thoroughly research the employer organization, attend employer informationals, and complete employer applications prior to the interview.
- Students' interview appointments must not conflict with class schedules.
- Interviewees should report to the CDPS Center at least 10 minutes prior to the interview in business attire. Sign in on the daily log and be seated until called by the recruiter.



### No Show Policy

No-shows are not acceptable. Students are expected to keep all appointments and may be denied opportunities to interview if appointments are not kept. In cases of emergency, appropriate documentation must be presented to the CDPS Director for removal from no-show status.

### Transcript Policy

Official transcripts, which are to be forwarded to employers, are the responsibility of each interviewee. Transcript Release Forms must be signed by the student and appropriate fees paid to the Cashier or Registrar personnel.

### **COUNSELING and TESTING CENTER**

Suite 100-G Old Administration Building,  
Monday-Friday, 8:00 a.m. - 4:30 p.m.  
334-727-8244

The provision made for counseling by Tuskegee University reflects the concept of educating students for taking their place in a global society. One specific aspect of this concept is to examine value systems (academic, general, social and moral) that enable students not only to pursue careers but also lead responsible lives. This translates into a search for wholesome patterns of personal and social responsibilities with philosophical and sometimes spiritual meaning. The Counseling Center is an integral part of the university setting that assists students in examining the value systems mentioned above and helps them to deal with coping and problem-solving issues that they encounter in their daily lives within the academic and/or social community.

The University Counseling Center provides personal and educational counseling free of cost to all enrolled students. Professionals in an ethical, private and confidential setting offer counseling. Services are available to students who want to clarify their thoughts and feelings about pressing issues; find meaningful solutions to problems; gain a deeper understanding of who they are in relationship to others and learn strategies for coping with the challenges of the academic environment. Students whose needs cannot be met by the Center staff are referred to appropriate community resources. Confidentiality is afforded to every client with the exception of "duty to warn" situations.

### **Americans with Disabilities Act (ADA) 504 Accommodations Program**

The 504 Accommodations Program is in place to provide and/or assist students in acquiring the necessary resources and accommodations needed as verified through proper documentation. The Accommodations Counselor serves as a liaison between the student and faculty member to ensure that students with disabilities are afforded equal opportunities to demonstrate their academic skills and potential through reasonable and beneficial accommodations.

### **Veterans Affairs**

The Veterans Affairs Counselor is available to students enrolled at Tuskegee University and serves as the liaison between students and the Department of Veterans Affairs. Counseling services are provided to address the needs and problems of Veteran Students, Dependents, Reservists and National Guard members. Documentation is required to verify eligibility for educational benefits.

### **Testing Center**

Suite 100-E Old Administration Building  
Monday-Friday, 8:00 a.m. - 4:30 p.m.  
334-727-8240

The Testing Center supports the University's goal of ensuring the subject matter competence of its graduates. The Center administers several competency examinations that are required for graduation and manages the administration, analysis and interpretation of a variety of national, state, institutional and agency examinations. Students also receive pre- and post-examination counseling.

### **DEAN of STUDENTS**

Suite 203-Tompkins Hall  
Monday-Friday, 8:00 a.m. - 4:30 p.m.  
334-727-8420

The Dean of Students serves as a liaison between students, the administration and the community. He or she has the responsibility to promote and be present, when needed, at extracurricular activities and to provide assistance with the implementation and supervision of such programs. The Dean works with student groups, student affairs staff and others to develop extracurricular activities for students.

The role of the Dean of Students ranges anywhere from assisting students with problems registering to being a problem solver, surrogate parent, listener, and dealing with violators of the Campus Codes of Conduct. The Dean must be fair, compassionate, understanding, a good administrator, and interact well with students and their parents.

The Dean of Students is expected to promote a campus climate that supports the intellectual, social, psychological, cultural and physical development of all students and strive to provide quality programs and services for students that enhance and enrich their collegiate experience. The Dean of Students serves as an advocate for all students.

### **FINANCIAL AID SERVICES**

First Floor - Carnegie Hall  
Monday-Friday, 9:00 a.m. - 4:00 p.m.  
334-727-8201

The Student Financial Aid Services Office at Tuskegee University manages financial aid

and scholarship resources from university, federal, state, county and private sources. Funds awarded to ensure that the opportunities to attend the University are provided for eligible students. The Tuskegee University Financial Aid Program is designed to reward academic achievement and to provide financial assistance to supplement family resources. The primary responsibility for financing college expenses rests with the students' parents to the extent that the family is determined able to contribute; however, the Office of Student Financial Aid Services will do everything possible to provide financial planning assistance to Tuskegee students and their families.

Students are encouraged to contact the Office of Student Financial Aid Services and their financial aid counselor for details on the various programs in which the university participates. EARLY APPLICATION IS ENCOURAGED. The priority deadline date to submit the Student Aid Report (SAR) to Tuskegee University is March 31 of each year.

The programs at Tuskegee University that provide students with financial assistance are as follows:

- Departmental Scholarships
- Merit Scholarships
- William D. Ford Direct Subsidized Loans
- William D. Ford Direct Unsubsidized Loans
- William D. Ford Direct Plus Loans
- William D. Ford Graduate Plus Loans
- G. I. Bill/Veterans Benefits
- Graduate Fellowships and Assistantships
- Health Professions Scholarships
- Nursing Scholarships (Grants)
- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grants
- TEACH Grant
- United Negro College Fund
- War Orphans and Veterans Vocational Rehabilitation
- Work-Study (College and Federal)
- Departmental Scholarships

Eligible students may also seek financial assistance through the State Office of Rehabilitation. Dependent children of disabled or deceased parents covered by Social Security should contact the nearest Social Security Office to explore possible benefits. Additionally, several states offer financial aid to students who are required to pursue certain courses of study at out-of-state institutions. Among such states are Alabama, Georgia, Mississippi, Kentucky, South Carolina, West Virginia, and the District of Columbia.

## **HOUSING**

West Commons Club House

8:00 a.m. - 4:30 p.m.

334-724-4617/4100 or 888-887-5468

### **The University Commons Apartments**

The University Commons are fully furnished two bedroom/two bath and four-bedroom/two bath on-campus apartments. Apartment features include a kitchen equipped with refrigerator, dishwasher, garbage disposal, microwave oven and full-sized range with hood.

The energy efficient air conditioned and centrally heated apartments also come with wall to wall carpeting, ceiling fans, mini blinds, spacious closets and sliding closet doors, double bathroom vanities, individual bedroom locks and a built-in study area in each room.

At check-in time residents must be financially cleared (paid in full). Residents will sign their lease and receive their keys upon check-in and will receive a copy of the rules and regulations and fine sheet. Tenants are required to inventory the contents and condition of their assigned apartment using an inventory form issued by the Housing Office, as well as personal inventory sheet. A copy of the inventory must be returned to the Housing Office to remain in the student's file for security purposes. Failure to return required forms will result in a \$25.00 fine.

The tenant must complete an Intent-to-Vacate Form by notifying the Housing Office of departure, turn in keys and be checked out by a Housing Office representative. The common areas, as well as the bathroom and bedroom, should be left in a neat and orderly condition. It is understood and agreed that tenants' failure to follow the prescribed check-out procedures and/or return all keys to the landlord will be charged \$75.00 for improper check-out plus the cost to replace keys. This may result in the partial or full forfeiture of the posted security deposit.

Eligible applicants must have completed four (4) semesters of study, have a minimum of fifty-five (55) hours and a cumulative GPA of 2.30 or above. The applicant must be a graduate student, a veterinary medicine student, or be at least 24 years of age. Pets, children and opposite sex living are not allowed. Eligible applicants must not have any disciplinary issues from residential living or judicial sanctions active or pending.

### **Application Procedures**

Continuing students must pay the required room security deposit. (See updated University fee sheet.)

## **JUDICIAL AFFAIRS**

Suite 206 – Kresge Center

Monday-Friday, 8:00 a.m. - 4:30 p.m.

334-727-8026

### **Tuskegee University Judicial System and Codes of Conduct**

Tuskegee University reserves the right to take necessary and appropriate action to protect the mission of the University or the safety of its members. This may include taking disciplinary action against students whose behavior off University premises or between academic periods violates University ordinances and regulations, federal, state, or local laws; or which materially and adversely affects the individual's suitability as a member of the campus community.

If a student breaks a law that also violates University standards or conduct, the student may be held accountable by both external authorities and the University. The University may at its sole discretion elect to pursue disciplinary action against the student either before, during or after administrative, civil or criminal proceedings that arise out of the same or other events and shall not be subject to challenge on the ground that external charges involving the same incident have been dismissed, reduced or pending.

University Judicial System (UJS) and the Codes of Conduct (COC) have as an underlying principle the assumption that each student is responsible for maintaining acceptable, ethical, moral and social behavior at Tuskegee University. This section outlines and discusses the primary purpose, procedures, student rights, penalties, and key terms or reference of the UJS and Codes of Conduct.

Standards and procedures have been established by the University to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the university community. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of promoting responsible citizenship. Hearings and appeals conducted as part of this process are not courts of law. The University Judicial System is not intended to simulate courts of law. The Boards are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the University for their actions. Disciplinary action at the University will normally proceed, notwithstanding any civil or criminal proceeding. The process is intended to give a student notice of charges filed against him/her and an opportunity to be heard as it concerns the charges.

A registered student agrees to conform to university rules, regulations, and policies, and is subject to disciplinary action upon violation of any part of the Codes of Conduct.

Disciplinary action may take for inappropriate conduct, on or off University premises.

## **KEY TERMS OF REFERENCE AND DEFINITIONS**

The major terms and their meanings are intended to provide greater clarification and understanding of the University Judicial System (UJS) and the Codes of Conduct (COC). This glossary may be subject to amendments, as warranted.

### **Definitions:**

Accused - a person charged with violation of established rules, regulations or policies.

Accuser - the University or person who charges the accused.

Arson - the deliberate unauthorized setting of a fire.

Attempt - an overt act toward the commission of an offense.

Contempt - failure to adhere to the lawful direction of the chairperson of a judicial board or failure, without just cause, to attend a hearing called by a judicial board.

Deadly Weapon - an instrument made or adapted for the purpose of inflicting injury or death including, but not limited to: pistols, rifles, shotguns, knives, swords, daggers, metal knuckles and clubs.

Disorderly Conduct - conduct which causes a public inconvenience, annoyance, alarm, or disobeying an order of an authorized University official. This conduct includes, but is not limited to: fighting, abusive or obscene language or gestures; disrupting the quietness of a residence hall, official University business or activity.

Faculty - persons employed by the University to perform teaching, research, and/or outreach duties.

Judicial Affairs Officer - the person authorized to administer the University's Judicial System.

Limiting the Security of Others - any behavior or action that jeopardizes, or threatens to jeopardize, the security of others.

Menacing - any action which places, or attempts to place, a person in fear of imminent danger of injury.

May - the term "may" is used in the permissive sense and does not imply a duty.

Offense - any violation of the laws of Alabama or the rules, regulations or policies of Tuskegee University.

Physical Injury - causing harm or pain to another individual's body.

Probation - disciplinary status in which a student is placed by a campus judicial body upon being found guilty of violating a university rule, regulation or policy. Probation restrictions and requirements include: (1) loss of special privileges, including participating in extracurricular activities; (2) loss of eligibility for election to student offices or the continuation in an elected position; (3) other requirements may apply, including scheduled meetings with a counselor.

Residence Hall Probation - residency in the residence halls is conditional upon strict adherence to the Codes of Conduct and the Housing Contract.

Residence Hall Suspension - a student may not reside in, visit or otherwise use the residence hall for the period of the sanction and may also forfeit the unused portion of housing fees.

Restitution - reimbursement (to the University or an individual) for repair or replacement of damaged property.

Shall - the term "shall" is used in the imperative sense.

Should - the term "should" is used in the permissive sense and does not imply a duty.

Student - the term "student" includes all persons taking courses at the University, both full- and part-time, pursuing undergraduate, graduate or professional studies and those who attend post-secondary educational institutions other than Tuskegee University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students for the limited purposes of construction and application of the Codes of Conduct.

Student Judicial Advisor - the person elected by the student body to advise the Dean of Students on matters related to judicial affairs and the special concerns of students. It is not the position of the Student Judicial Advisor to provide legal advice to students on any specific case(s). Rather, the judicial advisor should keep the Dean of Students advised on all student concerns about procedural matters as they relate to the judicial process. The Student Judicial Advisor participates solely as an observer in the board hearings. The Student Judicial Advisor may offer to the board suggestions and questions prior to deliberations; however, he/she does not participate in the deliberations of the board.

Student Government Association (SGA) - the official organization of the student body

Squatting - to settle on public or private property without right or title

Theft of Services - the unauthorized obtaining and use of services by deception to avoid payment of fees or charges related to use.

Trespassing - unauthorized access and/or presence on any part of University premises.

University - the term "University" used within the text of this document means "Tuskegee University".

University Hearing Board - the term "University Hearing Board" means any person or persons authorized by the Dean of Students to determine whether a student has violated the Codes of Conduct and to recommend imposition of sanctions.

University Official - the term "University official" includes any person employed by the University performing assigned administrative or professional responsibilities.

Vandalism - the deliberate destruction of property. (The University reserves the right to assess community billing for vandalism and/or theft of property.)

### **Codes of Conduct Violations**

A student found in violation of the offenses listed below is subject to sanctions reigning from a warning/reprimand to suspension.

1. Assault, including sexual assault and violence, physical restriction or intimidation of any member of the university community. Any act of harassment, intimidation, coercion of assault, or any other act of violence against any member of the university community, including harassment on the basis of race, ethnic origin, sex or sexual orientation, and sexual harassment.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, including committing injury to the person of another student, faculty or staff member, administrative officer or guest of the university, and/or other conduct which threatens or endangers the health of any person.
3. Riots/Participating in a mass disturbance. Participating in, or attendance at, riots or mass disturbances by students on any University property.
4. Trespassing. Present in university buildings or on university property at times or places where such presence is prohibited as, for example, when a building, facility or room is locked and permission to enter has not been given by a duly authorized university official, faculty or staff member. This also includes unauthorized entry into university buildings for other than



the purpose for which such buildings are intended; this also includes, among other things, unauthorized entry into and presence in university residence halls, living corridors and rooms.

5. Violation of the security of university buildings and/or the security of occupants in residence halls and other living areas. Such violation occurs when one knowingly inhibits the closing of an entrance door to a building by blocking the door from closing or disabling the door alarms system or allowing others to gain unauthorized entry through an unsecured entrance door.
6. Willful property damage to university property or the personal property of others/Facilities/Services. Including (a) theft of university property or property of a member of the university or visitor; (b) damage, destruction or defacement of university property or property of a member of the university or visitor, including littering; (c) wrongful appropriation of university property or property of a member of the university or visitor; (d) unauthorized possession and/or use of university property or property of a member of the university or visitor, including knowingly being in possession of stolen goods, including the unauthorized use of vehicles, equipment, services, the university name and logo; (e) unauthorized entry into university facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms and campus grounds; (f) bringing animals and/or pets into university buildings, except where properly authorized; (g) use or operation of rollerblades, skates, skateboards, bicycles and similar items inside university facilities, unless expressly permitted; (h) violation of any policy or guideline pertaining to specific usage of a university facility.
7. Intentional disruption and/or interference with university academic operations, administrative operations, student academic pursuits or university organized extracurricular activities.
8. Disruptive Conduct. (1) Actions that impair, interfere with, or obstruct the normal operations of the university and/or interfere with the rights of other members of the university community or visitors. This includes intentional occupation of or blocking the entry or exit of university facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds. (2) Actions that impair, interfere with or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class; and displaying unacceptable behavior/wearing clothing that is inappropriate for an educational setting. (3) Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs. (4) Intentional obstruction of the free flow of pedestrian or vehicular traffic

- on university premises or at university sponsored or supervised functions. (5) Disturbance of any member of the university community or visitor. (6) Solicitation on campus without prior approval from appropriate university officials. This includes, but is not limited to, disbursement of any forms of promotional/informational material on university property or on items (e.g. motor vehicles) on university property, requests for donations or the selling or vending of any merchandise or services.
9. Defiance of authority. Any student may be charged with defiance of authority if he/she shows defiance or belligerence toward a university security officer, faculty member or other university official who, in the line of duty, asks for identification or information. Students are expected to carry university identification cards at all times and must identify themselves to university officials upon request. It is understood that university officials or security officers will identify themselves before making such a request.
  10. Failure to Comply. (1) Failure to comply with a lawful order of a university official, including a campus police officer, in the performance of his/her duty. (2) Failure to comply with the sanctions rendered during the student judicial process. (3) Failure to comply with a request to be interviewed by a university judicial officer during the investigation of a code of conduct violation. (Students may choose not to appear and present testimony at a student judicial proceeding after meeting with the judicial officer).
  11. Unauthorized taking or possession of property or services of another, to include theft and/or receiving stolen property of the University or another person, including the unauthorized sale of the academic property of the University or another person to deny the use of the same when required.
  12. Hazing. Any contact with another person that causes physical injury or mental abuse to another person. (1) Any action or activity committed by either active members, associate members or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties: which may demean, degrade or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to: (a) interference with a student's academic or work performance; (b) forced consumption of any food, alcohol, other drugs, or any other substance; (c) forced physical activity; (d) deprivation of food or sleep; (e) physical acts such as branding or paddling; (f) requiring participation in any activity that violates university policies or any local, state or federal law; (g) other violations as outlined in the Inter-fraternity Council (IFC), College Pan-Hellenic Council (CPC) or National Pan-Hellenic Council (NPC) Constitutions.
  13. Fraud against the university. Forging, altering, misrepresenting or otherwise falsifying any transcript, academic record, identification card or other official university document. Also, any forgery, misuse or alteration

- of any university document or records, misuse of the University's computer system to gain access to restricted information, or knowingly furnish false information to the University; whether by a prospective student in connection with prospective student's application for admittance to the University or by an enrolled student.
14. Making a false report concerning a fire, bomb or other emergency, or making a false report concerning a violation of the Codes of Conduct or a crime.
  15. Misconduct at a formal hearing. Deliberate and knowing misrepresentation or lying during a formal inquiry conducted by University authorities. This includes misrepresentations or false statements to the Judicial Affairs Officer/Counselor or other persons investigating alleged violations of the Codes of Conduct.
  16. Unauthorized or fraudulent use of services or facilities, such as computer services or the University's telephone facilities.
  17. Library offenses. Unauthorized removal, stashing, sequestering, defacing, mutilating or theft of library materials; or willful and repeated failure to respond to recall, return or past due notices.
  18. Violation of an international, federal, state or local law or ordinance.
  19. Abuse of the Judicial System. Knowingly making false charges or giving false testimony in an attempt to have a student sanctioned by the University.
  20. Conduct inappropriate for a Tuskegee University student. This is conduct, which may bring disfavor upon the University. Additionally, students may be sanctioned for conduct which constitutes a hazard to the health, safety, or well-being of members of the University community; or which is detrimental to the University's interest, whether such conduct occurs on-campus, off-campus, or at university-sponsored events.
  21. Organization misconduct. Any action by a campus group that is contrary to or in violation of the Codes of Conduct or other regulations prescribed by the University. Liability of violations may be corporate and/or individual responsibility.
  22. Identification card violations. It is a violation of university policy and the Codes of Conduct to use another person's identification card.
  23. Students must carry their identification card with them at all times and present the card to University officials upon request. Security personnel reserve the right to detain students who fail to produce identification cards until such time as the student's identification and enrollment status have been determined.
  24. Any attempt to commit any of the above-stated offenses.
  25. Students who are subject to disciplinary actions and are intending to withdraw from the University MUST make sure these disciplinary actions are resolved prior to their withdrawal. Failure to respond to a judicial

- summons or to resolve a judicial matter prior to withdrawal will result in a "HOLD" being placed on the student's academic record.
26. Gambling. Gambling on campus or participation in games of chance for money or other things of value except as provided by law.
  27. Possession of alcoholic beverages. The possession, consumption, usage, manufacture, sale or distribution of alcoholic beverages on university's premises or at a university-sponsored or university-related activity.
  28. Squatting in University property. Squatting shall be defined as illegal occupancy. No student shall live in any University building without meeting the regulations set forth by the University. Any student who allows another to live in University housing unauthorized shall be in violation of the Squatting regulation and punishable as the University shall determine.
  29. Contempt of Judicial Sanction. Student who fails to comply with sanction requirements, after having signed the "Letter of Understanding and Commitment", shall be in violation and may be subject to suspension.
  30. Repeat or Concurrent Violation. Any student who repeats or commits another violation while under sanction(s) shall be subject to suspension.
  31. Misconduct via Internet or Mobile Devices. Any student who participates in cyberbullying or cybermisconduct through transmitting disparaging, abusive, harassing, or intimidating content regarding a member of, or relating to, the larger University community, via text messages, Facebook, Twitter, blogs, et cetera, shall be in violation of the Campus Codes of Conduct and punishable by suspension or expulsion.
  32. Anonymous Publications. Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication that disparages, abuses, harass or intimidates a member of the University community will be subject to disciplinary action.
  33. Bullying. Any verbal or non-verbal act that is exposed repeatedly and over time as negative actions (physically, emotionally, or mentally) on the part of one or more persons to another student shall be in violation of Campus Codes of Conduct and punishable as shall be determined.
  34. Off-Campus Misconduct. Any student who violates community law regulation off-campus, so as to bring negative report upon himself/herself and the University, shall be in violation of the Campus Codes of Conduct and punishable as shall be determined.
  35. Tuskegee University does not permit the unauthorized use of the University seal or logos or official reference to the University or the use of the University's name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to Tuskegee University students or a Tuskegee University organization, whether officially recognized or not. Exceptions to this policy

require written authorizations from the Office of the President. This policy includes, but is not limited to, public performances or statements, electronically distributed statements, printed matter, Internet web pages, souvenirs, or merchandise.

### **Capital Offenses**

Capital offenses are the most serious of the violations of the Codes of Conduct. Upon being charged with a capital offense, the accused is subject to interim suspension. A student found in violation of a capital offense, indicated by an asterisk (\*), is subject to expulsion from Tuskegee University. Such a student shall never be readmitted to the university.

1. \*Interference with University functions. Participating in any effort to prevent or disrupt a class or other University function or to seize or occupy any University building or part thereof; or to violate the right of an audience to listen at a University function.
2. \*Fire and fire safety systems-related offenses. Unauthorized setting of fires, unauthorized tampering with any fire alarms or fire safety and/or emergency equipment or vehicle.
3. \*Possession of weapons and explosives. The possession or use of explosives, incendiary materials, fireworks, firearms or weapons, such as mace or pepper spray, on University property is absolutely prohibited. The knowing possession, use or storage of firearms or dangerous weapons, except for authorized academic or employment purposes, is also prohibited under this section. The use of an instrument that can be mistaken for a real weapon, (including, but not limited to, lifelike revolvers, water pistol/gun, semi-automatic weapons, dummy grenades and incendiary devices) in a threatening or intimidating manner is prohibited. The violation will be treated as if a real weapon were used.
4. \*Hazing, as defined under the statutory codes of the State of Alabama.
5. \*Rape, as defined by the Alabama Criminal Code.
6. \*Sexual misbehavior, assault and/or violence, including performing or assisting in the performance of uninvited contact with another person, which includes concealing knowledge of sexual misconduct with a minor person.
7. \*Stalking is a gender-neutral crime, but every case of stalking must be considered as potentially dangerous. This could be repeatedly following a person, appearing at a person's place of residence or business, making harassing phone calls, leaving written or verbal messages or objects or vandalizing a person's property. (1) Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group. (2) Conduct (not of a sexual nature) that threatens, intimidates, humiliates or otherwise harms another person or group. (3) Stalking (defined) as following or otherwise

contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety or to cause that person substantial emotional distress. Stalking includes: (a) repeatedly following or harassing another person; (b) contacting a person after being asked or ordered not to contact the person.

8. \*Sexual Assault and Sexual Violence include any type of sexual conduct or contact that is non-consensual, forced or coerced. It includes rape, molestation, incest and some types of sexual harassment. Rape may include stranger rape, acquaintance/date rape and multiple/gang rape.
9. \*Domestic Violence /Dating Violence constitutes the intentional acts of physical, emotional, verbal and/or sexual abuse that a current or former intimate or dating partner uses as a part of a pattern of coercive behaviors to obtain and/or maintain power and control over the victim.
10. \*Killing a human being.
11. \*Any attempt to commit any of the above stated offenses.
12. \*Possession of illegal drugs or drug paraphernalia. The possession, consumption, manufacture, sale or distribution of narcotics, other illegal drugs or drug paraphernalia on university premises or at a university-sponsored or university-related activity is strictly prohibited. This includes any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, cocaine, date rape drug (i.e., Rohypnol or Roofies, GHB, or Ketamine) and other dangerous drugs classified as illegal by federal or state law, county or city ordinances, including but not limited to those governing alcohol beverages and drugs (Alcohol Policy).

**Note:** Students residing in a campus facility and who are appealing a disciplinary sanction for violation(s) of the Codes of Conduct classified as a capital offense must immediately vacate the residence hall or University apartment, and discontinue use of all services and facilities of the University during the appeal process.

### **SANCTIONS OF THE JUDICIAL SYSTEM**

Sanctions, which include but are not limited to the following below, may be imposed by the Dean of Students upon a student, fraternity, sorority, or other registered or unregistered student organization found responsible for violating the Code of Conduct. More than one sanction may be imposed for any single violation.

1. Warning/Reprimand - A warning/reprimand may be oral or written. A warning/reprimand is an expression of the University's disapproval, by the Office of the Dean of Students or the Judicial Affairs Officer, to the student for violating the Codes of Conduct or other University regulations. It is a notice and warning to the student that he/she is violating or has violated University regulations.
2. Probation - Probationary status is warranted when violation of University regulations has occurred and a sanction stronger than reprimand, but not

as stringent as suspension or expulsion, is appropriate. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulations during the probationary period. The student who is on probation will be considered not in good standing and may also be subjected to one or more of the following restrictions and conditions during the period of probation:

- a. Loss of special privileges, including participating in any and all types of extracurricular activities;
  - b. Loss of eligibility for election to student offices;
  - c. Loss of any position held in any campus-wide student organization for the period of probation;
  - d. Any scholarship(s) held by the student may be subject to revocation.
  - e. Requirement to make monthly visits (or more frequently if deemed necessary by counselor) to an appointed counselor for the duration of the probationary period. The Dean of Students or his/her designee will appoint the counselor.
  - f. The performance of work service under the mentorship and supervision of a faculty or staff member.
  - g. In certain circumstances, student may demonstrate a need for social guidance. In these instances, he or she may be required to participate in selected social and/or cultural enrichment activities deemed beneficial to the refinement of their personal growth and development.
3. Administrative Trial Retention Probation - This is a very serious sanction whereby a student is given a "second chance" to maintain good citizenship. Any violation of the *Codes of Conduct* while under this sanction will result in a suspension for one year. This sanction carries with it a maximum of 120 community service hours, along with other requirements. A student who is given this sanction is also subject to one or more of the restrictions and conditions under the regular probationary sanction. Administrative Trial Retention Probation rendered by the Judicial Hearing Board is subject to appeal.
  4. Emergency/Interim Suspension - The Vice President for Student Affairs and Enrollment Management, in collaboration with the Dean of Students, may impose an Emergency Suspension from residence or academic status when, in the judgment of these University officials, such action appears necessary for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the University community. Alternatively, in certain circumstances, the Dean of Students may impose an immediate interim suspension prior to a hearing before a judicial body on the merits of the violation of the *Codes of Conduct*. Interim suspension may be imposed against a student who is charged with a capital offense, or other offense of a kind or nature, which involved interference

with the educational process or interference with the orderly operation of the University. Additionally, interim suspension may be imposed to ensure the health, property, safety or well-being of members of the University community; to ensure the student's own physical or emotional safety and well-being; or, if the student poses a threat of disruption of or interference with the normal operations of the University. During the interim suspension, the accused student shall vacate the residence hall and University property and shall be allowed on University property only for the purpose of appearing before various University officials and hearing boards. Under interim suspension, a student is prohibited from attending classes or any other campus event as mention in this paragraph. An interim suspension is not subject to appeal.

5. Suspension - Separation of the student from the University for a definite period of time. During the suspension period, the student shall not be allowed on University property, nor attend any University functions without the written permission of the Dean of Students. Conditions for readmission may be specified. Suspension may also include a period of separation from the University for an unspecified period of time (indefinite suspension), no less than one calendar year, unless otherwise allowed by the Dean of Students. All suspended students applying for readmission to the University must petition the Dean of Students. The Dean of Students may conduct, or cause to be conducted, appropriate investigations or inquiries to determine the student's suitability to return.
6. University Expulsion - Permanent separation from the University, without the right of readmission.
7. Revocation of Degree - An awarded degree may be revoked for violations of the Student Conduct Code, which occur prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student. (Revocation of a degree requires administrative review.)
8. Discretionary Sanctions - Work assignments, service to the university or other related discretionary assignments. Such assignments must have the prior approval of the Dean of Students.
9. Restitution - Reimbursement (to the University or an individual) for repair or replacement of damaged property.

More than one of the sanctions listed may be imposed for any single violation.

### **The Hearing Procedure**

Many disciplinary matters are decided among the accused, the accuser, and the University Hearing Board. Hearings shall be conducted by a judicial body according to the following guidelines:

1. The accuser and the accused shall have the privilege of presenting witnesses subject to the right of cross-examination by the judicial body.



2. Hearings shall be closed and the contents of such hearings are confidential in nature. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.
3. Allowing the presence of any person at the hearing shall be at the discretion of the chairperson of the judicial body and the Judicial Affairs Officer.
4. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
5. Upon the chairperson calling the board to order, the chairperson will state the purpose of the hearing and read the charges brought against the accused.
6. The accused is asked to state his/her plea of "in violation" or "not in violation".
7. In instances where an individual chooses to be represented by an attorney, it shall be at his/her own expense. If an attorney will represent the student, the Dean of Students must receive a letter of representation not later than 24 hours prior to the scheduled hearing. In an instance where the accuser is the University, the appropriate University officer or employee shall present the University's case and shall offer evidence that may include written testimony and witnesses in support of the charge.
8. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson and the Judicial Affairs Officer. Documents, which either party may intend to use at the hearing, shall be delivered to the Judicial Officer no later than twenty-four (24) hours before the hearing.
9. All procedural and evidentiary issues shall be determined by the chairperson of the judicial body and the Judicial Affairs Officer.
10. After the hearing, the judicial body shall deliberate and determine by majority vote whether the student has violated any section of the Codes of Conduct that the student is charged with violating.
11. The standard of evidence used in any institution disciplinary proceeding is a "preponderance of the evidence." This means that the judicial body's determination will be made on the basis of whether it is more likely than not that the accused student violated the Codes of Conduct.
12. Within three (3) working days of the judicial body's determination and recommendation, the Dean of Students shall deliver to the accused and the accuser a "Notice of Determination," "Notice of Sanction," and "Notice of Right to Appeal." The Dean of Students sets sanctions in student disciplinary matters.

### **Tuskegee University's Policy of the Possession and Use of Firearms on Campus Statement Update**

This No Weapons Policy applies to: Students, faculty, staff, contractors, vendors, volunteers, and visitors.

#### **I. Purpose**

Tuskegee University is a **weapons-free campus**. The University has a long-standing commitment to provide a campus that is safe and secure for students, their families, and the greater Tuskegee community. Possession of any weapon on campus, or at university functions, by any person not specifically authorized, as explained below, is strictly prohibited and will result in serious action by the University.

## II. Definitions

“Campus” means all property owned, leased or controlled by the University and any affiliated foundation or health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property.

“Dangerous weapon” is defined to include:

- ❖ Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- ❖ Any explosive device, including fireworks.
- ❖ Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.
- ❖ A firearm, as defined herein, is not included in this definition of dangerous weapon.

“Firearm” means a pistol, handgun, rifle, or shotgun or any ammunition.

## III. General Policy Statement That Prohibits Weapons on Campus

Except as otherwise stated in this policy or as otherwise allowed by law, Tuskegee University prohibits any person from using, possessing, carrying, displaying, or distributing any weapon on university property. This policy applies to all persons on campus, including faculty, staff, students, contractors, volunteers, and visitors. Any instrument that has been designed or can be used to cause harm to another individual, either offensively or defensively, will be considered a weapon.

Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated.

Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.

**Consistent with Alabama law, all persons (including concealed carry permittees) are strictly prohibited from possessing firearms (1) at facilities that provide inpatient or custodial care of patients with psychiatric, mental, or emotional disorders; and (2) at locations where guards and other security features are employed, such as athletic events.**

This policy will be published in staff, faculty, and student handbooks, and supersedes any contrary provisions.

## IV. Exceptions

This policy does not prohibit use of possession of dangerous weapons or firearms by (1) certified law enforcement officers acting within the scope of their employment; (2) private security, who with express prior permission of Tuskegee University Police Department (“TUPD”), possess firearms or dangerous weapons while in the employ of the University or for a permitted event; and (3) members, coaches, and authorized staff or a recognized team or course who are acting within the scope of activities that TUPD has pre-approved (e.g. ROTC members). This Policy also does not apply to TUPD officers who are attending classes as students. If, however, TUPD officers are not in uniform during class, they must keep their weapons concealed. Any other use or possession of dangerous weapons or firearms on campus must be authorized by TUPD.

TUPD may, solely at their discretion, secure weapons for non-students seeking to enter University premises, provided those individuals notify campus police before they enter University premises. University policy also have the option to secure weapons for students who declare them.

**V. Penalties for Violation of the Weapons Policy**

Persons on campus and in violation of University policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement.

Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

**VI. Reporting of Weapons**

Tuskegee University will take seriously all reports of weapons on campus. All members of the Tuskegee community have the responsibility to report the presence of weapons. If there is an immediate threat of violence, call 911 right away and call the TUPD 24 hour/7 day hotline at 334-724-4911, or call the TU Chief of Police directly at 334-421-3538 (cell) to report such weapons sightings and other emergencies.

Retaliation against any member of the Tuskegee University community who reports the presence of weapons on campus is a violation of this policy. Any individual who engages in retaliation will be subject to penalties similar to those imposed for possession of a weapon. For students, those penalties may include suspension and/or expulsion.

**Policy Statement on Discrimination and Harassment including Sexual Harassment**

It is the policy of Tuskegee University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Such behavior or tolerance of such behavior, on the part of an administrator, supervisor, faculty or staff member violates

the policy of the University and may result in disciplinary action, including termination. The conduct herein described is contrary to University policy and may be illegal under both State and federal laws.

The United States Equal Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Each chairperson, supervisor, unit head or manager is responsible for making sure all students and employees within his or her area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy, and for initiating corrective actions (upon consultation with the Offices of the Provost, Vice President for Student Affairs and Enrollment Management or Human Resources Management, as appropriate).

An employee (including a student employee), who believes that he or she has been subject to discrimination or harassment, should report the conduct to his or her immediate supervisor and, in the event the supervisor is the aggrieved party, to the next higher responsible party. If necessary, the employee grievance procedure should be utilized.

A student who believes that he or she has been discriminated against or harassed should report the conduct to the chairperson of the department to which the instructor is assigned; and, if the chairperson is the aggrieved party, to the dean of the college in which he or she is enrolled, following the organizational line of subordinate and supervisory authority.

### **Codes of Rights and Responsibilities**

The University recognizes and supports the individual worth and dignity of each student as a human being, along with the rights and responsibilities of achieving the greatest potential in the pursuit of academic and moral excellence, professional development and life of meaning. To such ends:

1. Students have the right to pursue their education in a wholesome environment and to have appropriate opportunities for learning and enrichment in the classroom across the campus.
2. Students have the right to seek information or clarification from bona fide University officials on rules, regulations or Codes of Conduct regarding such matters that may affect their status or well-being.

3. Students have a right to request a hearing or "due process", as described under the judicial/hearing proceedings of the Student Handbook.
4. Students have the right to the guarantees or protections of freedoms and privacy in federal and state constitutions, local ordinances or university policies.

## **STRUCTURES AND PROCESS OF THE UNIVERSITY JUDICIAL SYSTEM**

The University Judicial System (UJS) is specifically designed to serve and safeguard the vital interests of the University community, students, faculty, administration and staff, in the conduct of work, living and leisure.

### **Judicial Hearing Boards**

The University's Judicial System includes these three (3) hearing boards:

1. Central Residence Hall Judiciary Board (See *Residence Life and Development* section.)
2. University Hearing Board
3. University Sexual Misconduct Board – The University Sexual Misconduct Board shall be comprised of at least five (5) and not more than seven (7) members. Membership shall include faculty and staff selected by the Judicial Officer and approved by the Dean of Students. The University Sexual Misconduct Board exercises jurisdiction over violations of Codes of Conduct that constitute sexual violence (rape, sexual assault, sexual battery, and sexual coercion). The Student Judicial Advisor and Title IX Coordinator are ex-officio members of the Board.

Board Members may be appointed to serve successive years. A quorum of the Board shall consist of five (5) members. The Board is automatically dissolved at the end of the Summer Session, unless actively involved in a student judicial matter.

Decisions of the University Sexual Misconduct Hearing Board must be appealed to the Judicial Appeals Board (JAB) within seven (7) calendar days after receipt of notice of the decision.

### **University Hearing Board**

The University Hearing Board shall be comprised of at least five (5) and not more than seven (7) members. Membership shall include faculty, staff and one (1) student representative selected by the Judicial Officer and approved by Dean of Students. The University Hearing Board exercises jurisdiction over any violation of Codes of Conduct. The Student Judicial Advisor is an ex-officio member of the Board.

Board Members may be appointed to serve successive years. A quorum of the board shall consist of five (5) members, one of whom must be a student. The Board is

automatically dissolved at the end of the Summer Session, unless actively involved in a student judicial matter.

Decisions of the University Hearing Board must be appealed to the Judicial Appeals Board (JAB) within seven (7) calendar days after receipt of notice of the decision.

### **Initiation of Judicial Proceedings**

Judicial proceedings against students shall proceed according to the following general rules and guidelines:

1. Any member of the University community may file charges against any student for misconduct or for violation of the Codes of Conduct. The initial complaint should be directed either to the Dean of Students or to the Office of Campus Safety and Security. (Cases involving sexual violence will be referred to the Title IX Office.) A complaint should be submitted as soon as possible after the incident occurs. The Dean of Students shall deliver to the Judicial Affairs Officer each such complaint for processing.
2. The Judicial Affairs Officer processes all complaints filed against University students. The Judicial Affairs Officer may conduct, or cause to be conducted, an investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved on a basis acceptable to the Judicial Affairs Officer. Such administrative disposition shall be final and there shall be no subsequent proceedings. (The Title IX Office will investigate all complaints of sexual violence and present findings to the Judicial Affairs Officer.)
3. In all cases, evidence in support of the charges shall be presented and considered. Thus, if a student fails to appear before a judicial body, the hearing shall proceed nonetheless and a determination and recommendation will be made.

### **Procedure for Notifying of Judicial Proceedings**

The student is notified in writing at least 72 hours prior to a hearing in connection with the case. Notification will include a statement of charge(s), time and place of hearing, and the body before which the student is to appear.

1. The accused student must appear in person at the hearing to which he or she is summoned, unless permission to be absent is otherwise granted by the Judicial Affairs Officer. Requests for postponement of a hearing, or permission not to attend, must be in writing and must be made at least 48 hours prior to the hearing. An accused student who fails to honor a summons to appear at a hearing and who has not been granted permission to be absent may be charged with contempt of the judiciary.
2. The accused student has seven (7) calendar days to appeal the decision of any judicial hearing board. The Dean of Students is responsible for notifying the accused of the decision of the University Hearing Board.

## **Judicial Appeals Board and Process**

Students can appeal the decision of any judicial hearing. An appeal may be filed, “if and only if a university policy or a university regulation has been violated, or the student’s due process rights have been violated.”

### **Section 1: Judicial Appeals Board Review and Membership**

1. The Vice President for Student Affairs and Enrollment Management appoints a Judicial Appeals Board to review the verbatim record and sanctions. The decision of the Judicial Appeals Board shall be final.
2. The Judicial Appeals Board shall be comprised of at least four (4) and not more than six (6) members. Membership shall include faculty, staff and one (1) **student representative** selected by the Judicial Officer and approved by the Vice President for Student Affairs and Enrollment Management.
3. The Judicial Appeals Board for cases involving allegations of Sexual Violence (**Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq**) shall be comprised of at least four (4) and not more than six (6) members. Membership shall include faculty and staff selected by the Judicial Officer and approved by the Vice President for Student Affairs and Enrollment Management.

### **Section 2: Basis upon which an Appeal may be considered**

An appeal may be made for one or more of the following purposes:

1. To determine whether the original hearing was conducted in conformity with the prescribed procedures of the Student Code. Minor deviations from the designated procedures will not form the basis for sustaining an appeal unless it is determined that such deviation resulted in significant prejudice.
2. To present new evidence that could not reasonably be made available at the time of the original hearing. Such cases, at the discretion of the appeals officer, may be remanded back to the appropriate hearing format for reconsideration in light of new evidence.
3. To determine whether the sanction imposed was appropriate to the violation with which the respondent student or student organization was charged.

### **Section 3: Appeal Procedures**

1. The respondent student or student organization, or the complainant, may appeal any decision reached as a result of a University Hearing Board, University Sexual Violence Hearing Board or administrative hearing.
2. All appeals must be made in the form of filing a letter of appeal within seven (7) business days upon the student’s receipt of the decision letter. The letter of appeal must be personally signed by the student. Respondents should address the appeal letter to the Judicial Appeals Board, and submit the letter of appeal to the Judicial Officer. The Judicial Affairs Officer will

forward the appeal letter and supporting documentation, including the student's file, to the Judicial Board. The Judicial Officer or the Judicial Appeals Board will be responsible for contacting the student(s)/organization(s) requesting an appeal. The complainant or respondent shall be contacted and invited to present in person his/her appeal to the Judicial Appeals Board, after submitting the written appeal. Such presentation shall be limited to no more than forty-five (45) minutes.

3. The Chair of the Judicial Appeals Board will inform the student(s)/organization(s) of the Board's final decision. This information will also be copied to the Vice President for Student Affairs and Enrollment Management, the Dean of Students, and the Judicial Officer. In instances of an appeal from the University Sexual Misconduct Board, the Title IX Coordinator will also be copied.

#### **Section 4: Sanction Reduction**

1. In keeping with the education mission of Tuskegee University, the Office of the Vice President for Student Affairs and Enrollment Management will accept requests for sanction reduction. These requests are available to all students and student organizations after one calendar year of the date sanction was assigned as a judicial sanction.
2. A three-person panel, consisting of the Dean of Students and two students from the Student Judicial Board, will hear all requests. Requests should be submitted in writing to the Judicial Affairs Officer, along with one letter of recommendation from a member of the Tuskegee University community.
3. The student or student organization must prove to the panel's satisfaction that he/she/it has developed increased self-discipline as a result of the sanction period and can contribute to the University community through increased involvement opportunities. The request should demonstrate significant contributions, both of an academic and co-curricular nature, to the panel.
4. The Dean of Students will inform the student or student organization of the panel's decision. This information will also be copied to the Vice President for Student Affairs and Enrollment Management and the Judicial Officer.

The Judicial System of Tuskegee University is regulated by confidentiality requirements of the Family Education Rights and Privacy Act of 1974 ("FERPA") as amended. The unauthorized disclosure of the student's confidential information is prohibited under this act.

#### **ADDITIONAL JUDICIAL AFFAIRS EXHIBITS TO ASSIST STUDENTS WITH PROCESSING**

##### **Code Violations and Appeals**



- Student Right-to-Know and Campus Security Act
- Waiver of Hearing and Plea of Guilty
- Plea of In Violation or Not in Violation
- University Hearing Board Statement of Understanding  
Judicial Rights
- Supporting Statement of Accused

Students should report to the Office of Judicial Affairs (or call 334-727-8613/8026) for assistance and information regarding the University Judicial System and related procedures. The Judicial Affairs Officer/Counselor will explain the procedures to be followed for making a response to allegations of violations of the Codes of Conduct.

### **Student Grievance Procedure to Resolve Conflict(s) with University Officials**

Students who have grievances resulting from conflict with officials of the University (administrators, staff and/or faculty) may seek consultation with the Judicial Affairs Officer. The Judicial Officer will receive confidential statements during the initial interview and will assist the student in developing clarification of the grievance issue or compiling a summary report of the complaint. With the consent of the student, a report of the full circumstances will be submitted to the Dean of Students for review and appropriate action. The decision in a student grievance action may be appealed to the Judicial Appeals Board.

The disciplinary procedures outlined in this document replace all previously published student disciplinary and judicial procedures.

### **Dress Code Policy for Students**

The purpose of this policy is to provide the students with general dress code parameters. It is not intended to be overly prescriptive but is designed to ensure decorum appropriate to a university environment.

The following guidelines are established:

- Dress standards at Tuskegee University require that students are dressed in good taste at all times.
- Students are not permitted to wear sleepwear outside of the residence halls.
- Men are not permitted to wear headwear that includes “do rags”, stocking caps, bandanas, baseball caps, and/or any other head paraphernalia inside the buildings.
- Women are not permitted to wear baseball caps inside buildings.
- Men are required to wear their pants on their waists (no sagging pants) in academic facilities.
- Any style of dress that distracts or takes away from the teaching/learning process in the classroom will not be permitted.
- Students are expected to dress in a neat manner and make the appropriate selections for the time, occasion and place.

Questions or disputes about the appropriateness of a particular mode of dress for the time, occasion or place should be referred to the Dean of Students.

## **STUDENT COMPLAINTS**

Tuskegee University has adequate procedures for addressing written complaints from students. Tuskegee University provides an open educational environment, rich in values and designed to protect the integrity of teaching and learning. In this spirit, the University encourages all students to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved. The University believes many complaints can be resolved through an open, honest dialogue between the persons involved.

In cases where that may not be possible, the student complaint procedures can assist in facilitating a resolution. These procedures begin by the student completing and submitting the [Student Complaint Form](#). All complaints must be written and initiated using this form to be addressed.

Once submitted, the student complaint form is reviewed by the Office of Student Affairs and Enrollment Management and forwarded to the appropriate office based on the subject matter of the complaint.

Please note that complaints take time to investigate, especially when multiple parties are involved. Upon resolution, the student complaint form is returned to the Office of the Vice President for Student Affairs and Enrollment Management which will communicate the decision to the student. This policy applies to all students at Tuskegee University, including the Distance Learning Students.

### **Sexual Misconduct**

The University will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in a timely and efficient manner as possible. The University's resolution of a Complaint (not including an appeal, if applicable) will generally be completed within (60) calendar days of the receipt of the complaint, absent of any extenuating circumstances. Hearings, if any, will take place after the investigation has concluded. If a hearing takes place, both the Complainant and the Respondent will be notified simultaneously and in writing.

The notification will include: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final. Following a judicial hearing the letter of outcome of proceedings will generally be available within three (3) working days of the Sexual Misconduct Board's determination and recommendation to the Dean of Students. Should this process last longer than (60) days, the Title IX Coordinator or Deputy Title IX Coordinator will communicate the reasons and expected timeline to all parties.

Below are the steps take to resolve a complaint:

- Step 1 Upon receipt of a report, the University, through the Title IX Coordinator will conduct an initial Title IX assessment. The first step of the assessment will usually be a preliminary meeting with the Complainant with the Title IX Coordinator or the Title IX Investigator. At this meeting, the Complainant will be provided with information about resources, procedural options and interim remedies. The initial assessment will:
- Assess the nature and circumstances of the allegation
  - Address immediate physical safety and emotional well-being needs
  - Notify the Complainant of his/her right to contact law enforcement and seek medical treatment, including the importance of preservation of evidence
  - Enter the report into the University's daily crime log
  - Assess the reported conduct for the need for a timely warning under Clery
    - Provide the Complainant with information about:
      - On and off campus resources
      - The range of interim accommodations and remedies
  - An explanation of the procedural options, including Informal Resolution and Formal Resolution
  - Assess for pattern evidence or other similar conduct by Respondent
  - Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding
- Step 1 B Upon the receipt of a request of an anonymous complaint in that the Complainant request that their name or other identifiable information not be shared with the Respondent or that no formal action be taken; the Title IX Coordinator in conjunction with the Response Team will balance this request with the following factors:
- Nature and scope of the alleged conduct, including whether a weapon was used;
  - Ages of the Complainant and Respondent;
  - Risk of additional violence posed to any individual or to the campus community by not proceeding;
  - Whether the report reveals a pattern of behavior that places the campus community at risk;
  - The Complainant's wish to pursue disciplinary action;
  - Whether the University has or will obtain other relevant evidence;
  - Considerations of fundamental fairness and due process in regards to the Respondent if disciplinary action is warranted; and

- The University obligation to maintain a safe and non-discriminatory environment.
- Step 2      When the assessment concludes that disciplinary action may be appropriate, the University will initiate a formal investigation. The matter is referred to the Judicial Affairs Officer.
- Step 3      The Title IX investigator or designee then continues the investigation. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation typically includes interviews with the Complainant, the Respondent and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary or other evidence. As part of the investigation, the University will provide an opportunity for the parties to present witnesses and other evidence. The investigation will be conducted in a manner that is respectful of individual privacy concerns. A preliminary report and or police report is prepared and presented to the body who oversees conduct violations for the respondent (Human Resources Director, Judicial Officer, or Faculty or Faculty Board of Review).
- Step 4      The Title IX investigator makes recommendations for further action to proper Judicial Body (Human Resources Director, Judicial Officer, or Faculty or Faculty Board of Review), with copies to Title IX Coordinator, Dean of Students and Vice President for Student Affairs. Formal charges will be brought against the respondent.
- Step 6      The respondent will be presented a notice of rights, support services, and information about interim measures.
- Step 7      The student respondent can request a hearing. The faculty respondent may request a hearing in accordance with the Faculty Handbook. The staff respondent is subject to the disciplinary process as defined under the Staff Handbook.
- Step 8      The Complainant and Respondent will receive simultaneous notice of outcome.

### **Grades**

Student complains he/she received an unfair grade and has been unable to resolve the matter satisfactorily with professor.

The policy/protocol for dealing with complaints about grades can be found in the TUSKEGEE UNIVERSITY CATALOG, which is posted online on the Tuskegee University website ([www.tuskegee.edu](http://www.tuskegee.edu)). To find the Catalog, click on *Academics* on the University's homepage, and scroll down to *Course Catalog/Bulletin*. When the Catalog appears, look for the *Table of Contents for Academic Regulations*. Within *Academic Regulations*, find the section, *Appeal of Academic Decisions*; and follow the procedure as outlined.

- Step 1 Student submits written statement to the instructor's College Dean, setting forth his/her complaint, efforts to resolve it, and supporting evidence or justification for the complaint.
- Step 2 College Dean may appoint a Committee of Faculty to review the written statement from the student, as well as any other evidence and information the instructor may have to support his/her decision.
- Step 3 The Committee then makes a recommendation to the College Dean, submitting to him/her all supporting data; and the Dean then renders a decision which is immediately communicated in writing to the student, the person(s) concerned, and the Committee.
- Step 4 If the student or the person(s) concerned is dissatisfied with the decision of the instructor's College Dean, he/she may appeal to the Provost.
- Step 5 Provost will review all information and evidence; and if he/she wishes, refer the matter to a committee for further investigation and recommended actions.
- Step 6 The Provost then renders a decision, which is to be communicated to the student, the person(s) concerned, and the College Dean.
- Step 7 If the student or the person(s) concerned is dissatisfied with the decision of the Provost, he/she may appeal to the President of Tuskegee University.
- Step 8 The President will make a final decision in the case and communicate it to the Provost and the student.

**Note:** *All appeals of academic decisions, including requests for review of instructors' grades, must be initiated no later than 30 calendar days after the decision was made. A student who is not in residence should mail the written statement to the College Dean.*

**ADA Accommodations and Complaints of Non-Compliance**

Wheelchair-bound student complains of difficulty getting around campus due to insufficient access ramps and other accommodations.

- Step 1 Student makes complaint in writing to Vice President for Student Affairs or Dean of Students.
- Step 2 Vice President for Student Affairs forwards complaint to Dean of Students for handling.
- Step 3 Dean of Students forwards complaint to Vice President for Capital Projects and Facilities Management.
- Step 4 Vice President for Capital Projects and Facilities Management will investigate complaint and make recommendation(s) to resolve problem. Decision/plans will be communicated to student, with copies to Dean of Students and Vice President for Student Affairs, and University President.
- Step 5 Vice President for Capital Projects and Facilities Management will identify funds to implement plans to meet ADA requirements.

### **Students Who Wish to Appeal Sanction of University Judicial Hearing Board**

Students can appeal the decision of any judicial hearing. An appeal may be filed, "if and only if a university policy or a university regulation has been violated, or the student's due process rights have been violated.

- Step 1 If a student is found guilty of a violation of the *Codes of Conduct*, s/he may appeal by writing a letter of appeal to the Judicial Appeals Board and submitting it to the judicial officer.
- Step 2 The Vice President for Student Affairs and Enrollment Management will appoint a Judicial Appeals Board to review the verbatim record and sanctions. The decision of the Judicial Appeals Board shall be final.
- Step 3 The judicial officer will submit the student's appeal letter to the University Judicial Hearing Board for processing.
- Step 4 After the appeal has been adjudicated, the chair of the Judicial Appeals Board will inform the student of the outcome of the appeal.

### **RESIDENCE LIFE and DEVELOPMENT**

West Commons Clubhouse

Monday-Friday, 8:00 a.m. - 4:30 p.m.

334-724-4100

The Department of Residence Life and Development is responsible for the administration and general management of all campus-based student residential living facilities and programs.

The Department of Residence Life and Development at Tuskegee University is charged with meeting the needs of college students in all residence halls. The student residence hall program is an integral part of Tuskegee University's overall education mission. With knowledge of the development and academic needs of students, the department seeks to provide an environment supported by responsive and well-trained professional and student staff members who are committed to helping students develop and mature as they pursue academic achievement. The individual growth and learning that occur in the residence hall and in on-campus living through staff, programs and facilities enhance the mission of the University.

The overall goal of facilitating individual student development is achieved through programs, activities and services offered to and provided for students; the results of which are evident through short-term and long-term growth. Residence halls are open for occupancy during the regular academic year, except when temporarily closed for the Christmas Break. Only selected halls are open during the Summer Session based on summer enrollment housing demand. The opening and closing dates for residence halls are published on the University calendar. Students arriving before the official

residential hall opening dates are responsible for making their own living accommodations.

### **Eligibility**

The University requires freshman and sophomore students (those with less than 60 credit hours) and first-year transfer students to live on campus. Students classified as such will be automatically charged room and board for the entire academic year. Juniors, seniors and graduate students may elect to live in other University housing (i.e., University Commons or University Apartments)

To be eligible for campus housing, a student must be accepted to the University and enrolled for a minimum of 12 undergraduate semester hours or 6 graduate hours.

Married and part-time students must request special permission to reside on campus.

### **Application Procedure**

A required non-refundable new student enrollment fee (see updated university fee sheet) must accompany an application for campus housing. Continuing students must pay the required room security deposit (see updated university fee sheet), which is refundable. Room deposits for returning students are due by May 1 for the Fall Semester and by November 15 for the Spring Semester. Application forms are available in the Housing Office.

Rooms are assigned on a first-come, first-served basis. Mutual roommate requests will be given every consideration, but these requests cannot be guaranteed. The Housing Office reserves the right to make housing assignments in accordance with the availability of rooms and the security of occupants. There are no medical exemptions.

### **Occupancy Period**

Fall assignments cover the full academic year (two semesters), while Spring assignments cover one semester. Residents may not sublet an assigned room.

The University assumes no responsibility for theft, destruction or loss of personal property or any other property in the custody of a student. Students are required to carry rental property insurance, which is available to all students residing in university housing at a nominal fee.

To maintain eligibility for campus housing, students must meet all academic and behavioral standards prescribed by the University. Students who cease attending classes and/or who are required to withdraw from the University must vacate university housing within 24 hours. Exceptions may be granted by the Vice President for Student Affairs and Enrollment Management.

### **Room Changes/Consolidations**

The Office of Residence Life and Development (Residence Halls) or the Office of Housing (Student Apartments) shall require a student to change rooms immediately for health, interpersonal, psychological, disciplinary or other appropriate reasons.

Residents who change rooms without authorization will be fined \$100.00 and required to return to their original assignment.

Consolidation - When one student lives in a double occupancy room and is required to move to another room with a roommate or have a roommate move into his/her existing room, therefore creating a true double occupancy situation.

The University reserves the right to declare a Consolidation Period. The start date for this period will be determined by the "last day for students to register" per semester calendar. During this period, all students who have requested double occupancy accommodations, and for some reason are without a roommate, will be reassigned in order to fulfill the double occupancy requirement. However, if consolidation requires a student to move to another residence hall, the student will incur no additional charges. During consolidation, single room assignments will be granted only if rooms are available and approved by the Director of Residence Life and the Housing Director. The student must be able to pay the required single room change immediately (no charging to the student's account will be allowed).

At the time of consolidation, a resident desiring to remain in a single room will be required to pay the Cashier an amount of \$500.00 and present the receipt to the Office of Residence Life and Development within 72 hours. If the receipt is not presented to the Office of Residence Life and Development, it is the responsibility of the student to move to his/her newly assigned room within the same 72-hour period. At the end of this period, the lock will be changed on his/her existing room, therefore not permitting entrance. At this time, he/she will be assessed \$200.00 to enter and remove his/her belongings. It is the sole responsibility of the student to adhere to this process.

### **Central Residence Hall Judiciary Board**

Four students and three residence hall director/counselors comprise the Central Residence Hall Judiciary Board. The director/counselors are appointed by the Director of Residence Life and Development, and the students are selected from a pool of applicants recommended by a screening committee named by the Director of Residence Life and Development.

Student applicants for service on the Hall Judiciary Board must reside in the residence halls, maintain a 2.00 academic average, and must not have been involved in violation of the Codes of Conduct. The Central Residence Hall Judiciary Board commences operation during the third week of the Fall Semester and is dissolved at the end of the Spring Semester. A separate Residence Hall Judiciary Board may be organized for the Summer Session, at the discretion of the Director of Residence Life and Development.



The Board hears behavioral, personal property or damage complaints as they relate to violation of residence hall regulations.

### **Discipline**

In extreme cases where a resident has repeated, documented offenses that threaten the safety and welfare of other residents, Residence Life Staff and/or the Residence Hall itself, the Central Residence Hall Judiciary Board (CRHJB) reserves the right to request that a resident be suspended from the Residence Hall for the remainder of the semester. Since students with less than 60 credits are required to live in the residence hall, the suspension will extend through the end of the offending semester. The resident has 24 hours after notification to vacate the assigned room and return the keys to the Office of Residence Life and Development. If keys are not returned, the student will be charged with theft of University property. NOTE: Room and Board fees are non-refundable.

A resident who has received such an eviction may appeal the decision of the CRHJB to the Director of Residence Life and Development or his/her designee within 48 hours of the decision. Upon receipt of an appeal, the Director of Residence Life and Development, or his/her designee, will review the decision of the Central Residence Hall Judicial Board along with the records and documents presented in the case before rendering a decision. The decision of the Director of Residence Life and Development is final.

### **Residence Hall/University Housing Suspension**

Separation of the student from the residence hall or any University housing for a definite period of time after which the student is eligible to reapply for housing. Conditions for readmission may be specified at the time of the suspension or at the time of application for readmission. NOTE: If a student is suspended from University housing, he/she must make other housing arrangements off campus. He or she is not permitted to live with or "squat" with another student living on campus. Both students can and will be penalized to the fullest extent for this infraction with a fine of \$200.00.

Squat: To settle on public or private property without right or title.

### **Roommate Conflict**

In the event roommates have a conflict that cannot be resolved via counseling by their Residence Hall Director/Counselor, the occupants will be separated and each reassigned to another double occupancy room. Based upon availability, the room may or may not be in the same residence hall.

### **Checking In and Out**

Residents will receive a key only after presenting a room assignment card issued by the Housing Office and all residents must be financially cleared (paid in full).

Residents are required to inventory the contents and condition of their assigned room

using both the Inventory Form and Room Condition Form issued in the Office of Residence Life. The Inventory Form should be returned to the Residence Hall Director at the time of check-in. This form shall also be used to list all electronics, video games, computer equipment (model and serial number), and valuables for insurance purposes. If other items are acquired after initial check-in, each student is individually responsible for updating this form with the hall director. Failure to complete and submit the Room Inventory Form, Room Condition Report, and the Residence Hall Medical Form by the designated date could result in a \$100.00 fine.

The Room Condition Form, which is filed in the residence hall's office, is completed at the time of check-in to alert the staff to minor maintenance conditions in the room that require attention at the time of move in. This same form will be used for checkout. Additional fees to be charged to clean rooms left untidy will be determined during checkout.

## **Student Responsibilities**

### **Community Fines**

Community fines will be imposed when, in the common areas of the Residence Hall, it cannot be determined who caused losses or damages or who performed acts that compromised the health and/or safety of the residents. Such damages, losses and acts include, but are not limited to, damages to floors, walls, light fixtures, doors, windows, ceilings, stairwells, appliances, fixtures, furnishings, plumbing or electrical wiring damage. Other damages may include improper disposal and use of personal items in restroom areas; failure to use proper receptacles for disposal of bodily waste in restrooms and the misuse of sinks, floors and showers. Also included are vandalism and improper disposal of garbage as it relates to the exterior of the building.

The cost assessed for damages, losses and actions that compromise the health and/or safety of others such as labor, material costs, cleaning and supplies will be prorated as deemed appropriate by the University among each user of that common area. Each occupant will be subjected to a maximum fine of \$100.00 for each offense as assessed by the Director of Residence Life or designee including, but not limited to, the following:

- A lost key must be reported immediately to the Residence Hall Director/Counselor. The student will then be given a key replacement form, which is filled out by the hall director to take to cashier and pay \$85.00. The cashier will then give the student a receipt in duplicate. The student must then return the replacement slip, along with a copy of the receipt of the Hall Director/Counselor for issuance of a replacement key.
- Keys should be turned in to each respective residence hall office at the end of each semester. Failure to turn keys in shall result in a fine of \$170.00. Students are encouraged to remove valuables from their rooms during each official school break. The University assumes no liability for the theft of

student property.

- Permanently and fixed furniture cannot be moved. NOTE: If any student is identified as having damaged residence hall property (i.e., light fixtures, furniture, emergency exit doors, *etc.*) such student(s) shall be fined and referred to the Judicial Board with the possibility of interim suspension. (See Interim Suspension Judicial Affairs section.)
- Students should not use devices which leave permanent marks when attaching objects to walls, windows, doors or ceilings (nails, screws, staples, thumb tacks, double-sided tape, and the like). Damages resulting from the use of such items will be assessed and fined to the resident(s).
- The use of incense, kerosene lamps, candles, or any other device(s) or materials that produce an open flame or noxious odor is prohibited in the residence halls.
- Pets are not permitted in the residence halls.
- Food preparation and the use of electrical cooking appliances are not permitted in residence hall rooms.
- Waterbeds, vehicles with internal combustion engines, or weightlifting equipment exceeding 30 pounds are not permitted in the residence halls.
- Residents are expected to observe quiet hours at all times (24 hours a day).

The front door is considered the main entrance to all residence halls. All other entrances are to be used only in the case of an emergency. Tampering with doors (main, side and back) locks, windows, fire hoses, alarms and fire extinguishers is prohibited. Violators could be subject to suspension from the University.

### **House Rules**

Upon entering the Residence Hall, each student is given a sheet that lists charges for damages. Any violation of House Rules in each respective hall carries a minimum fine of \$60.00.

In the Residence Halls:

- Keep room door locked at all times, even if you are away for only a few minutes.
- Keep your keys with you! Never place keys under mats, in your mailbox or in any other "hiding place."
- If a stranger knocks on your door to solicit or if you become suspicious, immediately call the Front Desk of your hall or the Tuskegee University Police Department for assistance.
- Do not put your name and address on your key ring.
- If you return to your room and suspect it has been illegally entered, immediately inform your hall director and/or the Tuskegee University Police Department. Do not touch or move anything until the police arrive.

- If you notice a suspicious person in any public area of your hall, (corridors, laundry rooms, *etc.*), notify the Front Desk immediately. Do not confront strangers.
- In an emergency, shout "HELP," "POLICE," or "FIRE."
- Certain violations of the Codes of Conduct are subject to fines in addition to other appropriate sanctions.

"Crime Alerts" from the Tuskegee University Police Department are posted in residence halls as necessary. Check the hall bulletin boards regularly for up-to-date security information and incident reports.

**Note:** Tuskegee University is not responsible for any personal property in the residence halls. Students are required to purchase personal property insurance that is made available through the university.

### **Residence Theft or Fire**

In the unfortunate event you suffer property loss due to theft and fire accidents follow the procedure below:

- Notify Tuskegee University Campus Safety immediately. They may be reached at 334-727-8757.
- Inform your Residence Hall Director/Counselor or Resident Assistant. (If no one is on duty at that time call, the Residence Life on-call number at 334-552-1166.)
- You will need to complete an incident report with Residence Life and Development. You will be asked to describe the item(s) that was lost and to give a detailed account of how it came to be lost. Any information you can provide will be helpful in recovering your items (Attempt to Answer "The 5 W-H Questions" for the report--Who, What When, Where, Why, and How).
- Your residence hall director will provide you with an insurance pamphlet and an insurance claim form. Insurance is included in your Room and Board charges for the year.
- Lastly, Tuskegee University Campus Safety will request a copy of your belongings list (inventory form) you were required to complete when you checked into the residence hall. (It is highly recommended that you keep this list current and updated with your Hall Director.)

### **Telephone Service**

Local telephone service is provided in each room if requested, and a fee is assessed for service. This service is not available in all residence halls. Students must provide the telephone and make arrangements for long distance service.

Students found guilty of tampering with and/or destroying telephone equipment or the unauthorized use of telephone calling cards, risk, in addition to university sanction,

federal and/or state criminal prosecution.

### **Internet Service**

Internet service is provided to all residents. Students must provide their own computer equipment and Ethernet cords, to plug into the Internet outlets.

### **Telephone Service for Resident Students**

Incoming collect calls are not permitted because they are billed to the University, not to the individual phone number. Be especially wary of collect calls from prisons.

Any use of the campus telephone system to annoy or harass others, either on or off the campus, will be vigorously investigated and prosecuted under the campus judicial system or local laws. Any use of the campus telephone system with the intent to defraud or to avoid payment for service will be investigated and prosecuted under the campus judicial system or under the Alabama Theft of Services law.

### **Visitation**

The Director of Residence Life and Development or his/her designee must authorize requests to accommodate overnight guests in a student's room. Such requests must have the approval of the requesting student's roommate. Overnight guests are limited to a maximum of three (3) nights.

Visitation from members of the opposite sex to resident halls is strictly limited to public visitation areas with the exception of co-educational halls. Residents may entertain guests of the opposite sex in the residence hall lounge or lobby, Sunday through Thursday from 4:00 p.m. to 11:00 p.m. and from 4:00 p.m. to 11:30 p.m. on Friday and Saturday. Loitering in and around residence halls after 11:30 p.m. is prohibited.

There is no visitation on Wednesday, which is designated as a campus-wide study night. Some residence halls may also adopt additional study nights that must be honored by visitors. Parents of the same sex may visit a student's room at any time. Parents of the opposite sex, however, must have permission of the residence hall staff to visit a student's room. Parents are also asked to sign a visitor's log before visiting a student's room. Residents are responsible for the conduct of their guests at all times.

Persons who elect not to cooperate with the security measures will be cited by the Tuskegee University Police Department for non-compliance and may be removed from the campus. They may also be fined for failure to present proper identification.

The Tuskegee University Police Department will insure that entrance doors to residence halls are securely locked after the 11:00 p.m. weekday and 11:30 p.m. weekend curfew, and the area surrounding the residence hall is clear of pedestrian and vehicular traffic.

### **Penalties for Violation(s) of Visitation Guidelines**

The following penalties and sanctions shall be imposed upon students charged with violation of the visitation policy, or unauthorized presence in a residence hall. Students are expected to comply with all rules and regulations pertaining to residence halls.

If a visitor gives false identification, refuses to show a valid ID card, or is a non-student; the resident will be held responsible for his/her visitor's fine.

Penalties and Sanctions are as follows:

- First Offense: \$100.00 fine plus 40 disciplinary work hours
- Second Offense: \$200 fine plus 80 disciplinary work hours
- Third Offense: Immediate suspension for not less than one (1) semester and not more than one academic year

### **Room and Property Inspection**

For safety and health reasons, Residence Life and Development staff members, as well as Campus Police personnel, are allowed to inspect rooms and property to ensure that the health and safety of students and the campus are not being compromised in any way.

1. Luggage and/or other personal property may be inspected prior to being admitted to the residence hall.
2. In addition to scheduled room inspections, Tuskegee University reserves the right to inspect rooms at any time. All inspections will be conducted in the presence of Residence Life and Development officials.
3. A student's room may also be searched by Tuskegee University Police Department personnel with the approval of the Dean of Students for reasons of probable cause. The University will also honor search warrants issued by civil law enforcement officials.

### **Smoking Policy**

#### **I. Introduction**

Tuskegee University is committed to providing a healthy and safe environment for all students, faculty and staff. This new policy, which will go into effect on September 2, 2014, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

#### **II. Definitions**

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe. "Smoking" also includes the use of an

electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

- B. "Tobacco Products" such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products (e.g. chewing tobacco and snuff).
- C. "Members of the University Community include its faculty, staff, students, volunteers, vendors, customers and visitors.

### III. **Policy**

- A. This policy applies to all Tuskegee University employees, students, contractors, vendors, recruits and visitors.
- B. The use of all tobacco products is *prohibited* on all property that is owned, operated, leased, occupied or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas.
- C. Tuskegee University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence and smoking cessation.

### IV. **Implementation**

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee.

### V. **Compliance**

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

### **Tobacco Free Implementation Guidelines**

Effective September 2, 2014, Tuskegee University will create a tobacco free campus that encompasses the entire Tuskegee University campus and all properties owned, operated, leased, or controlled by Tuskegee University. These guidelines are intended to assist Faculty/Staff, Administrators and students in the implementation of this policy change.

Violation of the policy is defined as using *any* tobacco products, including **e-cigarettes** or other non-combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy will engage everyone in creating a culture of compliance. Faculty/staff and students will be given information and communication about the policy. Through a variety of communication venues, the University will courteously remind any faculty/staff, student, visitor, vendor or contractor violating

the Policy that Tuskegee University prohibits the use of all tobacco products on the Tuskegee University property.

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee. They are responsible for responding to reported violations of the Policy.

**I. Employees**

Employees are defined as persons employed by Tuskegee University (faculty, staff, student and temporary). All Tuskegee University employees will be informed of Tuskegee University Tobacco Policy. An employee who violates the Policy will be subject to corrective action under the Human Resources Policies and Procedures or other applicable University regulations or policies. Employees on the Tuskegee University Campus may also be referred to the Office of Human Resources for access to wellness programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

**II. Students**

During the admission and enrollment process, all students will be informed of Tuskegee University Tobacco policy and receive informative materials relating to the policy. Students on the Tuskegee Campus may also be referred to the Tuskegee University Student Health Center for access to smoking cessation treatment programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

**A. Undergraduate and Graduate Students**

Undergraduate and Graduate Students who violate the Policy will be reported to the Dean of the appropriate college or the Dean of Students. Students who violate the Policy in student housing areas will be reported to the Office of Residence Life. Students who violate the Policy will be subject to corrective actions according to the applicable disciplinary code (i.e. the Oracle).

**B. Dual Student/Employee Status**

Some students, such as Graduate Teaching Assistants or Graduate Assistants, may have dual status as a student and an employee. These students who violate the policy should be reported to the Dean of their college, or the Dean of Students. These students may be subject to corrective action according to the applicable disciplinary code, the Human Resources Policies and Procedures or other applicable Tuskegee University regulations or policies.

**III. Campus Visitors and Guests**

Visitors and Guests will be notified of this policy through campus signage, notification on the Tuskegee University website and notification provided



by the University department that is responsible for their visit. Visitors and guests who pre-register for a visit will be informed of the Tobacco free policy at the time of registration or prior to the visit. Tobacco use violations by any person will be reported to the University department that is responsible for their visit. Guests and visitors who violate the Policy may be asked to leave campus.

#### **IV. Vendor and Contracts**

Vendors and contractors will be informed of Tuskegee University Tobacco Policy in the bid or contract documents. Violations of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract.

Tobacco used by a vendor or contractor will be reported to the appropriate campus contact, such as the Physical Plant Division, Purchasing, Project Managers, Food Services, etc. The name or description of the individual and location should be provided. Follow up will be handled by the Facility Project Manager.

#### **Alcoholic Beverages and Drugs**

The possession or consumption of alcoholic beverages is strictly prohibited on University property or at any student-sponsored event. The possession, use or distribution of narcotics or other illegal drugs is also prohibited.

Students are neither allowed to display paraphernalia related to the use of narcotics nor permitted to display in residence hall rooms empty containers of alcoholic beverages.

#### **Policy Regarding Animals on Campus**

No animals (dogs, cats, snakes, *etc.*) may be brought onto the University property, except for those engaged in the research and/or clinical programs in the College of Veterinary Medicine, Nursing and Allied Health or the College of Agriculture, Environment and Nutrition Sciences.

University affiliated violators will be subject to disciplinary action. Non-university personnel found in violation will be subject to immediate removal from the campus. This policy applies to ALL BUILDINGS and GROUNDS owned by the University.

#### **Improper disposal of garbage**

The University reserves the right to assess community fines for the improper disposal of garbage. This includes: throwing garbage out of windows, leaving garbage on stairs, in bathroom or in any unauthorized area.

## **STUDENT HEALTH SERVICES**

Suite 235 – John A. Kenney Hall

Monday-Friday, 8:00 a.m.-4:30 p.m.

334-727-8641

Fax: 334-724- 4437

The Affairs, provides Health Care and Education to all enrolled students in accordance with the institutional mission and philosophy.

### **Clinical Services**

Student Health Services provides students with quality primary health care, and encourages the use of preventive methods through health education and counseling. The health services are easily accessible and geared to the unique health needs and concerns of the students. The students are seen on a walk-in basis on the same day. Students must be registered and present a Student ID card for services.

### **Health Education**

Promoting healthy lifestyle choices and behaviors, which prevent illness through year round educational programs and individual health counseling.

### **Health Insurance Plan**

The Tuskegee University Student Health Insurance Plan is provided by Cigna/Summit America Student Health for all registered students. Students are required to enroll in this program, which will be included in your tuition fee bill. Insured students are covered 24 hours per day, on and off campus, at home or abroad, while traveling between home and school and during vacation periods with the exception of international students while in their home country. This coverage is described in detail in a brochure that may be obtained at the Student Health Center.

Any expenses incurred that are not covered by this insurance plan are the sole responsibility of the student. Students should carry their Medical Insurance Identification card with them at all times. Students must pick up their health insurance cards from the Student Health Center when they are issued. They will be required to show their student ID card before receiving the cards.

### **Charges and Billing**

Students are billed for chargeable services they receive at the Student Health Center. While the Center does not file insurance claims for students, the staff may assist students with filing claims for services received at the Student Health Center. Students who are billed by the Bursar will receive an itemized statement listing the medical services provided.

### **Health Information Requirements**

All students enrolling at Tuskegee University for the first time, as per the Alabama Department Public Health guidelines, are required to complete and submit the Health Profile Form with proof of immunizations and a recent TB skin test. Students are to obtain the Health Clearance before completing the registration process. The Health Profile Form should provide medical history and significant medical conditions and recommendations by the student's personal physician.

### **Medical Emergencies**

Students must call 9411 on campus for ALL MEDICAL EMERGENCIES.

Students will be transported to the emergency room by ambulance by EMTs, in case of all serious emergencies. For minor emergencies, students will be transported to the Student Health Center, during office hours.

### **Referral Services and Transportation**

Referral services are provided, if indicated, to most of the area hospitals, medical specialists, clinics and other health facilities through a "referral network." Tuskegee University provides free non-medical transportation to assist students, who are referred to the hospital, specialists, clinics and medical facilities. The Health Services staff assists in making arrangements, and the University will provide return transportation service for students who have been transported. To make transportation arrangements for scheduled medical appointments, students must call the Student Health Center at 334-727-8641 at least 48-72 hours in advance.

### **Medical Excuse Policy**

Medical Excuses will be issued only for the time spent at the Student Health Center. An extended excuse from classes will be given only in case of serious medical illnesses, as determined by the physicians and the Director of Health Services.

### **STUDENT LIFE and DEVELOPMENT**

Suite 400 ~ Tompkins Hall

Sunday-Saturday, 8:00 a.m. - 4:30 p.m.

334-727-8155 Office; 334-724-3758 FAX

A comprehensive program of educational, civic, cultural, social and recreational activities may keep the Tuskegee University student busy before, between, and after classes. The seminars, workshops, dialogue sessions, theatrical productions, concerts, movies and games coordinated by Student Life and Development are viewed as an intricate part of the Tuskegee Experience.

[Beginning Fall, 2015] online student elections through *Golden Tiger Connect* ([tuskegee.collegiatelink.net](http://tuskegee.collegiatelink.net)), intramural sports, a closed circuit broadcast station, and a weekly movie schedule are among the range of activities coordinated through the Student Life and Development Center. The Miss Tuskegee University Gala, the Spring Pageant, the annual Homecoming Parade, and the Honda Campus All-Star Challenge

competition are highlights of the Student Life and Development Program. The Director of Student Life and Development and staff serve as the University's liaisons for the more than 100 registered student organizations--honor societies, religious organizations, Greek Letter, service, and professional organizations, and State clubs among them.

### **Student Government Association**

The Student Government Association (SGA) is the official representative body of the students. All enrolled students are automatically members of the Student Government Association.

Officers of the SGA are elected by the student body that includes the following: President; Vice President; Judicial Advisor; Treasurer; Student Coordinator; five (5) Senators-At-Large; and five (5) Judicial Board Members. Officers of the SGA serve for one year. The vice president of the Student Government Association serves as president of the Student Senate, which includes representatives from all registered student organizations, the residence halls, and class officers.

All positions appointed by the president of Student Government Association (SGA) must have and maintain a cumulative GPA of 2.00 in order to serve in appointed positions.

All class officers must have a cumulative GPA of 2.00, and the required classification hours in order to be appointed by the SGA President or Student Senate.

The Vice President for Student Affairs and Enrollment Management, through the Director of Student Life and Development, advises the SGA.

### **Student Media**

Student media is an important part of student life, acting as a responsible platform for dialogue concerning student-centered events and issues. These media include: the Campus Digest newspaper, TUTV and the *Tuskeana* Yearbook. While the bulk of the work is executed by students who submit their own editorial and programming ideas, the Office of Communications, Public Relations and Marketing has final approval of all productions. This role as advisor is not meant to censor student work, but rather act as a responsible, professional steward to ensure that the five tenets of news are present: newsworthiness, timeliness, significance, prominence and proximity. The Office also advises against any matters that may be libelous or slanderous. Any media intended for student publications and airing must be released through the Office of Communications, Public Relations and Marketing.

The Office of Communications, Public Relations and Marketing disseminates a separate policy and procedure manual that students must agree to follow before joining

the staff of any student media outlet. Advisors, as well as students in these media, seek the counsel and follow the rules of the Black College Communication Association, the Associated Press and the Student Press Law Center.

### **The Campus Digest**

The *Campus Digest* is the official student newspaper of Tuskegee University. It provides unbiased, accurate news and thought-provoking prose to its readers.

The Office of Communications, Public Relations and Marketing provides advisement to students in publishing the *Campus Digest*.

### **Fundraising**

Permission to participate in fundraising activities must be approved by the Director of Student Life and Development, the Vice President for Student Affairs and Enrollment Management, and the Vice President for University Advancement.

Organizations must be able to give a written account of their financial status at all times. Failure to meet financial obligations may result in sanctions or forfeiture of chartered status. The same penalty may apply for misuse of organizational funds.

### **Student Organizations and Registration**

Some organizations serve the interest of the entire student body, while other organizations promote special civic, professional, social or academic interests. More than 100 student organizations are registered at Tuskegee University.

Student organizations must officially register by October 15 of each school year with a Vital Information Form, and the president or designee of an organization must attend one of the two Organization Liability Informational Sessions offered during the fall semester.

To charter a new campus organization, the proposed organization must file a Tentative Operational Approval Request Form, and a copy of the proposed organization's constitution or By-laws. Both forms are available in the Office of Student Life and Development where student organizations should register.

**Note:** An organization must have at least ten (10) eligible members before tentative approval can be granted. Each member must have a 2.5 GPA in order to function as an officer in the organization.

The person(s) submitting the packet will be required to present their proposal to a panel. The panel will decide whether or not the new organization will be allowed to function on a probationary status at Tuskegee University. Organizations must function for one semester before they receive final approval of their campus charter.

Each registered student organization must have an advisor selected by the organization, which must be a member of the University faculty or staff and hold membership in the organization. Some Greek Letter organizations are given special permission for non-faculty or staff members to serve as advisors. The advisor is the liaison between the organization and the University and is required to attend ALL meetings and activities sponsored by the organization. Students are encouraged to consult with the Director of Student Life and Development for advice on organizing or joining groups which may not be listed.

### **Advisors to Students Organizations**

Every registered student organization must have an advisor(s) selected by the registered organization and approved by the Director of Student Life and Development and the Vice-President for Student Affairs and Enrollment Management. Co-advisors are strongly recommended. The primary advisor is a current Tuskegee University faculty or staff member. The advisor(s) shall offer support and advice to the officers and the organization's members in carrying out the organization's mission, purpose, and goals. The advisor(s) shall be available to meet with the organization at regular meetings and be present at all activities. In addition, the advisor(s) shall serve as a liaison between the student organization, the faculty, and the administration in matters of concern.

### **Organizational Membership Intake**

Most organizations have nationally adopted procedures for Membership Intake. These procedures, however, must not conflict with rules and regulations outlined by the University, and the intake process must proceed only within the time frame authorized by the University. The Director of Student Life and Development, with approval by the presidents of the Pan-Hellenic and National Service Organization Councils and the Vice President for Student Affairs and Enrollment Management, will publish the schedule for Intake activities.

The following rules apply to the Membership Intake Process:

1. After the Membership Intake Schedule has been announced, the advisors of each organization that participates in the Membership Intake Process must report to the Office of Student Life and Development (Tompkins Hall-Suite 400) to pick-up and sign for the Membership Intake Packet. The Membership Intake Packet will not be released to other members of the organizations.
2. A Certification Form must be filed with the Director of Student Life and Development before the process begins.
3. Candidates for intake may not be on academic or social probation; must be officially enrolled as determined by the Registrar; and must have achieved academic classification higher than Freshman status, as determined by the Registrar.

4. Intake activities may not be conducted during regularly scheduled class hours.
5. Students who are not enrolled at the University may not participate in Intake activities on campus without the permission of the Vice President for Student Affairs and Enrollment Management. Students who are enrolled at the University may not travel to other universities to complete Intake activities without the permission of the Vice President for Student Affairs and Enrollment Management.
6. Organizations may not impose financial requirements on a prospective member except for officially established initiation and membership fees.
7. The Vice President for Student Affairs and Enrollment Management must grant permission for the selection of an organization advisor who is not a member of the Tuskegee University faculty or staff. Such permission must be granted at least thirty (30) days prior to beginning of the Intake process.
8. All requests for verification of a student's academic status must be submitted to the Director of Student Life and Development. The Director will verify and clear GPA requirements of all candidates with the Registrar. Transcripts will not be provided to any student group.
9. Names and addresses of new members must be submitted to the Director of Student Life and Development within five (5) days after completion of their Intake.
10. All students interested in becoming members of fraternities and sororities must have a cumulative grade point average of 2.80/4.00 at the time applying for membership.
11. No transfer student will be eligible for intake until two semesters have been completed at Tuskegee University and the student has a GPA of 2.80 or better.
12. Advisors must be present at all Membership Intake sessions.

### **Position Statement on Hazing and Pre-Initiation Activities**

Hazing is any action taken or situation created intentionally, whether on or off campus premises, that produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations may include paddling, in any form; creation of excessive fatigue; physical and/or psychological shock; engaging in public stunts and/or buffoonery; late work sessions which interfere with scholastic activities; and, any other activities which are not consistent with fraternal or sorority law, rituals or policies, or the rules, regulations or policies of Tuskegee University. Hazing has no rightful place in the sorority or fraternity system and is absolutely not tolerated at Tuskegee University. Organizations found guilty of hazing will be subject to severe sanctions and/or penalties.

Hazing as a part of the Intake process is, without exception, strictly forbidden. Violators

are subject to severe disciplinary action, which may include suspension. Hazing is a violation of Alabama state law and the policies, rules, and regulations of Tuskegee University.

The University prohibits any form of hazing--physical or mental abuse--at any time before, during or after the Intake process.

Hazing specifically includes, but is not limited to:

- a. Subjecting a candidate to humiliating and painful ordeals;
- b. Physical or mental abuse;
- c. Personal indignity from abusive behavior; and
- d. Paddling in any form.

Organizations may not ask or allow prospective members to:

1. Damage or destroy property;
2. Participate in any activity that may disrupt regular campus activities; or
3. Participate in any activity that may reflect unfavorably upon the university or the organization.

Candidates for organizational intake are required to report incidents of hazing to the Vice President for Student Affairs and Enrollment Management, the Dean of Students, the Director of Student Life and Development, and the organization's advisor.

### **Position Statement on Alcoholic Beverages**

- No alcoholic beverages should be present at any Membership Intake Program or activity of the chapter, neither on nor off campus.
- No organization or individual chapter member should permit, tolerate, encourage, or participate in "drinking games".
- With less than half of the members of the average fraternity or sorority chapter of an age to legally consume alcoholic beverages, the University advises that alcoholic beverages not be purchased through the chapter treasury nor purchased by individual members of the chapter for other members or guests.
- The fraternity or sorority, with its important responsibility for the development of its youngest members, should not permit chapter members, collectively or individually, to purchase, serve or sell alcoholic beverages to any minor (i.e., persons under legal drinking age).

### **Tuskegee University Posting Policy and Regulations**

The regulations should be secured from the Office of Student Life and Development.

1. There will be no posting of alcohol-related events, obscenities, slanderous materials, or material containing nudity or any degree thereof, lewdness or suggestion thereof, racist or sexist statements. This would include, but not be limited to, posters, flyers, banners, *etc.* which show/promote nudity,



violence, racism, sexism, *etc.* Profanity or vulgarity is not permitted on advertisements.

2. All Tuskegee University's student clubs and organizations must have programs and events approved by Student Life and Development.
3. All posters, flyers, banners, *etc.* when approved must be stamped by Student Life and Development before distributing and/or posting. Photocopies of originally stamped and approved posters, flyers, *etc.* are PROHIBITED.
4. Posting is only permitted on designated/approved bulletin boards. Any materials posted on bulletin boards not designated as such will be removed immediately!
5. Posting is not permitted on Tuskegee University property (e.g., windows, columns, doors, glass, vehicle windshields, trees, walls *etc.*), except those postings approved by and for Tuskegee University. Materials posted on University property will be removed! Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or will assume responsibility to clean and/or repair any damages due to its removal.
6. 50 copies will be stamped and approved by Student Life and Development for posting. One flyer may be posted per designated bulletin board. Flyers and other advertisements must be removed immediately by the student club or organization immediately after the event has taken place. Student clubs and organizations failing to adhere are subject to the possible suspension of future posting privileges.
7. Flyers and banners may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first). Banners may not exceed 3' x 9' due to space limitations.
8. There will be no posting of notices or flyers that support or endorse candidates for political office.
9. Student clubs and organizations are PROHIBITED from advertising their sponsored activities on any official document bearing the University's name and logo, without approval from the Office of Communications, Public Relations and Marketing.
10. Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by Student Life and Development or Tuskegee University.
11. Activities sponsored by student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, email and/or web sites without approval from Student Life and Development and the Office of Communications, Public Relations and Marketing. Any off campus advertising is prohibited, unless approved by the Office of Communications, Public Relations and Marketing.

Students in violation of any of these regulations are subject to disciplinary action.

**Student  
Government  
Association  
Constitution**

## **PREAMBLE**

We, the students of Tuskegee University, wish to provide a more effective student government that will assist the University with issues relating to student affairs. We, therefore, endeavor to create a true academic and intellectual atmosphere in this institution; to promote harmonious relations among students, faculty, administration, and staff to be instrumental in the creation of an esprit de corps within the Tuskegee community; to advance the general welfare of the student body, to utilize students more effectively in the decision-making process at Tuskegee University, and realizing that such an organization is necessary for the building of a greater institution of quality, do ordain and establish this Constitution.

## **ARTICLE I-NAME**

The name of this organization shall be the Student Government Association of Tuskegee University hereafter referred to in this document as the SGA.

## **ARTICLE II-COMPOSITION**

The SGA shall be divided into three (3) branches: The Executive, Legislative, and Judicial.

## **ARTICLE III-POWERS OF THE SGA**

### **Section 1**

The SGA shall have the power to make such legislation, resolutions, recommendations and endorsements as are authorized by this Constitution.

### **Section 2**

The SGA shall have the power to represent the student body on decisions in areas that comply with the policies of Tuskegee University, the laws of the United States of America, the State of Alabama, County of Macon, and the City of Tuskegee.

## **ARTICLE IV-MEMBERSHIP**

### **Section 1**

All duly registered undergraduate students of Tuskegee University shall be members of the SGA. A duly registered student is any person enrolled at Tuskegee University for a course yielding academic credit or in special programs with duration of at least three months, unless such enrollers are specifically exempted.

## **ARTICLE V- THE EXECUTIVE BRANCH**

### **Section 1 - Powers**

All executive powers herein granted shall be vested in a President who, along with the Vice-President, Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer, must be elected as per ARTICLE IX, Section 2, Paragraphs B-D. The officers of the Executive Branch, in addition to the President, Vice-President, Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer shall be called the Cabinet. Any additional members of the Cabinet shall be recommended to the Senate by the SGA President at the beginning of the academic year. A list of recommended appointments must be submitted to the Senate prior to its first meeting of the year. All appointees must be approved by the Senate prior to October 1 of the academic year in which they are to serve. Any member of the Cabinet not approved by the said date shall not be allowed to serve until approved. The approved list should be submitted to the Director of Student Life and Development within five (5) days after confirmation by the Student Senate. All appointees must be duly registered, full-time students of Tuskegee University and shall have a 2.0 cumulative GPA at the time of appointment. The Cabinet shall consist of:

- A. The elected officers of the SGA.
- B. An Executive Secretary who will be responsible for the recording of minutes and all correspondence of the SGA.
- C. A member of the faculty/staff in an advisory capacity to the Executive Branch.
- D. A Secretary of Health and Human Services who will be responsible for the coordination of events to enhance physical health of the students and the community as a whole.
- E. A Secretary of Advertising who will be responsible for advertising events, activities and meetings of the SGA.
- F. A Commissioner of Elections who will be responsible for maintaining the just and efficient operation of campus elections.
- G. A Commissioner of Records who will be responsible for properly storing all minutes from each branch of government of the SGA, all legislation, resolutions, recommendations, and endorsements adopted by the SGA, and a list of all SGA elected officials, appointed officials, Class officers, and members and officers of the Senate. At the end of each academic year, the Commissioner shall submit a booklet containing all of the above information to the Director of Student Life and Development and the President of the University.
- H. The Chief of Staff, who shall be responsible for the just and efficient operation of the SGA President's Cabinet. The Chief of Staff shall also be assigned other duties as designated by the President. The Chief of Staff shall not require confirmation of the Student Senate.
- I. Other appointed members of the Executive Branch as deemed necessary upon the recommendation of the SGA President with the consent of the Senate.

## ARTICLE VI-LEGISLATIVE BRANCH

### Section 1

All legislative powers of the SGA shall be vested in the Student Senate during the academic year. Executive action required during the summer must be approved by the Director of Student Life and Development.

### Section 2 - Functions and Powers of the Student Senate

- A. The Student Senate shall comply in full with all duties and powers established for the Student Senate in this Constitution.
- B. No legislation passed by the Student Senate shall be constructed to limit or modify any of the powers granted under this constitution except by constitutional amendment.
- C. The Student Senate shall be chaired by the SGA Vice President, hereafter called President of the Senate, who will call a meeting at least once each month, and at other times when voted on, or petitioned by one-third of the Senate.
- D. The Senate may pass bills that have been vetoed by the President of the SGA with a two-thirds majority vote of the entire membership of the Student Senate.
- E. The Senate shall have full representation on the multi boards as designated by the University.
- F. A majority vote of a quorum of the Student Senate (25% of eligible senators) shall be required for adoption of motions or passage of bills unless otherwise specified in this constitution.
- G. The Student Senate has the final authority in the adoption of the recommended SGA budget breakdown as proposed by the Executive Branch and as approved by the Vice President of Student Affairs and Enrollment Management. The budget will consist of the fiscal year allocation as determined by the University Budget Committee as approved.
- H. The Senate shall have the power to grant, revoke, and review charters to student organizations as recommended by the Student Coordinator and approved by the Vice President of Student Affairs and Enrollment Management.
- I. The Student Senate must approve, by majority vote, appointments made by the SGA President.
- J. The Student Senate can consider any issues of importance related to the well-being of the student body.
- K. The Senate, during its first meeting, shall elect from its membership a President Pro Tempore who shall act as President of the Senate in the

absence of the President of the Senate, when the President of the Senate is Acting President, or when requested to do so by the President of the Senate. The President Pro Tempore shall also be Acting President of the Student Government Association in the absence of the President and Vice-President and shall be vested with the full powers of such office. The President Pro Tempore shall assume office immediately after being elected by the Senate. The term of the President Pro Tempore shall expire at 11:59 a.m. on the second Monday of that following May. The President Pro Tempore shall have the same requirements to hold office as that of the SGA Treasurer.

- L. The Senate shall adopt rules of which to govern its self by. No rule of the Senate shall be constructed to limit or modify and powers granted under this Constitution.
- M. Hereafter the adoption of this Constitution, each year of the Senate shall be titled in numerical order (i.e., 1st Student Senate, 2nd Student Senate).
- N. All officers of the Student Senate shall serve for two academic semesters.
- O. An agenda, which shall contain the date, time, and place shall be posted at least two (2) academic days in advance in the SGA Office by the President of the Senate. Further application of this provision shall be specified in the rules of the Senate.
- P. All Senators shall, upon taking office, be administered the following oath by the President of the Senate: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as SGA Senator to the best of my ability. So help me God."
- Q. All bills and resolutions passed by the Student Senate shall be known as "Senate Statues."

### **Section 3 - Business of the Senate**

- A. Apportionment - The Senate shall be composed of four (4) class presidents, residence hall presidents, five (5) Senators-at-Large, one (1) student representative from each school and/or college; and one (1) representative from each chartered organization. Senators-at-Large shall be elected in the campus-wide elections. All students shall assume their duties during the first month of the regular academic year and will serve the term of two semesters.
- B. Absences - If a Senator has to send a proxy to a Senate meeting, they must notify the Senate President prior to the convening of the preceding meeting when possible. If this is not possible, the Senator must send a type written letter to the Senate President explaining why a proxy is needed. Any

member of the Student Senate who is absent from two or more consecutive regular meetings shall be subject to review and sanction.

- C. Vacancies - If after the first Monday in November, no representative has been chosen to represent each college and chartered organization, the SGA President shall appoint a member from that college or organization to serve as the representative.
- D. Qualifications - Any duly registered, full-time student of Tuskegee University is qualified to serve in the Student Senate and shall also have a 2.50 cumulative grade point average on a 4.00 scale.
- E. Governing Rules-Parliamentary authority for this body shall be Robert's Rules of Order.

## **ARTICLE VII-JUDICIAL BRANCH**

### **Section 1 - Powers and Duties**

- A. The Student Judicial Board shall rule upon the constitutionality of legislation and official actions of elected or appointed officials at the request of the Senate or Executive Branch.
- B. The Student Judicial Board may also question, comment, or rule upon other matters at the request of the Senate or Executive Branch.
- C. The Student Judicial Board shall serve as a board of appeals to decisions of the Elections Board.
- D. The Student Judicial Board shall maintain a comprehensive record of every official ruling made.
- E. The Student Judicial Board shall adopt rules of which to govern itself by.

### **Section 2 - Overrule**

Two-thirds of the entire members of the Student Senate shall be necessary to overrule any Judicial Board decision with the exception of decisions regarding elections, which cannot be overruled.

### **Section 3 - Composition**

- A. The Judicial Board shall consist of the Student Judicial Advisor and five (5) Board members elected by the student body each year.
- B. Whenever the Judicial Board has fewer than six (6) members, the Student Judicial Advisor shall nominate members subject to confirmation of the Student Senate.
- C. Any member may be removed from the Judicial Board with a two-thirds majority vote of the entire membership of the Student Senate.
- D. All members shall, upon taking office, be administered the following oath by the Student Judicial Advisor: "I, ... , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance

of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as SGA Judicial Board Member to the best of my ability. So help me God."

#### **Section 4 - Qualifications**

- A. Student Judicial Board members shall be duly registered, full-time undergraduate students at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. Student Judicial Board members shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. Student Judicial Board members shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.
- D. Student Judicial Board members shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

### **ARTICLE VII-QUALIFICATIONS AND DUTIES OF SGA OFFICERS, CABINET MEMBERS AND OTHER ELECTED OFFICIALS**

#### **Section 1 - Qualifications**

##### **President**

The President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least one academic year immediately prior to assuming the duties of this office.

- A. The President shall have successfully completed sixty (60) hours of college credit acceptable to Tuskegee University at the time of application.
- B. The President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.
- C. The President shall be eligible for readmission to the University, in good social standing and without any criminal or judicial action pending or felony convictions at the time of application.

##### **Vice President**

- A. The Vice President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Vice President shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Vice President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.
- D. The Vice President shall be eligible for readmission to the University,



in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

### **Student Coordinator of Clubs and Group Activities**

- A. The Student Coordinator shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Student Coordinator shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Student Coordinator shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.
- D. The Student Coordinator shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

### **Student Judicial Advisor**

- A. The Student Judicial Advisor shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Student Judicial Advisor shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Student Judicial Advisor shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.
- D. The Student Judicial Advisor shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

### **Treasurer**

- A. The Treasurer shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. Treasurer shall have at least a 2.50 cumulative GP A on a 4.00 scale at the time of application.
- C. The Treasurer shall be eligible for readmission to the university, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

### **Other Cabinet Member**

Any other Cabinet member must meet the qualifications as set forth in this Constitution.

## Oath

- A. The President, Vice-President, Student Judicial Advisor, Student Coordinator of Clubs and Group Activities, and Treasurer shall, upon taking office, take the office oath to be administered to them by the President of Tuskegee University: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as ..... to the best of my ability. So help me God."
- B. Any other Cabinet member shall, upon taking office, take the following oath to be administered by the SGA President: "I, .... , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as ..... to the best of my ability. So help me God."

## Section 2 - Duties

### A. President

1. To honor, uphold, and defend this Constitution.
2. The President shall direct the activities of the Executive Branch with due consultation of the Cabinet.
3. The President shall appoint all non-elected Cabinet members subject to the approval of the Student Senate. Such appointed Cabinet members shall serve at the pleasure of the President.
4. The President shall make recommendations for appropriate legislation to the Student Senate. They shall deliver a "State of the Students" address to the Senate at the first meeting of the academic year, the first meeting of the second semester, and at other times.
5. To implement measures and to enforce legislation enacted by the Student Senate.
6. The President shall have the power to veto acts of the Student Senate. If the President does not veto act of the Senate within five (5) working days after passage, such acts shall become law without the President's signature.
7. To serve as an ex-officio non-voting member for all executive SGA committees and departments.

8. To develop the operating budget for SGA and submit the same budget to the Senate at the first meeting of the academic year. The budget should represent a proportional allocation for each semester during the academic year.
9. Prepare a summer term budget to be approved by the Director of Student Life and Development and the Vice President for Student Affairs and Enrollment Management. These funds may be expended prior to the approved SGA budget.
10. The President shall take responsibility for the financial matters of the SGA. They shall co-sign all requests for expenditure of funds with the Treasurer. All expenditures must be approved by the Director of Student Life and Development.
11. The Student Government Association officials and agents must be in compliance with all university contracts, policies and procedures.
12. The President shall have the power to call special sessions of the Student Senate.
13. The President shall submit a financial report to the Student Senate reflecting the financial status of the SGA twice each semester.
14. To prepare and submit to the Student Senate and Director of Student Life and Development the agenda for the Student Affairs Committee of the Board of Trustees and for the Student Officers Council five (5) days prior to the meeting.
15. The President or designee shall be present at all meetings of the Board of Trustees and provide a written summary of key issues to the student body at least seven days after said meeting.
16. To approve or not approve all contracts that the SGA enters into with other organizations.

#### B. Vice President

1. To honor, uphold and defend this Constitution.
2. To assist the President in the administration of the business of the SGA.
3. The Vice President shall execute the duties and powers of the SGA President in their absence or at the President's request.
4. To conform to the order of succession as designed in ARTICLE XI, Section 5.
5. To direct programs dealing with international, national and local affairs which interest the Tuskegee University students.
6. The Vice President shall preside over all meetings of the Senate. They shall vote only in the case of a tie and may not vote during an impeachment trial.
7. The Vice President shall appoint and dismiss all members of any Student Senate Committee and shall serve as an ex-officio member of all such committees.

8. The Vice-President shall appoint and dismiss all chairs and vice chairs of any Student Senate committee.
9. The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each meeting.
10. The Vice President shall submit a list of all Senators and their addresses to the SGA President and the Director of Student Life and Development prior to the second Senate meeting of the academic year in which they are to serve.
11. The Vice President shall call for an election within the Student Senate in order to eject the appropriate Senate officers.

C. Student Coordinator of Clubs and Group Activities

1. To honor, uphold and defend this Constitution.
2. To receive and evaluate requests for funds from campus organizations and charitable groups, and to refer such requests to the Executive Branch for consideration.
3. To maintain a historical amount of all important SGA events and assure that all annual (having occurred three consecutive years) events are on the SGA and campus calendars.
4. To coordinate and initiate entertainment programs for the SGA.

D. Student Judicial Advisor

1. To honor, uphold and defend this Constitution.
2. To serve as chairperson of the Student Judicial Board and shall vote only in the case of a tie.
3. To provide advice and assistance to students who request it with regards to violations of these rules.
4. To advise and represent students and their interests regarding rules of the University and violations of these rules.

E. Treasurer

1. To honor, uphold and defend this Constitution.
2. To be responsible for the records relation to all financial transactions of the SGA.
3. To assist the SGA President in preparing a budget for the academic year.
4. To make a comprehensive report of financial transactions on a bi-monthly basis to the Student Senate and student body.
5. To be responsible for maintaining a balanced budget and prevent deficit spending. They shall co-sign all requisitions with the SGA President.
6. To ensure that no funds are expended outside of executive power and legislative authority.
7. The Treasurer shall publish a "Financial State of the SGA" report each

semester with distribution to the President, General and Associate General Officers of the University and the director of Student Life and Development. This report must be published at least twice per school year.

## **ARTICLE IX - STUDENT ELECTIONS AND TERM OF OFFICE**

### **Section 1 - The Elections Commissioner and Committee**

#### **A. Duties**

1. The Elections Commissioner shall appoint and oversee an Elections Committee of at least five (5) members, none of whom may be candidates for office or serve on a campaign team of any candidate for office. The Committee and its chairperson are subject to Senate confirmation.
2. The Committee shall have the power to appoint any additional students who are not seeking an office in the election to help them run the election.
3. The Committee shall be charged with validating the qualifications for candidates running for office, enforcing the election laws and certifying the candidates' election to office.
4. The Committee shall have the responsibility of posting a list of candidates who are eligible for their positions at least ten (10) days before an election.
5. The Committee shall investigate any infractions made concerning improper conduct of candidates during campaigning and refer its findings to the Director of Student Life and Development.
6. The Office of the Registrar shall serve as the final authority in determining academic eligibility.
7. The Director of Student Life and Development or a designee shall serve on the Elections Committee as an ex-officio member.
8. The Committee shall store all ballots from each election for five business days immediately after the election for which they were used. At the expiration of the five days, the Committee will then destroy the ballots. However, if there is a recount of the ballots in progress, the ballots are not to be destroyed until the recount is completed.
9. A candidate may request in writing a recount of the ballots of the election in which they were a candidate. Such request must be made within two business days after the results were posted.
10. The Committee will post at the office of the Director of Student Life and Development and the SGA Office the results of all elections. Such results must be signed by the Elections Commissioner and the Director of Student Life and Development or their designee. Such document must include the day and time that the results were posted.

### **Section 2 - Positions Filled by Campus-Wide Elections**

- A. The following positions shall be filled through a campus-wide election: SGA President, SGA Vice President, Student Coordinator of Clubs and Group

Activities, Student Judicial Advisor, Treasurer, Class Officers, five Senators-at-Large, and five members of the Student Judicial Board.

- B. All candidates must submit an application to the Elections Committee certifying the candidates' qualification and agreement to abide by and fulfill all the duties and regulations set forth in this Constitution.
- C. No candidate shall run or be appointed to an office for which they are unable to hold for its full term.
- D. After the initial posting of names of candidates for election, a candidate may change positions after three business days. A candidate may also withdraw from an election within five business days after the initial posting of candidates for election.

### **Section 3 - Class Officers (Sophomore, Junior, Senior)**

- A. The following Sophomore, Junior, and Senior Class positions shall be filled through a class-wide election: President, Vice President, Secretary, Treasurer, Class King, and Class Queen.
- B. All candidates shall have the following credit hours approved by the Registrar: Sophomore, 30 hours; Junior, 60 hours; Senior, 90 hours.
- C. All presidential candidates shall possess at least a 2.50 cumulative GPA at the time of application.
- D. All other candidates shall possess at least a 2.00 cumulative GPA at the time of application.

### **Section 4 - Freshman Class Officers**

- A. All Freshman Class election will be held in the month of September.
- B. Positions available will be President, Vice President, Secretary, Treasurer, Class King, and Class Queen.

### **Section 5 - Election of Candidates**

- A. Campaigning shall take place during the period designated by the Election Committee.
- B. Campaign managers of candidates may be present at the polls and during the casting and counting of ballots. However, the candidates are only permitted in the polling area when they are casting their personal ballots.
- C. Candidates receiving a clear majority of the total votes cast shall be recognized as the elected officials. If no candidate receives a majority (one half plus one) of the total votes cast for the office, a run-off election between the two candidates receiving the highest number of votes shall be held within seven (7) business days after the initial election.
- D. In races for committee positions, those candidates receiving the highest number of votes in the positions to be filled in each category will be declared the winners.
- E. The Student Senate shall provide further election laws for the Election Committee to adhere by.

## **ARTICLE X - IMPEACHMENT and CONVICTION**

### **Section 1 - The Role of the Senate**

The Senate shall have the sole power to impeach and remove an elected or appointed member of the SGA. The Senate shall also have the sole power to impeach and remove an elected Class Officer.

### **Section 2 - Just Cause**

An elected or appointed official of the SGA and an elected Class Officer may be impeached and convicted for only the following charges: 1. Violation of Oath of Office; 2. Failure of administer their duties of office; and 3. Violation of the Codes of Conduct in the Student Handbook.

### **Section 3 - Procedure for Impeachment**

The Vice-President shall preside over the Senate when it is deliberating impeachment except when the impeachment of the SGA President is being considered. In order to begin impeachment proceedings, a resolution must be adopted by the Senate to create a committee to investigate possible impeachment charges. After the investigation, the Senate shall proceed to vote on each individual charge. A charge shall be considered to be adopted and an officer impeached if the charge receives a two-thirds majority vote of the entire membership of the Senate. If an official is impeached, procedures for a hearing shall then be enacted with the Senate sitting as the jury.

### **Section 4 - Procedure for Hearing**

The Vice-President shall preside over the Senate when it is sitting as the jury for Impeachment charges. The chair of the committee that investigated the impeachment charges shall serve as the prosecutor and shall hereafter be referred to as the prosecutor. The accused official, hereafter referred to as defendant, may serve as their own representative or may request another student or attorney, to be compensated for by the accused official, act as their defense representative. The prosecutor and the defendant shall each be able to make their opening arguments, present evidence, question witnesses, and making closing remarks to the Senate.

After both the prosecutor and defendant have rested their case, the Senate shall deliberate and proceed to a vote on each charge presented of guilty or not guilty.

A two-thirds majority vote of the entire membership of the Senate shall be required for a guilty conviction. If the defendant is judged to be guilty on any charge, the defendant shall be immediately removed from office and shall not be eligible for election to any further SGA or Class offices.

## **ARTICLE XI. TERM OF OFFICE, RESIGNATIONS, ORDER OF SUCCESSION and FILLING of VACANCIES IN OFFICE**

### **Section 1 - Term of Office**

The term of all newly elected positions including SGA Executive Officers, Judicial Board, Senators-at-Large, and all Class Officers shall begin on the second Monday of May at 12:00 noon. The term of all newly elected Freshman Class Officers shall begin five days after their election. The term of all Cabinet members shall begin immediately upon being confirmed by the Senate, but shall serve at the pleasure of the President. The term of all Senators shall begin immediately after taking the Oath of Office. All terms shall end on the second Monday of May at 11:59 a.m. of that following year.

### **Section 2 - Resignations**

In the event that an executive officer, senator or committee member decides to resign, the official letter of resignation should be submitted to the President of the SGA and the Director of Student Life and Development. Should the SGA President decide to resign, the official letter of resignation should be submitted to the Director of Student Life. Class Officers should submit official letters of resignation to the Director of Student Life and Development.

### **Section 3 - Filling of Vacancies Caused by Lack of Candidates**

In the event that an elected position is not filled during the regularly scheduled election due to lack candidates, the SGA President will appoint a student to fill the vacancy.

### **Section 4 - Filling of Vacancies Caused by Death, Resignation, Removal, or Impeachment**

In the event that any of the following SGA Offices--Vice-President, Student Judicial Advisor, Student Coordinator of Clubs and Group Activities, and Treasurer--is vacant by death, resignation, removal, or impeachment; the SGA President shall appoint a student to fill the remainder of the term of office.

In the event that any of the following Class Offices--Vice-President, Secretary, Treasurer, Class Queen and Class King--is vacant by death, resignation, or removal; the Class President shall appoint a student to fill the remainder of the term of office.

Terms left vacant by the above methods shall be filled in the above fashion for residence hall officers.

### **Section 5 - Executive Branch**

In the event of death, resignation, or removal of the SGA President, the order of succession shall be: (1) Vice President, (2) President Pro Tempore of the Student Senate, (3) Student Judicial Advisor, (4) Student Coordinator of Clubs and Group Activities and (5) Treasurer.

### **Section 6 - Leave of Absence**



In the event that an officer of the SGA needs to leave the campus for a period of more than five (5) days, a leave of absence shall be required; and officers shall comply with the above order of succession. Weekends and days that the University are closed shall not apply. The Student Senate shall create a Leave of Absence Form. The SGA Treasurer may temporarily designate another student to perform their duties for a period not to exceed five (5) days. Such student shall not qualify to be in line of succession.

**Section 7 - Residence Hall and Class Officers**

In the event of death, resignation, or removal of an officer of a residence hall or Class Officers, the order of succession shall be: Vice President, Secretary, Treasurer, Class King and Class Queen.

**ARTICLE XII - AMENDMENT AND REVISION**

This Constitution shall be revised and/or amended by a two-thirds vote of the Senate or by one-third vote of the student body and by the approval of the President of Tuskegee University.

**ARTICLE XIII - RATIFICATION**

**Section 1.**

This Constitution shall be confirmed if it receives the approval of a two-thirds majority vote by the entire membership of the Senate.

**Section 2.**

This Constitution shall be approved, if approved, by the university President.

**Section 3.**

This Constitution shall take effect immediately upon its adoption and approval.

Adopted by the Senate  
April 22, 2008

**MISS TUSKEGEE**

**UNIVERSITY**

**PROCEDURES**

**MANUAL**

**I. APPLICATION PROCESS**

Application Forms must be completed and submitted to the Assistant Director of Student Life and Development for participation.

**II. ELIGIBILITY**

A \$200.00 eligibility (refundable) deposit is required from all candidates. This refund is due to only those candidates who do not make the Court. **(The deposit must be paid in full with by money order or cash, at time of application.)**

- A. Candidate must be a full-time, undergraduate, female student.
- B. No student shall hold the title of Miss Tuskegee University and any other title in the same semester, (e.g. Miss Tuskegee University and Miss Junior).
- C. Cumulative GPA requirement is 2.80/4.00 or better.
- D. She must be in good standing with the University at the time of nomination (i.e., no outstanding tuition fees, no judicial affairs community service).
- E. Must have completed 45 semester hours application, confirmed by the Registrar's Office.
- F. Candidates shall be eligible for readmission for Fall Semester of their reign.

**III. CAMPAIGN AND WITHDRAWAL**

Campaigns should be limited to the following:

- A. Speak-outs - A Student Activity Form must be completed by the Elections Committee and approved by the appropriate University officials. Forms must be submitted seventy-two hours before the event.
- B. Fliers – Fliers can be posted with the approval of building supervisors or Residence Hall Directors.
- C. Banners – The hanging of banners must be approved for both on- and off-campus by appropriate university officials. Hanging banners off- campus must also be done by approval of the property's owner.

**IV. NIGHT OF THE PAGEANT**

- A. CATEGORIES for COMPETITION
  - 1. Speech/Business Wear
  - 2. Talent
  - 3. Casual Wear
  - 4. Evening Wear
  - 5. Verbal Expression (i.e., Question and Answer)
- B. VOTING

Students will vote the day of the Pageant. Only a valid Tuskegee University ID card is allowed. Winners will be announced that evening at the Pageant: 60% student vote and 40% judges.

C. **RUN-OFF**

In the event of a student tie, the judges' decision the night of the Pageant will be final for each candidate.

D. **INSTALLATION**

The President of Tuskegee University shall crown the new Miss Tuskegee University

**IV. DUTIES AND RESPONSIBILITIES OF MISS TUSKEGEE UNIVERSITY AND COURT**

A. **ATTIRE**

1. Clothing for Miss Tuskegee University and Court must be properly cleaned and pressed.
2. Shorts or cut-offs are not allowed, unless it is required attire (e.g. for P.E. class or aerobics). Walking shorts are permissible. Good judgment is to be used at all times.
3. The Director and/or Assistant Director of Student Life and Development and the Advisory Committee are responsible for selecting and coordinating Miss Tuskegee University and Court's wardrobe for University engagements.

B. **CONDUCT**

1. Miss Tuskegee University and her Court shall exemplify professional conduct at all times, including personal outings. Any unprofessional conduct by Miss Tuskegee University or her Court (as outlined in the Tuskegee University Student Handbook) will result in immediate disqualification. You will have the right to appeal to the Tuskegee University Judicial Board.
2. Miss Tuskegee University and Court shall not
  - a. Use alcoholic beverages or illegal drugs
  - b. Smoke in public
  - c. Exhibit any physical contact or affection in public (except brief handshakes and hugs)
  - d. Use profane or obscene language in public
  - e. Work in nightclubs, ABC stores, or any place that serves alcoholic beverages.
  - f. TUSKEGEE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY OR ALL REQUIREMENTS, SHOULD CONDITIONS MAKE IT NECESSARY.

C. **PUBLIC APPEARANCES**

Miss Tuskegee University and Court serve as public relations persons for the University.

1. They shall attend the following on-campus functions:

- President's Address to New Students
- Fall Convocation
- Scholarship Convocation
- Parents' Weekend functions
- Charter Day/Homecoming Convocation
- George Washington Carver Convocation
- Founders' Day Convocation
- President's Essay Contest and Awards Program
- Other functions deemed appropriated by the Advisory Committee

2. Football Games

- All Home Games
- Tuskegee-Morehouse Classic
- Labor Day Classic\*
- Turkey Day Classic (Tuskegee vs. Alabama State\*)  
\*When the game is scheduled
- Other games as determined by the Advisory Committee football season

3. The Queen and her Court must wear professionally done hairstyles.

4. The Queen and her Court must have professionally done nails. Professionally done nails are defined as nails suitable to compliment the clothes worn by Miss Tuskegee University and her court. Nails colors shall be red or American- or French-tips or clear nails that are well trimmed and groomed.

5. The queen and her court must wear appropriate hosiery, as long as it is not mesh, and must be sheer flesh tones.

6. Appropriate lodging and restaurants will be selected by the advisory committee when deemed necessary for out-of-town trips, games, etc.

D. PUBLIC ADDRESSES

Miss Tuskegee University shall give greetings and short speeches when necessary. Miss Tuskegee University and her Court must arrive at these functions half an hour before the time of the event.

E. MEETINGS/CHAPERONES

Miss Tuskegee University and her Court will meet regularly with the Advisory Committee, the Director and/or Assistant Director of Student Life, and school administrators. The Advisory Committee will serve as chaperones for Miss Tuskegee University and her Court, as needed. Miss Tuskegee University and Court will meet with the Director and Assistant Director of Student Life and Development to get all information needed for the reign/year the week after the Pageant.

F. EXPERIENCES

Miss Tuskegee University and Court will each write a brief summary of their experiences. This document will be recorded in the Tuskegee University Tuskeana.

H. **SPECIAL PROJECTS**

Each semester of her reign, Miss Tuskegee University shall organize and facilitate a project, which will benefit the student body.

I. **ADVISORY COMMITTEE**

The Advisory Committee for Miss Tuskegee University and her Court shall:

1. Counsel and advise
2. Make recommendations
3. Assist and support programs and activities implemented by Miss Tuskegee University and her Court
4. Be supportive of scheduled appearances and engagements
5. Serve as chaperones when needed
6. Provide schedules of all appearances for Miss Tuskegee University and her Court
7. Provide paperwork transactions (to the Director and/or Assistant Director of Student Life and Development)

V. **GROUND FOR DISQUALIFICATION**

1. Refusal to perform duties, inappropriate behavior (both on and off campus), and/or violation(s) of the Student Code of Conduct will result in a recommendation to the University Judicial Board
2. Refusal to follow rules and regulations of the Tuskegee University Student Handbook.
3. If Miss Tuskegee University or a member of her Court engages in any form of inappropriate conduct, as defined by the Student Handbook, that bring disfavor to Tuskegee University; Miss Tuskegee University and/or her Attendants will be disqualified with the right to appeal to the University Judicial Board.
4. In the event that Miss Tuskegee University is disqualified, the First Attendant shall succeed her reign. If the First Attendant cannot serve, for any reason, the Second Attendant will be called to serve.

VI. **RESIGNATION**

A Resignation letter must be written and submitted to the Director of Student Life and Development seventy-two (72) hours after the decision to resign is made.

**ELECTION PROCEDURES ADDENDUM**

The following procedures will take place in case of a tie vote for the final selection of Miss Tuskegee University and Court.

- a. In case of a tie with the final pageant vote, the highest speech score will be used to break the tie.

- b. If the speech score is tied; the next category, highest verbal response, (same question) will be used.
- c. If these two categories are tied; the next category, the talent score, will be used to determine the winner.
- d. If there is still a tie after three tie breakers, the highest score for casual wear will be used as a tie breaker.
- e. However, if there is a tie in all of the above listed categories, then the popular vote by the student body will determine the final selection.

### **MISS TUSKEGEE UNIVERSITY GALA AND PAGEANT RESPONSIBILITIES**

Miss Tuskegee University is responsible for the annual Gala's activities under the direction of the Advisory Committee.

Duties for the Gala include the following:

- 1. Select theme of choice approved by Committee.
- 2. Develop a presentation format from theme.
- 3. Must be done at least one month prior to Homecoming.
- 4. All the above are dependent upon the advisory committee's approval.

The Miss Tuskegee University Pageant's responsibilities include the following:

- 1. The Queen is responsible for her farewell speech, upon the approval of the Committee.
- 2. The Court members will not deliver/present farewell remarks or speeches.

### **HOUSING**

- 1. Miss Tuskegee University is responsible for completing and submitting her own housing application to the Housing Director.
- 2. The Miss Tuskegee University suite is in Adams Hall.

### **PARTICIPATION IN EXTERNAL PAGEANTS and CONFERENCES**

- 1. Miss Tuskegee University and Court are responsible for conducting fundraisers to supplement expenses related to participating in external pageants and conferences.
- 2. The adviser or a member of the Miss and Mr. Tuskegee University Advisory Committee must accompany Miss Tuskegee University and Court to the pageant and conference.

**MR. TUSKEGEE**

**UNIVERSITY**

**PROCEDURES**

**MANUAL**



- I.       **APPLICATION PROCESS**  
Application Forms must be completed and submitted to the Assistant Director of Student Life and Development for participation.
- II.       **ELIGIBILITY**
- A. A \$200.00 eligibility (refundable) deposit is required from all candidates who aspire to be Mr. Tuskegee University. This refund is due to only those candidates who do not make the Court. **(The deposit must be paid in full with by money order, at time of application.)**
  - B. Candidate must be a full-time undergraduate, male student.
  - C. No student shall hold the title of Mr. Tuskegee University and any other title in the same semester, (e.g., Mr. Tuskegee University and Mr. Junior).
  - D. Cumulative GPA requirement 2.80/4.00 cumulative or better.
  - E. He must be in good standing with the University at the time of nomination (i.e., no outstanding tuition fees, no judicial affairs community service).
  - F. Must have completed 45 semester hours at the time of application, and confirmed by the Registrar’s Office.
  - G. Candidates shall be eligible for readmission for Fall Semester of their reign.
- III.       **CAMPAIGN AND WITHDRAWAL**  
Campaigns should be limited to the following:
- A. Speak-outs – A Student Activity Form must be completed by the Elections Committee and approved by the appropriate University officials. Forms must be submitted seventy-two hours before the event.
  - B. Fliers – Fliers can be posted with the approval of building supervisors or Residence Hall Directors.
  - C. Banners – The hanging of banners must be approved for both on and off campus by appropriate University officials. Hanging banners off- campus must also be done by approval of the property’s owner.
- IV.       **NIGHT OF THE PAGEANT**
- A.                               **CATEGORIES for COMPETITION**
    - 1. Speech/Business Wear
    - 2. Talent
    - 3. Casual Wear
    - 4. Business Attire
    - 5. Verbal Expression (i.e., Question and Answer)
  - B.                               **VOTING**  
Students will vote the after the Pageant. Only a valid Tuskegee ID card is allowed. Winners will be announced that evening at the pageant: 55% student vote and 45% judges.
  - C.                               **RUN-OFF**

In the event of a student tie, the judges' decision the night of the pageant will be final in determining the title of Mr. Tuskegee University, First Gentleman, or Second Gentleman.

D. INSTALLATION

The President of Tuskegee University shall install the new Mr. Tuskegee University.

V. **DUTIES AND RESPONSIBILITIES OF MR. TUSKEGEE UNIVERSITY AND GENTLEMEN**

Mr. Tuskegee University and Gentlemen are official representatives of Tuskegee University and must adhere to professional dress codes and conduct at all times, both on and off campus.

A. ATTIRE

1. Mr. Tuskegee University and Gentlemen shall wear properly cleaned and pressed clothing at all times.
2. Shorts or cut-offs are not allowed, unless it is required attire (e.g., P.E. class or aerobics). Walking shorts are permissible. (Good judgment is to be used at all times.)
3. The Director and/or Assistant Director of Student Life and Development and the Advisory Committee are responsible for selecting and coordinating the wardrobe for Mr. Tuskegee University Gentlemen wardrobe for University engagements.

B. CONDUCT

1. Mr. TU and his Gentlemen shall exemplify professional conduct at all times including personal outings. Any unprofessional conduct by Mr. Tuskegee University or his Gentlemen (as outlined in the Tuskegee University Student Handbook) will result in immediate disqualification. One will have the right to appeal to the Tuskegee University Judicial Board.
2. Mr. Tuskegee University and Gentlemen shall not:
  - a. Use alcoholic beverages or illegal drugs
  - b. Smoke in public
  - c. Exhibit any physical contact or affection in public (except brief handshakes and hugs)
  - d. Use of profane or obscene language in public
  - e. Work in nightclubs, ABC stores, or any place that serves alcoholic beverages.
  - f. TUSKEGEE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY OR ALL REQUIREMENTS, SHOULD CONDITIONS MAKE IT NECESSARY.

C.

#### PUBLIC APPEARANCES

Mr. TU and Gentlemen serve as public relations persons for the University.

1. They shall attend the following on- campus functions:

- President's Address to New Students
- Fall Convocation
- Scholarship Convocation
- Parents' Weekend functions
- Charter Day/Homecoming Convocation
- George Washington Carver Convocation
- Founders' Day Convocation
- President's Essay Contest and Awards Program
- Other functions deemed appropriate by the Advisory Committee

2. Football Games

- All Home Games
- Tuskegee-Morehouse Classic
- Labor Day Classic\*
- Turkey Day Classic (Tuskegee vs. Alabama State)\*  
\*When the game is scheduled
- Other games as determined by the Advisory Committee during football season

a. Lodging and appropriate restaurants will be selected by the advisory committee when deemed necessary for out-of-town trips, games, etc.

D.

#### PUBLIC ADDRESSES

Mr. Tuskegee University shall give greetings or short speeches, when necessary. Mr. Tuskegee and his Gentlemen must arrive at these functions half an hour before the time of the event.

E.

#### MEETING/CHAPERONES

Mr. Tuskegee University and Gentlemen will meet regularly with the Advisory Committee, the Director and/or Assistant Director of Student Life and Development, and school administrators. The Advisory Committee will serve as chaperones for Mr. Tuskegee University and his Gentlemen as needed. Mr. Tuskegee University and Gentlemen will meet with the Director and/or Assistant Director of Student Life and Development to get all information needed for the reign/year the week after the pageant.

- F. EXPERIENCES  
Mr. Tuskegee University and Gentlemen will each write a brief summary of their experiences. This document will be recorded in the Tuskegee University Tuskeana.
- G. SPECIAL PROJECTS  
Each semester of his reign, Mr. Tuskegee University shall organize and facilitate a project, which will benefit the student body.

**VI. ADVISORY COMMITTEE**

The Advisory Committee for Mr. Tuskegee University and his Gentlemen shall:

- A. Counsel and advise
- B. Make recommendations
- C. Assist and support programs and activities implemented by Mr. Tuskegee University and his Gentlemen
- D. Be supportive of scheduled appearances and engagements
- E. Serve as chaperones when needed
- F. Provide schedules of all appearances for Mr. Tuskegee University and his Gentlemen
- G. Provide paperwork transactions (to the Director and/or Assistant of Student Life and Development)

**VII. GROUNDS FOR DISQUALIFICATION**

- A. Refusal to perform duties, inappropriate behavior (both on and off campus), and/or violation(s) of the Student Code of Conduct will result in a recommendation to the University Judicial Board
- B. Refusal to follow rules and regulations of the Tuskegee University Student Handbook
- C. If Mr. Tuskegee University or a Gentleman engages in any form of inappropriate conduct, as defined by the Student Handbook, that bring disfavor to Tuskegee University; Mr. Tuskegee University and/or his Gentlemen will be disqualified with the right to appeal to the University Judicial Board.
- D. In the event that Mr Tuskegee University is disqualified, the First Gentleman shall succeed his reign. If the First Gentleman cannot serve, for any reason; the Second Gentleman will be called to serve.

**VIII. RESIGNATION**

A Resignation letter must be written and submitted to the Director of Student Life and Development seventy-two (72) hours after the decision to

resign is made.

### **ELECTIONS PROCEDURES ADDENDUM**

The following procedures will take place in case of a tie vote for the final selection of Mr. Tuskegee University and Gentlemen.

- a. In case of a tie with the final pageant vote, the highest talent score will be used to break the tie.
- b. If the talent score is tied, the highest speech score will be used.
- c. If these two categories are tied, the highest verbal expression score (using the same question) will be used to determine the winner.
- d. If there is still a tie after these three tie breakers, the casual wear highest score will be used as a tie breaker.
- e. However, if there is a tie in all of the above listed categories, then the popular vote by the student body will determine the final selection.

### **HOUSING**

1. Mr. Tuskegee University is responsible for completing and submitting her own housing application to the Housing Director.
2. The Mr. Tuskegee University suite is in Bethune Hall.

### **PARTICIPATION IN EXTERNAL PAGEANTS and CONFERENCES**

1. Mr. Tuskegee University and Gentleman are responsible for conducting fundraisers to supplement expenses related to participating in external pageants and conferences.
2. The adviser or a member of the Miss and Mr. Tuskegee University Advisory Committee must accompany Mr. Tuskegee University and Gentleman to the pageant and conference.

# **National Pan-Hellenic Council of Tuskegee University Constitution and Bylaws**

This Constitution supersedes all Previous  
Constitutions of the  
National Pan-Hellenic Council of Tuskegee  
University  
(Revised Spring, 2014)

**National Pan-Hellenic Council of  
Tuskegee University Constitution  
and By-laws**

**Preamble**

We, the members of the National Pan-Hellenic Council of Tuskegee University, in order to create and promote cooperation and unity among Greek Letter Organizations at Tuskegee University and provide the opportunity for joint participation in the government of student affairs, and to create a more harmonious working relationships in matters affecting these groups, do hereby pledge our loyalty and support to the high purpose of promoting the best interest of our cause and Tuskegee University by adopting the following Constitution.

**Constitution**

**Article I - Name**

The name of this organization shall be the National Pan-Hellenic Council of Tuskegee University.

**Article II - Purpose & Objectives**

**Section 1. Purpose**

The purpose of the National Pan-Hellenic Council of Tuskegee University is to foster relationships and the spirit of cooperation, between Greek Letter Organizations and coordinate activities that administer and governs the actions of all Greek Letter Organizations.

**Section 2. Objectives**

- A. To create a spirit of friendship among all people on the campus.
- B. To develop unity and cooperation among Greek-Letter Organizations.
- C. To stimulate the members of the Council to foster and sponsor projects that will raise the educational, moral and cultural tone of the campus.
- D. To coordinate and administer Membership Intake procedures.
- E. To serve as a judicial body for the violators of the regulations enacted by the Council.

**Article III - Membership and Term of Office**

**Section 1.** Each organization shall have two student representatives from each of the following Greek-Letter Organizations of Tuskegee University to serve as delegates to represent them in the council:

Alpha Kappa Alpha Sorority, Inc., Gamma Kappa Chapter  
Alpha Phi Alpha Fraternity, Inc., Gamma Phi Chapter  
Delta Sigma Theta Sorority, Inc., Gamma Tau Chapter  
Zeta Phi Beta Sorority, Inc., Theta Beta Chapter  
Kappa Alpha Psi Fraternity, Inc., Gamma Epsilon Chapter

Sigma Gamma Rho Sorority, Inc., Epsilon Theta Chapter  
Phi Beta Sigma Fraternity, Inc., Beta Kappa Chapter  
Omega Psi Phi Fraternity, Inc., Lambda Epsilon Chapter  
The Colony of Iota Phi Theta Fraternity, Inc., at Tuskegee University

Additional fraternities and sororities admitted to the National Pan-Hellenic Council shall be approved by the National Pan-Hellenic Council and listed in order of their approval.

**Section 2.** The term of representation shall be stipulated by each organization. A representative may be re-elected by his or her organization. The council shall be notified immediately of any change in representation.

**Section 3.** Delegates selected by their respective organizations are elected for the entire academic year. At least one delegate should be an Executive Officer in his or her respective organization. Furthermore, each organization shall have an alternate to take the place of any delegate in case of a delegate's absence; this alternate will sustain the same voting rights and privileges as the official delegates.

**Section 4.** For membership, its National Organization must recognize the fraternity or sorority as an active chapter, and each organization shall send in a letter before the beginning of each year, stating that it is active; letters are sent to the local National Pan-Hellenic Council.

**Section 5.** If an individual cannot continue to be the delegate for the following semester, a letter from that delegate's organization must be sent to the council.

**Section 6.** If for any reason an organization is unable to officially participate with the National Pan-Hellenic Council for a period of time-whether due to suspension, investigations, or loss of Chapter-it cannot participate in any Pan-Hellenic functions. This includes, but is not limited to meeting, social events, and conferences.

#### **Article IV - Officers and Their Duties**

**Section 1.** The Council shall have, in order of rank, the following officers:

- President
- Vice President
- Recording Secretary
- Treasurer
- Parliamentarian
- Chief of Staff
- Chaplain

The Standing Council according to a time designated by the Council shall elect officers. Advisors shall not be eligible to hold office. A vacancy in any regular office may be



filled by a majority vote of the voting membership at any regular meeting for the balance of the term of office. The President and Parliamentarian shall have served as a delegate or officer one full year prior to election to those offices.

**Section 2.** The President shall preside at all meetings of the National Pan-Hellenic Council and perform any and all other duties usually demanded of such an office. The President shall appoint all committees deemed necessary. The President shall have the power to enforce and interpret the Constitution. The President shall investigate alleged violations of rules and report them to the Council, Dean of Students, and Vice President for Student Affairs and Enrollment Management.

**Section 3.** It is the President's discretion whether to add more offices if he or she deems fit. The President shall also have the power to place fines on any organization that fails to adhere to the one-fourth membership requirement at any Pan-Hellenic Council activity without excused absence submitted to the President in a timely manner prior to the event(s), to include but not limited to the following activities: meetings, community service projects, fundraisers, parties, and campus wide social events. The amount of the fines shall be fifteen dollars (\$15) per event. All fines shall be paid, in the Fall one week prior to Homecoming Week, in the Spring one week prior to the first Greek Week, failure to do so will result in suspension for the upcoming semester and will remain in effect until all fines are paid. If fines are not paid the organization will not be able to participate or receive proceeds from the Homecoming Step Show or any other step shows or events sponsored by the Pan Hellenic Council and will forfeit their Greek Week(s). Excessive penalties will result in disciplinary actions to be determined by the Council and the President.

**Section 4.** It shall be the duty of the Vice President to act in the absence of the President and to serve as ex-officio officer of all committees designated by the President.

**Section 5.** It shall be the duty of the Recording Secretary to keep an accurate record of all proceeding of the council, and to be responsible for records, files and correspondence of the Council.

**Section 6.** The Recording Secretary shall have the responsibility of notifying all representatives of the National Pan Hellenic Council's meetings; also, to report on and respond to all National Pan Hellenic Council correspondence.

**Section 7.** The Treasurer shall be responsible for the safe deposit of all monies of the Council and disburse funds with the President and Advisor signing all orders.

**Section 8.** It shall be the duty of the Parliamentarian to be well versed in parliamentary procedures, to safeguard the rights and privileges of all members

equally, and to help transact the business of the Council legally and efficiently. The Parliamentarian shall be strictly nonpartisan at all times.

**Section 9.** It shall be the duty of the Chief of Staff to coordinate and administer all community service activities.

**Section 10.** Election of officers will be held in April, no later than the week before academic finals.

**Section 11.** All Officers shall perform other duties as assigned by the Council President.

**Section 12. Removal of Officers**

A. Officers who are absent from three consecutive meetings (Executive and Regular Council) shall be declared ineligible to serve at the conclusion of the third meeting.

B. Officers can be reinstated with a letter written to the Council and with a majority of voting Delegates.

C. Officers may be removed from office by the body for breach of duty or failure to represent the Council in a positive manner.

**Article V - Meeting and Voting**

**Section 1.** Meeting of the National Pan Hellenic Council shall be held every two weeks at a place and time designated by the President of the Council.

**Section 2.** At every regular meeting, the following order of procedures shall be followed:

- I. Roll Call
- II. Reading minutes of the preceding meeting
- III. Treasurer Report
- IV. Old Business
- V. Committee Reports
- VI. New Business
- VII. Adjournment

**Section 3.** Call meeting of the Council shall be called when the President feels that business pertaining to the Council merits such a meeting. In addition, member organizations can request call meetings of the Council through the President.

**Section 4.** Each organization shall be entitled to two votes.

A. Each Fraternity and Sorority must appoint a proxy to serve during the absence of a regular representative on the Council.

B. Such proxy will serve in the capacity of a member with voting power; however, such is not eligible to hold office.

- C. If only one representative is present from an organization, that person may cast both votes. (Discuss with Council)
- D. Delegates from each organization will vote on all matters unless otherwise stated by the constitution.

**Section 5.** Two-thirds of the Council shall constitute a quorum.

**Section 6.** No member of the Executive Committee shall possess voting rights. However, in case of a vote resulting in a tie the Executive Committee of the Council shall collectively cast the deciding vote.

### **Article VI - Dues**

**Section 1.** To be considered an active organization within the Council each organization must pay \$100.00 for the entire school year or \$50.00 a semester to the National Pan Hellenic Council by the last week in October. The Executive Committee of the Council will reprimand any organization that fails to pay its dues by the end of the last week of October (i.e. fines, suspension of voting rights). However, an organization will still be allowed to pay dues for the semester/academic year-albeit late-until the Tuesday before Homecoming. Spring semester dues are to be paid by each organization prior to the start of Greek weeks.

**Section 2.** The penalty for an organization that does not pay its dues is the following:

- A. First semester-No benefits (proceeds) from Homecoming Step Show.
- B. Second semester-An organization forfeits its rights to a Greek Week in the spring semester.
- C. Any other disciplinary action the executive committee deems appropriate.

**Section 3.** All funds shall be kept or maintained in a local bank. At the end of the school year, all records shall be sent to the Office of the Director of the Student Union. A letter of transmittal prepared by the Council President and Treasurer shall be sent to the Faculty Advisor, Dean of Students, and the Vice President for Student Affairs and Enrollment Management. Any funds are disbursed from the National Pan Hellenic Council to its member organizations will be transferred to each respective organizations campus account.

**Section 4.** Chapters reactivated in the fall are responsible for the whole amount of the dues, and any organization reactivated in the spring are responsible for half of the annual dues.

### **Article VII - Organizational Activities**

**Section 1.** A conscious effort should be made by all member organizations of the Council to not schedule conflicting activities.

**Section 2.** To avoid the scheduling of conflicting activities each member organization must present a schedule of upcoming activities at each National Pan Hellenic Council meeting.

**Section 3.** Greek Letter Organizations will not be allowed to schedule activities during the week of other organizations as designated by the Director of Student Life and Development and the National Pan Hellenic Council. If so, the Greek Letter Organization must have written and signed permission from the other organizations.

**Section 4.** For all National Pan Hellenic Council activities, each organization must be represented by at least one fourth of its active membership.

**Section 5.** Each active organization must submit a roster of its active membership at the beginning of each semester.

**Section 6.** To be in good standing with the Council the following three conditions must be met: (a) Dues (b) Active membership roster (c) Scheduled events. Failure to adhere to the above sections will result in disciplinary actions (i.e. fines, suspension of voting rights) as deemed necessary by the Executive Committee.

**Section 7.** Any member organization in conflict with another member organization regarding an event should try to resolve that conflict among each other. If the two organizations fail to find a resolution to the conflict, it is the duty of the National Pan Hellenic Council to investigate and resolve the matter.

### **Article VIII - Powers or Derivation of Authority**

**Section 1.** The powers of the Tuskegee University National Pan Hellenic Council shall be:

A. To make laws that pertains to its government. Authorized officials of Tuskegee University may review any functions, powers or responsibilities delegated by the Constitution relative to governing of the National Pan-Hellenic Council.

1. The Council has the power to impose probation and suspension periods upon its members for violations of its laws and policies.

2. Appeals to the decision of the Council shall be made in the following order: (a) Faculty Advisor (b) Director of Student Life and Development (c) Dean of Students, and the (d) Vice President for Student Affairs and Enrollment Management. The results of appeals shall serve as an advisory for future functions if necessary.

B. To admit, according to the criteria stated in the by-laws, petitioning fraternities and sororities for membership in the Tuskegee University National Pan Hellenic Council.

C. To levy and collect annual dues.

D. To make recommendations to the member organizations for legislation, and to refer to the member organization, matters which are of interest to the college and fraternity/sorority world.

## **Article IX - Membership Intake Activities**

### **Section 1.**

Students must have completed a minimum of 30 semester credit hours before being eligible for membership in a Greek-Letter Organization at Tuskegee University. No transfer student will be eligible for intake until two semesters have been completed at Tuskegee University and the student has a GPA of 2.80 or better. Taken from Tuskegee University Student Handbook.

### **Section 2.**

Membership intake will be limited to only 70 prospects each year per organization.

- Membership intake will be limited to only 35 prospects per semester.

### **Section 3.**

A schedule of the membership intake calendar must be secured/received from the office of Student Life and Development.

### **Section 4.**

Students enrolled at Tuskegee University and pursuing membership in a Greek Letter Organization must be initiated through Tuskegee University.

### **Section 5.**

All organizations shall submit to the Council and to the office of the Director of Student Life a roster of all persons in their respective organizations, whether they are active or inactive members, this roster shall be kept up-to-date at all times.

### **Section 6.**

Failure of any Greek-Letter Organization to adhere to the above rules and regulations will subject the organization to an automatic one year probationary period on any additional penalty so imposed by the Council and/or the Vice President for Student Affairs. The beginning of this probationary period shall be retroactive to the beginning of this period that the infraction occurs.

### **Section 7.**

Tuskegee University Greek Letter Organizations Membership Intake Window Schedule.

The President of the Graduate and Undergraduate Chapters, the Membership Intake Coordinator, and the Advisors, must sign the Tuskegee University Hazing Policy and other documents.

Prior to the designated date specified by the University, Undergraduate members are to sign the "Rights of the Candidates" witnessed by the respective Advisors and mailed to Parent/Guardian for their signature.

**IMPORTANT NOTE:** Each organization that has national deadlines should confer with national, regional and state directors to inform them of Tuskegee University's Membership Intake Schedule. It is important that Tuskegee University Membership Intake Schedule is adhered to.

## **Article X - Membership of New Organizations**

### **Section 1.**

Eligibility of an organization for membership in the Tuskegee University National Pan Hellenic Council is as follows:

Active Membership: To be eligible for membership, an organization must meet the following requirements.

- A. It must have as members no person who holds membership in, has resigned from, or been expelled from any other Greek Letter Organization.
- B. It must have as candidates no person who has broken a pledge with or had his or her pledge broken by another Greek Letter Organization.
- C. It must have been established in its National Charter for at least one year.
- D. It must be an approved Greek-Letter Organization.

### **Section 2.**

Application for Admission:

The petition of any organization for membership shall be submitted at least thirty (30) days before the annual or regular meeting of the Council.

### **Section 3.**

Organizations seeking membership in Tuskegee University National Pan Hellenic Council must be recognized by the National Pan Hellenic Council.

## **Article XI - Parliamentary Procedure**

### **Section 1.**

In all matters not provided for in the Constitution and By Laws, the Tuskegee University Pan Hellenic Council shall be governed by Robert's Rules of Order, Revised Edition.

### **Section 2.**

This Constitution shall become effective immediately upon ratification of two-thirds of the membership of the National Pan Hellenic Council at Tuskegee University.

### **Section 3.**

An amendment shall become effective upon ratification of two thirds of the membership.

## **Article XII - By Laws**

### **Section 1.**

The Council may sponsor (twice per school year, Fall and Spring) a "Probate Show" or related group activities prior to the initiation of candidates for a particular period. The date and place for the activity shall be decided upon by the Council, and participation is optional.

### **Section 2.**

The "Probate Show" or related group activities shall be held on a **NON-COMPETITIVE BASIS**.

### **Section 3.**

No one shall begin membership intake without the verification forms attesting their average to be at least 2.80. There will be three-day clearance period following the Information Session for final discrepancies and possible inaccuracies relative to grade point averages. The President and Faculty advisor shall work closely with the Registrar's Office and the Director of Student Life and Development in clearing and discharging ALL grade point averages.

### **Section 4.**

Each organization shall receive a Preliminary and Final (if necessary) sheet or form relative to status (grade point averages) of their respective candidates.

### **Section 5.**

A comprehensive outline of the activities shall be submitted to Faculty advisor and the Director of Student Life and Development. This outline signed by the Council President and Dean of Probates of the respective organization and approved by the Director of Student Life and Development, National Pan Hellenic advisor and the Vice President for Student Affairs.

### **Section 6.**

No official activities are to be conducted between the hours of 11:00 p.m. and 7:00 a.m.

### **Section 7.**

With the official exception of membership and initiation fees, no organization should impose excessive financial requirements upon any of its prospective members.

### **Section 8.**

No activity should be conducted during regular scheduled class time. This does not include the noon (or lunch) hour.

### **Section 9.**

Any bruises or injuries indicative of physical abuse by the chapter shall subject the responsible organization to one-year probationary and/or suspension periods unless such bruises have been reported, examined and found not to be caused through the activities or negligence of the organization in question.

### **Section 10.**

At no time shall an organization ask or allow any of its prospective members to:

- A. Damage or destroy property on or off campus
- B. Participate in any activity that will disrupt regular campus activities
- C. Participate in any activities that will reflect unfavorable upon the college or the organization

## **Tuskegee University Anti-Hazing Policy Position Statement on Hazing and Pre-Initiation Activities**

Hazing is any action taken or situation created, intentionally, whether on or off campus premises, that produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations may include paddling, in any form; creation of excessive fatigue; physical and/or psychological shock; engaging in public stunts and/or buffoonery; late work sessions which interfere with scholastic activities; and other activities which are not consistent with fraternal or sorority law, rituals or policies, or the rules, regulations or policies of Tuskegee University. Hazing has no rightful place in the sorority or fraternity system, and is absolutely not tolerated at Tuskegee University. Organizations found guilty of hazing will be subject to severe sanctions and/or penalties.

Hazing as a part of the intake process is, without exception, strictly forbidden. Violators are subject to severe disciplinary action, which may include suspension. Hazing is a violation of Alabama state law, and the policies, rules and regulations of Tuskegee University. The University prohibits any form of hazing--physical or mental abuse--at any time before, during or after the intake process.

Hazing specifically includes, but is not limited to:

- a. Subjecting a candidate to humiliating and painful ordeals;
- b. Physical or mental abuse;
- c. Personal indignity from abusive behavior; and
- d. Paddling in any form.

Organizations may not ask or allow prospective members to:

- a. Damage or destroy property;
- b. Participate in any activity that may disrupt regular campus activities;
- c. Participate in any activity that may reflect unfavorably upon the University or the organization.



Candidates for organizational intake are required to report incidents of hazing to the Vice President for Student Affairs and Enrollment Management, the Director of Student Life and Development, and the organization's advisor.

**ALABAMA HAZING LAW**  
**§ 16-1-23. Hazing**

A. Hazing is defined as follows:

1. Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or

2. Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do so or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

3. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

B. No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

C. No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

D. Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

E. Any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to

its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

F. Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

#### **POSITION STATEMENT ON ALCOHOLIC BEVERAGES**

- No alcoholic beverages should be present at any Membership Intake Program or activity of the chapter, neither on nor off campus.
- No organization, nor individual chapter member, should permit, tolerate, encourage, or participate in "drinking games."
- With less than half of the members of the average fraternity or sorority chapter of an age to legally consume alcoholic beverages, the University advises that alcoholic beverages not be purchased through the chapter treasury, nor purchased by individual members of the chapter for other members or guests.
- The fraternity or sorority, with its important responsibility for the development of its youngest members, should not permit chapter members, collectively or individually, to purchase, serve or sell alcoholic beverages to any minor (i.e., persons under legal drinking age).

#### **UPWARD BOUND**

Russell Nursery

Monday - Friday, 8:00 a.m. - 4:30 a.m.

334-727-8206

The Upward Bound Program is a federally funded TRIO Program that serves 86 students from four (4) target high schools in Lee, Macon and Russell counties. Upward Bound is for participants who are interested in sharpening their academic skills and pursuing education after high school graduation.

Participants are selected from these high schools:

Booker T, Washington High School, Tuskegee, Alabama

Loachapoka High School, Loachapoka, Alabama

Notasulga High School, Notasulga, Alabama

Russell County High School, Seale, Alabama

The Upward Bound Program must be taken seriously by the participant. Students who are accepted agree to take part in both the academic component and the six-week residential summer program. These components have the following objectives:

- Increase academic performance of program participants.
- Assist participants in developing motivation to succeed in high school and attend college.
- Provide informative and enriching educational opportunities for all participants.
- Provide cultural/educational experiences beyond those available at their high schools.
- Provide tutoring, career exploration, and college advising to participants.
- Provide assistance in securing admission to a postsecondary institution and guidance in acquiring financial aid.
- Provide a bridge between high school and college during the summer after the participants graduate.

The ambitious objectives of the Upward Bound Program can only be met if students actively participate and make a commitment to these goals. If you have questions about Upward Bound, please contact our office at 334-727-8206.

Upward Bound is NOT A SUMMER PROGRAM! Upward Bound is federally funded through the U.S. Department of Education.

**GENERAL  
STUDENT  
SERVICES**

## THE OFFICE OF INTERNATIONAL PROGRAMS

### GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

#### **Registration with the Office of International Programs**

It is EXTREMELY IMPORTANT upon your arrival at Tuskegee University to come by the Office of International Programs, Room 70-120 John A. Kenney Hall for Student Exchange and Visitor Information System (SEVIS) registration. SEVIS registration is mandatory for all new and returning students every semester.

The Student Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring functionality, with access to accurate and current information on non-immigrant and exchange visitors (F-1, J-1 and M-1 students) and their dependents (F-2, J-2 and M-2 visas). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the United States Department of Homeland Security (USCIS) and the U.S. Department of State throughout a student's or exchange visitor's stay in the United States.

#### **Application for Foreign Exchange**

All students requiring the institutional statement of educational expenses for Exchange Control Permit should request this form from the Office of International Programs (OIP)

#### **Social Security Card**

Due to recent changes in immigration laws with the United States Bureau of Citizenship and Immigration Services (USCIS), application for a social security number for international students attending Tuskegee University are only processed in Opelika, Alabama, at the address below:

Social Security Administration  
1800 Corporate Drive  
Opelika, AL 36801  
Monday-Friday, 8:30 a.m.-3:30 p.m.  
Opelika Office Number: 334-745-7052  
Toll Free Number: 1-800-772-1213

What is a social security card or number? A social security number is a unique number

issued to you by the Social Security Administration (SSA); a social security card contains the unique number issued by the SSA.

Every working person and taxpayer in the United States must have a social security number. The social security number (SSN) is used by governmental agencies, schools and businesses to identify people in their computer systems. It is a very important identifying number and will stay with you for the rest of your life.

The SSA will not assign you a number simply because you are enrolled in school; you will be eligible to apply for a social security number if you have been authorized for on or off campus employment.

When applying for your social security card, the following information is required:

- Form SS-5 (Application for Social Security Card)

- Passport

- Form I-20 or Form DS/2019

- Form I-94

- Letter from International Student Services verifying school enrollment and student status. Must be a full-time registered student.

- Letter from your employer (on-campus employment)

After receiving your social security number, please take the original card (not photocopy) to International Student Services, Office of Financial Aid Services and Office of the Registrar.

## **DRIVER'S LICENSE INFORMATION**

In order for international students/scholars to obtain an Alabama Driver's License, he/she must travel to Opelika, Alabama or Montgomery, Alabama to take the written and driving test. You must present a letter from the Office of International Programs/International Student Services verifying your student status.

Address for Alabama Driver's License:

Alabama Department of Public Safety

Driver's License Division

1040 Coliseum Boulevard

Montgomery, AL 36109

Hours of Operation:

Monday – Friday

8:00 a.m. – 4:00 .pm.

Closed Saturdays, Sundays and some holidays

Alabama Department of Public Safety

Driver License Division

1220 Fox Run Parkway

Opelika, AL 36801

You must take with you:

- Your Passport
- Form I-20/Form D/S 2019
- Form I-94
- Social Security Card
- Previous license or other ID
- Good standing letter from The Office of International Programs / International Student Advisor

Before applying for an Alabama Driver's License, please stop by The Office of International Programs.

### **International Student Services**

Each of the student services described in this handbook is provided to all students by the units listed. However, there are special services that are required for international students, and these are provided by the Office of International Programs (OIP). In addition to supporting the development of international curricula and promoting faculty involvement in international research and development activities, the OIP also provides the following services to international students:

- Immigration and Naturalization Services documentation
- Employment permission processing
- Liaison with sponsoring agencies, such as home governments sponsoring exchange or scholarship programs and private agencies
- Preparation of documents required for foreign exchange control by home governments

- Coordination of international visitors and conferences with students

### **United States Citizenship and Immigration Services (USCIS)**

The Immigration Office that serves international students at Tuskegee University is located in Atlanta, Georgia. The mailing address and telephone number is:

United States Citizenship and Immigration Services  
77 Forsyth Street, Room G85  
Atlanta, GA 30303  
1-800-375-5283

### **Important Immigration Documents**

Several documents are essential for maintaining personal, legal, non-immigrant status while you are a student in the United States, and to make it possible for Tuskegee University to continue to enroll international students. Some of these documents include:

Passport - a travel document issued by the government of the student showing the bearer's identity, origin and nationality. If possible, the passport should be renewed approximately nine (9) months before it expires. Some countries require that the passport be valid at least six (6) months beyond the date the bearer is expected to travel.

Visa - a stamp placed in the passport or travel document by the United States Consular Office abroad showing the period of validity for staying in the United States.

Form I-94 - Arrival-Departure Record (white card). The purpose of the United States Citizenship and Immigration Service (USCIS) Form I-94 is to record arrival and departure information of all visitors to the United States. It shows the date of arrival in the United States, and the "Admitted Until" date, the authorized period of stay expires. Do not lose this card! When leaving the country, you must surrender the card to USCIS, and a new one will be issued to you upon entering back into the United States.

Form I-20- Certificate of Eligibility for Non-immigrant Student Status. This is a United States Department of Homeland Security document issued by colleges, universities and vocational schools that provide supporting information for issuance of a student visa or change of status card. Since the introduction of the Student and Exchange Visitor Information System (SEVIS), the form also



includes the student tracking number (SEVIS number) for the student and program. This document is to be retained by the student at all times and not surrendered upon temporary departure from the United States, as it is needed for re-entry after a temporary absence.

Form DS-2019 - Certificate of Eligibility for Exchange Visitor Status. The Exchange Visitor Program brings qualified students, professors, research scholars, specialists, and short-term scholars to the United States for a variety of educational purposes. The Exchange Visitor is under sponsorship of an agency, institution or organization that has been approved by the Department of State (DOS). Form DS-2019 also includes tracking number (SEVIS number) for participant and program. This document is to be retained by the student/participant at all times and not surrendered upon temporary departure from the United States, as it is needed for re-entry after a temporary absence.

Form I-102 - Application for Replacement/Initial Non-immigrant Arrival-Departure Document.

Form I-134 - Affidavit of Support

Form I-539 - Application to Extend/Change Non-immigrant Status

Form I-765 - Application for Employment Authorization. This form is used for pre- or post-completion of practical training and employment authorization to work off-campus due to economic necessity.

Form AR-11 - Department of Homeland Security, U.S. Citizenship and Immigration Services Alien's Change of Address Card.

Non-Immigrant Status Codes - Types most commonly issued to international university students by the U.S. Citizenship and Immigration Services (USCIS):

F-1 Visa      Student

F-2 Visa      Spouse or child of the F-1 student

J-1 Visa      Student/Exchange Visitor

J-2 Visa      Spouse or child of J-1 student/exchange visitor

\*      B-1 Visa      Temporary visitor for business

\*      B-2 Visa      Temporary visitor for pleasure

\*      If you are admitted to a university while holding this type of status, you must apply for a change of status (i.e., a student status or other appropriate non-immigrant status). Failure to do so prior to the expiration date of the Form I-94 card could cause denial of an application for change of status.

All USCIS forms and applications for enrolled students are prepared by The Office of International Programs upon request.

### **Other Important Information**

According to USCIS regulations, students with F-1 status are required to:

- Carry a full course of study (minimum of twelve (12) semester hours);
- Accept employment off-campus only after applying for and receiving approvals from the USCIS; and
- Keep his or her passport valid for at least six (6) months into the future.

### **International Student Assistance**

Under certain contract provisions, non-resident international students may be employed on campus. International students with a J-1 classification, however, must obtain approval from their sponsoring agency before being employed, either on or off campus. International students are not eligible to participate in the Federal Work-Study Program.

Students with J-1 status must:

- Be engaged full-time in an educational program;
- Carry out the educational program described on his/her Form DS-2019;
- Have a passport valid for six (6) months beyond the projected stay;
- Follow the USCIS procedure when transferring to a new sponsor;
- Abide by the contract jointly agreed upon by the student and sponsoring agency, such as no back-to-back degrees;
- Not engage in non-authorized off-campus employment; and
- Not remain in the U.S. beyond his/her authorized stay.

Any student who does not comply with the above regulations may forfeit his/her financial support from the sponsoring agency and/or his legal standing as a non-immigrant student. Any assistance that is required to maintain legal status is provided by The Office of International Programs.

## **TUSKEGEE UNIVERSITY LIBRARY SERVICES**

[www.tuskegee.edu/libraries](http://www.tuskegee.edu/libraries)

334-727-8894

### **Ford Motor Company Library/Learning Resource Center (Hollis Burke Frissell Main Library Building)**

The fundamental purpose of the Tuskegee University Library system is to acquire, organize and disseminate information that supports the educational program of the university and prepares the student to function responsibly as an individual within society.

The Tuskegee University Libraries consist of the Ford Motor Company Library (main library), the Architecture Library, the Engineering Library and the T.S. Williams Veterinary Medical Library, each located in their respective academic area. The main library, formerly the Hollis Burke Frissell Library, was built in 1932 and named in honor of the late Dr. Hollis Burke Frissell, second principal of Hampton University. The official name change to the Ford Motor Company Library/Learning Resource Center was the result of the completion of a 4.5 million dollar renovation to the Hollis Burke Frissell Library Facility. The renovated library was dedicated in March 2001. The Tuskegee University Library was designated a Federal Depository in 1907 and provides the public with free access to government information and resources. Currently, the main library collection consist of approximately 320,000 volumes, 500 electronic book titles, over 250 periodical databases, subscribes to over 1,400 magazines and journals, and 25 newspapers.

Information Literacy classes, formerly Bibliographic Instruction, are offered to instruct faculty, students and staff on how to effectively use the library's on-line catalog, search electronic databases, develop research strategies and techniques and utilize other library resources. This state-of-the-art classroom is equipped with 20 flat screen computers and ceiling mounted projector. Computers are loaded with Microsoft Office Suite. High speed and wireless Internet access is available.

The Library Computer Lab, located on the third floor of the main library, offers access to 42 workstations loaded with Microsoft Office Suite, high-speed internet access, printer with ID card system, scanner and other various applications. The lab also

contains a ceiling mounted video projector, videocassette player, DVD player, speaker system, and wireless networking capabilities. This lab is strictly for Tuskegee University students, faculty and staff.

Public Access Workstations (PAWS) are available in all service areas of the main library and departmental libraries for library-related research and do not contain productivity software such as Microsoft Office. Access to these workstations may be restricted to Tuskegee University students, faculty and staff.

Tuskegee University Libraries offer remote access to online databases. Registered students, faculty, and staff of Tuskegee University must use their username and password issued by Campus Technology to gain off-campus access to Library subscribed online databases. Users connecting from off-campus computers must set their web browsers to accept cookies from our proxy server for authentication purposes. Access is restricted to Tuskegee University faculty, staff, and registered students.

In addition to advanced information technology resources, the library also provides interlibrary loan services, photocopy machines, audiovisual equipment, microfilm reader printers and other equipment.

Hours of Operation:

Monday - Thursday            8:00 a.m. - 10:00 p.m.

Friday                            8:00 a.m. - 4:30 p.m.

Saturday:

    Fall                            9:00 a.m. - 1:00 p.m.

    Spring                        1:00 p.m. - 5:00 p.m.

## **Departmental Libraries**

### **Architecture Library**

334-727-4572

The Architecture Library is located in Wilcox C and is designed to serve the research needs of the students and faculty in the Department of Architecture. The library houses a collection of approximately 17,000 books and subscribes to over 100 journals in architecture and related areas. The library also provides online access to Avery Index.

Hours of Operation:

Sunday	Closed
Monday-Thursday	9:00 a.m. - 5:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	Closed

**Engineering Library**

334-727-8901

The Engineering Library is located on the second floor (main entry level) of the Luther Hilton Foster Building. The library is designed to serve the study, teaching and research needs of the students and faculty in the College of Engineering. The library houses a collection of approximately 14,000 books, and subscribes to over 200 journals in engineering and related areas. The Architecture Library and the Ford Motor Company Library provide supplemental resources.

Hours of Operation:

Sunday	2:00 p.m. - 6:00 p.m.
Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	Closed

**T. S. Williams Veterinary Medical Library**

334-727-8307

The T. S. Williams Veterinary Medical Library is located on the main entry level of Patterson Hall, College of Veterinary Medicine, Nursing and Allied Health complex and is named in honor of the late T. S. Williams, Sr., DVM, the second Dean of the School of Veterinary Medicine. The library is designed to serve the clinical, research and instructional needs of the faculty, staff and students in the School of Veterinary Medicine. The library's collection incorporates the subject areas of large and small medicine and surgery (clinical sciences), biomedical sciences and pathobiology.

The Library's collection contains over 34,000 volumes emphasizing clinical medicine and veterinary literature including 18,000 books, dictionaries, and reference sources, 275 current scholarly journal subscriptions, 3,200 bound journal volumes, 3,200 volumes of

journal titles in microfilm format and electronic resources. Electronic resources include databases such as Merck Veterinary Manual, Animal Health and Production Compendium, PubMed, PubMed Central, CAB Direct, Science Direct, Veterinary Resources and Consultant.

Additional library services include Interlibrary Library Loan Services, which provides access to information not readily available in the Library to faculty, staff and students and Library Instruction, which provides assistance in learning search skills in the retrieval of information to faculty, staff and students.

Hours of Operation:

Sunday	2:30 p.m. - 11:00 p.m.
Monday-Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	9:30 a.m. - 6:00 p.m.

The libraries are closed on University holidays and breaks. Hours will be reduced during interim periods and summer sessions.

**Tuskegee University Archives**

Second Floor - Room 44-201 – John A. Kenney Hall

Phone: 334-725-2383

Fax: 334-725-2321

Email: [archives@tuskegee.edu](mailto:archives@tuskegee.edu)

Hours of Operation:

Monday-Friday 8:00 a.m.—12:00 p.m. and 1:00 p.m.– 4:00 p.m.

The Tuskegee University Archives is located in the National Center for Bioethics in Research and Health Care and is designed to serve the research needs of the students, faculty and scholars. The University Archives includes material documenting the history and growth of Tuskegee University. Books (including faculty publications), manuscripts, Tuskegee University periodicals and newspapers, ephemera, photographic images, disc and tape recordings, and other archival items are available for research under supervision.

## **Tuskegee University Legacy Museum**

Second Floor - Room 44-200 – John A. Kenney Hall

Telephone Contacts: 334-725-2342 or 334-727-8888

334-725-2400 FAX

Email: [legacymuseum@tuskegee.edu](mailto:legacymuseum@tuskegee.edu)

Hours of Operation:

Monday - Friday 10:00 a.m. until 4:00 p.m

Closed during official University breaks

The Legacy Museum is a center of arts, culture, science and bioethics in service to human health for Tuskegee University students, faculty, staff, administration and alumni. The Museum's exhibitions and programs also reach international audiences and history buffs and art enthusiasts of all ages.

Located in the National Center for Bioethics in Research and Health Care complex, The Legacy Museum (formerly the Infantile Paralysis Hospital) was initiated under the leadership of Dr. Benjamin F. Payton and the Legacy Committee for the Apology of the United States Public Health Service Untreated Syphilis Study in the Negro Male in Macon County, Alabama, 1932-1972.

**Admission is free and open to the public.**

## **LYCEUM SERIES**

The University presents an annual Lyceum Series, which exposes students to nationally and internationally acclaimed artists and lecturers. Attendance at these programs is considered a part of the student's college experience that enhances his/her intellectual and personal growth.

## **Religious Activities**

### **The Tuskegee University Chapel**

Weekly Sunday morning worship services are central to the Chapel Program. These services are interdenominational in nature. Interdenominational services are held at 9:30 a.m.. Sunday School is held in the Martin Luther King Commons Room of the University Chapel, immediately preceding the morning Chapel Service.

Other programs offered through the Chapel include an annual Faith Week, a weekly Sunday School program, Bible Study, prayer and meditation opportunities, and various opportunities for students and other member of the University family to dialogue about issues related to their faith.

The Dean of the Chapel is also available for consultations and counseling on matters pertaining to the spiritual growth and development of members in the University community.

Students are encouraged to make Chapel Service and prayer an integral part of their Tuskegee Experience. Doing so will lift their spirits.

### **Schedule of Major Activities**

#### **Sundays**

8:30 a.m. Religious Education (Sunday School)  
Martin Luther King Commons Room  
University Chapel

9:30 a.m. All-University Worship Service  
(Sanctuary) University Chapel

#### **Daily**

Counseling and Consultation (by appointment)  
Prayer and Meditation  
Tuskegee University Choir Rehearsal

#### **Weekly**

Dean's Bible Study Hour  
Meetings of various religious groups  
Mid-week Vesper Service (University Chapel)



## OFFICE OF THE BURSAR

First Floor, Kresge Center  
Monday-Friday, 9:00 a.m.- 3:00 p.m.  
334-727-8538 or 800-848-9322

### Student Budget

Because of the variety of courses offered at Tuskegee University and the differing financial requirements for each student, it is not possible to suggest a budget that will apply generally to all students. A student may estimate financial requirements by selecting the appropriate items listed below:

- Course and Incidental Fees
- Living Expenses
- Books, Supplies and Special Equipment
- Uniforms (if required)
- Transportation

**Funds for books, supplies and other personal expenses should not be included in payments made to Tuskegee University.**

### Payment Policies

Methods of payments acceptable to Tuskegee University for the payment of tuition and fees include: **cashiers, certified, travelers, personal checks and money orders** made payable to Tuskegee University, as well as American Express, Visa, Master Card and Discover Cards. **Personal checks must be imprinted with the name, street address (post office boxes *are not* acceptable), and telephone number of the maker.** The check may not exceed a limit of \$12,000. If the cost of tuition and fees exceeds the \$12,000 limit, two personal checks would have to be written, so as not to exceed the \$12,000 limit.

Effective July 1, 2013, all credit card/debit card payments made to Tuskegee University for tuition and all fees (including room and board) by current, new, and transfer student **MUST BE MADE using the Tuskegee University TigerWeb Payment Gateway.** Tuskegee University TigerWeb Payment Gateway accepts: Visa, MasterCard, American Express, Discover, and debit card (where a PIN is not required to complete the transaction).

For questions about making payments online, please visit:

[http://www.tuskegee.edu/academics/academic\\_services/bursar/making\\_a\\_payment\\_using\\_tigerweb.aspx](http://www.tuskegee.edu/academics/academic_services/bursar/making_a_payment_using_tigerweb.aspx).

Questions about this procedure change may be E-mailed to [bursar@mytu.tuskegee.edu](mailto:bursar@mytu.tuskegee.edu), using a current or new student Tuskegee University E-mail address.

### **Check Cashing Policy**

Checks made payable to Tuskegee University should not include extra money which the student would need immediately, since the student may not receive any refund due until at least five (5) working days after date of deposit.

ATM machines are located on the first floor of the Kresge Center (Visa, Plus, Cirrus, Mastercard and American Express) and in the Kellogg Conference Center (Star, Plus, MasterCard, Cirrus, Visa, Discover, American Express, Quest and Armed Forces).

### **Identification Card**

All students are issued an identification card upon registration at Tuskegee University. Photographs for the identification card may be taken weekly in the Food Service Center temporarily located in Chambliss Business House.

**It is a violation of University policy and the Code of Conduct to use the identification card of another student.**

Students **must** carry their identification card with them at all times and present the card to University officials upon request. Tuskegee University Police Department (TUPD) personnel reserve the right to detain students who fail to produce identification cards until such time as the student's enrollment status and identity have been verified. Consistent with the University's on-going concern for ensuring the safety and security of our campus community, **a policy has been adopted mandating the universal display of Identification (ID) cards by students, faculty and staff while on campus.** All ID cards must be displayed by clip or chain, and must be presented to university officials or TUPD personnel upon request. Initial ID cards will be provided at no charge. Appropriate sanctions will be imposed for violations of this policy.

The identification card is required for students to:

- Eat in the University cafeteria (residential students)
- Vote in campus elections

- Participate in Student Union activities
- Use the campus library check-out service
- Gain admission to class when requested by an instructor
- Gain admission to campus athletic events
- Pick up transcripts, enrollment verifications or any student records information from the Registrar's Office.
- Receive Service in Campus Technology
- Receive service from the Cashier's and Bursar's Offices

A fee of \$30.00 is charged for replacement identification cards.

### **TUSKEGEE UNIVERSITY ONESTOP CENTRAL**

Tuskegee University OneStop Central, located in Margaret Murray Washington Hall, is the centralized location where undergraduate students receive assistance with conducting business—traditionally housed in separate offices--in an integrated, collaborative, student-centric, customer-oriented manner. Its mission is to provide quality informative and scalable, student-centric physical and virtual self-service for the enrollment and clearance processes at Tuskegee University. The focus is to provide undergraduate students a single point of communication to aid them in the registration process relating to financial aid, registration, and tuition billing and payments.

Services available at OneStop:

- Academic advising
- Entering schedules in the system
- Financial Aid
- Registration billing,
- Financial clearance.

### **AUXILIARY SERVICES**

Room 216 - Kresge Center

Monday-Friday, 8:00 a.m.- 4:30 p.m.

334-727-8752/8748

Auxiliary Services of Tuskegee University offers a variety of services that are designed to support the educational program of the University. Their growth at Tuskegee and most college and university campuses is an indication of the importance institutions of

higher learning attach to those services, which enable students to more effectively accomplish their educational goals.

The responsibility for the administration of Auxiliary Services at Tuskegee University is vested in the Director. The office has responsibilities for University Mail Services, centralized Laundromat, vending operations, faculty/staff and graduate students housing and special activities, coordination of the use of University facilities by outside groups and other assignments by the Vice President for Finance and Chief Business Officer. Since the purpose of these services is to support the educational program of the University, educational values are stressed whenever possible. By relating functions to the total education of the student, employees in Auxiliary Services can and do make valuable contributions to student life on campus.

## **FOOD SERVICES**

Tompkins Hall

334-727-8256

A food service contractor operates the food services at Tuskegee University, serving a variety of nutritionally balanced and attractively prepared meals.

All students who live in campus residence halls are required to participate in the Board Program and be on the seven-day meal plan. ID cards for the regular Board Plan can only be used in Tompkins Hall and are not transferable. Meals are also available on a cash-per-meal basis.

### **Hours of Service for Board Plan**

Monday-Friday

Regular Breakfast	7:00 a.m. - 8:30 a.m.
Continental Breakfast	8:30 a.m. - 11:00 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Deli	1:00 p.m. - 4:00 p.m.
Dinner	4:00 p.m. - 7:30 p.m.

Saturday

Brunch	10:30 a.m. - 2:00 p.m.
Dinner	4:00 p.m. - 6:00 p.m.

Sunday

Brunch	10:30 a.m. - 2:00 p.m.
Dinner	4:00p.m. - 6:00 p.m.

### **Boarding Cards**

The Food Service Department issues a computerized identification card that "checks off" meals a participant is entitled to as it is used. Should this card be lost or stolen, it must be replaced immediately at a cost of \$30.00. Students should go to the Food Service Department in Tompkins Hall for the replacement.

### **Misuse of Meal Cards**

Meal cards are made non-transferable in an effort to keep meal rates to the student as inexpensive as possible. Misuse of this card, by loaning to a fellow student, is prohibited. Such misuse subjects those students involved to loss of their meal card and other possible disciplinary action.

### **Casual Meal Plan**

Visitors or other persons who are not on the Meal Plan may pay a cash casual meal rate at the cafeteria. Casual meal rates afford the guest the same menu and selections as a Board participant.

Meal Plans consist of meal credits that can be used in the dining hall and/or points that can be used in either the snack bar or the dining hall. One point is equal to one dollar.

Meal Plan A: Full Board Plan	\$2,130.00*
19 meals per week in the dining hall (Required of all students living in residence halls, optional for apartment and commuter students)	

Meal Plan B: Points and Meals	\$835.00*
Option 1: 100 points and 100 meals Option 2: 300 points and 50 meals (Meals and points can be used anytime during the school year.)	

Meal Plan C: Points and Meals	\$490.00*
Option 1: 50 points and 50 meals	

Option 2: 150 points and 25 meals  
(Meals and points can be used anytime during the school year)

Meal Plan D: Points and Meals \$210.00\*

Option 1: 30 meals

Option 2: 120 points

(Meals and points can be used anytime during the school year).

Additional points can be added to any plan at any time in 50-point increments.

\*Prices are subject to change periodically

### **Diet Restrictions**

Students who are on special diets must have their doctors send their prescriptions directly to: The Office of the Vice President for Finance and Chief Business Officer, Tuskegee University, 116 Kresge Center, Tuskegee, AL 36088. The prescription should include a list of foods they should eat and how they should be prepared.

Students who have these special dietary needs are counseled by the General Manager to ensure that they are familiar with their diet plan. These students must present their meal cards to the cashier upon arrival at the cafeteria and report to the supervisor or manager in charge.

For additional information, write or call Thompson Hospitality c/o Tuskegee University, P. O. Box 870838, Tuskegee, AL 36083 (Phone 334-727-8256).

### **Student Mail Services**

Rear Lower Level-Adams Hall

334-724-4394

Hours of Operation:

Monday-Friday 11:00 a.m.- 3:45 p.m.

Closed Saturdays and Sundays

The student mail service is located in Adams Hall, (rear) lower level; where all student mail will be delivered. It is important that all students have their mail addressed exactly as follows:

YOUR NAME  
TUSKEGEE UNIVERSITY  
BOX \_\_\_\_ (YOUR BOX NUMBER)  
TUSKEGEE, AL 36088

It is necessary that all residence hall and campus apartment students have mailboxes. No mail will be delivered to the residence halls. On-campus students will be assigned boxes and given keys in the Mail Room. Students must fill out mailbox cards before keys are issued.

The Student Mail Service exists for the sole purpose of ensuring that U.S. postal mail, UPS, Federal Express and other bona fide carriers with deliveries to students are received and secured until picked up by the addressee.

The Student Mail Service is managed by a supervisor who must check, sign for and be accountable for deliveries from all carriers. Once such articles are received, a notice is placed in the student's mailbox, which is brought to the window, and the article is received with proper picture identification. All regular mail (non-accountable) is placed in students' mailboxes.

No mail is passed out of a mailbox without written authorization from Auxiliary Services and proper picture identification. The mailroom supervisor or student workers will check boxes for mail when students call.

Any student found reaching through his/her mailbox to or tampering with another box, for any reason, will be denied campus mail privileges and should obtain a box at one of the local post offices, as mail will not be delivered to residence halls. Resident and campus apartment students are given the use of a campus mailbox without charge. However, off-campus students may purchase the use of a campus mailbox for a yearly fee of \$50.00 (academic year).

\*Tampering with U.S. Postal Mail is a FEDERAL OFFENSE, as well as a violation of the University's Code of Conduct.

If a student loses the box key, the key replacement cost is \$60.00. The replacement of the locking system is \$150.00.

If a student transfers or moves off-campus and does not return the mailbox key, a \$210.00 fee will be assessed (\$60 for key replacement and \$150.00 for locking system replacement).

For off-campus students, should they wish to retain an on-campus mailbox; the fee is \$30.00 per student per semester. No mailbox fee is charged for summer program residents.

Window services include stamps (domestic and international), small package mailing and priority mailing. Money order service is not available.

**Note: Important mail should be sent certified, express or registered. CASH SHOULD NOT BE SENT IN THE MAIL! Students should notify relatives and friends of their mailing address immediately, so their mail will not be delayed.**

To pick up postal packages, window service hours are:

Monday-Friday	11:00 a.m. - 3:45 p.m.
Closed	Saturdays and Sundays

### **LAUNDRY SERVICES**

Tuskegee University does not provide personal laundry service; but a coin-operated, centrally located Laundromat is provided for students' convenience. A bill changer is available in the Laundromat and will accept 1's, 5's, 10's and 20's. The Laundromat is opened 24-hours per day.

All washers will be turned off promptly 30 minutes before closing time to allow time to dry. Patrons should not attempt to wash or dry after these hours, as the cycle will not be completed before the Laundromat closes. The University Laundromat is for the convenience of the Tuskegee University family and should not be used by anyone else.

For students' convenience, a 24-hour study room is located inside the Laundromat. A Tuskegee University ID card is required for access.



## **C-STORE**

The C-Store is a convenience for the University community.

Hours of Operation:

Monday-Friday 9:00 a.m.-12:00 a.m.

Saturday-Sunday 10:00 a.m.-1200: a.m.

**POLICE**  
**DEPARTMENT**

The Tuskegee University Police Department (TUPD) provides 24-hour coverage of the campus area. Service is provided for all emergency calls, including law violations, sickness, first aid, emergency maintenance, emergency notification, and all fire calls. The Tuskegee Police Department building is located in Tompkins Hall-Suite 200. The telephone numbers is 334 727-8757 or, for on-campus emergencies, call Extension 4911.

## **TRAFFIC AND PARKING INFORMATION AND GENERAL INFORMATION**

Parking and traffic regulations have been designed to promote security and safety on the university campus. Regulations will be strictly enforced, and applied to all persons who operate vehicles on campus--employees, students and visitors.

**There are no valid reasons for violating parking and traffic regulations.** The fact that a person may park illegally, or observe others doing so, and not receive a citation does not mean the parking is legal.

Only tags and decals issued by the Alabama Department of Revenue, or another State's comparable agency, will be honored for vehicles parked in spaces designated for the disabled.

### **University Parking Permits**

Vendors are expected to report to the Tuskegee University Police Department - Vehicle Registration Office for an assessment of their expected traffic on campus. Parking permits will be required of all vendors.

### **Vehicle Registration and Payment of Traffic Fines**

All motorized vehicles operating on the campus of Tuskegee University must be registered with the Tuskegee University Police Department within ten (10) days of arrival on campus. To register a vehicle on campus, you will need to take the following to the TUPD Vehicle Registration Office: (1) registration fee receipt, (2) vehicle registration information, (3) proof of insurance, (4) valid driver's license and a (5) current Tuskegee University I.D. Card.

Registration fees and traffic fines should be paid at the Cashier's Office located on the 1st Floor of Kresge Center. The paid receipt must be presented at the TUPD Vehicle Registration Office where parking permits are issued and traffic fines are cleared.

University parking permits are not transferable. A separate hangtag must be purchased for each vehicle. Hangtags must be visibly displayed on the rear view mirror of the vehicle. If the vehicle driven does not have a rearview mirror, contact the University Police Department for proper instructions on how to display the hangtag. The University prohibits the transfer of a parking permit to a vehicle to which it was not intended. Operators found guilty of transferring hangtags will be denied campus parking privileges. An individual with a lost or stolen permit must report such an incidence within 24 hours of its occurrence.

Visitors should have permits displayed on the driver's side of the front windshield. Visitor permits are available from the TUPD Vehicle Registration Office at no charge to the visitor.

All parking zones include the lawful number of spaces for disabled drivers. Disabled drivers must, however, display the disabled tag or parking emblem issued by the Alabama Department of Revenue, or another comparable State agency. The Office of Campus Safety and Security is not authorized to issue disability tags, but vehicles operated by the disabled must be registered, as must all other vehicles.

### **Parking Zones**

Vehicles are assigned to parking zones based on where students live on campus, where employees work, and the proximity of parking lots to those residence halls and work sites.

**Vehicles should not be parked outside of an assigned parking zone at anytime between 6:00 a.m. and 6:00 p.m., Monday through Friday. Persons who wish to deliver materials outside an assigned parking zone may do so only with the authorization of the Tuskegee University Police Department.**

**Parking zones are regularly patrolled.**

### **Registration Fees**

The registration fee schedule for vehicles operating on campus is as follows:

- |  |                        |
|--|------------------------|
| a. Student/University Employees<br>(Summer included) | \$75.00 Academic Year  |
| b. Student/University Employees                      | \$75.00 Semester Only  |
| c. Student/University Employees                      | \$10.00 Summer Session |

d. Retired University Employees	No Charge
e. Visitors	No Charge
f. Lost or Damaged Permit	\$10.00 Each
g. Motorcycle Operators	\$10.00 Annually
h. Reserved Space	\$115.00 Annually
i. Vendors	\$75.00 Annually

**Parking permits expire on August 31st each year and may be renewed between August 1st and September 17th without penalty.**

### **Operating Vehicles on Campus**

- A. In accordance with Alabama law, seat belt use is required for all vehicles operated on campus.
- B. The university speed limit is 15 mph.
- C. Vehicles parked in restricted areas (e.g., loading zones, near fire hydrants, etc.), will be ticketed and/or towed or booted at the owner's expense. However, if use of a restricted area is required (such as for loading or unloading), permission must be granted by the Tuskegee University Police Department.
- D. Illegally parked or abandoned vehicles will be towed at the expense of the vehicle owner. Inoperative vehicles will be considered abandoned if not moved within five (5) days or contact has not been made with the TUPD in reference to the vehicle.
- E. Only tags and decals issued by the Alabama Department of Revenue, or another state's comparable agency, will be honored for vehicles parked in spaces designated for the disabled.
- F. In most cases, anyone operating a university vehicle should have a valid university driving permit.
- G. Vehicles are prohibited from driving or parking on lawns and sidewalks. Violators are subject to both fines and towing charges.
- H. Stopping or parking in travel lanes is strictly prohibited on campus.
- I. Motorists shall always give pedestrians the right-of-way at all crosswalks. Violators will be fined.
- J. Driving in the wrong direction on a one-way street is illegal. Violators will be ticketed and fined.
- K. The use of hazard (flashing) lights does not legalize parking in restricted and no

parking zones. No parking zones are indicated by signs and/or yellow stripping. Violators will be ticketed and/or booted or towed.

- L. Vehicles without an appropriate permit will not be allowed on campus at any time.
- M. Temporary parking permits are required for all replacement vehicles while registered vehicles are being repaired.
- N. Reserved parking will be enforced 24 hours a day/7 days a week.
- O. **Vehicle audio systems must not be played at loud levels in areas where classrooms and offices are located.**

### **Traffic Violations and Fines**

Traffic fines are payable within ten (10) school days of the date the citation was issued. Failure to pay fines within ten (10) school days of the citation being issued could result in forfeiture of registration and the vehicle being banned from campus.

An individual operating a University vehicle is not immune to traffic rules and regulations. If an individual receives a citation while operating a university vehicle, he/she will be responsible for payment associated with the citation.

An operator who receives five (5) or more unpaid citations during any one semester will be subject to their vehicle being immobilized (booted).

Parking fines are subject to change without notice.

### **Appeal of Parking/Traffic Citations**

Parking/Traffic citations may be appealed to the University's Traffic Appeals Board. **Appeals must be in writing or by completing a Traffic Appeals Form that must be received by the Appeals Board within fifteen (15) working days of citation being issued.** The online Appeal Form can be found at: [www.tuskegee.edu/about\\_us/health\\_safety/tuskegee\\_university\\_police\\_department/vehicle\\_registration/traffic\\_appeal\\_form.aspx](http://www.tuskegee.edu/about_us/health_safety/tuskegee_university_police_department/vehicle_registration/traffic_appeal_form.aspx)

### **Hazing**

Hazing, any acts of intimidation, bullying (exclusive of cyber harassment) is illegal and will not be tolerated at Tuskegee University. Violators will be prosecuted inclusive of possible expulsion from the University.

## **Permissible Political Activity Authorized on Campus**

Purpose: To regulate and set parameters on political activities authorized on the campus of Tuskegee University, so that they are conducted orderly, equitably, and are not disruptive to the learning environment of the University.

### Procedure:

1. Campaigning for student campus leadership positions is an acceptable practice, so long as such is not disruptive.
2. Campaigning for federal, state, county and local elections on our campus by candidates or their surrogates should require prior approval by the Vice President for Student Affairs, as to appropriateness, non-partisan fairness, time, place and procedures.
3. Students are free to offer leaflets and sponsor debates and information sessions, in the interest of free speech and political engagement.
4. Candidates who wish to rent space in the Kellogg Hotel and Conference Center for political rallies are allowed, subject to approved contracts with that entity.
5. Political campaigning and forums not associated with the function of the University shall not be permitted in the Residence Halls, offices and classrooms.
6. All University-sponsored elections (i.e. Student Government, Mr. and Miss Tuskegee University) shall have their respective parameters established and approved by the Vice President for Student Affairs.
7. Ultra-extremist political parties are generally banned.

## **Emergency Procedures**

In the event of a fire, blackout, bomb threat, situation signaling campus unrest, severe weather conditions, or spillage of a hazardous material in, on, or about property owned or leased by Tuskegee University, notice should first be given to the Tuskegee University Police Department. The telephone number is 334-727-8757 or 724-4911.

When a state of emergency is declared due to one of the above-stated situations, students are required to adhere to the directives of university officials and Tuskegee University Police Department personnel. Persons refusing to obey requests from such university personnel are subject to suspension.

**CITY**

**OF**

**TUSKEGEE**



## THE CITY OF TUSKEGEE

Tuskegee, Alabama, home of Tuskegee University, is located approximately 40 miles east of Montgomery, Alabama, the State Capitol. Tuskegee's population, according to the 2010 census, is estimated at 9,865. It is the largest community, and one of three incorporated towns in a predominantly rural area. The City of Tuskegee has a strong city manager/mayor/council form of government and operates its own light, water and wastes utilities. Tuskegee is called, "*the cradle of African-American aviation*" in America and is home of the famous *99th Pursuit Squadron*. It is also the birthplace of civil rights legend, Rosa Parks, "Fly Jock" Tom Joyner and Grammy and Academy Award-winner, Lionel Richie.

Visitors will find Tuskegee a beautiful city with topography of rolling hills, spruce pines, lakes, streams and meadows. "*The Oaks*," home of Booker T. Washington, founder and first president of Tuskegee University, and the George Washington Carver Museum are popular tourist attractions maintained by the U.S. Department of Interior's National Park Service. "*Grey Columns*," an ante-bellum mansion near the campus, currently serves as the home of the president of Tuskegee University.

## CIVIC AND SERVICE CLUBS

Tuskegee has an abundance of civic and service organizations in the area, including, but not limited to the Lions and Optimists Clubs, the Jaycees, Rotary International, Tuskegee Civic Association and American Red Cross; the Tuskegee-Macon Chamber of Commerce; and, the American Association of University Women.

## TRANSPORTATION AND MEDIA

Tuskegee is served by five truck lines and one major bus line. It has a local airport, Moton Field, located five miles east of the city, with a 5,000-foot lighted runway, fuel availability, tie-down and terminal facilities. Charter flight and private plane storage facilities are available. Moton Field also boasts the Tuskegee Airmen Museum. Interstate 85, U.S. Highways 80 and 29, and Alabama Highways 15 and 81 are routed through the city.

Tuskegee has one weekly newspaper, *The Tuskegee News*, and the *Montgomery Advertiser*, *Atlanta Constitution*, *Birmingham News*, *Montgomery-Tuskegee Times*, *Midway Voice*, and the *Columbus Ledger-Enquirer* are among newspapers serving the area.

## **CHURCHES**

In the Tuskegee area, there are approximately 130 protestant churches representing most major denominations, one Roman Catholic Church and two mosques for those of the Islamic faith (Muslims).

# APPENDICES

## STUDENT AFFAIRS POLICIES

### **Student Affairs Policies and Procedures**

The Division of Student Affairs is committed to creating a safe, diverse and intellectual community for all students to enjoy during their time at the University. The Admissions and Student Affairs policies are rules and procedures that are designed to inform, support and protect students. Students are responsible for adhering to the various procedures, regulations, policies and codes of conduct of the campus community.

To review the Student Affairs Policies and Procedures in full, visit: [www.tuskegee.edu/sites/www/Uploads/files/About%20US/University%20Policies/Student%20Affairs%20Policies%20and%20Procedures.pdf](http://www.tuskegee.edu/sites/www/Uploads/files/About%20US/University%20Policies/Student%20Affairs%20Policies%20and%20Procedures.pdf).

### **Anti-Hazing Policy and Compliance Form**

It is the policy of Tuskegee University that no member of the University community may participate or be involved in hazing activities. The purpose of this policy is to educate the University community about hazing, to inform every one of their individual and community responsibility regarding reporting hazing activities, and to convey the University's response to Hazing Policy violations. Hazing is a violation of Tuskegee University policy and Alabama law. Therefore, hazing is **prohibited** at Tuskegee University.

To review the Anti-Hazing Policy and Compliance Form in full, visit: [www.tuskegee.edu/sites/www/Uploads/files/About%20US/AntiHazing%20Policy%20and%20Compliance%20Form.pdf](http://www.tuskegee.edu/sites/www/Uploads/files/About%20US/AntiHazing%20Policy%20and%20Compliance%20Form.pdf).

### **Blood Procurement/Medical Screening Policy**

It is the policy of Tuskegee University to participate in various blood procurement drives and medical screening, which must be approved by the Director of the Student Health Center. The purpose of this policy is to provide consistent guidelines to allow certified blood procurement services and medical screening organizations access to the Tuskegee University campus community, but also to protect the campus community by ensuring the organizations are certified to perform the service by receiving approval from the Director of the Student Health Center.

To review the Blood Procurement/Medical Screening Policy in full, visit: [www.tuskegee.edu/sites/www/Uploads/files/About%20US/Blood%20Procurement%20Policy.pdf](http://www.tuskegee.edu/sites/www/Uploads/files/About%20US/Blood%20Procurement%20Policy.pdf).

### **Student Complaints and Procedures Policy**

The purpose of the Student Complaint/ Appeal Policy and Procedures is to ensure that the concerns and complaints of undergraduate and graduate students are addressed fairly and are resolved promptly. This policy applies to all Tuskegee University students who wish to make a Complaint or lodge and Appeal about a matter which occurred during the

Student's time of Enrollment and which falls within the responsibility or control of the University.

It is the policy that Tuskegee University develops and maintains processes for the good faith review and resolution of all student complaints that will:

- Encourage informal resolution of alleged violations at the lowest unit level;
- Allow for a formal resolution mechanism if not resolved formally; and
- Provide for appeal to final decision maker.

The final decision of appeal following an appeal is not appealable further within the University. The purpose of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of undergraduate and graduate students are addressed fairly and are resolved promptly.

To review the Student Complaints and Procedures Policy in full, visit: <https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Student%20Affairs/StudentComplaintPolicy-updated1.pdf>

## **JOINT STATEMENT ON STUDENT RIGHTS AND FREEDOMS**

### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution

within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### **Freedom to Access to Higher Education**

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's programs. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, or national origin. Thus, within the limits of its facilities, each college and university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

### **In the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### **Protection of Freedom of Expression**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### **Protections Against Improper Academic Evaluation**

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### **Protection Against Improper Disclosure**

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

## **Student Records**

Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus or to any person off-campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

## **STUDENT AFFAIRS**

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

### **Freedom of Association**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by a vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extra-mural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisors are required, each organization should be free to choose its own advisor, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policies of such organizations.
4. Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.
5. Campus organizations, including those affiliated with an extra-mural



organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications that may be required by organizations whose aims are primarily sectarian.

### **Freedom of Inquiry and Expression**

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

### **Student Participation in Institutional Government**

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

### **Student Publications**

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual

exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification on the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then, by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All University-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

## **OFF-CAMPUS FREEDOM OF STUDENTS**

### **Exercise of Rights of Citizenship**

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful

assembly, and right of petition that other citizens enjoy; and as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizens both on- and off-campus.

### **Institutional Authority and Civil Penalties.**

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional actions should be independent of community pressure.

### **Procedural Standards in Disciplinary Proceedings**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions, which may be applied. They should also take into account the presence or absence of an Honor Code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the

regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no Honor Codes offering comparable guarantees:

### **Standards of Conduct Expected of Students**

The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulation should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct published in advance through such means as a student handbook or a generally available body of institutional regulations.

### **Investigation of Student Conduct**

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls or apartments controlled by the institution, an appropriate and reasonable authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects of information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by an institutional representative to coerce admissions of guilt or information about conduct of other suspected persons.

### **Status of Student Pending Final Action**

Pending action on the charges, the status of a student should not be altered, nor his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or University property, or for reasons which may reflect unfavorably upon the image of the academic community.

### **Hearing Committee Procedures**

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality:

1. The hearing committee should include faculty/staff members or students, or, if regularly included or requested by the accused, faculty /staff and student members.
2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assigned in his defense to an advisor of his choice.
4. The burden of proof should rest upon the officials bringing the charge.
5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear witness statements. At no time will he/she be allowed to directly question adverse witnesses. He/she can submit questions to the chairperson of the judicial body, to be asked of the witnesses.
6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
7. In the absence of a transcript, there should be both a summary and a verbatim record, such as a tape recording of the hearing.
8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the Judicial Appeals Board.

The Tuskegee University policies included in this section of the Handbook are those that may be most important to students. These policies should in no way be taken for all of the policies of Tuskegee University. For other policies, students should refer *Academic Regulations and Procedures*, the *Tuskegee University Bulletin*, and the various areas to which the policy in question may relate.

### **DISCLOSURE OF STUDENT RECORDS**

The *Family Education Rights and Privacy Act of 1974* (The Buckley Amendment) requires the college or university to: (1) inform students, on an annual basis, of the location, types and content of "education records: being maintained on them; (2) provide student access rights; and (3) obtain written consent of student prior to releasing personally identifiable data. (The term, "education records," will be made available to all students during the Fall registration and to new students during the Spring and Summer sessions.)

### **ACCESS TO STUDENT RECORDS**

Any student who is or has been in attendance at Tuskegee University has the right to inspect and review his "education records" within a reasonable time (not to exceed 45 days) after making a request. However, the following records are not subject to review:

1. Financial records of the student's parents or any information contained therein.
2. Confidential letters and statements of recommendation.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity. However, the student may have an appropriate professional review such records.
4. Records of law enforcement agencies.
5. Records kept by educational personnel that remain in the sole possession of the makers.
6. Any record containing information on two or more individuals.
7. Any record to which the student has waived his right to access.

Students have these additional rights:

1. To obtain copies of "educational records" at a reasonable cost.
2. To receive institutional response to reasonable requests for explanations and

interpretations of the records.

3. To challenge the contents of their "educational records."
4. To authorize the release of "educational records" to a third party(ies). ("Party" means an individual, agency or organization). The third party(ies) must not permit any other party(ies) to have access to information without the written consent of the student.
5. To waive (specifically and in writing) their right of access to confidential recommendations and other information in the "*education records*."

For further information regarding student records, students may contact the Office of the Registrar.

## **EXTENDING INVITATIONS TO SPEAKERS**

### **The General Policy**

Groups are allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community.

### **Financial Arrangements**

The financial arrangements for prospective speakers, including honoraria and/or travel and living expenses, should be cleared by the sponsor(s) prior to finalizing the invitation.

### **The Administration of the Policy**

The primary, but not exclusive, responsibility for implementation and observation of this policy and the standards contained herein rests with sponsoring groups and individuals who desire to invite a formal speaker shall notify the proper authority in writing at least ten (10) days before the invitation is issued. In case of students and student groups, the Dean of Students shall be notified. Non-student Tuskegee University groups and/or individuals shall notify the Provost (in case of faculty) or the Vice President for Business and Fiscal Affairs (in the case of staff). Failure to respond to written notifications within five (5) days shall be construed as approval. Prior notice on the university's weekly or semester calendar shall be deemed sufficient to cover situations involving class and professional settings, informal gatherings, or meetings of

chartered organizations.

### **Specific Expectations**

1. Courtesy should be accorded all invited speakers. Orderly walkouts and orderly sign displays are permissible.
2. The University strongly disapproves of destruction of property, lawlessness, activities which endanger the life, limb, and general welfare of individuals.
3. All off-campus public announcements and news releases inviting off-campus people to activities on the campus should be cleared through the Office of Communications, Public Relations and Marketing. Arrangement to have representatives of public communication media on the campus or at activities involving the University elsewhere should be cleared through the Office of Communications, Public Relations and Marketing.

## **PROTEST DEMONSTRATIONS, CIVIL, AND POLITICAL ACTIVITIES**

### **General Policy**

Tuskegee University recognizes the right of students, staff and faculty, acting on their own responsibility, to engage in such activities as protest demonstrations, **civil and political actions**. They may exercise their rights as citizens of the community, state and nation, provided they do so as individuals and do not indicate that they are representing the University.

### **Guidelines for Implementation**

1. It is expected that off-campus activities be organized and followed in accord with established civic or other appropriate legal regulations governing marches and similar activities and that any regulated agreements made with law enforcement officials will be honored. The Dean of Students, or representatives of the Division of Student Affairs, should be advised at least 24 hours in advance of sponsorship and plans for any protest activities off-campus.
2. On-campus informal rallies or informal gatherings involving students should be cleared in writing with the Office of the Dean of Students.
3. Similar activities involving staff and faculty should be cleared through the Office of the Vice President for Business and Fiscal Affairs or the Office of the Provost, respectively. Such clearance must be obtained in writing at least two hours before the activity is held.



4. Generally, neither Tuskegee University nor local law enforcement officers are able to provide adequate and effective protection of individuals or groups who participate in nighttime off-campus activities. Participants in such activities are especially reminded that they do so at their own personal risk and are subject to civil law.
5. Individuals who engage in unlawful acts are subject to civil prosecution. University officials are prepared to apprise students of legal counsel and may offer other assistance. However, Tuskegee University will extend normal cooperation to public officials in the exercise of their duties.
6. The direct or clearly implied provocation to physical violence or property damage by Tuskegee University students, staff or faculty members is considered a serious breach of responsibility and a threat to the safety of the Tuskegee University community.
7. Any individual, upon positive identification, who assists, participates, organizes, instigates and/or leads protest demonstrations, or civil and political actions that fail to observe these guidelines will be subject to such disciplinary action as may be deemed appropriate in the situation.

## **DISCIPLINARY POLICIES**

### **Cases Involving Civil Charges**

Individuals who engage in unlawful acts are subject to civil prosecution. University officials are prepared to apprise students of legal counsel and may offer other assistance. However, Tuskegee University will extend normal cooperation to public officials in the exercise of their public duties.

No University disciplinary body shall under ordinary circumstances hear a student's case and no charge shall be brought against a student for being arraigned by civil authorities. If a student is found guilty by the civil authorities, he/she may be subject to disciplinary action by the judicial systems of Tuskegee University. However, if any charge(s) is made by any member of the University community against a student, this charge(s) will be heard by the appropriate judicial body.

Under unusual circumstances, where action is pending, a student may be suspended from Tuskegee University for reasons relating to his/her physical or emotional safety and well being, or for reasons relating to the safety of other students, faculty or

University property. This authority shall be vested in the Dean of Students or a designee and subject to subsequent appeal.

### **Loss of Office Privileges**

Any elected student official charged with committing a felony will immediately relinquish the duties of that office and, if tried and convicted, will immediately resign from the office.

### **Readmission of Students Suspended for Disciplinary Reasons**

A student may apply to the Dean of Students for readmission after the period of suspension or earlier if he/she feels there is sufficient evidence to cause the University to review the case. Readmission of students suspended for disciplinary reasons is based on review of the educational and personal history of the student and the availability of space in residence halls and classrooms.

### **Special Formation of Judicial Bodies**

In the event that any judicial body is not organized by the specified date, the Dean of Students or a designee shall organize such a body; or, if any judicial body fails to act on a case within **ten (10) working days**, the judicial officer or designee may refer the case to the next highest judicial body.

### **Selling and Soliciting**

Tuskegee University has a policy that the solicitation of funds and the sale of insurance, magazine subscriptions, etc., are not to be made in offices, classrooms, and other campus structures unless the activities are officially approved by the University. This action was taken to help avoid annoyance to members of the faculty, staff and student body, minimize interruptions to the University's programs, and to "screen out" undesirable solicitations.

Any individual or organization that wishes to make sales must be officially registered with and approved by the Office of Business and Fiscal Affairs. The Vice President for Business and Fiscal Affairs will secure recommendations from the Dean of Students in cases in which an individual or organization wishes to contact students.

The following principles will apply:

1. Outside selling agencies should make personal contacts only on the invitation of the individual faculty or staff member. It is preferred that such appointments be after the regular working day and at the home of the faculty or staff member who wishes to make the contact. However, the final determination of the time and place of appointment is left with the faculty or staff member, so long as there is no interference with the work program of the individual or his/her associates at the University.
2. Special demonstrations for student groups or merchandise, particularly student groups, are not permitted in residence halls.
3. The solicitation of funds, advertisements, or gifts of any kind from faculty, staff and students at Tuskegee University must be authorized by the Office of University Advancement.

The University community may help by advising the Office of Business and Fiscal Affairs of any apparent variations from the policy governing solicitations and sales on campus.

Tuskegee University is committed to providing an academic climate and regulations and procedures necessary to assist students in progressing sequentially and effectively toward their educational goals. The knowledge and observation of academic regulations enhance the educational process. Each student is given a copy of the Tuskegee University Academic Regulations and Procedures for Undergraduates. Students are responsible for becoming familiar with the regulations and are expected to comply with them.

## STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

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### TITLE III-CRIME AWARENESS AND CAMPUS SECURITY

#### SEC. 201. SHORT TITLE.

This title may be cited as the "*Crime Awareness and Campus Security Act of 1990*".

#### SEC. 202. FINDINGS.

The Congress finds that:

- (1) The reported incidence of crime, particularly violent crime, on some college campuses has steadily risen in recent years.
- (2) Although annual "National Campus Violence Surveys" indicate that roughly 80 percent of campus crimes are committed by a student upon another student, and that approximately 95 percent of the campus crimes that are violent are alcohol or drug-related, there are currently no comprehensive data on campus crimes.
- (3) Out of 8,000 post-secondary institutions participating in Federal student aid programs, only 352 colleges and universities voluntarily provide crime statistics directly through the Uniform Crime Report of the Federal Bureau of Investigation, and other institutions report data indirectly, through local police agencies or States, in a manner that does not permit campus statistics to be separate.
- (4) Several State legislatures have adopted or are considering legislation to require reporting of campus crime statistics and dissemination of security practices and procedures, but the bills are not uniform in their requirements and standards.
- (5) Students and employees of institutions of higher education should be aware of the incidence of crime on campus and policies and procedures to prevent crime or to report occurrences of crimes.
- (6) Applicants for enrollment at a college or university, and their parents, should have access to information about the crime statistics of that institution and its security policies and procedures.
- (7) While many institutions have established crime preventive measures to increase the safety of campuses, there is a clear need:

- (a) To encourage the development on all campuses of security policies and procedures.

**SEC. 104. DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS**

- (a) Disclosure Requirements.-Section 485 of the Act (200 U.S.C. 1092) as amended by section 103 and 104) is further amended by adding at the end thereof the following new subsection:
- (b) Disclosure of Campus Security Policy and Campus Crime Statistics-(1) Each eligible institution participating in any program under this title shall on Sept. 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992 and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailing, to all current students and employees, and to any applicant for enrollment or employment upon request., an annual security report containing at least the following information with respect to the campus security policies and campus crime statistics of that institution:
  - (A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
  - (B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
  - (C) A statement of current policies concerning campus law enforcement, including:
    - (i) The enforcement authority of security personnel, including their working relationship with State and local police agencies; and
    - (ii) Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
  - (D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
  - (E) A description of programs designed to inform students and

employees about the prevention of crimes.

- (F) Statistics concerning the occurrence on campus, during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:
  - i. Murder
  - ii. Rape
  - iii. Robbery
  - iv. Aggravated assault
  - v. Burglary
  - vi. Motor vehicle theft.
- (G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution, including those student organizations with off-campus housing facilities.
- (H) Statistics concerning the number of arrests for the following crimes occurring on campus:
  - i. Liquor law violations;
  - ii. Drug abuse violations; and
  - iii. Weapons possessions.
- (I) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State under-age drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this ACT.

Source: 101st Congress, 2nd Session, House of Representatives, Report 101-883, Student Right-To-Know and Campus Security Act, October 16, 1990.

**WAIVER OF HEARING AND PLEA OF BEING IN VIOLATION**

DATE: \_\_\_\_\_

CASE # \_\_\_\_\_

ACCUSED (Name): \_\_\_\_\_

VIOLATION:

I, \_\_\_\_\_ enter the plea of being in violation concerning the violation(s) of the Code(s) of Conduct as listed above; and, hereby, waive a formal hearing concerning the charges. Furthermore, I waive the following rights to which I am otherwise entitled as an accused student: a) a formal hearing by an authorized judiciary; b) to present, or have presented on my behalf, testimony and/or material evidence to refute the allegations of this case; and c) to be represented by counsel in a formal hearing of the University Hearing Board, if applicable. Finally, this waiver of a formal hearing does not nullify or prohibit the right to appeal the sanctions imposed by the authority in connection with the subject violation.

Signature of Accused \_\_\_\_\_

Date \_\_\_\_\_

WITNESS:

Judicial Affairs Officer \_\_\_\_\_

Date \_\_\_\_\_

**PLEA OF NOT BEING IN VIOLATION**

CASE # \_\_\_\_\_

NAME OF ACCUSED: \_\_\_\_\_

ID# \_\_\_\_\_

ALLEGED VIOLATION(S):

I, \_\_\_\_\_, enter a plea of not in violation to charge(s) of violating campus *Codes of Conduct*.

I request

( ) an initial hearing of the charges alleged on my behalf;

( ) an appellate review of the findings and recommendations of the Hearing Board in connection with charges brought against me as violations of the campus *Codes of Conduct* in Case # \_\_\_\_\_.

I affirm that I have read and understand my rights to appeal a judicial sanction of the Tuskegee University Judicial System, as evidenced by my initials and signature on the Statement of Understanding of Judicial Rights and confirmed by my witnessed signature below.

Signature of Accused \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_



**STATEMENT OF UNDERSTANDING: JUDICIAL RIGHTS**  
(Statement to be obtained from each respondent)

CASE # \_\_\_\_\_

I, \_\_\_\_\_, hereby confirm that the Judicial Affairs Officer, and/or Chairperson, of the University Hearing Board, explained, to my understanding, the privileges of both procedural and substantive due process reserved to me as a respondent to charges violating certain campus *Codes of Conduct*, and my right to appeal any judicial sanction rendered to me by the Tuskegee University Judicial System, as defined in the Student Handbook, as well as other precedence practices of the Tuskegee University Judicial System that may be recorded elsewhere. I specifically affirm that the following rights were explained to my understanding (as evidenced by my initials next to each item) by the Judicial Affairs Counselor.

\_\_\_\_\_ I understand my right to be represented by an advisor of my choice, including an attorney.

\_\_\_\_\_ I understand my right to call witnesses and offer evidence on my behalf.

\_\_\_\_\_ I understand my right to ask for a continuance of the judicial proceeding in order to prepare and present additional evidence of witness testimony on my behalf.

\_\_\_\_\_ I understand my right to appeal the determination and disciplinary sanction brought against me by the Judicial System within seven (7) business days upon receiving the decision letter.

\_\_\_\_\_ I understand that the Judicial System of Tuskegee University is regulated by confidentiality requirements of the Family Education Rights and Privacy Act of 1974 as amended ("FERPA"). The unauthorized disclosure of my confidential information is prohibited under this Act.

Respondent Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Judicial Affairs Officer \_\_\_\_\_

**UNIVERSITY SEXUAL VIOLENCE HEARING BOARD  
STATEMENT OF UNDERSTANDING JUDICIAL RIGHTS**

CASE # \_\_\_\_\_

I, \_\_\_\_\_, hereby confirm that the Judicial Affairs Officer/Counselor explained to me the procedure for my hearing. I understand my right to a hearing and to appeal, if necessary, as stated in the Student Handbook. I specifically affirm that the following rights were explained to me, as evidenced by my initials opposite each item, during the course of my appearance before the appropriate University Board.

\_\_\_\_\_ I understand my right to be represented by an attorney.

\_\_\_\_\_ I understand my right to call witnesses and offer evidence on my behalf.

\_\_\_\_\_ I understand my right to ask for a postponement of the judicial proceeding, in order to prepare and present evidence or witness testimony on my behalf.

\_\_\_\_\_ I understand my right to appeal the determination and disciplinary sanction brought against me by the Judicial System within seven (7) business days upon receiving the decision letter.

\_\_\_\_\_ I understand that the Judicial System of Tuskegee University is regulated by confidentiality requirements of the Family Education Rights and Privacy Act of 1974 as amended ("FERPA"). The unauthorized disclosure of my confidential information is prohibited under this Act.

Signature of Accused \_\_\_\_\_

Date \_\_\_\_\_

WITNESS:

Judicial Affairs Officer \_\_\_\_\_

Date \_\_\_\_\_

**SUPPORTING STATEMENT OF ACCUSED**  
(Statement to be obtained from each accused student)

CASE # \_\_\_\_\_

Name of Accused Student: \_\_\_\_\_

**Statement Narrative:** (Specify names, witnesses and/or other supportive evidence to verify your statement)

I, \_\_\_\_\_, as evidenced by my signature below, do declare, and/or affirm, that the above statement is factual/truthful to the best of my knowledge.

Signature of Accused \_\_\_\_\_

Date \_\_\_\_\_

WITNESS:  
Judicial Affairs Officer \_\_\_\_\_

Date \_\_\_\_\_

## JUDICIAL AFFAIRS SUPPLEMENTAL STATEMENT

Case # \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Making Statement \_\_\_\_\_  
(Please print.)

Student ID # \_\_\_\_\_

**Statement Narrative:** It should contain all details concerning the incident. It is important that the statement be as specific as possible, listing names, witnesses, and/or any other evidence to support/verify the statement.

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Initials \_\_\_\_\_

**SUPPLEMENTAL STATEMENT (continued)**

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I, \_\_\_\_\_, as evidenced by my  
(Please print.)  
signature below, do hereby declare, and/or affirm, that the above written statement is  
true and factual to the best of my knowledge.

Signature \_\_\_\_\_  
(person making statement)

Date \_\_\_\_\_

Witness \_\_\_\_\_  
(Please print.)

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

# Tuskegee University

*Founded by Booker T. Washington*  
Tuskegee, Alabama 36088

Office of Judicial Affairs

## M-E-M-O-R-A-N-D-U-M

**TO:** \_\_\_\_\_

**FR:** \_\_\_\_\_  
Judicial Officer

**DATE:** \_\_\_\_\_

**RE:** Notice of Determination, Case # \_\_\_\_\_

I am writing to inform you that after reviewing and investigating the information contained in the file about the incident regarding your case # \_\_\_\_\_, the University Hearing Board has met and rendered the following decision on the Accused:

- Reprimand
- Probation
- Administrative Trial Retention Probation
- Interim Suspension
- Suspension
- Residence Hall Suspension
- Residence Hall Expulsion
- University Expulsion
- Discretionary Sanctions
- No Action

## **CAMPUS ALERT**

### **Greek Organizations**

The temporary private use of areas around Greek monuments and emblems has been extended through the years as a courtesy. This courtesy, however, should not be interpreted as the exclusive right of the organizations to which the courtesy has been extended.

All students have the right to the general, common use of the campus premises without restriction, except when designated and posted for special university activities. No members of the student body may be arbitrarily denied the use of campus grounds believed to be for the exclusive use of a student organization.

Both Greek and non-Greek organizations are requested to submit written plans for the use of special activities around Greek monuments and emblems. Those plans should be submitted, in advance of the scheduled activities, to the Director of Student Life and Development.

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Dean of Students

## CAMPUS ALERT

### Homecoming

This is that special time in the academic year when graduates, friends, and family members return to the campus to continue the *Tuskegee Experience*. **Be joyous in the celebration of Homecoming, but be courteous and safe in doing so.** Keep the following in mind.

- Be cordial and friendly to peers and guests.
- Make our guests (your guests) feel welcome.
- Refrain from loitering outside the concert site.
- Comply with Campus Traffic and Safety regulations and report violators who do not.
- Enjoy the football game, cheer for the "*Golden Tigers*," but be sportsmanlike throughout.
- Respect the property of others and report violators to the Office of Campus Safety and Security.
- Refrain from the use of alcoholic beverages and controlled substances and report used of same.

OPEN HOUSE VISITATION OF RESIDENCE HALLS IS PROHIBITED AT ALL TIMES, INCLUDING HOMECOMING.

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Dean of Students



## **CAMPUS ALERT**

### **Halloween Activities**

Students are encouraged to:

- Avoid crowds and remain in the safety of the residence halls.
- As always, group travel is advised. Avoid walking in poorly lighted areas--on or off campus.
- Vandalism and destruction of University of personal property will be subject to immediate and stern disciplinary action.
- Be aware of and report those who participate in food fights, egg-throwing or throwing of any objects that could cause injury to others.

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Dean of Students

## *THE TUSKEGEE SONG*

*Music by N. Clark Smith*

Tuskegee, thou pride of the swift growing South,  
We pay thee our homage today,  
For the worth of thy teaching, the joy of thy care;  
And the good we have known 'neath thy sway.  
Oh, long-striving mother of diligent sons,  
And of daughters, whose strength is their pride,  
We will love thee forever, and ever shall walk  
Thro' the oncoming years at thy side.

Thy hand we have held up the difficult steeps,  
When painful and slow was the pace,  
And onward and upward we've labored with thee  
For the glory of God and our race.  
The fields smile to greet us, the forests are glad,  
The ring of the anvil and hoe  
Have a music as thrilling and sweet as a harp  
Which thou taught us to hear and to know.

Oh, mother Tuskegee, thou shinest today  
As a gem in the fairest of lands;  
Thou gavest the heav'n-blessed power to see  
The worth of our minds and our hands.  
We thank thee, we bless thee, we pray for thee year  
Imploring with grateful accord,  
Full fruit for thy striving, time longer to strive,  
Sweet love and true labor's reward.

*Paul Laurence Dunbar*