Associate Vice President for Enrollment Management and Student Affairs

102 Bibb Graves Hall
Jacksonville, AL 36265
(256) 782-5020

Division of Student Affairs

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>110 Bibb Graves</td>
<td>(256) 782-5268</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>140 Daugette</td>
<td>(256) 782-5475</td>
</tr>
<tr>
<td>Disability Support</td>
<td>139 Daugette</td>
<td>(256) 782-8380</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>215 Stephenson</td>
<td>(256) 782-5072</td>
</tr>
<tr>
<td>Registrar</td>
<td>113 Bibb Graves</td>
<td>(256) 782-8270</td>
</tr>
<tr>
<td>Student Financial</td>
<td>107 Bibb Graves</td>
<td>(256) 782-5006</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RMC/University Health Center</td>
<td>Williams Health Center</td>
<td>(256) 782-5310</td>
</tr>
<tr>
<td>Student Life</td>
<td>402 TMB</td>
<td>(256) 782-5491</td>
</tr>
<tr>
<td>University Housing</td>
<td>103 Bibb Graves</td>
<td>(256) 782-5122</td>
</tr>
<tr>
<td>University Police</td>
<td>Salls Hall</td>
<td>(256) 782-5050</td>
</tr>
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For all Public Safety Emergencies call the University Police at

6000 from a campus phone

256-782-6000 from a non-campus phone
**JSU Vision**

Jacksonville State University strives for continuous improvement as a learning-centered community committed to developing the ability to think critically, solve problems creatively and collaboratively, and communicate effectively.

**JSU Mission**

Jacksonville State University provides distinctive educational, cultural and social experiences for a diverse student population. As a learning-centered university, Jacksonville State University strives to challenge students academically in a responsive environment, meeting students' educational, career and personal goals. As an academic institution, Jacksonville State University seeks to produce broadly educated graduates that are prepared for global engagement. As a public, comprehensive university, Jacksonville State University promotes excellence in scholarly and service activities consistent with its academic and professional strengths.
JSU Goals

1. Educate students to be productive, responsible citizens and effective leaders.
2. Advance student learning through academic excellence.
3. Increase student and faculty participation in research and service activities.
4. Create a diverse learning community that facilitates academic and professional excellence.
5. Effectively use technology to support learning, research, information management and evidence-based decision-making.
6. Continuously improve administrative processes and services.
7. Enhance revenue growth and financial planning to ensure adequate fiscal resources for the University.

JSU Core Values

1. Quality teaching to enhance student learning and leadership skills for employment, citizenship, and life-long development.
2. Academic as well as overall excellence in all aspects of university life.
3. The ethical, social, intellectual, cultural and physical development of students, faculty, and staff.
4. The support of intellectual and academic freedom, dialogue and the free exchange of ideas.
5. Building effective relationships and communication paths among departments, faculty, staff, students, and alumni.
6. Maintaining diversity in faculty, staff, and student body.
7. Enhanced efforts to accommodate students' understanding and needs regarding University policies and practices.
8. Enhanced use of and access to current technology.
9. Continuous improvement of a learning centered environment.
Course Listings

Each course found in the schedule is identified by course number, reference number, departmental abbreviation, course number and section number. Courses listed in the catalog are not necessarily offered every semester. You should check the Class Schedule to determine which courses are offered during a particular semester. These courses will be identified as follows:

### Sections Found

<table>
<thead>
<tr>
<th>First Year Experience – 12578 – STU 101 - 002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associated Term:</strong> Fall 2014</td>
</tr>
<tr>
<td><strong>Registration Dates:</strong> Mar 14, 2014 to Aug 26, 2014</td>
</tr>
<tr>
<td><strong>Levels:</strong> Undergraduate</td>
</tr>
</tbody>
</table>

Jacksonville State University Campus
Lecture Schedule Type
Traditional Instructional Method
0.000 Credits
View Catalog Entry

### Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>12:30 pm – 1:30 pm</td>
<td>M</td>
<td>Ayers Hall 336</td>
<td>Aug 20, 2014- Dec 13, 2014</td>
<td>Lecture</td>
<td>Andrew Green (P)</td>
</tr>
</tbody>
</table>

**Course Reference Number (CRN):** A five digit number which appears after the name of the course. Check the CRN carefully, as each section is assigned a different number, and list the CRNs on the Trial Schedule for all courses for which you are registering or use the Schedule Planner. Schedule Planner is available through your MyJSU account under the registration menu. The Trial Schedule is available on the Office of the Registrar’s webpage.

**Departmental Abbreviation and Course Number:** Two to three letters that represent a department and the three-digit number which is associated with a specific course name.

**Section Number:** A three-digit number for each day and time a course is offered.

**Associated Term:** Refers to the term which has been selected for viewing the course schedule.

**Registration Dates:** The dates the registration system is available for a particular term. The priority pre-registration and open registration dates and times are available on the Office of the Registrar’s webpage.

**Levels:** Can be either undergraduate or graduate.
**Instructor:** Instructors for each section will be listed. STAFF indicates that the instructor for the course had not been named at the time the schedule was created.

**Schedule Type:** Schedule type refers to the way the class is taught. For example: lecture, lab, online, activity, etc.

**Instructional Method:** Instructional Method refers to how the class is taught. For example: traditional (JSU classroom setting), online, practicum, etc.

**Credits:** Credits refer to the number of credit hours earned upon the successful completion of the course. Semester hours are based on the number of contact hours required for the course. For example, a three-hour course will usually meet three hours per week for a semester. To complete degree requirements for graduation you must earn a minimum of 120 semester hours. Check the catalog for specific requirements for your major.

**View Catalog Entry:** To view the entire catalog entry for any class, click View Catalog Entry. Catalog entries provide course descriptions, a list of any prerequisites and other information.

**Time:** The hours the class meets. If TBA is listed, the location, days, and/or time have not been assigned or the course is online.

**Days of the Week (Days):** The days a course will meet are indicated by the first letter of each day unless the class meets only on Tuesday or Thursday will be indicated by T or R. If TBA is listed, the location, days, and/or time have not been assigned or the course is online.

**Location (Where):** The classroom and building where a class meets will be listed with building abbreviation and room number. A building chart and map can be found on the Office of Admissions’ webpage.

**Date Range:** The dates listed are starting and ending dates of the course.

**Schedule Type:** Schedule Type refers to the way the class is taught. For example: lecture, lab, online, activity, etc.

**Instructor:** Instructors for each section will be listed. TBA indicates that the instructor for the course had not been named at the time the schedule was created.
Course Scheduling

During your first three semesters, you should be fulfilling the General Education requirements and/or College requirements. Choose courses from the full range of these requirements. Think about taking a balance of reading, writing and quantitative courses. Please note in the catalog a recommended sequence of courses for each semester is provided for each major. If this plan is followed, it will increase the likelihood of your graduating in approximately four years. Try to schedule your courses so that you have a balance of MWF classes and TR classes. Remember to give yourself a break for lunch! Below you will find two sample schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>3</td>
<td>MWF 8:45 – 9:45</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>MWF 10:00 – 11:00</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>MWF 1:45 – 2:45</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>TR 7:30 – 9:00</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>TR 9:15 – 10:45</td>
</tr>
<tr>
<td>STU 101</td>
<td>0</td>
<td>T 11:00-12:00</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>3</td>
<td>MWF 8:45 – 9:45</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>MWF 10:00 – 11:00</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3</td>
<td>MWF 11:15 – 12:15</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>TR 9:15 – 10:45</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>TR 11:00 – 12:30</td>
</tr>
<tr>
<td>Biology Lab</td>
<td>1</td>
<td>R 1:45 – 3:45</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

Quality Point Average

Quality point average or QPA is a figure indicating a student’s academic achievement. QPA is based on a 4.0 scale.

A=4 Quality points for each hour passed
B=3 Quality points for each hour passed
C=2 Quality points for each hour passed
D=1 Quality point for each hour passed
F=0 Quality points for each hour passed

To calculate GPA:
Divide the total number of quality points earned by the total number of GPA hours at JSU.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 141</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>= 12</td>
</tr>
<tr>
<td>HY 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>= 9</td>
</tr>
<tr>
<td>MS 112</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>= 12</td>
</tr>
<tr>
<td>BY 101</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>= 3</td>
</tr>
<tr>
<td>BY 103</td>
<td>1</td>
<td>C</td>
<td>2</td>
<td>= 2</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

38 quality points earned = 2.92
13 hours attempted
4 Steps to Registration

1. Around midterm each semester, check your MyJSU account to view your degree evaluation. Your evaluation lists courses you have taken, courses for which you are currently enrolled, and courses needed to complete your degree requirements.

2. Contact your academic advisor for an appointment to discuss your schedule for the upcoming semester. Students must be cleared by their academic advisor prior to registration.

3. Prior to meeting with your academic advisor, review the Class Schedule online, and complete a trial schedule or utilize the Schedule Planner through your MyJSU account. Refer to the JSU Catalog online for information on the general education curriculum, coursework in your major, and course scheduling.

4. With your completed schedule, approved by your academic advisor, you may register via the Internet. For specific instructions on when and how to register, go to http://jsu.edu/reginfo.html.

It is your responsibility to pay all tuition and fees by the published due date. Not doing so will result in your registration being canceled. For more payment information, go to http://www.jsu.edu/bursar/index.html.
ACADEMIC ADVISOR

You have been assigned an academic advisor in your area of study to assist you in exploring a wide range of academic and professional opportunities and in making appropriate decisions about your area of study. Remember, your academic advisor is here to help you find answers to your academic questions.

WHO IS MY ADVISOR?

- Go to http://www.jsu.edu
- Select My JSU
- Enter your User Name and Password
- Select Registration
- Select Student Records
- Select View Student Information
- Select a Term (Example Fall 2015)
- Your Primary Advisor is ________________________
- If no advisor I listed and you have declared a major, go to the department of your major to obtain an advisor assignment.

WHEN TO SEE YOUR ACADEMIC ADVISOR

- To address any problems which affect your academic performance.
- To select courses for the upcoming semester.
- To discuss academic performance.
- To explore academic and professional issues.
- To discuss departmental requirements and course sequences.
- To discuss elective coursework in the major or other departments.
HOW TO SEE YOUR ACADEMIC ADVISOR

• Become familiar with your advisor’s office hours/schedule.
• Call to make an appointment rather than dropping in without one.
• If it is necessary to drop in without an appointment, try to go at a time when your advisor has office hours and allow plenty of time in case you have to wait.
• The first and last weeks of the semester, as well as the early registration period, are usually the busiest for your advisor. If possible, avoid these times if a longer conference is needed.
• Be prepared with a Trial Schedule. Trial Schedule forms are available online at http://www.jsu.edu/registrar/student_forms.html. Have courses selected with alternatives when you see your advisor before registration.
Students can register for classes, drop or add classes, check their balance, make credit card payments on their account, and receive midterm and final grades from any computer with World Wide Web access.

To Register for Classes

- Check the Academic Calendar for registration times.
- Meet with your academic advisor and request authorization for computer registration.
- Have course call numbers and alternative courses available.
- Tuition may be paid with credit card, cash or check.

Refer to the Class Schedule or go to [http://my.jsu.edu](http://my.jsu.edu).

**Long Distance Telephone Service**

Students receive 100 minutes per month of domestic (continental United States only) long distance service as a part of the University Housing lease agreement. A long distance authorization code is required, which is available through the on-line student access system under the Housing option. Students should protect their code from the knowledge of others, since each student is responsible for all calls made using his/her code. To place a long distance call:

- dial 16 + your six-digit long distance code + 9 + 1 + area Code + desired phone number.
- There will be NO additional charge for the first 100 minutes of domestic long distance service each month. Any additional minutes will be billed at a rate of 5 cents per minute. You will receive an itemized phone bill for any long distance calls that exceed the 100 free minutes. The phone bill is processed monthly and sent to your campus e-mail address. Bills are due the day that they are applied to the student’s account. Go to the Telephone Center web page at [www.jsu.edu/dit/tc](http://www.jsu.edu/dit/tc) for a list of the current billing dates.

**Voice Mail** – Is included in your housing lease agreement. Each student in a room must set up his/her voice mailbox each semester before this service will work. Each student and his/her roommate will decide which voice mailbox number each will use. Instructions for use can be found on the Telephone Center web site at [www.jsu.edu/dit/tc](http://www.jsu.edu/dit/tc). If a call goes unanswered or if the line is busy, the call will be forwarded to voice mail. The caller will be prompted to leave a message.

**Caller I.D.** – Is included in your housing lease agreement and will be activated before you move in. Students must furnish a phone with caller I.D.

If you have any questions on how to use any of these services or you have a problem with your phone line please call ext. 8001 or 5990 M-F 8:00–4:30 or check out our web page at [www.jsu.edu/dit/tc](http://www.jsu.edu/dit/tc).

**Electronic Mail (GEM)**

All JSU students are assigned a JSU email address when they are accepted for admission. You may access your email account at [http://gem.stu.jsu.edu](http://gem.stu.jsu.edu) or by logging into your MyJSU account at [http://my.jsu.edu](http://my.jsu.edu). It is important to check your JSU email in order to receive important information from various university departments.
CHECKLIST TO ENSURE CONFIRMATION OF CLASSES/HOUSING

☐ Know your exact charges. Go online to http://my.jsu.edu.

☐ Know the confirmation due dates. Go online to http://www.jsu.edu/bursar/PaymentGuidelines.html.

☐ Pay online or at the bursar’s cashier window to ensure confirmation of your classes, university housing, and other charges. Always be sure to include your student number when paying by check or money order. Most major credit cards are accepted.

☐ If you need to use financial aid for confirmation, compare your charges to your scheduled financial aid. Pay the difference between your total charges and scheduled aid if applicable.

☐ Make sure you have done everything necessary to have scheduled financial aid. APPLY EARLY. March 15 is the preference deadline to apply for financial aid. The absolute deadline to apply for JSU academic scholarships is March 1.

☐ Submit your housing application and the $150.00 non-refundable deposit online by the May 1 priority deadline. Students must be accepted to JSU before applying. Your assignment will be sent to your MyJSU email account. All fees must be paid prior to check in. For more housing information, please go to www.jsu.edu/housing.

Please Note:
Students scheduled to receive financial aid who do not plan to attend a session for which they have preregistered must notify both the Financial Aid Office and the Registrar’s Office in writing prior to the first day of classes to cancel their preregistration and financial aid. STUDENTS WHO FAIL TO DO THIS WILL BE ENROLLED IN CLASSES AND SUBJECT TO ACADEMIC AND FINANCIAL PENALTY.

FOUR WAYS TO PAY REGISTRATION/HOUSING CONFIRMATION COSTS

1. Bursar’s Office

   a) Cash (in person only)
   b) Check or money order
   c) Credit Card

   Payments that are mailed must be received (not postmarked) in the office by the published due date.
2. Financial Aid

a) Federal Pell Grants
b) Federal Supplemental Grants
c) State Grants
d) Institutional Scholarships
e) Federal Stafford Loans
f) Federal Plus Loans
g) Entitlement Assistance
   ▪ Vocational Rehabilitation
   ▪ State Veteran’s Assistance
   ▪ Military Assistance program
   ▪ Tuition Remission (JSU employees only)

Note: Students must have web accepted an Offer of Financial Aid by the published due date. Campus employment cannot be used for confirmation.

The Financial Aid Office must have cleared the student through the agency by the published due date.

3. Loans/Outside Scholarships

a) Private/Alternative Loans
b) Outside Scholarships (state agency, corporate, civic, etc.)

Private/Alternative Loans must be certified by JSU by the published due date.

In order for an outside scholarship to confirm tuition, fees, and housing charges, the Financial Aid Office must receive the funds from the donor or agency prior to the published due date. All outside scholarships are posted to the student’s account upon receipt.

While the Office of Student Financial Services awards most scholarships offered by the University, some departments administer specific scholarships and assistaniteships. Athletes receiving scholarships should contact the compliance director of the Athletic Department for questions relating to their scholarships. Students receiving music, art, or drama scholarships should contact that department for questions relating to these scholarships. Resident Assistants (RAs) should contact the Director of University Housing and Residence Life (UHRL) with any questions.

4. Payment Plans

Jacksonville State University offers students a payment plan for university charges that allows charges to be paid in equal payments. The payment plan is offered as a service, allowing students to budget their education expenses. The plan is optional and students may elect to make full payment by the published due date. Information on the plan is available at http://www.jsu.edu/bursar/PaymentPlan.html.
CAMPUS SERVICES

Academic Enhancement & Tutoring Services
Academic Center for Excellence (ACE)
3rd Fl. Theron Montgomery Bldg.
Telephone: (256) 782-8223
E-Mail: moore@jsu.edu

The Department of Academic Enhancement & Tutoring Services provides a range of academic support services to entering and continuing JSU students supporting their academic efforts. The Academic Center for Excellence (ACE) is a learning center where students receive academic support in the form of individual or group tutoring, structured study hall, advising, and academic mentoring. ACE also has a computer lab, a learning lab, and two classrooms for academic workshops and study hall.

Office of Admissions

Andy Green, Director 110 Bibb Graves
Telephone: (256) 782-5268
E-mail: info@jsu.edu

The office is responsible for all undergraduate admission processing. This includes collection of applications and fees, high school and college transcripts, ACT or SAT scores, and TOEFL or IELTS scores for international students.

The office is responsible for all undergraduate student recruiting including participation in high school college day programs and community college fairs. The office is responsible for processing all outgoing correspondence and literature to prospective students. The office coordinates the campus Preview Days, Home School Student Day, and assists with on-campus recruiting events. Admissions Counselors are available to meet with prospective students and their families.

Bookstore

Randall Stephens, Manager Theron Montgomery Bldg., 2nd Floor
Telephone: (265) 782-5283

Students may rent or purchase new and used textbooks at the bookstore. School supplies and JSU memorabilia/clothing are also available. Textbook information and online ordering is available at http://jsu.bncollege.com. Students can use their financial aid in the store or online to purchase books and other times in the fall or spring semesters. Please refer to the bookstore or bursar’s office website for exact dates when students may use financial aid. At this time, students receiving scholarships must come in the store to purchase books.

Hours of operation are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Tuesday</td>
<td>7:15 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday - Thursday</td>
<td>7:15 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:15 a.m. - 4:30 p.m.</td>
</tr>
</tbody>
</table>
Bursar's Office

Alice Wudarczyk, Bursar
245 Bibb Graves Hall
Telephone: (256) 782-5458
E-mail: bursar@jsu.edu

Students may pay tuition, housing, and other fees at the Bursar's Office cashier window, 2nd floor of Bibb Graves Hall, via the web at http://my.jsu.edu, by credit card or by mail with a check or money order.

STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ALL THE FINANCIAL POLICIES OUTLINED IN THE JSU CATALOG.

It is the student's responsibility to pay all charges by the published due date. If not paid by the due date, the student's registration will not be confirmed and the student must register for classes again. Tuition, housing, and other charges may be viewed at http://my.jsu.edu.

A POSTMARK IS NOT ACCEPTABLE FOR MEETING YOUR PAYMENT DEADLINE. Your complete payment must be in the Bursar's Office no later than the published due date.

In the event a student fails to satisfy a financial obligation to the University and the debt is referred to an outside attorney or agency for collection, in addition to the debt (principal plus applicable interest), the student will be responsible for all costs, charges, and expenses incurred by the University, including attorney's fees and/or collection agency fees and expenses, not to exceed thirty-three and 1/3 percent (33.3%) of the debt, plus litigation expenses and court costs, if applicable. Debts owed the University may be referred out for collection as accounts or where litigation has concluded, as judgments. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgment obtained in favor of the University will accrue interest at the rate set by Alabama law for unpaid judgments. By providing your telephone number to JSU, you agree and give express consent that the University or anyone working on their behalf, including third party vendors, may contact you at the number provided by manually dialing the number or by using automated dialing technology.

Career Services

Becca Turner, Director
207 Merrill Hall
Telephone: (256) 782-5482
E-mail: careerservices@jsu.edu

Career Services provides cooperative education to undergraduate and graduate students as well as employment assistance to graduating seniors and alumni. These services consist of workshops, on-campus interviews, job listings through JLink at https://jsu-csm.symplicity.com, career fairs, resume critique, and individual counseling concerning job search strategies. More information is available online at www.jsu.edu/careerservices.

Career Assessments are available to all students, by appointment. The STRONG Interest Inventory is recommended for students whose major is undecided.
Computer Labs

Sean Ponder, Manager
239 Self Hall
Telephone: (256) 782-5381
E-mail: acns@jsu.edu

All students who have a valid JSU ID card may use the computers available in the computer labs in Self Hall, Merrill Hall, and Houston Cole Library. Lab hours for the Fall and Spring Semesters are:

Self Hall -- Room 241

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<tr>
<th>Fall/Spring</th>
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Merrill Hall -- Rooms 103, 106, 115, 200, 215

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<td>8:00 AM – 4:00 PM</td>
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Houston Cole Library – 10th Floor - Hours are same as the library

Counseling Services

Julie Nix, Director
140 Daugette Hall
Telephone: (256) 782-5475
E-mail: css@jsu.edu

Counseling Services offers personal counseling for JSU students. Personal counseling is conducted in a private setting under the strictest confidence. Counselors are available on an individual or group basis. JSU Counselors are available for crisis response after hours and on weekends through the University Police Department. Counseling Services is the registration site for CLEP, Residual ACT, C-BASE, MAT, CLA and math placement. Counseling Services coordinates and advises the Peer Educators student group.

Dining Services

Jack Hopper Dining Hall
Telephone: (256) 782-7242

The Dining Services offers a wide range of meal plans that will provide you with a huge variety of choices for meals. There are several locations to dine on campus including Hopper Dining Hall which provides home cooked entrees, vegetables, breads, deli items, sub sandwiches, pizza, burgers, various ethnic cuisines, salad bar, and desserts. Located in the student commons building we also have the TMB Food Court which includes Chick-fil-A, Grill 155, Pizza Station, Freshens Smoothies and Crepes, and Baja Fresh Mexican Grill. At Houston Cole Library we have a Jazzman’s Café offering specialty coffees, smoothies, sandwiches and salads to go. If you’re in the mood for some southern fried wings you’ll want to visit our WOW Wingery located with its own entrance at Hopper Dining Hall with a menu full of wings, chicken tenders, specialty burgers, salads, sweet potato fries and much, much more. If
you want more a restaurant style, try the Gamecock Diner located in Stephenson Hall. For further details and complete information about meal plans, check out our website at http://dining.jsu.edu for all the latest information. Or, give us a call at 256-782-7242.

**Disability Support Services**

Julie Nix, Director  
139 Daugette Hall  
Telephone: (256) 782-8380  
E-mail: dss@jsu.edu

Disability Support Services (DSS) provides appropriate and reasonable accommodations for students with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). It is the goal of DSS to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JSU’s academic program requirements.

DSS provides reasonable accommodations through a variety of services and programs. Accommodations may include:

- Exam Proctoring
- Special Testing Procedures
- Extended Time on Exams
- Priority Registration
- Interpreter Services
- Captioning Services
- Readers
- Note Takers
- Brailed Formats
- Enlarged Print Materials
- Alternate Formats
- Assistive Technology

**Drop/Add Procedures**

Dean's Office  
College of your Major  
Internet: http://www.jsu.edu/registrar/registration.html

The term "drop" refers to dropping part (but not all) of the classes for the term, while the term "withdraw" refers to withdrawing from all classes for the term. Students who wish to drop or add classes may do so through their MyJSU account.

Students wishing to add classes must do so by a specific date (see academic calendar online).

Students may drop classes by the Internet only through a specific date (see academic calendar online). Course drops after a specific date may only be processed at the Registrar’s Office and must have a passing statement and full signature of the faculty member indicating that the student is passing the course. Signed drops must be processed within one business day of the date the signature was obtained, or the dropped signature becomes invalid.

There is no tuition refund for course(s) dropped during the fall and spring semesters.
Grade Appeal

The grade appeals process begins with a meeting between the student and the course instructor, and cannot proceed to any further unless this requirement is met. The formal process for appealing grades is available in the Dean’s Office for each college.

Houston Cole Library

John-Bauer Graham, Dean of Library Services  
8th Floor, Houston Cole Library  
Telephone: (256) 782-5255  
E-mail: jgraham@jsu.edu

The Houston Cole Library provides bibliographic services and resources to support the scholarly and informational needs of the University community. The collection of more than 700,000 volumes, more than 150,000 full-text periodicals on line or in hard copy, over 60,000 e-books and more than a million microfilms and audiovisual materials are selected to support the University curriculum. The library is open 87 hours per week on the following schedule:

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<th>Fall/Spring</th>
<th>Summer</th>
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<td><strong>Monday – Thursday</strong></td>
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<td>7:30 AM – 11:00 PM</td>
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<td><strong>Friday</strong></td>
<td>7:30 AM – 4:30 PM</td>
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<td><strong>Saturday</strong></td>
<td>9:00 AM – 5:00 PM</td>
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<td>3:00 PM – 11:00 PM</td>
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**Fall/Spring Finals**  
Library open until 1:00 AM

Library services include the reserve reading desk in the lobby where assigned readings and on-line electronic reserves are placed by faculty, group study rooms, the tenth floor computer lab, self-service photocopy machines, an online catalog, electronic databases, audiovisual services, and centralized reference assistance on the second floor. Books may be checked out at the lobby circulation desk. Librarians are available to help in the use of the library. The Houston Cole Library is a wireless access point. Laptops may be checked out for student use within the library from the sixth floor Listening Lab.

Human Resources

Heidi Louisy, Director  
329 Bibb Graves Hall  
Telephone: (256) 782-5007  
E-mail: hlouisy@jsu.edu

All students who have campus jobs and are paid by Work-Study or University Aid must go to the Office of Human Resources before the beginning of the semester to complete their employment paperwork. The student must present his/her social security card and driver's license, complete state and federal withholding forms, employee eligibility verification (I-9) and a new hire form. The student must also complete a direct deposit form by providing a voided check to set up their direct deposit. Direct deposit is required for student payroll.
### Identification Card

Rebekah Breeding, Manager  
Sodexo Campus Services  
2nd Fl. Theron Montgomery Bldg  
Telephone: (256) 782-5552  
E-mail rebekah.breeding@sodexo.com

JSU ID cards are made in the office adjacent to the Food Court in the Theron Montgomery Building (TMB). Students must be registered for classes and provide picture identification before the card can be issued.

**Fall/Spring Semester hours:**

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<th>Monday - Thursday</th>
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**Summer hours:**

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### International Programs and Services

David Myer, Interim Director  
Jeff Clark, Coordinator  
International House  
Telephone: (256) 782-5674  
E-mail: intprog@jsu.edu

International Programs and Services provide support for international students studying at JSU, for study abroad programs, and for faculty exchange programs with universities in other countries. International students are provided with information and assistance in such areas as banking, travel, and visa requirements as well as in matters of student life on campus. A major goal is to help international students fully participate in the life of the University and community so they can receive the maximum benefit from their experience in the U.S.

### Learning Services (LS)

Courtney Peppers-Owen, Director  
Houston Cole Library - Ground Floor  
Telephone: (256) 782-5570  
E-mail: cpeppers@jsu.edu

Learning Services assists undergraduate students in mastering basic and life skills through competency-based courses in the Department of Learning Skills, and through learning assistance. Students who do not master the English Competency Exam, which is required for graduation, are also assisted by Learning Services before they attempt the exam again. They assist in areas of reading, writing, numeracy, studying, critical thinking, reasoning, and self-management.
Mail Center
Eric Frailey, Manager                    Theron Montgomery Bldg., 4th Floor
Telephone: (256) 782-5290
E-mail: jsu.mail@jsu.edu

Each student enrolled at JSU has the option to obtain a campus mailbox. Mail addressed to currently enrolled students must be sent through campus mail to the student’s mail box unless the student has chosen the mail-at-home option. By paying a non-refundable fee per semester, students may have all correspondence sent to their off-campus mailing address.

The Mail Center is open from 8:00 a.m. – 6:00 p.m., Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Friday. Mail is delivered Monday through Friday. No Saturday delivery is offered.

Orientation
Terry Casey, Director of Student Life        402 Theron Montgomery Building
Telephone: (256) 782-5491
E-mail: studentlife@jsu.edu

Orientation assists new students and families in their transition to JSU and exposes them to educational and social opportunities available. This service identifies and trains advisors and orientation leaders to assist students with the transition to college life. Orientation is required for first-time freshmen between the ages of 18-24.

Print Shop
Chuck Torruella, Manager            Theron Montgomery Bldg., 1st Floor
Telephone: (256) 782-5323
E-mail: printshop@jsu.edu

The Print Shop meets the printing needs of JSU students, including making copies of resumes and class projects at a reduced price. Additional services provided include: paper cutting and trimming, photocopying, colored copies, folding, collating, stapling, hole punching, spiral binding, padding, and sign/banner printing.

Registrar's Office
113 Bibb Graves Hall
Telephone: (256) 782-5400
E-mail: registrar@jsu.edu

The office publishes the University Catalog and the Class Schedule. Students desiring to change their name or address, withdraw from the University, or obtain a copy of their JSU college transcript may contact this office. There is a $5 per copy transcript fee. Additional charges apply for electronic PDF/online requests. Degree verification and enrollment certification letters may be helpful for outside agencies such as insurance companies and others who need official confirmation of college enrollment. Instructions on how to obtain enrollment certification and degree verification are available online at http://www.jsu.edu/registrar/index.html. Final and midterm grades are handled by this office. Midterm grades for fall and spring semesters are viewable on your MyJSU account and will reflect only the grades below satisfactory (D and F). Final grades are viewable on your MyJSU account at the end of each term.
University Recreation

Mark Jones, Director
Stephenson Hall
Telephone: (256) 782-5072
E-mail: rec-sports@jsu.edu

Stephenson Hall offers numerous recreational activities at no cost to faculty and students with a valid ID card. The facilities include racquetball courts, volleyball, badminton, game and card rooms, basketball, weight rooms, cardiovascular room, and steam rooms. Meeting rooms and classrooms are also available. Hours of operation during the fall and spring semesters are:

Monday – Thursday 6:00 AM – 9:45 PM
Friday 6:00 AM – 5:45 PM
Saturday 11:00 AM – 4:45 PM
Sunday 4:00 PM – 8:45 PM

Hours of operation during the summer (May, June, July)

Monday – Thursday 6:00 AM – 5:45 PM
Friday 6:00 AM – 4:30 PM
Saturday closed
Sunday closed

The Pete Mathews Coliseum has an olympic size swimming pool. The pool is open Monday through Friday from 3:00 p.m. – 6:00 p.m. The Coliseum is closed on weekends, between semesters, and may also be closed for special events such as concerts and basketball games.

Student Financial Services

Vickie Adams, Director
107 Bibb Graves Hall
Telephone: (256) 782-5006
E-mail: finaid@jsu.edu

The Office of Student Financial Services provides assistance to students who are unable to pay their total educational expenses. A number of programs, including grants, loans, campus jobs, and scholarships are available each year to students who are eligible. Since most of these programs are based on need, interested students should fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. These forms are available in January. Priority deadline is March 15 for all required forms to be submitted to the Student Financial Services Office. A complete listing of all scholarships and additional information is available in the Student Financial Services Office or online at http://www.jsu.edu/finaid/index.html.

Student Life

Terry Casey, Director
402 Theron Montgomery Building
Telephone: (256) 782-5491
E-mail: studentlife@jsu.edu

The Office of Student Life advises the Student Government Association, Freshman Forum, Miss Jacksonville State University Pageant, fraternities and sororities, multicultural programming, and clubs and organizations, and coordinates orientation for new undergraduate students. Opportunities for involvement are offered to enhance the educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and governmental activities. The office enhances the college
experience through programs, activities, and leadership development and by increasing the awareness of diversity as well as increasing diversity.

**Student Government Association**

Debbie Taylor, Advisor  
Office of Student Life  
402 Theron Montgomery Building  
Telephone: (256) 782-5491  
E-mail: studentlife@jsu.edu

The Student Government Association (SGA) is designed to promote the welfare of the student community by providing an avenue for student expression, social activities, multicultural programming, and student services. All students are members of the SGA. Opportunities for involvement are available through the Senate and numerous committees. The University considers the SGA a vehicle of learning and education.

The SGA promotes cultural diversity within the University community through programs and activities to develop leadership skills as well as to increase awareness of diverse cultures and backgrounds.

**Student Health Center**

RMC/University Health Center  
Telephone: (256) 782-5310

The Student Health Center is a primary health care facility providing outpatient medical services as well as promoting preventive health measures to currently enrolled students, staff, and faculty. Prior to enrollment, new students are required to submit completed student health information to include: (1) Student Health Form, (2) Immunization Form, and (3) Proof of Tuberculosis Screening.

*Excuses – The Health Center does not routinely provide class absence excuses. Documentation of Health Center visits is provided by an attendance slip given to each student upon request.

**Telecommunications Center**

Mark Matthews, Director  
117 Bibb Graves Hall  
Telephone: (256) 782-8001  
E-mail: alorman@jsu.edu

Local telephone service is provided without additional cost to all JSU resident students. 100 minutes of domestic long distance, voice mail and caller I.D. are provided as a part of the Housing package. See the section on Long Distance Telephone Service on page 12 of this handbook.

**Tutoring Services**

Sarah Seales, Coordinator  
Theron Montgomery Bldg., 3rd Floor  
Telephone: (256) 782-8224  
E-mail: sseales@jsu.edu

The mission of Tutoring Services is to provide academic support services in the form of individual or group tutoring, academic mentoring, and study hall instruction. We strive to model effective academic skills and behaviors, provide
content-specific supplemental instruction, create an environment that helps students gain academic competencies, and build relationships around learning. The philosophy of tutoring is to assist or guide students towards independent learning and academic goal attainment.

**University Housing and Residence Life**

103 Bibb Graves Hall  
Telephone: (256) 782-5122  
E-mail: jsuhousing@jsu.edu

The Department of University Housing and Residence Life supports the academic mission of Jacksonville State University by fostering a vibrant living and learning community that cultivates personal development, celebrates diversity, promotes leadership, and enhances the educational experience of each resident. We have traditional residence halls and apartments that enhance a community environment. Our goal is to provide clean, secure, and well-maintained facilities that promote academic success.

**University Police Department**

Shawn Giddy, Director of Public Safety  
Salls Hall  
Telephone: (256) 782-5050  
Emergency: (256) 782-6000  
E-mail: upd@jsu.edu

The University Police provide a wide-range of public safety services to include law enforcement, security, parking/traffic enforcement, and crime prevention. Students and employees may report criminal incidents, accidents, and/or emergencies to the University Police. The University Police Department is staffed with state certified police officers and is open 24 hours a day.

All students, staff, and faculty must register their vehicles online at [https://my.jsu.edu/cp/home/displaylogin](https://my.jsu.edu/cp/home/displaylogin). Fines/court costs are available online at [http://www.jsu.edu/police/fines.html](http://www.jsu.edu/police/fines.html). JSU crime statistics are available online at [www.jsu.edu/police/crimestats.html](http://www.jsu.edu/police/crimestats.html).

**Withdrawal Procedures**

Registrar’s Office  
113 Bibb Graves Hall  
Telephone: (256) 782-5400  
E-mail: registrar@jsu.edu

Students no longer wishing to attend classes in the current term must officially withdraw from the semester through the Registrar’s Office. If an official withdrawal is not processed, a failing grade is assigned to each course in which the student is currently registered. Refunds are given based on specific dates listed on the Academic Calendar. You may withdraw by mail, fax, or email to registrar@jsu.edu from your GEM email account.

Students who can no longer attend classes due to severe medical reasons or extraordinary personal circumstances beyond their control may request a medical or compassionate withdrawal through the Office of the Associate Vice President for Enrollment Management and Student Affairs, 102 Bibb Graves. You may also go to [http://www.jsu.edu/studentaffairs/medicalwithdrawal.html](http://www.jsu.edu/studentaffairs/medicalwithdrawal.html) for more information.
Student Government Association

The Student Government Association is composed of four branches of government: Executive, Legislative, Judicial, and Student Activities Council. Each branch is devoted to serving Jacksonville State University students in different ways.

**Executive Branch**

The SGA President presides over the Executive Branch, which is comprised of the Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, Chief Justice, and Director of Publicity.

**Legislative Branch**

The Vice President of Student Senate is in charge of the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 35 voting students who make up the Student Senate.

The Vice President of Organizational Affairs assumes responsibility for all procedures of the Organizational Council. The VPOA also monitors the SGA funds and prepares the budget, in addition to overseeing the Allocations Committee.

**Judicial Branch**

The Chief Justice serves as head of the Judicial Branch. The Judicial Branch serves as the disciplinary appeal process for students and also coordinates the Traffic Court.

**Student Activities Council**

The Vice President of Student Activities presides over the Student Activities Council and is in charge of entertainment and recreational activities including concerts, lectures, movies, comedy clubs, and other special events.

*All registered students are automatically members of the Student Government Association. To become more actively involved, go by the Office of Student Life in Room #402 Theron Montgomery Building.*
Student Government Association
402 Theron Montgomery Building
(256) 782-5491 Telephone
(256) 782-5087 Fax
http://sga.jsu.edu

2013-2014

President
Tyler Brown
sgapres@jsu.edu

Vice President of Student
Senate
Jesslan Sharp
sgavpss@jsu.edu

Vice President of
Organizational Affairs
Dylan Jones
sgavpoa@jsu.edu

Vice President of Student
Activities
Ariel Tolson
sgavpsa@jsu.edu

Director of Publicity
Casey Paynes
sgadop@jsu.edu

Chief Justice
Andrew York
sgacj@jsu.edu

Miss Jax State
Cole Freeman

Mr. Jax State
Tucker Halbrooks

Miss Friendly
Gena Baker

Mr. Friendly
Brian Yopp

SGA Advisor, Debbie Taylor, (256) 782-5490

SGA Hotline 782-5699
CONSTITUTION OF THE
JACKSONVILLE STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

Preamble
We, the students of Jacksonville State University, in order to take a responsible part in the decision making processes of the university at large and in fulfillment of the right to participate in the governance of the University, and in recognition of the responsibilities inherent in such a right, do hereby set forth this Constitution of the Jacksonville State University Student Government Association. Furthermore, let it be known that the right to representation and participation in this government and its activities shall in no way be denied or restricted on the basis of field of study, group affiliation, religion, race, color, national origin, gender, sexual orientation, or handicap. By the authority granted to us by the Board of Trustees and University President, do ordain and establish this Constitution for the students of Jacksonville State University.

Article I
Name of Organization
This government shall be known as the Jacksonville State University Student Government Association, hereafter referred to as the SGA.

Article II
Declaration of Purpose
The purpose of the SGA shall be:

1. To protect and defend the rights and responsibilities of the University to the students and the students to the University.

2. To represent and provide a sound democratic student government, to promote student interests in the decision-making processes of Jacksonville State University, and to foster a spirit of unity among students.

3. To present views and strive towards a better understanding between administration, faculty, and students.

4. To fulfill, to the best of our ability, the wants and needs of the entire student body.

5. To develop, coordinate, and execute activities and services for the benefit of the students.

6. To facilitate due process in an attempt to advance the academic and social standards of the University and awareness of the responsibilities inherent with
membership in the University community and provide input for judicial procedures.

7. To provide the students with the means to vote for their representative officials through general elections.

8. To cultivate and maintain leadership among the students.

Article III
Membership and Benefits

Section 1. All registered students at Jacksonville State University are, upon enrollment, members of this organization. All members of this organization shall be subject to rules and regulations established herein and hereafter by this organization.

Section 2. Members shall have the right to vote in all elections held by the SGA.

Section 3. Members shall have the right to participate in all activities sponsored by the SGA.

Article IV
General Organization

The SGA shall be composed of four branches: Executive, Legislative, Judicial, and Student Activities.

Article V
The Executive Branch

Section 1. All Executive power shall be vested in the Student Executive Board, which shall consist of the President, the Vice-President of Student Senate, the Vice-President of Student Activities, the Chief Justice, the Vice-President of Organizational Affairs, and the Director of Publicity.

Section 2. The student Executive Board shall also consist of non-voting members, such as the Executive Assistants appointed by the President with the consent of the Senate, and other positions created by the President, with the consent of the Senate and the University Director of Student Activities.

Section 3. The Student Executive Board shall carry out the intent of this Constitution, the Code of Laws, and resolutions adopted pursuant thereto.

Section 4. The SGA President shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The SGA President shall have the following powers and duties:
1. To serve as the Chief Executive Officer of the SGA.
2. To serve as the presiding and managing officer of the Executive Branch.
3. To serve as an ex-officio member of or send a representative to all committees and divisions of the Executive Branch.
4. To submit to the Student Senate for approval the proposed budget for the following year.
5. To recommend students to serve on University, Faculty, and Senate committees.
6. To appoint members to the Student Judiciary Council and fill vacancies on the council with the consent of two-thirds of the Executive Board and the Student Senate.
7. To appoint a Presidential Cabinet for advisement at his/her discretion.
8. To appoint executive assistants to aid in the performance of executive duties as needed.
9. To remove from office, with approval of the Senate, any executive officer which he/she has appointed.
10. To call and chair meetings of the Student Executive Board, Student Body, Student Senate, Student Activities Council, Organizations Council, or Joint Legislative Sessions of any of the aforementioned.
11. To form temporary executive committees when necessary to investigate problems in the executive level.
12. To meet regularly with the University President, Student Affairs staff, and faculty.
13. To maintain an active seat on the Presidents Council of Student Government Presidents across Alabama.
14. To serve as an ex-officio member of the Board of Trustees in accordance with the Executive Order Number 23 from the Governor of the State of Alabama issued from October 29, 1971.
15. To review all Student Senate resolutions and proposals with the option of signing the resolution, withholding his/her signature, or vetoing the resolution in whole or in part.
16. To address the Student Senate not less than twice each semester as prescribed by statute.
17. To request interpretation of the Constitution or the Code of Laws by the Student Judiciary Council.

Section 5. The SGA Vice President of Student Senate shall serve as the president for the Student Senate and shall be elected by a majority of the student body voting at a general election under the qualifications as prescribed by statute. The SGA Vice President of Student Senate shall have the following powers and duties:

1. To recommend for approval, as described by law, officers such as the President Pro-Tempore, Secretary, and
Parliamentarian for the Student Senate whose duties are prescribed by statute.

2. To recommend to the Student Senate for approval an Elections Clerk who is not a Senator whose duties are prescribed by statute.

3. To appoint Senators to fill vacancies that may arise during the course of his/her term in office, provided that such appointments are confirmed by a majority approval of the Student Senate.

4. To call and preside over meetings of the Student Senate and to cast a vote only in order to break a tie.

5. To assume responsibility for execution of Senate procedure as outlined by statute.

6. To appoint with approval of the Student Senate, chairpersons to each Senate standing committee, and ensure that each Senator, with the exception of Senate committee chairpersons, is an active member of not less than two standing committees.

7. To follow up on the intent of the Senate legislation and policy concern by meeting with university officials as deemed necessary.

8. To attend Student Executive Board meetings as called by the President.

9. To perform such duties as the President might request of him/her.

10. To execute the powers and duties of the SGA President in the event that office becomes vacant.

11. To organize a training session yearly for Student Senators and Committee Chairpersons.

Section 6. The SGA Vice President of Student Activities shall serve as President of the Student Activities Council and shall be elected by a majority vote of the student body at a general election under the qualifications prescribed by statute. The SGA Vice President of Student Activities shall have the following powers and duties:

1. To appoint Student Activities chairpersons in conjunction with the consent of the Student Senate.

2. To call and preside over the meetings of the Student Activities Council.

3. To organize a training session for the Student Activities chairpersons.

4. To present a budget request to the President for implementation in the SGA.

5. To assume responsibility for all student activities sponsored by the SGA.

6. To attend Student Executive Board meetings as called by the President.

7. To assume responsibility for all Student Activities Council procedures.
Section 7. The SGA Vice President of Organizational Affairs shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The SGA Vice President of Organizational Affairs shall have the following powers and duties:

1. To maintain accurate records of budget expenditures and to ensure compliance with the approved annual budget.
2. To present a weekly report to the Student Executive Board on the status of Student Government accounts.
3. To present a monthly report to the Senate on the status of Student Government accounts, as prescribed by status.
4. To ensure that all purchase requests are processed in a timely manner.
5. To attend all Student Executive Board meetings as called by the President.
6. To attend all Appropriations Committee meetings and insure that all allocation regulations are in compliance.
7. To appoint an Allocations Chairperson with the majority consent of the Student Senate.
8. To maintain an official record of recognized student organizations.
9. To work in accordance with the Office of Student Activities, which is responsible for all relations with University recognized organizations.
10. To assume all responsibility for all procedures of the Organizational Council.
11. To call and preside over the meetings of the Organizational Council.
12. To coordinate and review all bills and resolutions which come from the Organizational Council for Student Senate review.
13. To coordinate all news articles, announcements, and advertisements from the Organizational Council for publication in the Jacksonville State University newspaper, The Chanticleer.
14. To report all news announcements, events, and advertisements to the Director of Publicity for inclusion on the SGA Calendar.
15. To advise the SGA Vice President of the Student Senate on all matters University recognized organizations.
16. To perform such duties as the SGA President might request of him/her.

Section 8. The Chief Justice shall be one of the sitting Justices, elected by the current Student Judiciary Council following the Spring Elections as prescribed by statute. The Chief Justice shall have the following powers and duties:
1. To call and preside over meetings of the student Judiciary Council in accordance with the Code of Laws. To attend Student Executive Board meetings as called by the President and make any reports as deemed necessary. To swear in the newly elected student Senators at a time designated by statute.

2. To swear in Justices as they are appointed to serve on the Student Judiciary Council.

3. To be knowledgeable of the Constitution and the Code of Laws, and the cases heard, and decisions and interpretations rendered by the Student Judiciary Council.

4. To be knowledgeable of the original intent of the writers on this Constitution and the Code of Laws.

Section 9. The Director of Publicity shall be appointed by the President and subject to Senate confirmation following the Spring Elections as prescribed by statute. The Director of Publicity shall have the following powers and duties:

1. To coordinate publicity for the SGA.
2. To design all printed materials, place all advertisements, and oversee all publicity for the SGA.
3. To work along with other members of the Executive Board and S.A.C. Committee Chairpersons to develop publicity campaigns for programs and events.
4. To attend all meetings of the Student Activities Council. He/she shall not be a member of any Student Activities Council Committee.

Section 10. No person can serve in the same Student Government Association executive position more than two consecutive years (2 full academic years).

Article VI
Legislative Branch

Section 1. All legislative power shall be vested in the Student Senate.

Section 2. The Student Senate shall consist of elected members known as Senators.

Section 3. The Vice-President of Student Senate shall be a member of the Senate and shall serve as the President of the Senate. The President of the Senate shall recommend to the Senate, for approval by majority vote, a Senator to serve as President Pro-Tempore.

Section 4. The selection of other officers and their duties shall be by statute.

Section 5. The Student Senate shall act in accordance with the process established by statute.
Section 6. A Presidential veto may be overridden by a two-thirds majority of the Student Senate.

Article VII
Student Activities Council

Section 1. The Student Activities Council shall be established to provide and coordinate student entertainment, activities, and programming.

Section 2. It shall be composed of student chairpersons who shall be selected in a manner prescribed by statute.

Section 3. The Vice-President of Student Activities shall be President of the Student Activities Council.

Section 4. The Student Activities Council shall act in accordance with the process established by statute.

Article VIII
Student Judiciary Council

Section 1. All judicial powers of the SGA shall be vested in the Student Judiciary Council.

Section 2. The Student Judiciary Council shall be made up of members called Justices. There shall be eight justices. The Justices shall be selected by the Chief Justice of the SGA according to statute and with the consent of a two-thirds vote of the Student Senate.

Section 3. There shall be a Chief Justice of the Student Government Association. The Chief Justice shall be selected by the newly elected executive board which shall consist of the S.G.A President, V.P.S.S, V.P.O.A, V.P.S.A, and Director of Publicity which shall interview and vote upon the new Chief Justice. The Director of Student Life, and the Advisor of the S.G.A, will be non-voting members and advisors in the interview process. The newly appointed Chief Justice shall pick 8 justices. The newly appointed justices as well as the Chief Justice shall be confirmed with the consent of a two-thirds vote of the Student Senate.

Section 4. The Student Judiciary Council shall have the following powers:

1. To have sole jurisdiction in all cases involving the interpretation of this Constitution or the Code of Laws.
2. To hear all cases involving the violation of this Constitution or the Code of Laws.
3. To render within one week, upon written request, a written interpretation of any part of this Constitution or the Code of Laws.
4. To issue writ of mandamus, prohibition, quo warranto, or any other writ necessary and proper to the complete exercise of its jurisdiction.
Section 5. The power of the Student Judiciary Council shall extend to all persons and organizations under the jurisdiction of this Constitution, as defined by statute.

Section 6. The Student Judiciary Council shall conduct its meetings in accordance with its Rules of Procedure as defined by statute and in accordance with established precedents.

Article IX
General Provisions

Section 1. The Student Senate, Student Judiciary Council, and Student Activities Council shall meet in joint session at the call of the SGA President at least once each semester to discuss matters of mutual concern and shall have power to present bills to the Senate and other such posers as granted by statute.

Section 2. There shall be a council of student organizations, to be known as the Organizations Council. This council shall include the presidents, or such person as shall be appointed, of every student organization recognized by the Senate. The Council shall have the power to present bills to the Senate and other such powers as granted by statute.

Section 3. Every person, elected or appointed, and every organization under the jurisdiction of this Constitution shall meet and maintain all qualifications as prescribed by statute.

Section 4. Quorum, as defined by statute, must be determined before any action may be taken by any branch or agency of the SGA.

Section 5. Elections shall be held in a fair and timely manner as prescribed by statute.

Section 6. All meetings shall be conducted with decorum and in accordance with such rules of order as shall be established by statute, insofar as these rules do not conflict with this Constitution.

Section 7. Any holder of any office created by this Constitution or the Code of Laws may be removed for misfeasance, malfeasance, or nonfeasance while in office by the Student Judiciary Council or by such method as provided by statute. The senate shall have appellate jurisdiction as provided in the Code of Laws.

Section 8. The SGA President shall be succeeded by the Vice President of Student Senate. If the Vice President of the Student Senate (VPSS) is not able and (or) willing to be SGA President then the Vice President of Student Activities (VPSA) shall proceed as SGA President. In the case that both VPSS and VPSA are not able and (or) willing to be SGA President the Vice President of Organizational Affairs (VPOA) shall proceed as SGA President.
In the case that all executive officers are not able and(or) willing to proceed as SGA President then a special election can be called by the Student Senate, with a two thirds constitutional majority vote. The election must take place two weeks from the date the special election was voted on. The special election process must not extend over two weeks.

Section 9.

1. The Vice President of the Student Senate (VPSS) shall be succeeded by the Senate Pro-Tempore. If the Senate Pro-Tempore is not able and (or) willing to be VPSS, the SGA President shall appoint a temporary VPSS until a special election is held.

2. The Vice President of the Student Activities (VPSA) shall be succeeded by the Vice President of the Student Activities Council. If the Vice President of the Student Activities Council is not able and (or) willing to be VPSA, the SGA President shall appoint a temporary VPSA until a special election is held.

3. The Vice President of Organizational Affairs (VPOA) shall be succeeded by the Senate Allocation Committee Chair. If the Senate Allocation Committee Chair is not able and (or) willing to be VPOA, the SGA President shall appoint a temporary VPOA until a special election is held.

4. If the Pro-Tempore is not able and (or) willing to be in that respective executive position, than the SGA President shall have the power to appoint the vacant executive position, with conformation of the senate with a constitutional majority vote.
STUDENT GROUPS & ACTIVITIES

SPECIAL INTEREST GROUPS

**Active Minds at JSU**
To promote awareness and education and to remove the stigma that surrounds mental illness and to create an environment for discussion
Advisor: Linda Shelton, Counseling Services, 256-782-5954
E-Mail: lshelton@jsu.edu

**African American Association**
Encourages the exchange of ideas concerning African-American students at the University and promotes cultural understanding.
Advisor: Debbie Taylor, Student Life, 256-782-5491
E-mail: dbtaylor@jsu.edu

**African Historical Society**
To promote truths about African history to students and serve the community’s local youth.
Advisor: Ardie Dial, Political Science & Public Administration, 256-782-5391
E-mail: adial@jsu.edu

**Alpha Phi Omega**
Alpha Phi Omega is a National Service Fraternity with the Cardinal Principles of Leadership, Friendship, and Service.
Advisor: Laura Charnigo Phillips, Houston Cole Library, 256-782-5245
E-mail: charnigo@jsu.edu

**American Chemical Society**
Emphasize the importance and relevance of chemistry and offer tutoring services.
Advisor: Alfred Nichols, Physical and Earth Sciences, 256-782-8150
Email: anichols@jsu.edu

**Ballroom Dance Club**
To promote social and competitive ballroom dancing
Advisor: John Hammett, Education and Professional Studies, 256-782-8212
E-mail: jhammett@jsu.edu

**Circle K International**
Promote community service, leadership and fellowship among members of the JSU community.
Advisor: Kevin Callaway, Nursing, 256-782-5436
Email: kcallaway@jsu.edu

**College Democrats**
Promote the views and success of the Democratic Party through active interaction in the campus setting.
Advisor: Ron Mellen, Criminal Justice, 256-782-8243
E-mail: rmellen@jsu.edu

**College Republicans**
Encourages participation in the Republican Party
Advisor: Dr. William Lester, Political Science, 256-782-5692
E-mail: wlester@jsu.edu
**Collegiate Music Educators**
Promotes the professional and artistic development of music teachers through professional conferences, in-service meetings, and events; supports the JSU Department of Music.
Advisor: Renee Baptiste, Music, 256-782-5873
E-mail: baptiste@jsu.edu

**Dietetic and Culinary/Hospitality Student Association**
Promotes community and fundraising projects
Advisor: Tim Roberts, Family and Consumer Sciences, 256-782-5870
E-mail: wroberts@jsu.edu

To unite and explore our inner geek!
Advisor: Tanya Sasser, English, 256-782-5412
E-mail: tsasser@jsu.edu

**E.A.R.T.H. Club**
To raise awareness of abuse inflicted upon our planet and to promote recycling.
Advisor: James Rayburn, Biology, 256-782-5803
E-mail: rayburn@jsu.edu

**Elite Ladies Organization**
To help young women gain self-confidence through mentoring and leadership.
Advisor: Mary Clark, Counseling Services, 256-782-8166
E-mail: dbtaylor@jsu.edu

**Family and Consumer Sciences Club**
To unify the concentration within Family and Consumer Sciences into a student chapter of the American Association of Family and Consumer Sciences (AAFCS)
Advisor: Robbie Boggs, Family and Consumer Sciences, 256-782-5056
E-mail: rboggs@jsu.edu

**Forever Young Modeling Troupe**
The organization strives to help the students on campus gain self-confidence, expression and acquire team leadership skills and effective communication skills. The organization also helps students become active on campus and the community by expressing themselves through fashion, while serving the community.
Advisor: Earl Warren, Institutional Development, 256-782-5608
E-mail: ewarren@jsu.edu

**Freshman Forum**
Provides freshmen an opportunity to become more involved in SGA; must be an in-coming freshman who has shown campus involvement in high school and is committed to pursuing that commitment in college
Advisor: Noelle Millirons, Student Life, 256-782-5493
E-mail: nmilliron@jsu.edu

**History Club**
To encourage further learning and understanding of our nations great history
Advisor: Dr. L. Cook, History, 256-782-8309
E-mail: lcook@jsu.edu
**Honor’s Program**
The Honor’s Program provides academically gifted students with an enriched educational experience in a diverse range of courses which foster independent, critical thinking and effective communication.
Advisor: Steven Whitton, English, 256-782-5414
E-mail: swhitton@jsu.edu

**Interfraternity Council**
Association of nationally recognized fraternities which functions as the governing body and the Greek voice for JSU fraternities
Advisor: Kristen Smith, Student Life, 256-782-5491
E-mail: khsmith@jsu.edu

**International Association of Emergency Management Student Chapter**
To promote academic and research excellence and opportunities within the fields of emergency management and homeland security as well as their relation disciplines.
Advisor: Stacey Mann, Emergency Preparedness, 256-782-5968
E-mail: scmann@jsu.edu

**International Student Organization (ISO)**
To foster a cultural understanding and sharing between the international students and increase international student ties with the local community
Advisor: Jeff Clark, International House, 256-782-5303
E-mail: jclark@jsu.edu

**Ironclad Gaming**
To teach the mechanics of the gaming system, basic role-playing, socializing and enjoying the gaming experience
Advisor: Tanya Sasser, English, 256-782-5412
E-mail: arenfroe@jsu.edu

**Jacksonville Association of Nursing Students**
Promoting a positive image of nursing throughout the local, state, and national level.
Advisor: Jennifer Frank, Nursing and Health Sciences, 256-782-8044
E-mail: jfrank@jsu.edu
Advisor Kay Prickett, Nursing and Health Sciences, 256-782-5909
Email: awilliams@jsu.edu

**JAX State Camo Squad**
To promote the exploring nature and outdoor activities
Advisor: Shawn Giddy, University Police, 256-782-5299
E-mail: sdiddy@jsu.edu
Robert Carter, Biology, 256-782-5144
Email: rcarter@jsu.edu

**JSU Gamecock Ultimate Frisbee (Men)**
To encourage and teach teamwork, to be competitive, to become physically fit and have fun.
Advisor: George Lauderbaugh, History and Foreign Languages, 256-782-8044
E-mail: glauderb@jsu.edu

**JSU Judo Jujitsu**
To strive toward a harmonious development of the human character.
Advisor: Larry Beard, Curriculum and Instruction, 256-782-5078
E-mail: lbeard@jsu.edu
**JSU Math Club**
To spread the knowledge of martial arts and to teach confidence, promote overall fitness and camaraderie.
Advisor: Larry Beard, Curriculum Instruction, 256-782-3045
E-mail: lbeard@jsu.edu

**JSU Mixed Martial Arts (MMA)**
To spread the knowledge of martial arts and to teach confidence, promote overall fitness and camaraderie.
Advisor: Larry Beard, Curriculum Instruction, 256-782-3045
E-mail: lbeard@jsu.edu

**JSU Model Arab League-Geography**
To learn more about the Arab world, to develop skills in parliamentary debate and to participate in the Southeast Model Arab League sessions in the spring semester
Advisor: Dr. L. J. Morgan, Geography, 256-782-5216
E-mail: tbaucom@jsu.edu

**JSU Rugby**
To promote teamwork, build character, and raise morale through playing rugby.
Advisor: Chris Westley, Finance, Economics, Accounting, 256-782-5392
E-mail: cwestley@jsu.edu

**JSU Students for Equality**
Promote and educate gay rights, issues as well as provide a safer environment for gay, lesbian, bisexual and transgender students.
Advisor: Tina Deshotels, Sociology, 256-782-5350
E-mail: tdeshotels@jsu.edu

**Justice & Civil Rights Initiative**
The mission of the Justice and Civil Rights Initiative is to assist in the progression of civil, social and cultural understanding for all people, regardless of gender, race, color, creed, nationality, age, sexual orientation or disability
Advisor: Erin Rider, Sociology and Social Work, 256-782-8477
E-mail: erider@jsu.edu

**Kappa Mu Epsilon (Mathematics Honor Society)**
To promote the interest of mathematics among undergraduate students and to recognize students who have attained academic distinction in mathematics.
Advisor: David Dempsey, MCIS, 256-782-5124
E-mail: ddempsey@jsu.edu

**Lambda Alpha Epsilon/ASO**
To prepare and promote criminal justice majors or minors for Regional and National competitions
Advisor: Randall Wood, Criminal Justice, 256-782-5340
E-mail: rwood@jsu.edu

**Learning Eagerly About Destination (L.E.A.D.)**
Promote striving for excellence in all areas of life
Advisor: Linda Shelton, Counseling Services, 256-782-5954
E-mail: lshelton@jsu.edu
Level Up
To provide a general understanding and interest of electronic gaming of the past, present and future
Advisor: David Thornton, Computer Science, 256-782-5359
E-mail: thornton@jsu.edu

National Association for the Advancement of Colored People-NAACP
An outlet devoted to school involvement and community service.
Advisor: Debbie Taylor, Student Life, 256-782-5490
E-mail: dbtaylor@jsu.edu

National-Pan-Hellenic Council (NPHC)
Association of nationally recognized, traditionally African-American sororities and fraternities which functions as the governing body and Greek voice for JSU’s traditionally African-American sororities and fraternities
Advisor: Kristen Smith, Student Life, 256-782-5491
E-mail: ksmith@jsu.edu

National Society of Leadership and Success
Organization that provides experiential learning to help promote leadership, personal development academically and professionally
Advisor: Erin Rider, Sociology and Social Work, 256-782-8477
E-mail: erider@jsu.edu

Outdoor Adventure Club
The club would like to offer Jacksonville State University students the opportunity to try various outdoor activities and learn outdoor skills.
Advisor: Jimmy Griffin, HPER, 256-782-5519
E-mail: jgriffin@jsu.edu

Phi Mu Alpha Sinfonia
For the development and advancement of music
Advisor: Legare McIntosh, Music, 256-782-5560
E-mail: mcintosh@jsu.edu

Political Economy Club at Jacksonville State University
The club is a reading, discussion, and debate group to promote the study of classical liberal and libertarian theory at JSU. Its members are interested in the economics and politics of the free and virtuous society and do not generally subscribe to the dominate Left or Right paradigms associated with the two major political parties.
Advisor: Chris Westley, Finance Economics Accounting, 256-782-5392
E-mail: cwestley@jsu.edu

Political Science Model Arab League
To introduce students to all aspects of life in the Arab World while debating critical issues in an official format
Advisor: Lori Owens, Political Science, 256-782-5106
E-mail: lowens@jsu.edu

Pre-Law Society
To create a comfortable atmosphere for students to learn the process of pursuing law school
Advisor: Lori Owens, Political Science, 256-782-5106
E-mail: lowens@jsu.edu
**Residence Hall Association**
Provide a voice and address the concerns of residents living in JSU residence halls and apartments
Advisor: Wesley Todd, University Housing, 256-782-5449
E-mail: wtodd@jsu.edu

**Sav-A-Life**
Sav-A-Life is a life affirming ministry that offers emotional and spiritual help to women affected by unplanned pregnancies. Our mission is to help these women choose life for their babies and eternal life for themselves.
Advisor: Kay Coger, Teacher Service Center, 256-782-5574
E-mail: kcoger@jsu.edu

**Spanish Club**
The goal is to reach the community with awareness of the language and culture.
Advisor: Eduardo Pacheco, History, 256-782-8245
E-mail: epacheco@jsu.edu

**Students Alumni Association**
JSU Alumni are ready to assist and prepare students for jobs after college.
Advisor: Allen Renfroe, Alumni Relations, 256-782-8256
E-mail: arenfroe@jsu.edu

**Student Government Association (SGA)**
Promote the welfare of the student community by providing an avenue for student expression, social activities and student services. All enrolled students are members.
Advisor: Debbie Taylor, Student Life, 256-782-5491
E-mail: dbtaylor@jsu.edu

**Tau Delta Phi**
To encourage academic excellence, foster good moral decisions and enhance the ideals of brotherhood through the holistic development of its undergraduates.
Advisor: David Myer, English, 256-782-5464
E-mail: jgriffin@jsu.edu

**Women’s Issues, Support and Empowerment**
To promote a more balanced world, where every woman feels valuable. We hope to use our experiences as tools of empowerment, inspiration, and change. Through activism, we believe, ideals become reality.
Advisor: Erin Rider, Sociology, 256-782-5350
E-mail: erider@jsu.edu

**Writer's Club**
An artistic outlet that encourages writers to find their talent in a specific genre and to improve writing skills
Advisor: Douglas O’Keefe, English, 256-782-5549
E-mail: dokeefe@jsu.edu

**Young People Revolution (Y.P.R.)**
Creating and equipping the next generation of young leaders with professional skills to be successful
Advisor: Ed Lett, Athletics, 256-782-8101
E-mail: elett@jsu.edu
ATHLETIC SUPPORT GROUPS

Southerners and Marching Ballerinas
Performs for half-time entertainment at JSU football games as well as various
band competitions, festivals, and parades
Advisor: Ken Bodiford, Music, 256-782-5175
E-mail: kbodiford@jsu.edu
Assistant: Clint Gillespie, Music, 256-782-5630
E-mail: cgillesp@jsu.edu

Student Athletic Advisory Committee
The mission of the Student-Athlete Advisory Committee at JSU is to provide a
link of communication between JSU student-athletes and athletic department
administration and to provide a support system for student athlete life.
Advisor: Misty Cassell, Athletics, 256-782-5970
E-mail: mcassell@jsu.edu

SERVICE GROUPS

Ambassadors
Serves as host and hostess at official university functions. Must have completed
12 semester hours with 2.25 GPA and be enrolled full-time.
Advisor: Tracy Phillips, Admissions, 782-5260
E-mail: info@jsu.edu

Circle K International
Promoting community service, leadership and fellowship among members of
the JSU community.
Advisor: Annette Daugherty, Nursing and Health Sciences, 256-782-5934
Email: adaugherty@jsu.edu

Gamma Sigma Sigma National Service Sorority
To serve the JSU campus and community with service projects
Advisor: Valeria Rimpsey, English, 256-782-8098
E-mail: vrimpsey@jsu.edu

GO! Leaders
Assists new students during Orientation and throughout their first year at JSU.
Requirements include: sophomore status, 2.25 overall GPA and selection
through an interview process
Advisor: Terry Casey, Student Life, 256-782-5491
E-mail: tcasey@jsu.edu

JSU Peer Educators
The JSU Peer Educators take the initiative to offer leadership to their peers on
certain issues. Their number one goal is to create a more positive and healthy
campus environment.
Advisor: Julie Nix, Counseling Services, 256-782-5815
E-mail: jnix@jsu.edu
MEDIA

Chanticleer (JSU Newspaper)
Informs and entertains JSU students, faculty/staff and administration about campus events and important regional and national news. Provides a public forum for the expression of different opinions
Advisor: Mike Stedham, Communication, 256-782-5713
E-mail: mstedham@jsu.edu

Mimosa (JSU Yearbook)
Serves as a memory book, a history book, a reference book, and a recruiting tool for JSU students, faculty/staff, and administration
Advisor: Mike Stedham, Communication, 256-782-5713
E-mail: mstedham@jsu.edu

WLJS Radio Station (92J)
Provides the University and surrounding communities with news and information, music, public affairs, sports programming, and information about campus activities; the 3000-watt FM radio station licensed to the Board of Trustees of Jacksonville State University provides hands-on experience for students who are interested in making broadcasting a career and serves as a laboratory for radio production class.
Advisor: Mike Stedham, Communication, 256-782-5713
E-mail: mstedham@jsu.edu

HONOR SOCIETIES

Alpha Kappa Delta (Sociology)
Recognizes outstanding students in the area of sociology; Open to junior and senior sociology major with 3.0+ GPA in sociology at JSU; completed four courses in sociology, and elected by faculty.
Advisor: Tina Deshotels, Sociology, 256-782-5350
E-mail: tdeshotels@jsu.edu

Alpha Phi Sigma (Criminal Justice)
To recognize and promote academic excellence among students engaged in collegiate preparation for professional service in the field of criminal justice.
Advisor: H. Dean Buttram, Criminal Justice, 256-782-8179
E-mail: dbuttram@jsu.edu

Beta Beta Beta Biology Honors Society
To encourage academic excellence in the field of biology as well as promoting research in biology.
Advisor: Lori Tolley-Jordan, Biology, 256-782-5964
E-mail: ljordan@jsu.edu

Chi Sigma Iota (Counseling)
Promotes scholarship, research, professionalism, and excellence in counseling
Advisor: Priscilla Wilson, Educational Resources, 256-782-5724
E-mail: pwilson@jsu.edu

Honors Program
To provide academically gifted students with an enriched educational experience in a diverse range of courses
Advisor: Steven Whitton, English/Honors, 256-782-5640
E-mail: swhitton@jsu.edu  
Advisor: Janet Whitmore, Honors, 256-782-5696  
E-mail: jwhitmore@jsu.edu

**Kappa Mu Epsilon (Mathematics)**  
To promote the interest of mathematics among undergraduate students and to recognize students who have attained academic distinction in mathematics  
Advisor: David Dempsey, MCIS, 256-782-5124  
E-mail: ddempsey@jsu.edu

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**RELIGIOUS GROUPS**

**Baptist Campus Ministries**  
Promotes fellowship and service to the campus and in the community  
Advisor: Gary Brittain, Campus Minister, 256-782-5736 or 256-435-7020  
E-mail: gbrittain@alsbom.org

**Campus Outreach**  
To promote an open campus wide fellowship  
Advisor: Katerri Krebs, Disability Support Services, 256-782-8390  
E-mail: krebs@jsu.edu

**Chi Alpha**  
Uniting students to Christ and equipping them through spirit-filled prayer, worship fellowship, discipleship with the mission to transform the world.  
Advisor: Robbie Medders, Small Business Development Center, 256-782-5392  
E-mail: rmedders@jsu.edu

**Engage JSU**  
A Christian organization that seeks to worship Christ and foster Christian relationships and serve the campus and community. More information is available at www.engagejsu.com  
Advisor: Brent Cunningham, Management and Marketing, 256-782-5785  
E-mail: brentc@jsu.edu

**Episcopal Campus Ministry**  
To encourage spiritual growth in Christ and provide services to the campus and community  
Advisor: Robert Carter, Biology, 782-5144  
E-mail: rcarter@jsu.edu

**Faith Outreach Campus Ministry**  
Teaching and leading to an identity in God.  
Advisor: Rochelle Smith, Housing & Residence Life, 256-782-5128  
E-mail: rdsmith@jsu.edu

**Fellowship of Christian Athletes**  
Providing and encouraging Christian fellowship  
Advisor: Steve Gillispie, Athletics (Baseball), 256-782-5358  
E-mail: sgillisp@jsu.edu

**Jacksonville Christian Student Center (JCSC)**  
Striving to bring first century Christianity to twenty-first century students.  
Advisor: Jana McGinnis, Athletics (Softball), 256-782-5524  
E-mail: mcginnis@jsu.edu
Reformed University Fellowship (RUF)
A college ministry of the Presbyterian Church of America dedicated to the cultivation of a Christ-centered community on the campus at Jacksonville State University.
Advisor: Steven Stout, Psychology and Philosophy, 256-782-8125
E-mail: ssout@jsu.edu

Sav-A-Life PCC Student Group
This is a life affirming ministry that offers emotional and spiritual help to women affected by unplanned pregnancies. Our mission is to help these women choose life for their babies and eternal life for themselves.
Advisor: Kay Coger, Teacher Service Center, 256-782-5574
E-mail: kcoger@jsu.edu

UPC (United Pentecostal Church) Student Ministry
To unite students of the Pentecostal faith and continue in the Apostles doctrine.
Advisor: Ben Hardy, Finance Economics Accounting, 256-782-5397
E-mail: bhardy@jsu.edu

Wesley Foundation
Providing an alternative community for students to hang out, study, ask questions; a place to belong, explore their spirituality and serve God.
Advisor: Karen Gregg, Arts & Sciences, 256-782-5231
E-mail: kgregg@jsu.edu

PROFESSIONAL AND DEPARTMENTAL CLUBS

Alpha Kappa Psi
To foster scientific research in the field of commerce, accounts and finance.
Advisor: Ben Hardy, Finance Economics Accounting, 782-5397
E-mail: bhardy@jsu.edu

Alpha Omicron Omega
To enhance the education of students in the College of Education and Professional Studies.
Advisor: Emily Sims, Secondary Education, 256-782-5853
E-mail: esims@jsu.edu

Alpha Phi Sigma (Criminal Justice Honor Society)
To recognize and promote academic excellence among students engages in collegiate preparation for professional service in the field of criminal justice.
Advisor: H. Dean Buttram, Criminal Justice, 256-782-8179
E-mail: dbuttram@jsu.edu

Alpha Sigma Omega
To improve criminal justice through educational activities
Advisor: Randal Wood, Criminal Justice, 256-782-5340
E-mail: rwood@jsu.edu

American Chemical Society
To advance the interest in chemistry through education and research
Advisor: Al Nichols, Physical and Earth Science, 782-8150
E-mail: anichols@jsu.edu
The Association of Technology, Management and Applied Engineering
(JSU Student Chapter – ATMAE)
Fosters the improvement of industrial technology with colleges, universities, businesses, and industry
Advisor: Phillip Dean, Technology and Engineering, 256-782-5839
E-mail: pdean@jsu.edu

Chi Sigma Iota International Honor Society – Chi Theta Chapter
The mission of the Chi Theta is to promote counselor education student involvement in professional scholarship and service to the community
Advisor: Nancy Fox, Education Resources, 256-782-8341
E-mail: nfox@jsu.edu

Delta Sigma Pi
Professional business fraternity organized to foster the study of business in universities and to encourage scholarship, social activity, and to promote close affiliation to the commercial world.
Advisor: John Sneed, Finance Economics Accounting, 256-782-5772
E-mail: jsneed@jsu.edu

Family and Consumer Sciences Club (FSC)
To improve the lives of families, individuals, and communities through community projects, fundraising and annual conventions
Advisor: Robbie Boggs, Family and Consumer Sciences, 256-782-5056
E-mail: rboggs@jsu.edu

Financial Management Association
To promote finance as a profession, encourage academic fellowship, provide an association that enhances interaction of students and members of the area financial community.
Advisor: Ben Boozer, Finance, Economics, Accounting, 256-782-5775
E-mail: bboozer@jsu.edu

Geography Club
To further interest in and visibility of geography at JSU and in the surrounding region
Advisor: Jonathan Herbert, Geography, 256-782-5812
E-mail: jherbert@jsu.edu

Kappa Kappa Psi
To provide service to the college and university bands
Advisor: Jeremy Stovall, Music, 256-782-5562
E-mail: jsukpsi@jsu.edu

Kappa Mu Epsilon, Mathematics Honor Society
To promote the interest of mathematics among undergraduate students and to recognize students who have attained academic distinction in mathematics.
Advisor: David Dempsey, MCIS, 256-782-5124
E-mail: ddempsey@jsu.edu

Lambda Alpha Epsilon (L.A.E.)
The goal of the organization is to represent JSU and the Criminal Justice department in regional and national competitions as well as help the community.
Advisor: Randal Wood, Criminal Justice, 256-782-5340
E-mail: rwood@jsu.edu
**Pre-Law Society**  
To educate and inform students interested in pursuing a profession in law  
Advisor: Lori Owens, Political Science, 256-782-5106  
E-mail: l owens@jsu.edu

**Public Relations Organization**  
To provide students with practical and professional experience in public relations and mass media  
Advisor: Augustine Ihator, Communication, 256-782-8205  
E-mail: aihator@jsu.edu

**Sigma Alpha Iota**  
To enhance and uphold the highest standards of music for college women and alumnae who share an interest in music  
Advisor: Allison McInnis, Music, 256-782-6112  
E-mail: amcinnis@jsu.edu

**Sigma Tau Delta**  
To promote language literature and literacy; to honor those who achieve excellence in these areas  
Advisor: Gloria Horton, English, 256-782-5409  
E-mail: ghorton@jsu.edu

**Social Work Club**  
To promote a positive image of social work on campus and in the community  
Advisor: Kim Womack, Social Work, 256-782-5857  
E-mail: kwomack@jsu.edu

**Society of Professional Journalists**  
To promote diversity, freedom of information and ethics  
Advisor: Mike Stedham, Communications, 256-782-5713  
E-mail: mstedham@jsu.edu

**Sociology Club**  
To improve and promote a better understanding of the study of individuals and the world  
Advisor: Tina Deshotels, Sociology, 256-782-5350  
E-mail: t deshotels@jsu.edu

**Student Chapter American Choral Directors Association (ACDA)**  
The mission of the ACDA is to inspire excellence in choral music through education, performance, composition, and advocacy.  
Advisor: Patricia Corbin, Music, 256-782-5544  
E-mail: pcorbin@jsu.edu

**The Association of Technology, Management, and Applied Engineering**  
The organization constructs and program robots for national competitions.  
Advisor: Phillip Dean, Technology, 256-782-5839  
E-mail: pdean@jsu.edu
Sororities and Fraternities

Interfraternity Council (IFC)

<table>
<thead>
<tr>
<th>Organization</th>
<th>President</th>
<th>Faculty Advisor</th>
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<tbody>
<tr>
<td>Delta Chi</td>
<td>Jason Katz</td>
<td>Terry Casey</td>
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<td>Kappa Alpha Order</td>
<td>Santiago Hechart</td>
<td>Bill Nash</td>
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<tr>
<td>Kappa Sigma</td>
<td>Tyler Stone</td>
<td>Ben Hardy</td>
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<tr>
<td>Pi Kappa Phi</td>
<td>Dale Cordel</td>
<td>Dean Buttram</td>
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<tr>
<td>Sigma Nu</td>
<td>Kenneth Smith</td>
<td>Paul Hathaway</td>
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<tr>
<td>Sigma Phi Epsilon</td>
<td>Corbin Shaw</td>
<td>Andy Green</td>
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<td>Tau Delta Phi</td>
<td>Javier Martinez</td>
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National Pan-Hellenic Council (NPHC)

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<th>Organization</th>
<th>President</th>
<th>Faculty Advisor</th>
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<tr>
<td>Alpha Kappa Alpha</td>
<td>Melita Muhammad</td>
<td>KaSandra Russaw</td>
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<tr>
<td>Delta Sigma Theta</td>
<td>Gabrielle Walker</td>
<td>Angie Whetstone</td>
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<td>Sigma Gamma Rho</td>
<td>Whitney Darby</td>
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<td>Zeta Phi Beta</td>
<td>Germaine Wyche</td>
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<tr>
<td>Kappa Alpha Psi</td>
<td>Darius Hunter</td>
<td>Kevin Hoult</td>
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<tr>
<td>Omega Psi Phi</td>
<td>Marshall Williams</td>
<td>James Powe</td>
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<tr>
<td>Phi Beta Sigma</td>
<td>Donovan Wilson</td>
<td>Michelle Green</td>
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Panhellenic Council (NPC)

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<tr>
<th>Organization</th>
<th>President</th>
<th>Faculty Advisor</th>
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<tr>
<td>Alpha Omicron Pi</td>
<td>Brooke Bishop</td>
<td>Rhonda Kilgo</td>
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<tr>
<td>Alpha Xi Delta</td>
<td>Katy Stephens</td>
<td>Kaci Ogle</td>
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<td>Delta Zeta</td>
<td>Randee Jeske</td>
<td>Kelly Murray</td>
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<td>Phi Mu</td>
<td>Katlynne Miller</td>
<td>Brooke Lyon</td>
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<tr>
<td>Zeta Tau Alpha</td>
<td>Gena Baker</td>
<td>Andrea Porter</td>
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</tbody>
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Sorority & Fraternity Advisor

Kristen Smith
Assistant Director of Student Life – Fraternity & Sorority Life
700 Pelham Road North, TMB Room 402
Jacksonville, AL 36265
256-782-8492
khsmith@jsu.edu
STUDENT GROUPS AND ORGANIZATIONS
POLICIES

Student groups and organizations are expected to maintain appropriate standards of conduct that are commensurate with those expected of individual students. Student groups and organizations may be charged with violating the University's Code of Conduct without regard to whether members of such groups or organizations are individually charged with violations arising from the same occurrences. Noncompliance with the University Code of Conduct by a JSU student organization while participating in non-University sponsored activities off campus may be subject to the disciplinary process. (See University Policies, III. Code of Conduct, University Sanctions)

I. Alcohol and Drug Policy*
   A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organization event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, country, city and institution of higher education, and must comply with either the BYOB or third party vendor.  
   B. No alcoholic beverages may be purchased with/through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or a common source of such alcoholic beverages, e.g. kegs or cases, is prohibited.  
   C. OPEN PARTIES, meaning those with unrestricted access by non-members of an organization, without specific invitation, where alcohol is present, shall be prohibited.  
   D. No members, collectively or individually, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).  
   E. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on university property, during an organization event or at any event that an observer would assist with the organization, is strictly forbidden.  
   F. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.  
   G. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.  
   H. All rush activities associated with any organization must be a DRY rush function.  
   I. No member shall permit, tolerate, encourage, or participate in drinking games.

II. Social Activities Policy
   A. Student Organizations can plan social activities throughout the calendar year as long as they are in compliance with the University's Alcohol and Drug Policy. Organizations should observe the period beginning with Academic Preparation Day (7:30 a.m.) until the conclusion of the last final exam as "Exam
Preparation Week." Organizations are prohibited from having any social activities during this time period.

III. On-Campus Social Policy for Non-Residential Facilities
Recognized student organizations may request use of on-campus non-residential facilities to host social functions. The following guidelines must be followed by each organization in order for the organization to remain in good standing with the university.

A. All on-campus social events must be non-alcoholic.
B. Social events include any parties, mixers, or events that run into hours after 10 p.m.
C. All organizations must either have an advisor present or have obtained security through the University Police Department for the duration of the event.
D. Should security be requested by the University Police Department, guest lists must be utilized at the entrance door of all social events. The guest list must at least be a sign-in sheet for all attendees. Attendees must have identification to verify their full name.
E. The guest list must be present when the event begins and must be available for submission to the University Police Department. The guest list is not required for submission to University Police Department prior to the social event.
F. At least one member of the organization must supervise the entrance during the entire social event.
G. At any time, the University Police Department has the authority to immediately close the social event.
H. Security through the University Police Department must be requested at least 10 working days prior to the social event.

FIPG RISK MANAGEMENT POLICY
The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS
1. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any events an observer would associate with the fraternity, must be in compliance with any all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guest be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, legs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any events that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/ new member or novice shall permit, tolerate, encourage or participate in “drinking.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots of equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” big brother-little brother” events or activities, / “big sister-little sister’ events or activities, “family” events or activities and initiation.
HAZING
No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

SEXUAL ABUSE AND HARASSMENT
The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or off-site locations which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY
1. All chapter houses should meet all local fire and health code standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosives or incendiary devices of any kind within the confines and premises of the chapter house are prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION
Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and copy of the policy shall be available on the fraternity website.

*Adopted from Fraternal Information and Programming Group
STUDENTS RIGHTS AND RESPONSIBILITIES

I. Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.

A. It is assumed that the student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and personal abuse.

B. The student as a citizen has a right to be considered equally for admission to, employment by, and promotion within the campus in accord with the provisions against discrimination in the general law.

C. It is held that Jacksonville State University is no sanctuary from the general law and, furthermore, that the campus is a community of growth and fulfillment for all, rather than a setting described in the concept of in loco parentis.

II. All students have responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:

A. Each student has the freedom, dependent upon level of competence, to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.

B. Each student has the right to pursue normal curricular and extracurricular activities, including freedom of movement.

C. Students have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in university records.

D. Students have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.

E. Students have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.

F. Students who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
III. The University has rights and responsibilities which include but are not limited to the following:

A. The University has a right and an obligation to present and debate public issues.
B. The University has a right to prohibit individuals and groups who are not members of the University community from using its name, its finances, and its physical operating facilities for commercial or political activities.
C. The University has the right to prohibit students from using its name, its finances, and its physical and operating facilities for commercial activities.

IV. All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated University regulations.

UNIVERSITY POLICIES

Jacksonville State University is primarily a community of individuals who have come together for the purpose of education. As with any community, the University must establish guidelines for academic honesty and behavior which will produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity.

The following pages contain a listing of a number of areas which have required definitive regulation in the past. In cases which are not specifically covered here, students will be expected nonetheless to govern their behavior so as to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the University community.

I. JURISDICTION OF THE UNIVERSITY

Jurisdiction of the University is generally considered to include student conduct which occurs on University property and/or student conduct which has an adverse effect on the University, the members of the University community, or the fulfillment of the University's mission.

A. Violation of Federal, State, or Local Law

1. If a student is charged with an on-or off-campus violation of federal, state, or local law, or is charged with and is subsequently found guilty or has pleaded "no contest" to a violation of Federal, State, or Local Law, disciplinary action may be taken against the student for misconduct that demonstrates disregard for the University, members of the University community, or the mission of the University.

2. If a student is involved in misconduct which is a violation of the Code of Conduct, as well as a violation of federal, state, and local law, University disciplinary proceedings may proceed without regard or consideration to the pendency of civil litigation in any court or criminal arrest and prosecution. Proceedings resulting from violations
of the Code of Conduct may be instituted prior to, simultaneously
with, or following civil or criminal proceedings off campus. The
University will not request or agree to special consideration for a
University student in civil or criminal proceedings off campus.

3. The University may, however, inform off campus law enforcement
authorities of the policies of the Code of Conduct and how the
offense in question may be handled by the University. The University
will cooperate fully with the off campus law enforcement authorities,
as well as other related agencies in the enforcement of criminal law
on campus and in the conditions imposed by civil and criminal courts
on student violations.

II. ACADEMIC HONESTY
In a University community, true knowledge can be gained only through
honest means. All academic dishonesty is expressly prohibited. This
policy is applicable for campus and distance learning activities.
Violations include BUT ARE NOT LIMITED TO, the following:

A. The use of unauthorized materials or the receipt of unauthorized
assistance during an examination or in the completion of any other
assignment, exercise, experiment, or project for academic credit.
Unauthorized materials may include, but are not limited to, notes,
textbooks, previous examinations, exhibits, experiments, papers, or
other supplementary items.

B. Copying or utilizing information from a paper of another student
during an examination.

C. Rendering unauthorized assistance to another student by knowingly
permitting him or her to copy an examination, project, paper,
assignment, exhibit, exercise, or other material to be submitted for
academic credit.

D. Illegally obtaining or attempting to obtain unauthorized prior
knowledge of an examination or test materials.

E. Selling or giving to another student unauthorized copies of tests or
examinations or research assignments.

F. The use of a commercially prepared term paper or research project or
the submission of a paper, project, or experiment completed by
someone other than the student submitting any of the above for
academic credit.

G. Falsifying class attendance.

H. Falsifying reasons why a student did not attend a required class or
take a scheduled examination.

I. Taking an examination in the place of another student.

J. Making unauthorized change in any reported grade or on an official
academic report form.

K. Unauthorized collaboration between two students on an examination,
paper, or project.

L. Plagiarism, which is the deliberate act of copying, writing, or
presenting as one's own the information, ideas, or phrasing of another
person without proper acknowledgment of their true source.

M. Making use of computing facilities in an academically dishonest
manner.

Note: Students may be found in violation of the Academic Honesty Policy through
the academic grading procedure as long as notice and hearing are granted and appeal is
available and/or through the University Judicial System (See Judicial Procedures,
Section III. 1-4)
III. CODE OF CONDUCT

A. Alcohol Policy

Possession or consumption of alcoholic beverages on the campus of Jacksonville State University is expected to conform to the laws of the State of Alabama and City of Jacksonville. In summary, these laws prohibit the following:

1. Possession, use, or purchase of liquor, beer, or wine by persons under 21 years of age. (Code of Alabama, 28-3-266)
2. Consumption of alcoholic beverages in unlicensed public places. (City of Jacksonville Ordinance #178-Drinking in Public)
3. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28-3-60:10)
4. Public drunkenness. (Code of Alabama, 28-3-260:3)
5. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
6. Sale of alcoholic beverages on Sunday. (Code of Alabama, 28-3-261)
7. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

Enforcement: These laws are enforceable by University Police as well as local and state law enforcement authorities. In addition to the above, Jacksonville State University residence hall rules and regulations specifically prohibit the following:

1. Consumption of liquor, beer, or wine in the hallways, reception rooms, and lounges.
2. Loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits that otherwise interfere with the rights of residents to study, sleep, and have privacy within their rooms.
3. Violations of JSU alcohol policy by students under 21 years of age will be subject to parental notification and disciplinary sanctions.

University Sanctions: Alcohol abuse violations of the Student Code-of-Conduct at Jacksonville State University will be handled as follows:

1. First-time violators:
   a. Administrative hearing with appropriate penalty, or
   b. Counseling and evaluation
2. Repeat violators:
   a. Administrative hearing with the possibility of suspension or expulsion
   b. If under age of 21, parental notification of violation

B. Disruptive or Deleterious Behavior

Students who demonstrate a documented pattern of frequent disruptive or deleterious (self-harming) behavior will be subject to intervention and, possibly, disciplinary action. Intervention may include referrals to health professionals on or off campus, notification of family, or other responses deemed appropriate to the circumstances. Disciplinary action may include probationary periods, suspension, or expulsion.
C. Drugs
1. No student shall possess or distribute an illegal drug as defined by state law. Such possession or distribution is prohibited in any building or on any property owned or operated by the University. Possession is defined to include any area or property for which the student is responsible.
2. University policy conforms to state law with regard to drug paraphernalia.

D. Dangerous Practices
No student shall engage in any activity which shall endanger the life or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to, the following activities:

1. The use or possession of fireworks, firecrackers, gunpowder, or any dangerous chemicals or explosive materials.
2. Inappropriate or dangerous use of fires, open flames, candles, matches, or other flammable materials in all residence halls, apartments, or in any other building owned or operated by the University.
3. Blocking or in any way preventing the use of or access to fire exit doors, residence hall room doors, and building hallways.
4. Improper use of electrical appliances or wiring which creates a fire hazard. (Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.)

E. Destruction or Attempted Destruction of Property
1. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the university community, or a campus visitor.
2. Damage which is caused accidentally should be promptly reported to a residence hall staff member or an appropriate university official. Failure to report accidental damage will be considered a violation of this regulation.

F. Disorderly Conduct
No student shall participate, cause, or excite any disturbance, excessive noise, or contention in or near any building or other property owned or operated by the University.

G. Falsification of Official Information
1. No student shall alter or have in his or her possession an altered University identification card, nor alter or enter false information on an official university document.
2. No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

H. Hazing
No form of hazing is permitted by any student or student organization. Hazing is defined as verbal, mental, or physical abuse against an individual, with or without consent.
I. Interference with the Judicial Process
No student shall engage in any activity which disrupts, unfairly influences, or obstructs the judicial process of Jacksonville State University. This includes, but is not limited to, the following activities:
1. Attempting to influence, intimidate, or threaten any witness, judicial member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate or illegal distribution, announcement, or publication of confidential judicial information, letters, or decision(s).
3. Giving false information to a judicial body.

J. Non-Compliance with an Official Request
1. No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official duties. Students must carry a JSU ID card at all times and a request for proper identification from a student is a reasonable expectation.
2. No student shall fail to answer or respond promptly to lawful requests from members of the faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official university duties.
3. No student shall intentionally provide false information verbally or in writing, to faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official duties.

K. Obscene Conduct
No student shall engage in lewd, indecent, or obscene conduct or expression on university property or in university owned or operated buildings.

L. Personal Abuse
No student shall threaten, abuse, or degrade anyone on university owned or operated property. Forms of sexual harassment are a violation of this policy.

M. Projectiles
No student shall throw or cause to be projected any object or substance which has potential for damaging or defacing university or private property or causing personal injury or disruption.

N. Right of Expression
Jacksonville State University seeks to preserve the student's privilege to take an active role in exercising their rights of expression, conscience, affiliation, and peaceful assembly. At the same time, the University also recognizes its responsibility to protect the rights and freedom of those who wish to pursue their educational interest without interference. The following procedures have therefore been established to safeguard the orderly functioning of all rights while also providing for the safety and protection of members of the university community.
1. All demonstrations or peaceful assemblies must be registered with the Director of Student Life or appointee at least 48 hours in advance. Standard space reservation procedures must be followed for the use of any university space. Demonstrations or peaceful assemblies are generally defined as any public manifestation of welcome, approval,
disapproval, protest, or conscience by a student or groups of students. (Assemblies commonly associated with social or athletic events are not usually within the purview of this definition.)

2. At the time of the registration, the student or groups of students will be advised by the Director of Student Life or designee of any guidelines that will be required for the demonstration or peaceful assembly. Guidelines may include the time, place, and duration of the demonstration or assembly and the maximum number of people who may participate. The decisions of the Director of Student Life regarding any demonstration or assembly guidelines may be appealed within 24 hours to the Associate Vice President for Enrollment Management and Student Affairs.

3. The following restrictions apply to all demonstrations or peaceful assemblies:
   a. Blocking or impeding vehicular or pedestrian traffic is prohibited.
   b. Blocking access to or from campus buildings or offices is prohibited.
   c. No activity that promotes violence against person or property is permitted.
   d. Observers may not interfere with participants of the demonstration or assembly in any way.
   e. Activities of participants or observers that disrupt or disturb classes, meetings, or any other normal functions of the University are prohibited.
   f. All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of university officials or campus police. Any student who violates any part(s) of this policy will be subject to judicial action. Depending on the individual circumstances, criminal charges may also be filed. A recognized organization that violates any part(s) of this policy may have penalties imposed upon it by the Director of Student Life.

O. Sexual Misconduct
No student shall make sexually oriented touches, advancements, or physical contact without the full consent of the other party, or shall a student engage in lewd or lascivious behavior on university property or in university owned or operated buildings.

P. Invasion of Privacy
No student shall use electronic imaging devices to photograph individuals or groups in university coliseum or gymnasium dressing rooms, locker rooms or showers without the written and signed permission of the individual(s) being photographed.

Q. Stalking
Stalking is defined as repeatedly contacting, following or remaining in the physical presence of another person when that contact is unwanted. This contact includes but is not limited to: telephoning, transmitting letters or notes, or contacting through electronic media. These acts may be either passive or active. Any behavior that hampers the ability of a student to learn and/or instructor to teach shall be deemed to be disruptive. In an extreme form, this behavior may even threaten physical safety.
R. Property Theft
1. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item of value not belonging to him or her.

2. No student will illegally use or appropriate any property not belonging to him or her.

S. Identity Theft
No student shall use credit cards, phone cards, identification cards, personal identification numbers or other documentation belonging to another individual for fraudulent transactions.

T. Trespass
1. Any individual refusing to leave an area as directed by an authorized administrator, faculty, or staff member is guilty of trespass.

2. Any unauthorized individual entering a university operated building or room which has been closed, locked, and/or posted shall be guilty of trespass.

U. Unauthorized Entry
No student shall enter or remain in an automobile, private room, office, or restricted area under control of another student, guest of a student, faculty member, or university official except by permission or invitation of the resident student, guest, or the appropriate university official or faculty member.

V. Violence to Persons
No student shall engage in any form of violence directed toward another person or group of people. Responding to violence with violence is a violation of this policy.

W. Weapons
No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. Rifles, shotguns, and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the University Police Department.
IV. UNIVERSITY DRUG FREE WORKPLACE POLICY

Jacksonville State University hereby affirms its policy of providing a drug-free work place for its employees. In furtherance of this policy, the following guidelines and sanctions have been adopted.

A. Drug Use Policy

Federal law prohibits the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance in the work place. (The work place is defined as Jacksonville State University property, vehicles, or participation in a JSU sponsored activity away from campus.) It is the policy of JSU to comply totally with this law and in compliance will:

1. Provide each student and employee a copy of this policy.

2. Require any student convicted of any criminal drug statute violation which has occurred in the work place to notify the University Judicial Coordinator within five days of the conviction.

3. Require any faculty or staff member convicted of any criminal drug statute violation which has occurred in the work place to notify the Director of Human Resources within five days of the conviction.

B. Legal Sanctions

Legal sanctions for possession, use or distribution of illicit drugs and alcohol may include imprisonment for periods ranging from less than one year (for first offense) up to life imprisonment without parole (for multiple convictions) and fines ranging up to $500,000.

C. Health Risks

Marijuana:

1. Use of marijuana reduces short term memory, motivation, concentration and attention span.
2. Infertility may be caused by the use of marijuana in both males and females.
3. Lung damage may result from use of marijuana.

Cocaine:

1. Use of cocaine may lead to addiction.
2. Use of cocaine may cause permanent damage to the lungs, liver, and nose.
3. Chest pain, heart attack, heart failure, stroke, and seizures may result from the use of cocaine.

Alcohol:

1. Use of alcohol may lead to addiction.
2. Damage to the liver, brain, heart, and other organs may result from long-term drinking.
3. Harm may occur to babies whose mothers use/abuse alcohol during pregnancy (Fetal Alcohol Syndrome).
4. Abuse of alcohol can lead to overdose and death.
5. Mixing alcohol with other drugs (legal and illicit) may intensify the effects of either, making overdose more likely.
6. Use of drugs and/or alcohol causes impairment of judgment and motor skills which greatly increases the risks of injury or death due to accidents.

D. Substance Abuse Awareness, Counseling, and Treatment
Counseling Services offers individual and group counseling and therapy to students, faculty, and staff at Jacksonville State University. These services are without charge. These services include intervention, short-term and long-term supportive therapies. Referrals may also be made to the Calhoun-Cleburne Mental Health Center or another treatment facility. JSU Counselors and Peer Educators are available to conduct educational programming on substance abuse related topics.

E. Institutional Sanctions
1. Students who violate this policy will be subject to disciplinary action up to and including dismissal from the University.
2. Employees who violate this policy will be subject to disciplinary action up to and including discharge. If you are charged by your immediate supervisor with an offense which may result in discharge, your case will be referred to the next level of supervision and your immediate discharge may be recommended and/or affected immediately. If discharged, you will not be entitled to accrued annual leave, and this action will become a part of your employment record.

V. OTHER REGULATIONS
A. Bicycles
1. No bicycle may be kept anywhere inside residential, academic, or administrative buildings.
2. Bicycles may not be ridden in residential, academic, or administrative buildings. Bicycles improperly placed in any university building will be confiscated by the University.

B. Camping or Shelter Construction
Constructing shelters, camping, or sleeping out on university owned properties is prohibited at all times.

C. Campus Election
No one shall in any way tamper with or illegally influence voting or vote counting procedures or regulations as set forth by the Student Government Association for any campus election.

D. Computer Misuse
Any misuse of university or personal computers is expressly prohibited. Examples of misuse include but are not limited to the following:
1. Computer fraud, trespass, theft, embezzlement, or invasion of privacy.
2. Tampering with files or information that belongs to someone else.
3. Using the computer to examine, modify, or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
4. Attempting to degrade computer hardware or software performance or to circumvent its security.
5. Depriving or attempting to deprive other users of resources or access to a computer.
6. The viewing, collection, or storage of pornographic materials is strictly prohibited.
7. Engaging in software piracy which includes unauthorized downloading of proprietary material including movies, music or other software files.

E. Failure to Comply with a Disciplinary Decision
No student shall fail to comply with any disciplinary decision or condition(s) imposed by the University.

F. False Alarms and Fire Drills
1. No student shall initiate or pull a false alarm or report or declare a false bomb or fire threat.
2. No student shall knowingly disregard a fire alarm, bomb threat, or refuse to evacuate a building or a section of a building where a fire alarm is sounding or an order to evacuate has been given.
3. No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

G. Fire Suppression/Detection Equipment
1. No student shall, without authorization, operate, tamper with, or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.
2. No student shall tamper with or otherwise misuse any fire detection, early warning devices, emergency lighting, or evacuation systems.

H. Littering
No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. No receptacle used for trash shall be overturned.

I. Loitering
Due to concerns of safety, security, and a student’s right to privacy in all residence halls, the following rules have been established:

1. No loitering will be allowed in and around any residence halls.
2. Loitering shall be defined as:
   a. Any individual or group of individuals congregating in or around a residence hall without a reason or a cause relating to that specific hall.
   b. Any individual or group of individuals in or around a residence hall causing an annoyance or inconvenience to residents and their guests.
3. Residence hall shall include all areas within the building proper as well as all exterior areas of the residence hall including patios, porches, stairwells, sidewalks, lawns, and parking areas.
4. Guests of residents may be in or around residence halls in accordance with established guidelines including:
   a. All guests will be escorted at all times by their host.
   b. No resident may host more than three (3) guests at any time.
3. Residence hall staff will, upon receiving a complaint about loitering, ask the individual or group of individuals to vacate the premises.
Failure to comply with this request could result in disciplinary or legal action being taken.

J. **Pets**

Students shall not bring any pet with the exception of service animals for the disabled, belonging to them or under their control into any university owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Students with service animals should register with Disability Support Services in 139 Daugette Hall. Owners must keep pets on a leash at all times. All actions of any pets will be the responsibility of the owner. Violations of this policy will be handled as follows:

1. In or near classrooms, academic buildings, administrative buildings, or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses, or the owner cannot be found, University Police will be called and appropriate action taken.

2. Students found with a pet in university housing will be given notice that they must remove the pet. Students failing to remove their pet after notification may have their housing contract terminated.

K. **Soliciting, Selling, Surveying, and Publicizing**

1. Students or organizations engaging in advertising or selling goods, services, or tickets; soliciting for any purpose whatsoever on university property or in university operated buildings; or surveying students must first obtain permission from the Director of Student Life. Surveys that are a part of an academic requirement must be approved by the instructor, department head, and academic dean before approval will be given by the Director of Student Life.

2. All students or student organizations planning to conduct programs on or off the University campus requiring a contractual agreement with non-university agencies, must obtain permission of the Director of Student Life.

3. Non-students and non-university related organizations may sell or solicit on campus with permission of the Director of Student Life. If approved by the Director of University Housing, programs or demonstrations of legitimate products may be presented in residence halls only under the following conditions:
   a. The hall council agrees to sponsor the program. Approval by a recorded majority vote of the hall council shall constitute legitimate sponsorship.
   b. Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion, except that it may not include solicitation or orders, signing of contracts, or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.
   c. Solicitors may leave calling cards, catalogs, or order blanks with students but may not transact business or seek promises for future transactions.
   d. A member of the residence hall staff must agree to be present to observe the program.
   e. No resident of the hall, hall council member, or member of the hall staff may profit from presentation by virtue of his or her role in securing sponsorship for the solicitor. Free gifts,
commissions, or any other forms of remuneration are not allowed.

f. Door prizes, discounts, or any other forms of free gifts used to promote attendance or encourage interest must be available to all on an equal basis.

g. No door-to-door solicitation is permitted.
h. All programs falling under the definition of this policy must be registered in advance with the Office of University Housing and Residence Life.

4. Posters, banners, or any other printed material may only be displayed on bulletin boards inside authorized university operated buildings or on authorized university property. (The exterior of academic buildings and trash receptacles are specifically unauthorized display areas.)

L. Sound Amplification Equipment
Various outdoor student activity programs require the use of sound amplification equipment. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound equipment on campus must be obtained from the Director of Student Life. Sound amplification must comply with the noise ordinance of the City of Jacksonville.

M. Unauthorized Use of University Property or Documents
No student shall use, possess, or sell any parking decal, ID card, keys, or official university documents issued by the University to another individual. Specifically this prohibits the following:

1. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.

2. Use, possession, or sale of a university identification card to obtain entry or services to which the individual is not entitled.

3. Use, possession, or sale of any university keys not specifically issued to the student.

4. Use of official university documents or identifying information by a student not authorized to do so.

5. Duplication of any key(s) issued by the University.

N. Inclement Weather Policy
Jacksonville State University is primarily a self contained campus with a large number of residential students requiring a variety of support services, regardless of the weather. Therefore, the University does not completely close because of severe weather conditions. Decisions to close all nonessential university operations, to include classes, will be made by the President, or a designee. In the interest of safety and in recognition of the difficult driving conditions that occur in certain areas, the University permits a liberal makeup policy for commuter students who cannot attend classes during times of extreme weather conditions.

O. Parking
All motor vehicles to be parked on campus by members of the University community (faculty, staff and students) must be registered with the University Police within 24 hours after classes begin for a semester or on the first work day after bringing a motor vehicle to campus.
VI. POLICIES OF NON-DISCRIMINATION

A. Notification of Non-Discrimination Pursuant to Title VI
Jacksonville State University has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of age, religion, race, color, sex, handicap, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, this institution is committed not to discriminate against any person on the grounds of race, color, sex, handicap, veteran status, or national origin in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, material, equipment, facility, or other property. Any person who believes himself/herself or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or the Act and Regulation issued thereunder may, by himself/herself or a representative, file with the United States Commissioner of Education or with this institution, or both, a written complaint.

B. Notification of Non-Discrimination on the Basis of Disability
In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Jacksonville State University does not discriminate on the basis of handicap. This requirement, not to discriminate in educational programs and activities, extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504, the ADA, and the implementing regulations may be referred to the Section 504 and ADA coordinator, Director of Disability Support Services.

C. Notification of Non-Discrimination on the Basis of Sex
Jacksonville State University does not discriminate on the basis of sex in the educational programs or activities which it operates. Jacksonville State University is required by Title IX of the Education Amendments (PL.92-318) of 1972 and Department of Education regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving Federal Financial Assistance, not to discriminate in such a manner. This requirement not to discriminate in educational programs and activities extends to employment by the University and to admission thereto. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the Title IX coordinator, Associate Vice President for Enrollment Management and Student Affairs, Jacksonville State University, 102 Bibb Graves Hall, or Director, United States Office for Civil Rights.

Grievance Procedures:
A student who wishes to initiate a grievance or complaint involving sex discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he or she may go to the department head, then the dean of the college, if applicable, and finally, to the
appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the university Judicial Coordinator 215 Stephenson Gym. After exhausting the informal remedies, the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from the Associate Vice President for Enrollment Management and Student Affairs.

D. Sexual Harassment

It is the established policy of Jacksonville State University to provide a work and study environment for faculty, staff, and students free from all forms of sexual harassment, intimidation, and exploitation. The policy against sexual harassment shall be applied in a manner that recognizes principles of academic freedom and freedom of expression. The faculty member is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching controversial material that has no relation to his/her subject. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other written communications, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a condition of employment or admission of an applicant.
2. Submission to or rejection of the conduct is made the basis for a personnel action or grade.
3. The conduct seriously affects an employee's or student's performance or creates an intimidating, hostile, or abusive work or study environment.

A student may bring a complaint alleging sexual harassment to the University Affirmative Action Officer for informal discussion and advice. The Affirmative Action Officer will provide assistance in resolving the complaint according to policies and procedures governing JSU faculty and staff. As an alternative, the student may deal with instances of sexual harassment in any of the following ways:

1. If you have been harassed by a staff or faculty member or by a student employee, you should do one or more of the following:
   a. Discuss the matter with the faculty or staff member involved explaining why a particular comment or action was abusive.
   b. Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

2. If you believe that you have been harassed by a student, you should discuss the matter with the accused explaining why a particular comment or action was abusive.

3. If a student employee believes that he or she has been a victim of sexual harassment, he or she should do one or more of the following:
   a. Discuss the matter with the accused explaining why a particular comment or action was abusive.
   b. Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.
   c. Bring a charge of personal abuse to the University Judicial Coordinator.
Regardless of which of these ways a student chooses to initiate a complaint, the student will be advised of proper university procedures that can be pursued. Complaints against faculty and staff must be pursued in a manner consistent with the University Manual of Policies and Procedures. If requested, complaints will be held in confidence and counseling will be provided. No investigation or action against the accused person will be taken on behalf of the person bringing the complaint unless the complainant consents to be identified, if necessary, to the individual accused in connection with the investigation. A student also has the option of filing a formal charge of sexual harassment with the United States Office of Civil Rights. The address and telephone number is available from the Affirmative Action Officer, 102 Bibb Graves Hall. Note: The University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the University to make a reasonable attempt to inform the student body of any change in, or addition to, the current policies and regulations.

E. Sexual Orientation Non-Discrimination
Jacksonville State University does not discriminate on the basis of sexual orientation and/or gender status in administering its educational policies, programs and/or activities. JSU is committed to inclusion and does not tolerate discrimination, especially physical and/or verbal abuse that interferes with a student’s education. A student who wishes to initiate a grievance or complaint involving sexual orientation and/or gender status discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member, he or she may go to the department head, the dean of the college, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the University Judicial Coordinator, 215 Stephenson Gym.

F. Sexual Orientation Harassment
Students who believe they are subjected to harassment due to their sexual orientation and/or gender status should follow the grievance process as outlined in Section VI. D.

G. Records
Jacksonville State University maintains educational records as defined by the Family Educational Rights and Privacy Act and the Campus Security Act. Procedures for granting access to or challenging the contents of, an educational record are outlined in the Jacksonville State University Catalog, published annually. The release of personally identifiable educational records is also defined by these acts and is subject to requirements outlined in the Jacksonville State University Catalog.
Jacksonville State University has both a right and an obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the University community. In conjunction with its rights to set up reasonable standards, the University also assumes a right and accepts the responsibility to establish a system of judicial and disciplinary procedures for use when university policies are violated. In turn, the University recognizes the need to ensure that students have the right to fair and equitable procedures in the event they are charged with a violation of university policies.

The authority which the University exercises in charging and disciplining students for violations of its regulations differs from the power exercised by civil authorities in prosecuting cases of general law. Whereas criminal courts most often seek to punish or deter unlawful behavior, it is generally accepted that judicial proceedings at educational institutions are intended to impress upon individuals their responsibilities or, in the most severe cases, to remove by suspension or expulsion those who should not remain in the academic community. The federal courts have referred to discipline in academic settings as part of the teaching/learning process.

In adopting the University Judicial System, a system which depends largely on the participation of students and faculty, Jacksonville State University recognizes that errors in procedures and rulings may occur. Therefore, when appeals of student administrative or judicial disciplinary decisions are made on a basis of technical, procedural, or interpretive errors, they will be acted upon within the bounds of two principles: first, that the disciplinary format adopted by the University is administrative and not judicial in spirit and that considerable latitude must be permitted in order to avoid excessive legalism and; second, that only errors that may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. In short, it is not intended that mere technicalities should avert a decision which is substantially valid. Additionally, the right to request consideration of an appeal will extend to accused students only, not to their accusers.

I. STUDENT RIGHTS
An accused student has the following rights:
A. The right to request a fair and impartial hearing before a duly constituted judicial body or administrative judicial officer. This hearing may be conducted on campus or by electronic means.
B. The right to a presumption of innocence until proven guilty or in violation of a university disciplinary charge.
C. The right to be notified of the charges against him/her, the specific rule or policy violated, and the time, date and place of the scheduled judicial hearing at least 72 hours prior to the hearing. If the student has not furnished the University with a current address the University has only to make a reasonable attempt to notify him/her at the last address provided to the University.
D. A student may be represented at any hearing conducted by the University by an attorney or advisor at the cost of the student if the University Judicial Coordinator is notified in writing within 48 hours.
of the hearing. An attorney may be present for the purpose of observing the proceedings and advising the student. An attorney representing a student shall not be permitted to question witnesses but may be permitted to make a brief opening statement prior to the judicial proceeding and may present concluding remarks following the presentation of all the evidence.

E. The student may be allowed to make a record of the proceedings at the student's cost.

F. The right to confront his/her accuser and question all witnesses testifying against the student.

G. The right to present witnesses to provide relevant testimony in his/her defense. The judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.

H. The right to be present during the entire hearing, physically on campus or by electronic means (except for closed judicial deliberation) and hear all evidence used in the proceeding. The student’s failure to participate in the hearing shall not be construed as an admission of guilt.

I. The student has the right to remain silent and such silence shall not be accepted as an admission of guilt.

J. The right to be notified in writing of the decision or recommendation of the judicial body or University Judicial Coordinator within 10 days of the date of the hearing.

K. The right to request consideration of an appeal under procedures outlined in Section II B.

II. UNIVERSITY JUDICIAL STRUCTURE

A. Administrative Disciplinary Hearing

Any student charged with a violation shall have an administrative disciplinary hearing conducted by the University Judicial Coordinator on campus or by electronic means in accordance with the following:

1. The student must be informed in writing by the University of the charge against him/her.
2. The University, after hearing the relevant facts, informs the student in writing of the penalty assigned.

B. Appeal Process

The student may request consideration of an appeal to the Student Government Association Judicial Court if a written request for appeal is submitted by the student within 72 hours of receiving written notification of a disciplinary decision. The written request for appeal must be submitted to the Associate Vice President for Enrollment Management and Student Affairs and must include supportive documentation, and must specifically assign as grounds for appeal, or address one or more of the following:

1. Inappropriate assignment of penalty.
2. Procedural errors that may reasonably have prejudiced, in a significant way, the interests of an accused student.
3. Substantial new evidence to be presented to the Judicial Court. The Associate Vice President for Enrollment Management and Student Affairs has the right, within 48 hours of filing, to accept or reject all appeals that do not conform to this process.
C. Student Government Association Judicial Court
The University Judicial Coordinator serves as the Student Government Association Judicial Court chairperson (non-voting) and has the following duties:
1. To handle all major correspondence and administrative matters related to the University Judicial System.
2. To assist in the training of all judicial court members.
3. To ensure that all student rights and due process are observed in University judicial proceedings.
   a. The role of the Student Government Association Judicial Court is to act as an appeal body for cases in which a student is charged with a violation and a request for an appeal of the decision rendered in the Administrative Disciplinary Hearing has met the requirements for appeal and appeal has been granted.
   b. The court shall have a total of 20 members. Eight of the members shall be faculty members, selected by the President, none of whom shall hold an administrative position higher than head of a department. The other 12 members shall be students who are selected by the Student Government Association. From this pool of 20, three students and two faculty (a total of five) members will be chosen to comprise any session of the Court. One of the 12 shall be the Chief Justice who coordinates the student members.
   c. Appointment to the Court shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity while maintaining a system of orderly rotation.
   d. If any member of the Court feels that he/she has such previous contact with the case or the students involved that a fair judgment cannot be rendered, the member must request that he/she not serve for that hearing. The accused student may request that any member of the Court be excused whenever the student can show a bias on the part of the member. The University Judicial Coordinator shall serve as chairperson of the court and will decide on such challenges and, if appropriate, ask the member to excuse himself or herself.

D. Final Review by the President of the University
Cases involving a recommendation of suspension or expulsion from the University will automatically be reviewed by the President who shall be empowered to suspend or expel a student.

III. JUDICIAL PROCEDURES

A. Charges
1. Any person believing that a student has violated a university policy or regulation may bring a written charge giving relevant details of the alleged violation to the University Judicial Coordinator.
2. The University Judicial Coordinator will conduct an investigation of all charges to determine the following:
   a. The validity of the charge.
   b. Whether there are grounds for a charge and the initiation of judicial proceedings.
   c. Whether the charge should be referred to other university officials or administrative committees.
3. If the investigation reveals sufficient cause to believe that a violation has taken place, the student will be contacted by mail, informed of the charge, and scheduled for an administrative disciplinary hearing on campus or by electronic means before the University Judicial Coordinator. At this hearing, the University Judicial Coordinator will explain the charges against the student, inform the student of his/her rights and judicial procedures, hear the evidence, and render a decision.

4. Proper notification of the charge and administrative disciplinary hearing date shall consist of written notice mailed to the student's last address on file with the University or placed in the student's assigned mailbox. The notice will be considered received three days following the date the notice is posted at a U.S. Postal Service facility or placed in the student's mailbox. This shall apply to notification of judicial conferences, official judicial hearings, and judicial decisions.

B. Judicial Court Procedures

1. All hearings are closed.
2. The accused student shall receive all rights provided by the judicial procedure.
3. A judicial hearing will generally proceed in the following manner:
   a. Introduction of the court.
   b. Participants state any questions they have concerning rights or procedures.
   c. The statement of charges is presented.
   d. Opening statements from the University Judicial Coordinator.
   e. Opening statements from the accused student or his/her advisor.
   f. Evidence is presented against the accused student, with each witness being called individually.
   g. Evidence is presented in favor of the accused student with each witness being called individually.
   h. The court members may question the witnesses as they are called.
   i. The University Judicial Coordinator presents concluding remarks.
   j. The accused student or his/her advisor may present concluding remarks.
   k. All persons are excused from the hearing room except court members.
   l. The court considers only information introduced in the hearing and deliberates in closed executive session until a decision is made as to guilt or innocence. The decision is based on the preponderance of evidence and is decided by a simple majority vote. In case of a tie vote, the ruling shall be considered as a request to withdraw charges or lower the penalty in favor of the accused. Previous violations may be considered in the assigning of appropriate penalties.
   m. The written decision is rendered within 10 days of the hearing date.

4. The chairperson of the court shall have the right to limit the length of testimony of any witness or participant in the hearing if it appears to be repetitious or does not contribute positively to the fair and efficient adjudication of the case currently being considered.

5. If an accused student fails to appear at a hearing on campus or by electronic means after being properly notified, the judicial body shall hear the case on the basis of the evidence accumulated and the testimony of witnesses and notify the accused student of the decision.
6. An accused student may request one postponement of a judicial hearing by contacting the University Judicial Coordinator at least 48 hours prior to the scheduled hearing. Postponement will only be allowed when an accused student has an exam conflict, emergency at home, or is too ill to attend the judicial hearing.

C. Judicial Procedures for Violations Occurring During the Last Two Weeks of a Semester or During May Term and the Summer Sessions

1. When a graduating senior is charged with a violation during the last two weeks of a semester or during May and summer terms, the case shall be heard immediately by the University Judicial Coordinator. Requests for appeals shall be the same as outlined in Section II B, except that granted appeals shall be heard by a hearing officer appointed by the President from the faculty. For students not graduating, the case may be heard immediately by the University Judicial Coordinator. At the discretion of the University Judicial Coordinator, the case may be heard during the next semester, provided witnesses are available. Requests for appeals shall be the same as outlined in Section II B. If granted, appeals shall be heard by the SGA Judicial Court during the next semester. If the student wishes to have his/her case heard when witnesses are not available, he/she may waive in writing the right to cross-examine the witnesses and any written statements of all witnesses will then be accepted as evidence and testimony by the University Judicial Coordinator, the SGA Judicial Court, or hearing officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in his/her own behalf.

D. Emergency Procedures

1. If the University President or designee determines that the on-campus presence of an accused student presents a danger, threat of danger, or impediment to the orderly operation of the University or to the safety and welfare of members of the University community, the President or designee may immediately suspend that student at a called administrative disciplinary hearing. A formal disciplinary hearing will be scheduled by the University Judicial Coordinator as soon as possible with the suspended student to review the allegations for which the suspension was based.

2. If the President of the University or designee determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he/she shall be empowered to appoint temporary judicial councils.
   a. These temporary judicial councils shall be composed of three student members and two faculty members with a non-voting faculty chairperson. All members shall be appointed by the President.
   b. These councils shall operate under the same procedures and have the same powers as the SGA Judicial Court, as set forth herein.
   c. Decisions of these bodies may be reviewed by the President if the recommendation involves suspension or expulsion.
d. These councils shall be dissolved when all cases arising
from the particular emergency situation which necessitated
their creation have been fully adjudicated.

IV. PENALTIES
Any student found guilty of violating any of the regulations or policies
of Jacksonville State University may be subject to one or more of the
following penalties:

A. Disciplinary Probation
Probation shall be for a specified period of time and may include loss
of privileges or eligibility to participate in extracurricular university
activities. The minimal probationary period is one semester.

B. Restitution
Reimbursement by the student to the University or a member of the
university community to cover the cost of damage or loss of
community or personal property

C. Suspension from University Housing
The student loses the privilege of living in or visiting anyone in
university housing for a specified length of time. Afterwards, the
student is allowed to reapply for university housing and will be
admitted provided there is space available.

D. Expulsion from University Housing
The student permanently loses the privilege of living in or visiting
anyone in university housing.

E. Suspension
Suspension means that a student is dismissed from the University for
a specified length of time after which he/she is required to submit a
written request to the Associate Vice President for Enrollment
Management and Student Affairs to be considered for readmission.
The Associate Vice President for Enrollment Management and
Student Affairs may specify a period of probation for any student
returning after suspension. The University Judicial Coordinator,
temporary Judicial Councils, or SGA Judicial Court may only
recommend suspension to the University President, the only official
empowered to actually suspend any student. Students dismissed from
the University for disciplinary reasons will be subject to the
guidelines outlined in the “Withdrawal Policy” regarding tuition
refunds. A suspended student may not visit the campus without
permission from the Director of Public Safety.

F. Expulsion
The student loses the privilege of attending Jacksonville State
University as a student and is permanently separated from the
University. The University Judicial Coordinator, temporary Judicial
Councils, or SGA Judicial Court, may only recommend expulsion.
The President of the University must review and make the final
decision on any expulsion penalty. Students dismissed from the
University for disciplinary reasons will be subject to the guidelines
outlined in the “Withdrawal Policy” regarding tuition refunds. An
expelled student may not visit the campus without permission from
the Director of Public Safety.
G. Special Assignments
In certain cases, special assignments may be imposed or the student may lose the privilege of participating in one or more university permitted activities or events. The University Judicial Coordinator, the SGA Judicial Court, or temporary Judicial Councils may assign any penalties listed in Sections A through D and Section G. The University Judicial Coordinator, the SGA Judicial Court, or temporary Judicial Councils may recommend penalties listed in Sections E and F to the President who shall assign the penalty.

JACKSONVILLE STATE UNIVERSITY NOISE POLICY

Jacksonville State University is committed to providing our students an atmosphere pursuant in obtaining an education. Each member of our community is expected to be reasonable concerning noise, music, and other sounds that may interfere with the comfort, repose, health, peace, or safety of persons with reasonable sensibilities on University property and the surrounding community.

What is considered noise by some may not be consider noise by others; therefore, we are expected to act in a compliant manner when approached by law enforcement or University officials. Jacksonville State University has created the following policy concerning noise. (City Ordinance O-482-07)

A.) No person shall participate, cause, or excite any disturbance, excessive noise, or contention in or near any building or other property owned or operated by the University.

B.) Quiet hours are in effect from 8:00 P.M. to 8:00 A.M. seven days a week in and around University Residence Halls and Apartments. (Page 14 in the Guide to Residence Living)

C.) All music containing offensive and vulgar language is strictly prohibited in all outdoor activity programs on University property. Any outdoor activity where music is played containing offensive and vulgar language will immediately be cancelled by the University Police Department.

D.) Persons may request in writing to use sound amplifying equipment at outdoor activity programs. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound equipment on campus must be obtained from the Director of Student Life. Sound amplification must comply with the noise ordinance of the City of Jacksonville. Sound amplification must not obtain offensive or vulgar language. (Page 65, Student Handbook)

E.) The University Police Department will respond to noise complaints on Campus. If noise is deemed excessive, the University Police will request the individual or person in charge of an event to reduce the noise volume. If complaints continue, the University Police may cancel the event and the individual or person in charge is subject to criminal prosecution under the noise ordinance of the City of Jacksonville. Students found in violation are also subject to the judicial process for violation of the student code of conduct.
INTELLECTUAL PROPERTY AND FAIR USE POLICY

PURPOSE
The purpose of this policy is to provide guidelines for the determination of the rights of Jacksonville State University and its faculty, administration, staff, and students (“University Member” or “Member of the University”) with regard to copyrights, patents and other intellectual property, and income of any nature derived therefrom, where work thereon was instituted after October 1, 1988.

POLICY
This policy covers all materials, inventions, ideas and work copyrighted, patented or registered by administrative officers and employees, faculty, staff, students, and third-party vendors and contractors of Jacksonville State University under the Copyright and Patent Laws of the United States, and/or other protective federal and state statutes or common law legal rights and interest, when the work product was developed during the period of time that the individual was employed by, a student of or fulfilling contractual or other applicable legal obligations to JSU. Also included under this policy are guidelines for fair use of copyrighted material.

Intellectual property as that term is used herein shall be broadly interpreted to include all products of human intelligence and creation recognized by law as being protectable as such, and shall include, but not necessarily be limited to, copyrightable works, patented inventions, designs, trademarks. Examples include

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi and survey instruments;
2. Lectures and unpublished lecture notes;
3. Digital, video and audio works;
4. Computer programs and documentation;
5. Processes, machines and articles of manufacture;
6. Designs, concepts, logos, trademarks, trade dress and the like;
7. Any concept, process or discovery leading to an invention;

Ownership of, rights in or equity in or use of intellectual property may be determined through:

1. Individual effort;
2. University assisted individual efforts (direct, by use of University property or facilities, or while engaged in work during normal duty hours);
3. Externally sponsored efforts;
4. University assigned efforts; and
5. Fair Use.
1. **Individual Efforts (An individual’s efforts outside of and without support of the University):**

   This policy recognizes that a Member of the University is entitled to ownership of or rights in intellectual property derived from individual creative works if no significant use of University property or facilities is involved or the University provides no support for the work.

2. **University Assisted Individual Efforts:**

   Materials, designs, concepts, inventions, or works produced by employees of the University shall be subject to copyright, patent or registration by the employee and/or University as co-authors if the production cost is specifically shared by the employee and the University.

   In cases where the University assistance is less than fifty percent of the costs of production, as determined by the University utilizing accepted accounting principles and procedures, the individual employee shall retain the copyright or patent and the University may share in the division of royalty or other income up to the total reimbursement costs of University assistance. In cases in which the University assistance is fifty percent or greater, the University shall retain the copyright or patent and the division of royalty or other income shall be based on percentage of sponsorship. Routine use (defined as use that does not exceed that which would ordinarily occur in the normal discharge of the University Member’s obligations to JSU) of the library, electronic resources, equipment, office space, facilities, supplies and personnel shall not, for the purpose of this policy, constitute University assistance.

3. **Externally Sponsored Efforts:**

   Rights to materials and inventions subject to copyright, patent, registration rights or other legal protection as Intellectual Property developed as a result of work supported partially or fully by an outside agency through a contract or grant shall be determined in accordance with the terms of the contract or grant. In those cases where Intellectual Property rights are vested in the University or are shared by agreement between the sponsor and the University, the producer(s) (University Member(s) responsible for the work) may share in the income within the provisions of this policy.

4. **University Assigned Efforts:**

   Materials, inventions or other works (Intellectual Property) produced by Members of the University subject to patent, copyright, registration or legal protection as such shall be exclusively owned by the University if the University assigned the employee to produce the specific materials, invention or works. Sharing of royalty or other income with the author or inventor may be authorized by the University President as an incentive to encourage further development of copyrightable, patentable work or Intellectual Property. A faculty member's general obligation to produce scholarly and creative works and/or the receipt of professional development leave, unless there is specific agreement to the contrary, does not constitute University assigned efforts as defined in this policy.
The following chart should assist in understanding the policy above. In the event of a conflict between the following and the language of the policy, written language governs.

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>Individual Efforts-No University Support</th>
<th>Individual Efforts-University Assisted</th>
<th>Externally Sponsored Efforts</th>
<th>University Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producing individual owns rights.</td>
<td>University contributes less than 50% of costs, producing individual owns subject to recoupment of costs from royalties. Where University contributes 50% or more of costs, the University owns the IP and royalties are divided pro rata based upon percentage of sponsorship.</td>
<td>Determined in accordance with terms of the applicable contract or grant.</td>
<td>Conclusively presumed owned by the University. The President, on recommendation of the appropriate Vice-President may execute a royalty sharing agreement to be negotiated. Royalty sharing may be used as an incentive to encourage further development of a product or work.</td>
<td></td>
</tr>
</tbody>
</table>

| ADMINISTRATORS & STAFF | Producing individual owns rights. | University contributes less than 50% of costs, producing individual owns subject to recoupment of costs from royalties. Where University contributes 50% or more of costs, the University owns the IP and royalties are divided pro rata based upon percentage of sponsorship. | Determined in accordance with terms of the applicable contract or grant. | Conclusively presumed owned by the University. The President, on recommendation of the appropriate Vice-President may execute a royalty sharing agreement to be negotiated. Royalty sharing may be used as an incentive to encourage further development of a product or work. |
more of costs, the University owns the IP and royalties are divided pro rata based upon percentage of sponsorship.

| STUDENTS | Producing individual owns rights. | University contributes less than 50% of costs, producing individual owns subject to recoupment of costs from royalties. Where University contributes 50% or more of costs, the University owns the IP and royalties are divided pro rata based upon percentage of sponsorship. | Determined in accordance with terms of the applicable contract or grant. | Conclusively presumed owned by the University. The President, on recommendation of the appropriate Vice-President may execute a royalty sharing agreement to be negotiated. Royalty sharing may be used as an incentive to encourage further development of a product or work |

| EXTERNAL THIRD PARTIES | Intellectual property produced under contract or agreement with parties to produce or assist in its development or production shall be presumed to be the exclusive property of the University subject only to the terms of any contract to the contrary. |

5. **Fair Use:**

Within the provisions of and compliance with the “Technology, Education, and Copyright Harmonization” (TEACH) Act of 2002, the Copyright and Fair Use Policy of Jacksonville State University provides an accurate guideline for teachers and faculty members concerning the rules regarding the use of copyrighted works in non-profit educational organizations. This federal legislation redefined the privileges of educators to use digital media in their lectures and presentations.
Although there are many complex revisions to the copyright law as it applies to educational use, this guide provides methods of implementation for every department of the university. It is necessary for educators at the University to recognize that many of the resources used to teach students are protected by copyright laws, as virtually any “work of original authorship” is, and in which the author(s) and/or publishers have property rights and economic interests. While the copyright owner has the right of duplication and privilege of public display, teachers frequently unknowingly violate these policies when they distribute certain paper handouts in class or upload clips of video and music to a website thinking that academic use and fair use are synonymous, which they are not.

The first step in copyright awareness begins with the policy of fair use, a complex issue even for those who work with it frequently, because many nuances make every copyright law and application relative to a given situation subjective to individual interpretations. The basis foundation of copyright law is that the right to copy, distribute, perform, or display any creative work belongs solely with the owner, who may not necessarily be the author; however, fair use makes it possible for teachers to utilize these copyrighted materials without violating the owner’s rights under a set of general guidelines, which form the basis for the application of the University’s “fair use” policy. These guidelines are as follows:

**Fair Use Guidelines**

**Factor #1**

**Purpose and Character**

The purpose and character of use can be divided into separate categories based upon institutional and use considerations.

Favor Fair Use – Non-profit; educational personnel.

Support Fair Use – News reporting; parody; criticism; commentary.

Against Fair Use – Commercial usage.

The first category lists uses that weigh in favor of Fair Use while the last, commercial usage, defines what clearly may require permission from the owner if permission has not been specifically or generally granted. For example, non-profit use within the auspices of education makes a very good case in favor of Fair Use. If an instructor engages in a project that is non-profit and also involves criticisms of the copyrighted work, the case for Fair Use is strengthened, as qualities from the second category enhance teachers’ rights as users. Even if the user plans to profit from a copyrighted work, qualities from the second category might keep the user inside the scope of Fair Use.

These categories are mere indicators of what can be considered legal privileges of Fair Use because owners and users have always had a difficult time deciding on the proper system of balance. If there is any doubt regarding the legality of one’s actions, it is always a good idea to seek permission from the copyright owner. Consulting the University’s legal counsel is also recommended.

**Factor #2**

**Nature of Work**

The type of work one uses can also determine how Fair Use rules are applied.

Favor Fair Use – facts; published works.
Against Fair Use – unique expressions; unpublished works. Collections of pure facts and published works tend to side with Fair Use, while dealing with works that are either the result of unique thought or remain unpublished are more risky. Unpublished works are more protected because they remain out of the public domain; however, teachers are allowed to use collections of published facts fairly safely because government copyright policies encourage the dissemination of facts to the public.

Factor #3

Quantity

The fair amount used of a copyrighted work is just as subjective as the previous two factors. According to the “Classroom Guidelines” portion of the amendment to the U.S. Copyright Act, teachers should refrain from copying more than 1000 words of any given document. Another dynamic aside from the quantity taken is the value of the portion in relation to the whole work. Is the copied portion considered the “heart” of the material? If so, the copying privileges become more limited.

Factor #4

Market Effect

The last factor in the test addresses the effects of the use on the market value of the work. Essentially, the evaluation is made through comparing the widespread use of the action and how it affects the success of the work as published material. In court cases, judges tend to analyze the first three factors before letting this fourth factor become relevant. If the first three factors indicate the use is likely fair, the judge will not allow the fourth factor to supersede those three. Situations in which the original work goes out of print are more likely to give a teacher the right of Fair Use than where a work is currently in the marketplace, for sale and from which the copyright owner could be expected to derive income or value.

6. Course Packs:

Below are basic suggestions for including copyrighted materials in student course packs.

- *Books*- limit excerpts to single chapters
- *Journals*- limit to single articles
- *Charts/Graphs*- depending on the size of the excerpt, limit to several at a time

** As always include any copyright notices on the works themselves, and be sure to appropriately cite the sources.

7. Images:

**TEACHERS:** Teachers should determine if the image being digitized (or converted into a computer-read format) is available online or for sale at a reasonable price.

**YES**- if the copyrighted image is available, teachers should seek to negotiate a contract for the image before using it.
NO - if the copyrighted image is NOT available, the digitized pictures should be smaller thumbnail images, and student access to these images should be restricted after the end of the term.

STUDENT USE - According to Fair Use, students are able to use the downloaded images for personal use and in preparation for academic work.

8. Multimedia Works:
According to the guidelines from the Conference on Fair Use (CONFU), students and faculty members may incorporate other copyrighted works into audio/visual presentations under certain restrictions. Fair Use allows the presenter to utilize the copyrighted work in the presentation and perform or display this work as long as it is being given in an academic setting. However, the multimedia presentation containing the copyrighted work may NOT be distributed or copied without appropriate permission.

9. Music-
The Music Library Association has established several rules for handling musical works in the classroom. The proper and improper uses are listed below.

Permissible Uses

1. An emergency copy may be made for an imminent performance, given that the replacement copies shall be ordered in due time.

2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.

3. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

Prohibitions

1. Copying to create, replace, or substitute for anthologies, compilations or collective works.
2. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.

3. Copying for the purpose of performance, except as in #1 under "Permissible Uses."

4. Copying for the purpose of substituting for the purchase of music, except as in #1 and #2 under "Permissible Uses."

5. Copying without inclusion of the copyright notice, which appears on the printed copy. From The Music Library Association (http://www.musiclibraryassoc.org)

10. Reserve Copies

In compliance with the Fair Use Guidelines for Electronic Reserve Systems, instructors should always list the appropriate citations and notices when placing an item on reserve. Reserve materials should be limited to single articles or chapters and, in general, small portions of entire works. Also, instructors should only make copies of materials that are already owned legally by either the library or the instructor. There should be limited access to the reserves given only to students enrolled in the class during that academic period. Materials will be removed from reserve at the end of the semester. Instructors should seek permission from the copyright owner for repeated use of the same copyrighted reserve material.

11. Distance Education:

The issues of copyright protection within Distance Education focus primarily on the duplication and distribution of works. While Section 110 of the federal copyright law allows educational performances of copyrighted works, there is a legal gap between what can be displayed in the classroom and how these materials can be transmitted. The law (17 U.S.C. §110) treats materials utilized in classroom instruction (§110(1)) and that used in providing distance education (online instruction)§110(2)) differently. The following chart may help understand the distinctions.

<table>
<thead>
<tr>
<th>SECTIONS OF COPYRIGHT LAW, U.S. CODE 17</th>
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<tbody>
<tr>
<td>Face-to-Face Instruction: 17 U.S.C. §110 (1)</td>
</tr>
<tr>
<td>Eligibility</td>
</tr>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>Works Covered</td>
</tr>
</tbody>
</table>
Guidelines for digitally transmitting copyrighted material in a distance education setting are as follows:

- **Licenses** - With any copyrighted work that may be transmitted, checking the license is necessary to view any restrictions or privileges that are applicable.

- **Quantity** - The keys to any ambiguity in Fair Use are *small parts* and *limited access*. Copyrighted works transmitted over a network should be used sparingly if there is not a license agreement established. The safest copyrighted materials to be used are those that have been purchased, licensed, or loaned to a teacher, library or institution.

**Limited Use for Media Materials**

1. Motion media. 10% or 3 minutes
   - Text. 10% or 1,000 words
2. Music, Lyrics, and Music Video. 10% BUT no more than 30 seconds from an individual work.
3. Illustrations and Photographs. Hard, because fair use usually precludes the use of an entire work. May use in one educational multimedia work: no more than 5 images by a single artist or photographer; no more than 10% or 15 images from a published collective work.
4. Numerical data sets. 10% or 2,500 fields or cell entries from a copyrighted database or data table.

- **Citation** - When transmitting copyrighted material, it is necessary to cite the correct sources on the material itself. Failure to cite the material puts the instructor out of the reach of Fair Use.

- **Transmission** - The transmission of copyrighted material should be done over a secure network with limited access to the data. Academic classroom settings or other places designated for instruction are the only eligible sites that can legally receive such data.

- **Permission** -
  a. Permission to utilize a copyrighted work should be established when an instructor intends to distribute material from the course that contains copyrighted material.
b. Access becomes unrestricted: An institution intends to offer a course that contains the performance of copyrighted works to non-employees.

c. 15-day limit: An institution wishes to retain the recorded or copied class session that contains the performance of a copyrighted work for more than the 15 day limit. After the 15 days, a copy may be put on reserve in the library for on-site use only.

**RESPONSIBILITY**

The Provost and Vice President for Academic and Student Affairs is responsible for this policy.

**EVALUATION**

This policy will be reviewed biannually.
TITLE IX GENDER-BASED AND SEXUAL MISCONDUCT POLICY*

INTRODUCTION

Members of the Jacksonville State University (JSU) Community, guests and visitors have a right to be free from all forms of gender and sex-based discrimination, examples of which include, but are not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, stalking, or discrimination based upon their sex, gender orientation or gender identity, or retaliation for reporting the same. All members of the University community are expected to conduct themselves in a manner that does not infringe on the rights of others. JSU has a zero tolerance policy for gender-based misconduct and will promptly investigate all allegations brought to the attention of University administrators. Where individuals are found to be in violation of this policy, appropriate sanctions will be imposed.

This policy has been developed to reaffirm the University’s commitment to maintaining a safe campus community and to provide proper recourse for those individuals whose rights have been violated. The enforcement procedures utilized in implementing this policy balance the rights of victims, complainants, an accused and witnesses.

As the JSU administration is currently structured, the University’s Title IX Coordinator, the Associate Vice President for Enrollment Management and Student Affairs, is responsible for implementation and application of this policy.

OVERVIEW REGARDING POLICY

Physical Sexual Misconduct: The expectations of the University regarding sexual misconduct can best be summarized as follows: In order for individuals to engage in sexual activity of any type with another, there must be a clear, knowing and voluntary mutual consent to and during the sexual activity. Consent means voluntary permission to engage in given conduct. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want to do or don’t want to do sexually and may be misinterpreted. Consent to one form of sexual activity cannot automatically be taken as consent to other forms. Silence without actions that affirmatively demonstrate permission cannot be assumed to show consent.

Additionally, there is a difference between solicitation (asking), seduction (enticing), and coercion (intimidation, threats, compulsion). Coercing someone into sexual activity violates this policy in the same way as physically forcing someone to engage in sexual activity. Pressuring one to engage in sexual activity may be considered as coercion when found to be unreasonable, depending on the circumstances and the parties involved.

Because alcohol or drugs can affect one’s capacity to consent and places that issue in question, sober sexual activity is less likely to raise a question about capacity or effective consent. When alcohol or drugs are involved, even when voluntarily ingested, a person will be considered incapable to giving valid consent if they cannot fully understand the nature and extent and understand the details of the sexual interaction (who, what, when, where, how, why) because

* Adapted with permission from the National Center for Higher Education
they lack capacity to understand the nature and extent of the situation. In other words, individuals who consent to sexual activity must be able to understand what they are doing. Anything less than a clear, unambiguous, knowing and voluntary consent to sexual activity should be considered a “No!”

Consensual Relationships: The University community is comprised of more than just students. Those comprising the community include students, faculty, staff and administrators to name a few. Personal or romantic relationships between persons of unequal position, rank or power are inherently risky and are discouraged. A particular problem exists in these relationships because they may be less consensual than perceived by the person whose position confers power over another. While personal relationships are not deemed unacceptable per se, it is not uncommon for such relationships to be viewed differently by each of the parties, particularly in retrospect. Further, situations may change so that what conduct was once consensual becomes unwelcome. Even when parties consent to a romantic or sexual involvement, such consent does not automatically remove the possibility of a charge of applicable provisions of faculty and staff handbooks.

The University does not wish to interfere with private choices regarding personal relationships so long as these relationships do not interfere with the goals and policies of the University. For the protection of all members of this community, relationships in which power differentials are inherent (staff-student, faculty-student, administrator-student, and even perhaps student-student where one has a superior position of power) are strongly discouraged.

Consensual romantic or sexual relationships in which one party has a direct supervisory or evaluative role over the other party are deemed, however, to be particularly damaging to the University mission and are considered unethical. Therefore, those persons with direct supervisory or evaluative responsibilities who are involved in such relationships must disclose those in a timely manner to their supervisor, which will likely result in removal of the person from supervisory or evaluative responsibilities, or may shift the student out of being supervised or evaluated by someone with whom they have established a consensual romantic or sexual relationship. This may also include RA’s, GA’s, lab assistants, etc., and students over whom they have supervisory or evaluative relationships. While there is no absolute prohibition against the relationships discussed, failure to self-report and disclose such a relationship to one’s supervisor may result in disciplinary action for employee misconduct.

SEXUAL VIOLENCE RISK REDUCTION

Sexual violence risk reduction is an important part of the University’s efforts to eliminate sex and gender-based misconduct. Often, however, attempts to educate students by discussing risk-reduction tips can be perceived as taking on a victim-blaming tone. With no intention to set such a tone, and with affirmative recognition that those who commit acts of sexual violence are and should be held responsible for their actions, these tips are offered in an effort to help students reduce their risk of experiencing non-consensual sexual contact or activity.

1. Make your limits known as early as possible.

2. If you find yourself in a position where another is exceeding your permissible limits by being sexually aggressive, tell the aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of any sexual aggressor.

4. Call for help or find someone nearby and ask for help.

5. Take affirmative control of your alcohol intake or drug use. Drugs and alcohol lower your normal inhibitions and may make you vulnerable to one who views you as drunk or high and gives that person and opportunity to take advantage of the situation.

6. Friends take care of friends! Take care of your friends and ask that they take care of you. A friend will challenge you if you are about to make a mistake just as you should challenge them in a reverse situation. You should respect each other when they do.

If you are the initiator of sexual behavior, you owe respect to your potential partner. These suggestions may help reduce the risk of you being accused of sexual misconduct.

1. Clearly communicate your intentions to your prospective sexual partner and give them a chance to relate their intentions and expectations to you.

2. Understand and respect all personal boundaries

3. Do not make assumptions about consent, about one’s sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally capable of giving consent. If there are questions, if you are uncertain, or if there is ambiguity, you do not have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline or boundaries for sexual behaviors with which they are comfortable.

5. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves. Intoxication, even if voluntary, can negate the effectiveness of consent and cause a sexual encounter to be without consent and potentially illegal.

6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Consent obtained through coercion is not deemed effective and may cause any contact to be considered non-consensual and potentially illegal. Don’t abuse that power.

7. Understand that consent has limits and consent to some forms of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

8. Prior sexual relations with someone should not be assumed that the individual has or will consent to current or future sexual activity.
9. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

SEXUAL MISCONDUCT EXPLAINED

Sexual misconduct can occur in more than one form of conduct and does not have to be physical or physically aggressive. As the term is used in this policy, it includes, but is not limited to:

1. Sexual Harassment (Or Attempt to Commit the Same) - Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the University’s educational program or activities, and is based on power differentials (quid pro quo), that creates a hostile environment, or is undertaken as retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based verbal or physical abuse, intimidation or bullying.

2. Non-Consensual Sexual Contact (Or Attempt to Commit the Same) - Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Examples include: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse of Any Type (Or Attempts to Commit the Same) - Any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman, that is without consent and/or by force, actual or constructive.

Examples include: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation - Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another person. Sexual exploitation includes, but is not necessarily limited to:
   • Invasion of sexual privacy;
   • Prostituting another student;
   • Non-consensual video or audio-taping of sexual activity;
• Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
• Engaging in voyeurism;
• Knowingly transmitting or exposing a STD or HIV to another student;
• Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
• Sexually-based stalking, harassment or bullying;
• Nonconsensual capturing, taking, depicting or publication of, with or without identification, intimate images of another student.

ADDITIONAL APPLICABLE DEFINITIONS AND EXAMPLES

The following additional term explanations and examples are intended to help you understand and conform your conduct to the requirements of this policy.

Consent: As used in this policy, consent means clear, knowing and voluntary manifestation of permission. It is active and not passive in nature. It is preferable for consent to be unambiguous and given or indicated by words, but consent may also be given by actions as long as those actions demonstrate and create a mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to one form of sexual activity does not automatically imply consent to any other form of activity. Consent must be to current activity and may not be inferred from any previous activity or relationship.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive conduct. It is the practice of forcing another party to act in an involuntary manner by use of intimidation or threats or some other form of unreasonable pressure or threat of force.

Force: Force is the use of physical violence, the threat of using physical force coupled with the apparent ability to do so, or imposing on someone physically in order to gain access to them sexually or engage in sexual activity. Force can be actual or constructive imminently threatened or offered in order to gain consent or overcome resistance or the power to resist.

Resistance Not Necessary: It is not necessary that a party physically resist the sexual advances of another, but resistance is a clear manifestation of lack of consent. Resistance means “NO.” It does not mean only “playing hard to get.” Sexual activity or contact by force is by definition non-consensual, but lack of physical force does not mean that the activity was consensual.

Age: A person may be deemed by law to be incapable of consent due to age. Sexual contact or relations with one under age is criminal even where the under-age party is a willing participant.

Incapacitation: Sexual activity with someone who is mentally or physically incapacitated constitutes a clear violation of this policy and may be criminal. One may be incapacitated by alcohol or drugs voluntarily ingested. In such cases the resulting condition of the person is deemed to impair or totally void consent making sexual activity with such an individual to be deemed non-consensual, a violation of this policy and potentially criminal. In addition to mental condition, alcohol or drugs, a person may be incapacitated due to lack
of sleep or medical condition. The simple answer is, “When in doubt as to a person’s capacity to consent, assume they are incapable of giving consent.”

**OTHER MISCONDUCT OFFENSES ALSO FALLING UNDER TITLE IX WHEN SEX OR GENDER-BASED**

Conduct in violation of this policy is not limited to sexual activity. Any abusive, harassing, or discriminatory conduct based upon a person’s gender, sexual orientation, or sexual identity, real or perceived; any conduct intentionally done based upon a person’s or persons’ gender, sexual orientation, or sexual identity, real or perceived, or that results in depriving an individual or class of individuals of equal enjoyment of educational or employment opportunities or access violates this policy; and any action, conduct or even inaction undertaken in retaliation for making a complaint of sex or gender-based discrimination, or having the same result regardless of intent, is also a violation of this policy.

Examples of prohibited conduct include, but are not limited to:

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of another;

2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex, gender, gender orientation or gender identity;

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

6. Violence between those in an intimate relationship to each other;

7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
SANCTION STATEMENT

The University has an affirmative duty to do what is reasonable and necessary to maintain a safe campus and proper educational environment. Imposing appropriate sanctions against those found in violation of this policy is in keeping with this effort. Depending on the nature and seriousness of any offense for which an individual may be found guilty, sanctions, or a combination of sanctions, can run anywhere from a verbal warning or reprimand to expulsion.

It should be noted that in campus hearings, legal terms like “guilt”, “innocence”, and “burdens of proof” are not applicable, but the University never assumes a student is in violation of this policy. Campus hearings are conducted to take into account the totality of all evidence available from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to University Police and/or the District Attorney. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will at all times consider the concerns and rights of the complainant, victim or victims and the person accused of sexual misconduct.

In keeping with the above, the following are guidelines in nature and do not reflect that any particular sanction would be imposed in any given case.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Sexual misconduct constituting a criminal act will be referred to an appropriate law enforcement agency for investigation and possible prosecution.
REPORTING OF GENDER-BASED OR SEXUAL MISCONDUCT

Reporting of Title IX violations is encouraged at all levels in the University community. Anyone with knowledge of an offense defined in the policy can, and is encouraged, to report it. University employees are considered mandatory reporters.

Reports can be made either confidentially or not. The following explains the process for each type of report.

To Report An Offense Confidentially

If one desires that details of an incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources, which can maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

JSU Student Counseling Services  
140 Daugette Hall  
(256) 782-5310

RMC-JSU Student Health Center  
Williams Student Health Center  
(256) 782-5310

One may also call the University Police Department and request that an on-call counselor call them without reporting details of the matter.

2nd Chance  
Anniston  
(256) 236-7233  
(800) 650-6522  
Office: (256) 236-7381

Northeast Alabama Regional Medical Center  
Emergency Rooms in Anniston (400 East 10th Street) and Jacksonville (1701 Pelham Road South) have trained staff available 24 hours / 7 days a week.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (i.e., President, Vice Presidents, Associate Vice Presidents, Deans, Judicial Coordinator, University Police, Athletic Director, Human Resources, Faculty and Staff). The university considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents promptly investigated and properly resolved through administrative procedures. Formal reporting means that only people with a need to know will
be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

The official Title IX Coordinator for JSU is the Associate Vice President for Enrollment Management and Student Affairs, 102 Bibb Graves Hall, 256.782.5020 or tbking@jsu.edu.

SEXUAL MISCONDUCT, DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES AND INVESTIGATIVE PROCESS

The following process governs Jacksonville State University’s (JSU, University or university) procedures for receiving complaints of sexual misconduct and protected-class discrimination and harassment, the investigation of such complaints, the prompt and fair determination whether JSU’s policies have been violated, and the imposition of appropriate sanctions where violations have been found to exist. This procedure also governs the appeal process whereby a party aggrieved of any findings or sanctions may seek review.

Sexual and discriminatory misconduct are especially destructive of the educational process and wellbeing of the members of the JSU community. The prompt investigation and appropriate disposition of charges is required if the University is to fulfill its responsibilities and its obligations under federal law; therefore, to the extent the provisions herein may conflict with those related to charges of other Student Code of Conduct violations, this procedure governs.

The following definitions are intended to supplement those set out in the JSU’s Title IX policy and are not in substitution thereof. Definitions of conduct prohibited by University policy should be read liberally so as to accomplish JSU’s goal of protecting members of the University community from sexual and discriminatory abuse by others.

DEFINITIONS

Sexual Harassment is: Unwelcome, gender-based verbal or physical conduct sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University’s educational programs or related activities and services. The unwelcome behavior may be based on power differentials (quid pro quo – this for that), the creation of a hostile work, living or educational environment, or retaliation for reporting or participating in the investigation of misconduct. Examples include, but are not limited to: an attempt to coerce an unwilling person into a romantic or sexual relationship; to repeatedly subject a person to unwanted sexual attention or ogling; to subject a person to egregious; unwanted sexual attention to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying or harassment.
Discrimination is: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, sexual identity, or other protected status that is so severe, persistent or prevalent that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the University’s educational program or related services or activities.

Discriminatory Harassment is: Detrimental action based on an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, sexual identity or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the University’s educational program or related services or activities.

Retaliatory Harassment is: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for making a complaint or participating in a grievance proceeding.

Sexual Harassment of Student by Another Student is: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the University’s educational program or related services or activities.

Sexual Harassment of a Faculty/Staff Member by a Student: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member by a student that is so severe, persistent or pervasive that it unreasonably interferes with employment or creates a hostile work environment.

Sexual Harassment of a Student by a Faculty/Staff Member is: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are considered to constitute sexual harassment when (1) submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual’s educational development or performance, or (2) such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the University’s educational programs or related services or activities.

Importance of Circumspection By Those in Authoritative Positions: While a particular interaction must be sufficiently offensive to both a reasonable person and to the victim to be defined as misconduct, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised due to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way,
there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

COMPLAINTS AND REPORTS OF OR CONCERNING DISCRIMINATION AND/OR HARASSMENT

JSU does not permit discrimination or harassment in its educational programs and related activities on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment in violation of JSU policy should follow the procedure outlined in this herein to report these concerns.

This process involves an immediate initial investigation to determine if there is reasonable cause to believe the JSU’s nondiscrimination policy has been violated. If so, the University will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the University’s nondiscrimination policy has been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Students who wish to report a concern or complaint relating to discrimination, harassment or sexual misconduct may do so by reporting the concern to the JSU’s Title IX Coordinator:

Associate Vice President for Enrollment Management & Student Affairs
102 Bibb Graves Hall
700 Pelham Road North
Jacksonville, AL 36265
256.782.5020
Email: tbking@jsu.edu

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline 800.421.3481
Fax 202.453.6012
TDD: 877.521.2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

or

Office for Civil Rights, Region IV
61 Forsyth Street SW, Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov
OVERVIEW OF THE GRIEVANCE RESOLUTION PROCESS

Title IX Coordinator’s Authority / Shared Responsibility: All complaints or reports of discriminatory conduct and/or harassment will be investigated promptly and neutrally. Unless a conflict exists, an administrative investigation will be conducted by the University’s Title IX Coordinator. Should a conflict exist whereby the Title IX Coordinator is unable to discharge the responsibilities of that position, the President will appoint an alternate member of the University administration to conduct the investigation. Reasonable efforts will be undertaken to interview all individuals possessing relevant information. Where criminal misconduct is alleged or found to exist, the Title IX Coordinator’s investigation may include information received from, exchanged with or obtained in cooperation with responsible law enforcement agencies or the University Counsel.

Timely Resolution: The generally accepted standard to resolve formal Title IX complaints will be thirty (30) days from the date of the receipt of a complaint unless extenuating circumstances necessitate additional time up to (60) days. If additional time is required for complaint resolution, the reason for and anticipated duration of the delay shall be made known to the individuals directly involved – usually a Complainant (victim) and Respondent (individual accused). University officials and employees directly involved or who have supervisory or legal responsibility may be informed of progress on a need-to-know basis. In rare circumstances resolution of a complaint may take longer than the goals set due to unavailability of parties or witnesses, University closings (scheduled and unscheduled) or other compelling reasons. In such cases, notice of unanticipated delays shall be given to persons directly involved or affected.

Concurrent Remedies: Nothing herein shall prohibit a Complainant from filing or pursuing a criminal or civil complaint at the same time a Title IX grievance complaint investigation is underway.

Not a Substitute for Non-Title IX Disciplinary Process: The Title IX grievance process is intended to apply to student civil right grievances against employees, employee civil rights grievances against students, student-on-student civil rights grievances, student civil rights grievances against visitors or guests, and guest or visitor civil rights grievances against students. All other grievances by students against students will be addressed through the student code of conduct procedures as outlined in the student handbook. The most current and accurate version of the student handbook is located online at http://www.jsu.edu/studentaffairs/handbook.html.

Possible Dual Responsibility With Human Resources: In the event an employee is taking classes or should a student also be an employee (e.g., work study, Graduate Assistant, Resident Assistant), procedures applicable to employee-on-employee grievances through the Department of Human Resources may also be applicable. It is the practice of JSU to bring employee and student grievance mechanisms together for joint resolution in such cases. Sanctions may result in an individual’s capacity as a student, as an employee, or both.

1 While a “complainant” is normally the alleged “victim” of an incident, that may not always be the case. For the purposes of this document, however, complainant and victim will be used synonymously (complainant and alleged victim being the same individual).
INFORMAL AND FORMAL GRIEVANCE PROCESS

Voluntary Informal Resolution Encouraged But Not Required: Before pursuing the formal complaint process, students are encouraged to voluntarily pursue every reasonable effort to constructively resolve issues with other students, faculty, staff, or administrators. If deemed to be practical and safe, the problem or grievance should first be discussed with the individual other individual(s) involved. If satisfactory resolution is not reached after discussion with the individual(s), the student may contact the individual’s direct supervisor in an attempt to resolve the complaint. If these efforts are unsuccessful or deemed impractical, the formal complaint process may be initiated. The University does not require a student to contact any other person involved or that person’s supervisor if doing so is impracticable, if the student believes that the conduct cannot be effectively addressed through informal means, or if the aggrieved student decides it is his/her bests interests not to do so.

Formal Grievance Process: JSU’s Title IX Coordinator is designated to respond to concerns, complaints and grievances regarding discrimination and sexual misconduct. While notice of a formal statement of grievance (complaint) can be made in person to an appropriate official (President, Vice Presidents, Associate Vice Presidents, Judicial Coordinator, University Police, Athletic Director, Human Resources, Faculty and Supervisory Staff), students are strongly encouraged to submit grievances in writing or by email to the Title IX Coordinator, 102 Bibb Graves Hall, 256.782.5020 or tbking@jsu.edu.

Strict compliance with the structure or content of a complaint is not required. The following structure, however, will be helpful to the Title IX Coordinator in initiating, undertaking and concluding a timely investigation. The complaint should clearly and concisely describe the alleged incident(s), when and where it (they) occurred, and may state any desired remedy sought. The grievance should be signed by the Complainant or, in the case of an email submission, sent in letter format and should contain the name and all contact information for the Complainant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the Complainant should submit any supporting materials in writing as quickly as is practicable. Undue delay in submitting a complaint complicates the investigation.

The Complainant’s supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person’s supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort.

Upon receipt of a grievance the Title IX Coordinator will open a formal case file and coordinate any interim action, accommodations for the alleged victim, or other necessary remedial short-term actions necessary to ensure the wellbeing of such victim or Complainant and to protect the integrity of the investigation.

The Title IX Coordinator will take the following steps, perhaps among others:

- Determine the identity and contact information of a reported victim or reported victims.
• Implement any initial remedial actions necessary to ensure safety of persons or integrity of evidence, whether requested or deemed necessary.

• Conduct immediate initial investigation to determine if there is reasonable cause to charge the accused individual and what policy violations should be alleged as part of the complaint. If there is insufficient evidence to support reasonable cause of a policy violation (i.e. a complaint alleging conduct that is not a violation of University policy) the grievance will be closed with no further action.

• Where a complaint facially states sufficient facts to establish reasonable cause to believe a violation occurred, meet with the Complainant to finalize the complaint and prepare a notice to the individual(s) accused.

• Deliver the notice of the opening of an investigation to the person or persons accused of a violation or violations.

• Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice of charges prior to or at the time of the interview.

• Complete the investigation promptly without unreasonable deviation from the intended timeline.

• Provide a summary of findings to the Judicial Coordinator for presentation to the accused individual for acceptance or rejection.

• Share the findings with and update the Complainant on the status of the investigation and the outcome.

Where the accused individual is found not responsible for the alleged violation(s), the investigation should be closed. Where the accused individual accepts the finding that he/she violated University policy, the Judicial Coordinator will impose appropriate sanctions. The University will act to end any sexual misconduct, harassment or discrimination, prevent a recurrence, and remedy its effects on the victim and the University community.

In the event that the accused individual rejects the findings, in part or entirely, the Judicial Coordinator will convene a hearing to determine whether the accused individual is in violation of the misconduct alleged. In the discretion of the Judicial Coordinator, a hearing may be before the Judicial Coordinator alone or conducted before a panel convened for that purpose in accordance with University policy governing disciplinary hearings; however, where the Judicial Coordinator initially elects to hear a complaint without a panel, he must so advise the complainant and the accused in the formal notice of the setting of the disciplinary hearing. In such case, either the complainant or an accused may request a hearing be conducted before a panel provided such a request is made in writing no later than twenty-four (24) hours prior to the date and time set by the Judicial Coordinator, weekends, holidays and university closings excepted.

At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The hearing will determine whether it is more
likely than not that the accused individual violated University as alleged. The goal of the hearing is to provide an equitable resolution via a fundamentally fair and neutral process, respecting the civil and legal rights of all participants.

Where an accused individual is found in violation, the Judicial Coordinator will impose appropriate sanctions. The University will act to end the misconduct or discrimination, prevent its recurrence, and remedy its effects on the victim and the University community. If the accused individual disagrees with the Judicial Coordinator’s decision and/or the sanctions imposed, he/she may appeal to the Provost & Vice President for Academic and Student Affairs. (P&VPASA). If the accused individual disagrees with the P&VPASA’s decision, he/she may appeal to the President who shall review the investigative and adjudicatory process for adherence to the requirements of due process only. The President’s decision is final.

ELABORATION ON STUDENT PARTICIPATION IN THE INVESTIGATIVE PROCESS

The Title IX Coordinator will contact or request a meeting with the initiator of the formal grievance (Complainant), and the alleged victim (if different people). The Title IX Coordinator also may contact or request a meeting with relevant University staff, students, or others as part of the investigation. The Complainant may request at any time to meet with and discuss the allegations of the grievance with the Title IX Coordinator or any case officers in the event of an ongoing criminal investigation and may offer any documentation, witnesses, or other materials in support of the complaint. The Complainant has the option to have an advocate or attorney present during a meeting with the Title IX Coordinator but must advise the Title IX Coordinator of the identity of any advocate before the date of any meeting where such a person is expected to be present. During a meeting with the Title IX Coordinator, an attorney may give advice to the Complainant, however, an attorney is not allowed to speak or argue for the Complainant. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind, other than as required by institutional procedure, is permitted. The Title IX Coordinator may remove anyone disrupting the meeting from the discussion. All these same opportunities and privileges extend to all parties to the investigation and are applicable to any judicial hearing with the Judicial Coordinator.

FORMAL HEARINGS OF A COMPLAINT

Disciplinary hearings for charged violations of this policy will be conducted in the same procedural manner as other disciplinary hearings. Where this policy calls for or requires procedures that differ or require expedited review, this policy shall control.

GROUNDS, PROCEDURE AND TIMEFRAMES FOR FILING AN APPEAL

The decision of the Judicial Coordinator may be appealed by petitioning the Provost & Vice President for Academic and Student Affairs (P&VPASA) to review the decision. All sanctions imposed by the Judicial Coordinator will be in effect during the appeal unless imposition of sanctions is stayed by the Judicial Coordinator upon request and a finding made by him/her that a stay is
reasonable and can be allowed without jeopardizing safety other persons or the integrity of the educational mission of the University. The decision whether to grant a stay is in the sole discretion of the Judicial Coordinator but is subject to expedited review by the P&VPASA, if requested. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the Respondent-student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Judicial Coordinator may be appealed by written petition only (verbal notice or email notices are not adequate) and may be pursued by either a Complainant or an accused Respondent. Both Respondents or Complainants may petition the P&VPASA for a review of the decision of the Judicial Coordinator, or the sanctions imposed, which petition for review must be filed (physically received) within three (3) business days (no later than close of business of the third day) following the appealing party receiving the Judicial Coordinator’s written findings and final decision. The P&VPASA will share the appeal documents filed with the other party, who may file a response thereto in a similar manner within three (3) business days of notice of the same. The P&VPASA will initially determine if the appeal meets the limited grounds of appealability and is timely. The original findings and sanctions imposed shall stand if the appeal is determined not to be timely or substantively eligible for review. If so found, the decision may be appealed to the President for a review of that finding alone. In such event, if the President sustains the decision of the P&VPASA, the appeal will be dismissed with finality and the P&VPASA so advised. If the appeal is found by the P&VPASA to have standing (timely and stating a proper ground for review), upon request of the P&VPASA the investigative and judicial records shall be promptly forwarded by the Judicial Coordinator for review. The Judicial Coordinator’s decision shall be accorded a presumption of correctness, and the party requesting review by the filing of an appeal must affirmatively demonstrate (as opposed to simply allege) procedural or substantive error. Grounds for appeal are as follows and are exclusive of any others:

1. A procedural or substantive error occurred in either the investigative or adjudicatory process that significantly impacted the outcome of the hearing (e.g. substantial bias, material deviation from established procedures, the findings and decision are contrary to the great weight of the evidence, etc.)

2. To consider new evidence it must be newly discovered evidence (unavailable during the original hearing or investigation) that could substantially impact the original findings, decision or sanction. A summary of this new evidence and its probable impact must be included in the notice of appeal. Evidence that was known or reasonably should have been known and available at the time of the investigation or original hearing but is only now disclosed (newly disclosed evidence as opposed to newly discovered evidence) shall not be deemed to be sufficient.

3. The sanctions imposed are substantially disproportionate to the severity of the violation found.

If the P&VPASA determines that new additional evidence should be considered, he/she shall return the complaint to the Title IX Coordinator to investigate or Judicial Coordinator to consider in light of the new evidence only.
If the P&VPASA determines that a material procedural or substantive error occurred, he/she may return the matter to the Judicial Coordinator with instructions to reconvene a hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the Judicial Coordinator, the P&VPASA shall order a new hearing on the complaint. The results of a reconvened or new hearing can be appealed to the P&VPASA in the same manner as the original appeal.

If the P&VPASA is of the opinion that the sanctions imposed are inadequate or disproportionate to the severity of the violation, he/she shall return the matter with an explanation of his/her reasons for doing so to the Judicial Coordinator, who may then increase, decrease or otherwise modify the sanctions.

The procedures governing the hearing of appeals include the following:

- All parties shall be timely informed of the status of requests for appeal, the status of the appeal considerations and review, and the results of the appeal decision in all phases of the process. Unless a principal party to the process (Complainant, Respondent) advises otherwise, notices may be made by utilizing the email address of a party on file with the Registrar.

- The submission of new evidence or finding of procedural error in the investigative process where the result of the investigation or Judicial Coordinator’s decision is reasonably caused to be called into question should be resolved in light most favorable to the party appealing and considered as an opportunity to return the appeal to the Title IX Coordinator or Judicial Coordinator for clarification or reconsideration where appropriate; however, appellate review is not an opportunity for the P&VPASA to substitute her/his judgment for that of the original hearing body merely because he/she may disagree with their finding and/or sanctions. Appeal decisions are to be deferential to the original hearing body, making changes to the findings only where there is clear error and to the sanction only if there is a compelling justification to do so.

- Appeals are conducted by review only and not by the P&VPASA conducting a rehearing of the evidence, and in most cases are confined to a review of the record of the original hearing and pertinent documentation regarding the grounds for appeal.

- Sanctions imposed by the Judicial Coordinator are implemented immediately unless the Judicial Coordinator or P&VPASA stays implementation for good cause in extraordinary circumstances pending the outcome of the appeal.

- The P&VPASA will render a written decision on the appeal to all parties within seven (7) business days from receipt of an appeal notice, or where a response is filed by the other principal to the disciplinary hearing (Complainant or Respondent, as applicable) then within seven (7) business days of the receipt of said response, time being of the essence. Timeframes and deadlines may be extended for compelling reason or to comply with requirements of due process. Notice of any extensions shall be promptly given to persons involved.
Should an appeal result in the matter being returned to the Title IX Coordinator or Judicial Coordinator by the P&VPASA for additional investigation or adjudication, further investigation by the Title IX Coordinator and/or consideration by the Judicial Coordinator shall be finalized and notice given within seven (7) business days and the P&VPASA so informed. Appeal of any final decisions made following a return shall be filed in the same manner as the original appeal.

The decision of the P&VPASA is final in all regards, except a limited appeal may lie to the President whose review is limited solely to a determination that the parties involved were afforded substantial due process, which decision shall be final. Should the President determine that there was a lack of substantial due process, he/she shall so inform the P&VPASA and shall return the matter to the P&VPASA with instructions.

All investigatory and adjudicatory proceedings shall be concluded within sixty (60) days of the filing of a complaint, absent compelling reason for delay.

To prevent delay caused by the unavailability of any JSU official designated herein, the President may designate and temporarily appoint another University official to discharge the duties of the unavailable official.

**SPECIAL GRIEVANCE PROCEDURES**

a. University as Complainant

As necessary, JSU reserves the right to initiate a complaint, to serve as complainant and to initiate conduct proceedings without a formal complaint by a reputed victim of misconduct.

b. False Reports

JSU will not tolerate intentional false reporting of incidents or violations. It is a violation of the University’s sexual misconduct and discrimination policies to make an intentionally false report of any applicable violation. Making an intentionally false report may also violate state criminal statutes and civil defamation laws.

c. Immunity for Victims and Witnesses

JSU encourages the reporting of all policy violations by victims and witnesses, especially those involving sexual misconduct or discrimination. Sometimes, victims or witnesses are hesitant to report to University officials or participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims and witnesses of sexual misconduct and discrimination, in particular, limited immunity from being charged for policy violations related to the alleged misconduct where they may have been involved only to a minor degree or involved in misconduct not directly related to the violation(s) under investigation or charged. While violations cannot be overlooked, the University will, if appropriate, provide educational rather than punitive responses, in such cases.
d. Bystander Engagement

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. JSU encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the hospital or University Police). The University pursues a policy of limited immunity for students who offer to help others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

e. Parental Notification

JSU reserves the right to notify parents/guardians of dependent students regarding any health or safety risks to the student, a change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under 21 of alcohol and/or drug policy violations. Where a student is not dependent, the University will contact parents/guardians to inform them of situations in which there is significant health and safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

f. Notification of Outcomes

The outcome of an administrative investigation and/or hearing is part of the educational record of the accused individual, and is protected from release under federal law, FERPA. However, JSU observes legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.

- Complainants in a sexual exploitation, sexual harassment, stalking, relationship violence and any other gender-based offense have an absolute right to be informed of the outcome, in writing, and to be informed of any sanctions that directly relate to them, and to essential findings supporting the outcome when the outcome is one of violation and/or is equitable to share the essential findings with all parties.

- JSU may release the name, nature of the violation and the sanction for any student who is found in violation of the sexual misconduct policy. The University will release this information to the Complainant in any of these offenses regardless of the outcome.

- JSU reserves the right to release to appropriate law enforcement agencies and/or the District Attorney the filing of a complaint involving sexual misconduct, or the results of an investigation or
disciplinary proceeding where it appears criminal misconduct may be involved.

g. Alternative Testimony Options

For sexual misconduct complaints, and other complaints of an extreme sensitive nature, whether the alleged victim is serving as the Complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to and shall not be utilized to work to the disadvantage of the accused individual.

h. Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Title IX Coordinator or Judicial Coordinator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Title IX Coordinator. While previous conduct violations by the accused individual are not generally admissible as information about the present alleged violation, the Title IX Coordinator or Judicial Coordinator may consider it or allow it to be presented only if:

- The accused was previously found to be responsible for the conduct.
- The previous incident was substantially similar to the present allegation.
- Information indicates a pattern of behavior and substantial conformity with that pattern by the accused individual.

If you have any questions regarding any item specified in this policy please contact the Title IX Coordinator, 102 Bibb Graves Hall, 256.782.5020 or tbking@jsu.edu.
STATEMENT OF VICTIM’S / COMPLAINANT’S RIGHTS

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct or discriminatory misconduct made in good faith to University administrators.
- The right to be treated with respect by University officials.
- The right to have others present (in support or advisory roles) during an interview or hearing.
- The right not to -be pressure to or discouraged by University officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be promptly informed of the outcome and sanctions of any disciplinary hearing involving sexual misconduct or discrimination.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including University Police (UPD) and local law enforcement resources, and the option to be assisted by campus administrators in notifying such authorities, if the student so chooses. This also includes the qualified right not to report, if this is the victim’s desire.
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct or discrimination, both on campus and in the community.
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged incident, if so requested by the victim and if such changes are reasonably available. Accommodations may include:
  - Change of an on-campus student’s housing to a different on-campus location.
  - Assistance from University support staff in completing relocation.
  - Exam and assignment rescheduling.
  - Transferring class sections.
  - Temporary withdrawal.
  - Alternative course completion options.
  - Such other accommodations as may be reasonable or necessary.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right not to have any complaint of sexual misconduct mediated as opposed to adjudicated.
- The right to make a victim impact statement at the hearing and to have that statement considered in determining sanction(s).
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by University officials.
- The right to appeal the sanctions, in accordance with the standards for appeal established in the sexual and discrimination misconduct policy.
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least forty-eight (48) hours prior to a disciplinary hearing.

• The right to be informed of the names of all witnesses who will be called to give testimony, within forty-eight (48) hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).

• The right to preservation of privacy, to the extent possible and allowed by law.

• The right to a hearing closed to the public.

• The right to petition that any member of the University administration/staff, including the Title IX Coordinator, Judicial Coordinator, Provost & Vice President for Academic and Student Affairs or members of any hearing committee, be removed on the basis of demonstrated bias.

• The right to bring a victim’s advocate or advisor to all phases of the investigation and hearing.

• The qualified right to give testimony in the hearing by means other than being in the same room with the accused individual.

• The right to ask the Title IX Coordinator or Judicial Coordinator to identify and question witnesses, including expert witnesses.

• The right to be fully informed of the sexual misconduct and discrimination policy and procedures.

• The right to have the University arrange the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses present (including the accused individual), and the right to challenge documentary evidence.

• The right to be present for all testimony given and evidence presented at the hearing.

• The right to have complaints heard by the Judicial Coordinator and hearing committee members who have received annual sexual misconduct training.

• The right to a hearing committee comprised of representatives of both genders.

• The right to have University policies and procedures followed without material deviation.

• The right to be informed in advance, when possible, of any non-confidential release of information regarding the complaint. (Some legal and regulatory reporting is mandatory and may be done by the University without prior notice or consent.)

• The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.
STATEMENT OF THE ACCUSED
INDIVIDUAL’S RIGHTS

• The right to prompt investigation and appropriate resolution of all credible complaints of sexual misconduct or discriminatory misconduct made against him/her.
• The right to be treated with respect by University officials.
• The right to be informed of and have access to campus resources for medical, counseling and advisory services where indicated.
• The right to be fully informed of the nature, rules and procedures of the hearing process and to timely written notice of all alleged violations within the complaint, including the nature of the violations and possible sanctions.
• The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
• The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Judicial Coordinator in determining any sanction.
• The right to appeal sanction(s) imposed, in accordance with the standards for appeal established by the sexual misconduct policy.
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least forty-eight (48) hours prior to the hearing.
• The right to be informed of the names of all witnesses who will be called to give testimony, within forty-eight (48) hours prior to the hearing, except in cases where a witness’ identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).
• The right to a hearing closed to the public.
• The right to petition that the Title IX Coordinator, Judicial Coordinator, Provost & Vice President for Academic and Student Affairs or members of the disciplinary hearing committee be removed on the basis of demonstrated bias.
• The right to have the University arrange the presence of students, faculty and staff witnesses and the opportunity to ask questions, directly or indirectly, of witnesses present, and the right to challenge documentary evidence.
• The right to have complaints heard by the Judicial Coordinator and disciplinary hearing committee members who have received annual sexual misconduct adjudication training.
• The right to have University policies and procedures followed without material deviation.
• The right to have an advisor or advocate accompanying me and assisting in the hearing process. This advisor can be anyone, including an attorney provided at the accused individual’s own cost, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused individual as necessary.
• The right to a fundamentally fair hearing, as defined in these procedures.
• The right to a hearing outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
• The right to written notice of the outcome and sanction(s) of the hearing
• The right to a hearing committee comprised of representatives of both genders
• The right to be informed in advance, when possible, of any non-confidential release of information regarding the complaint. (Some legal and regulatory reporting is mandatory and may be done by the University without prior notice or consent.)

COMMON QUESTIONS AND ANSWERS ABOUT THIS POLICY AND PROCEDURES

• Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct and discrimination must be respected, except insofar as it interferes with the JSU’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the University.

In all complaints of sexual misconduct and discrimination, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain University administrators may be informed of the outcome within the bounds of student privacy (i.e., President, Provost, Vice Presidents, Associate Vice Presidents, Deans, Judicial Coordinator, University Police, Athletic Director and Human Resources). If there is a report of an act of alleged sexual misconduct is made to an official of the University and there is evidence that a felony has occurred, University Police will be and the District Attorney may be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. The statistical report does not include personally identifiable information.

• Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused individual, the University’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when
requested to do so by a student, in a life-threatening situation, or if the
accused individual has signed a written release, or as stated in Paragraph
“e” of the “Special Grievance Procedures” outlined above.

• Will the accused individual know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense
and the accused individual has the right to know the identity of the
complainant/alleged victim. If there is a hearing, the University does
provide options for questioning, including using a room divider or using
separate hearing rooms.

• Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged
perpetrator. No, if you choose to respond informally and do not file a
formal complaint. Victims should be aware that not identifying the
perpetrator might limit the institution’s ability to respond

• What do I do if I am accused of sexual misconduct?

Do not contact the alleged victim. You may immediately want to contact
someone in the campus community who can act as your advisor. You may
also contact the Title IX Coordinator or Judicial Coordinator for an
explanation of the University’s procedures for addressing sexual
misconduct complaints. You may want to talk to a confidential counselor
at Counseling Services or seek other community assistance.

• Will I (as a victim) have to pay for counseling/or medical care?

JSU provides free counseling at the Counseling Services office located in
140 Daugette Hall, (256) 782.5475. If a victim is accessing community
and no-institutional services, payment for these will be the responsibility of
the victim.

• What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to
pursue prosecution because representation will be handled by the District
Attorney’s office. You may want to retain an attorney if you are the
accused individual or are considering filing a civil action. The accused
individual may retain counsel at their own expense if they determine that
they need legal advice about criminal prosecution and/or the campus
conduct proceeding.

• What about changing residence hall rooms?

If you want to move, you may request a room change. Room changes
under these circumstances are considered emergencies. It is typical
institutional policy that in emergency room changes, the student is moved
to the first available suitable room. If you want the accused individual to
move, and believe that you have been the victim of sexual misconduct, you
must be willing to pursue a formal or informal University complaint. No
contact orders can be imposed and room changes for the accused individual
can usually be arranged quickly. Other accommodations to you might include:

- Assistance from University Housing & Residence Life in completing the relocation
- Arranging to dissolve a housing contract and pro-rating a refund
- Assistance with or rescheduling an academic assignment
- Taking an incomplete in a class
- Assistance with transferring class sections
- Temporary withdrawal
- Assistance with alternative course completion options
- Other accommodations for safety as necessary

- What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Jacksonville Medical Center Emergency Room, before washing yourself or your clothing. A victim advocate from the institution can also accompany you to the hospital and the University Police Department can provide transportation. If a victim goes to the hospital, University Police will be called, but she/he is not obligated to talk to the police or pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

From the victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene – leave all sheets, towels, etc. that may bear evidence for the police to collect.

- Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the University’s response, but whenever possible the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.
• Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused individual’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or drugs will never excuse a violation by an accused individual.

• Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

• What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct or discrimination, but are unsure of whether it was a violation of the institution’s sexual misconduct and discrimination policy, you should contact the Title IX Coordinator or Judicial Coordinator.

**Title IX Coordinator**
102 Bibb Graves Hall
256.782.5020
tbling@jsu.edu

**Judicial Coordinator**
215 Stephenson Hall
256.782.5070
mjones@jsu.edu