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For Police Emergencies Call: 256.782.5050 OR 911

For Non-Emergencies Call: 256.782.8888

## **JSU Mission Statement**

Jacksonville State University, a learning-centered community, provides distinctive educational, cultural, and social experiences to prepare students to be competent, ethical professionals and engaged, responsible, global citizens.

## **JSU Vision Statement**

Jacksonville State University will be recognized nationally for excellence in providing a transformational learning environment that supports student success and engagement, regional stewardship, and innovation.

## **JSU Strategic Plan Commitments**

### **Discover**

As educators, we do not provide the answers. We provide the experiences, environments, and expectations that allow learners to discover the answers.

### **Engage**

As a university, we ensure the vibrancy of our campus, community, and region through the benefit of belonging, mutual relationships, and power of place.

### **Reach**

As a thriving learning community, we depend on a strong foundation based on diverse student enrollment, a spirit of generosity, and a culture of accountability.

## Course Scheduling & Registration

### Course Listings

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

<i>Sections Found</i>						
<b>First Year Experience – 13883 – SSC 101 - 001</b>						
<b>Associated Term:</b> Fall 2023 <b>Registration Dates:</b> Mar 10, 2023, to Aug 23, 2023 <b>Levels:</b> Undergraduate						
Jacksonville State University Campus In-Person Instruction Schedule Type On-Campus Instructional Method 0.000 Credits <a href="#">View Catalog Entry</a>						
<i>Scheduled Meeting Times</i>						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:15 am –12:15 pm	W	Houston Cole Library B4	Aug 17, 2023- Dec 08, 2023	In-Person Instruction	Romona Lynn Hollingsworth (P)

**Course Reference Number (CRN):** Refers to a five-digit number appearing after the name of the course. Check the CRN carefully as each section is assigned a different number. Registration, available through your

**MyJSU** account allows for registration by CRN or by course search.

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

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

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

**Levels:** Levels are undergraduate, graduate, or doctoral.

**Instructor:** Instructors for each section will be listed on the schedule. STAFF or TBA indicates the instructor for the course had not been assigned at the time the schedule was created.

**Schedule Type:** Schedule Type refers to the way the class is taught; for example, in-person instruction, lab, asynchronous online, activity, etc.

**Instructional Method:** Instructional Method refers to the way the class is taught; for example, on-campus, online, field based, 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 a student 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:** Time refers to the hours the class meets. If TBA is listed, then the location, days, and/or time had not been assigned at the time the schedule was created 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, M for Monday, etc. The only exception is Thursday which is indicated by the letter “R.” If TBA is listed, the location, days, and/or time had not been assigned at the time the schedule was created or the course is online.

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

**Date Range:** The dates listed are the start and end dates of the part of term in which the course is offered.

## Course Scheduling

During the first three semesters, students should be fulfilling the General Studies 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 a recommended sequence of courses for each major, for each semester, is provided in the catalog. By following this plan, it will increase the likelihood of graduating in approximately four years. Try to schedule courses to ensure there is a balance of **MWF** classes and **TR** classes. Remember to give yourself a break for lunch! Below you will find two sample schedules:

Communication	3	MWF	8:45 – 9:45
History	3	MWF	10:00 – 11:00
English	3	MWF	1:45 – 2:45
Psychology	3	TR	7:30 – 9:00
Math	3	TR	9:15 – 10:45
SSC 101	0	T	11:00 – 12:00
<b>Total</b>	<b>15</b>		
History	3	MWF	8:45 – 9:45
Biology	3	MWF	10:00 – 11:00
Physical Education	3	MWF	11:15 – 12:15
English	3	TR	9:15 – 10:45
Math	3	TR	11:00 – 12:30
Biology Lab	1	R	1:45 – 3:45
<b>Total</b>	<b>16</b>		

## 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 points 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.

	HOURS CREDIT	GRADE	QUALITY POINTS PER HR		QP
EH 141	3	A	4	=	12
HY 101	3	B	3	=	9
MS 112	3	A	4	=	12
BY 101	3	D	1	=	3
BY 103	1	C	2	=	2
	<b>13</b>				<b>38</b>

38 Quality Points Earned = 2.92  
13 Hours Attempted

## Four 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 each semester by their academic advisor prior to registration.

**3**

Prior to meeting with your academic advisor, review the Class Schedule online and the Schedule Planner through your *MyJSU* account. Refer to the JSU Catalog online for information on the general studies 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://www.jsu.edu/registrar/refistration/html>.

**It is the responsibility of the student to pay all tuition and fees by the published due date. Not doing so will result in the student's registration being canceled.**

For more payment information, please visit: <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 *MyJSU*
- Enter your Username and Password
- Select JSU Navigate
- In the “Your Success Team” box, bottom right of screen, your primary advisor is listed as ACAD
- If you cannot find your advisor, email [advising@jsu.edu](mailto:advising@jsu.edu) for assistance.

### WHEN TO SEE YOUR ACADEMIC ADVISOR

- To address any problems that affect your academic performance
- To select courses for the upcoming semester
- To discuss academic performance
- To explore academic and professional opportunities
- To discuss career development, cooperative education and/or internships
- To discuss departmental requirements and course sequences
- To discuss elective coursework in the major or other departments

### HOW TO SEE YOUR ACADEMIC ADVISOR

- Know the location of your advisor’s office
- Schedule an appointment with your advisor through JSU Navigate
- If it is necessary to drop in without an appointment, be prepared and patient
- 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
- Prepare course list and generate schedules in Registration before meeting with your advisor

## *MyJSU*

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 device with Internet capabilities.

### To Register for Classes

- ✓ Check the Academic Calendar for registration dates. Priority Registration times can be found on the Registrar’s Office website.
- ✓ Meet with your academic advisor and request authorization for registration.
- ✓ Tuition may be paid with credit card, cash or check, or payment plan.

Refer to <http://www.jsu.edu/registrar/registration.html> for additional registration information.

## GEM Electronic Mail (Office 365)

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> or by logging into your *MyJSU* account at <http://my.jsu.edu>. It is important to check your JSU email 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 Office of Student Accounts 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. Visa, Master Card, and Discover are accepted.

- ❖ If you need to use your financial aid for the payment deadline, review your charges minus your scheduled financial aid. Pay the difference between your total charges and scheduled aid if applicable.
- ❖ Make sure you have done everything necessary to apply for and accept financial aid. APPLY EARLY. The deadline to apply for JSU competitive scholarships is February 1.
- ❖ Submit your housing application and the \$200.00 non-refundable application fee online by the April 1st 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](http://www.jsu.edu/housing).

**Please Note:**

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

### **Pay Registration/Housing Confirmation Costs**

**1. Office of Student Accounts**

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- a) Cash (in person only)
- b) Check or money order
- c) Credit Card, Visa, Mastercard, Discover (American Express accepted online only)
- d) Payment Plan

***Payments that are mailed must be received (not postmarked) in the Office of Student Accounts by the published due date.***

**2. Financial Aid Office**

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- 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
  - Tuition Assistance (JSU employees only)

***Note: Students must have web accepted their financial aid award by the published due date. Campus employment cannot be used for confirmation.***

**3. Loans/Outside Scholarships**

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- 1. Private/Alternative Loans
- 2. Outside Scholarships (state agency, corporate, civic, etc.)

**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 payment due date.** All outside scholarships are posted to the student's account upon receipt.

While the Financial Aid Office awards most scholarships offered by the university, some departments administer specific scholarships and assistantships. 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 Office of Housing Operations and Residence Life with any questions.

## Campus Services

### Office of Admissions

Lauren Findley, Director

304 Theron Montgomery Building  
Telephone: 256.782.5268  
Email: [admissions@jsu.edu](mailto:admissions@jsu.edu)

The Office of Admissions is responsible for all undergraduate admission processing and recruitment. This includes collection of applications and fees, high school and college transcripts, and standardized tests for admission.

The Office of Admissions is responsible for all undergraduate student recruiting including participation in high school college day programs. The office is responsible for processing all outgoing correspondence and literature to prospective students. The office coordinates event/tour for prospective students. Admissions Counselors are available to meet with prospective students and their families.

### Bookstore

Annaleigh Harris, Manager

Theron Montgomery Building  
2<sup>nd</sup> Floor  
Telephone: 256.782.5283  
Email: [sm278@bncollege.com](mailto:sm278@bncollege.com)

The Campus Bookstore is operated by Barnes & Noble Education. Students may rent or purchase new and used textbooks at the bookstore or through online ordering at <http://jsu.bncollege.com>. School supplies and JSU gifts/clothing are also available.

Students may use excess financial aid in the store or online to purchase books and other supplies. Please refer to the bookstore or Office of Student Accounts website for exact dates regarding when students may use financial aid. Scholarship students may order online at <http://jsu.bncollege.com>. Please be aware that the student is personally responsible for all shipping charges and may be required to submit a credit card online.

FirstDay™ is the JSU Bookstore's inclusive access model where every student has access to digital course materials on or before the first day of class within the Canvas Learning Management System. This affordable solution provides significant savings for related course materials as noted directly on the student account. While not suggested, students can opt-out of the program if desired. For more information, please visit <http://www.jsu.edu/bookstore>

The bookstore also operates up to three locations during the home football and basketball games. Please visit <http://www.facebook.com/JSU.Campus.Bookstore> for special event hours. The bookstore offers sport specific apparel/gifts online at <http://shopjsugamecocks.com> often with free shipping.

Hours of operation for fall/spring terms:	Monday – Tuesday	7:15 AM – 6:00 PM
	Wednesday – Thursday	7:15 AM – 5:00 PM
	Friday	7:15 AM – 4:30 PM
Hours of operation for summer term:	Monday – Thursday	8:00 AM – 4:30 PM
	Friday	8:00 AM – 12:00 PM

*\*Summer Orientation schedules may affect store hours.*

### **Community Standards & Title IX**

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Jasmin A. Nunez, Director

301 Angle Hall  
Telephone: 256.782.8080  
Email: [communitystandards@jsu.edu](mailto:communitystandards@jsu.edu)

The Department of Community Standards & Title IX manages the Student Code of Conduct and is responsible for supporting students through alleged misconduct both on and off campus. The office supports students who want to make a report of a policy violation or concerning behavior for a student. The disciplinary process is educational in nature and advocates for students who are found responsible of violations, to be given an educational sanction and opportunity to learn and transform through the process.

### **Counseling Services**

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Julie Nix, Director

147 Trustee Circle  
Telephone: 256.782.5475  
Email: [ccs@jsu.edu](mailto:ccs@jsu.edu)

Counseling Services offers personal counseling for JSU students at no charge. Counseling is available through individual and group settings and counselors are available for crisis response after hours and on weekends through the Department of Public Safety. Counseling Services coordinates and advises Active Minds and the Collegiate Recovery Community.

### **Dean of Students Office**

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Josh Robinson, Dean of Students

402 Theron Montgomery Building  
Telephone: 256.782.5491  
Email: [studentlife@jsu.edu](mailto:studentlife@jsu.edu)

The Dean of Students Office advises the Student Government Association, Miss Jacksonville State Competition, fraternity and sorority life, clubs, and organizations as well as opportunities for involvement to enhance the educational experience of students intellectual and governmental activities. The office enhances the collegiate experience through programs, activities, and leadership development.

### **Department of Public Safety (DPS)**

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Michael Barton, Director of Public Safety

Salls Hall  
Non-emergency: 256.782.8888  
Emergency: 256.782.5050 or 911  
Email: [upd@jsu.edu](mailto:upd@jsu.edu)

The Department of Public Safety (DPS) provides a wide range of public safety services to include law enforcement, security, parking services, communications, emergency management, and administrative services. Students and employees may report crime, accidents, and other emergencies to the University Police 24 hours a day, seven days a week by calling DPS at 256.782.5050. Crime information is available at the following link: <https://www.jsu.edu/police/prevention/crimestats.html>.

Students, faculty, and staff are encouraged to update their phone contact information on their MyJSU account to receive campus-related emergency notifications through JSU Alert. Also, members of the campus community are encouraged to download the Cocky Watch phone application, to access JSU's panic alert and submit a tip features, by going to <https://www.jsu.edu/police/emergencymgt/safetyapp.html> for further information and instructions.

All students, staff, and faculty parking on campus must have a parking decal. Visitors may obtain a visitor's parking pass at Parking Services located in Room 403 of the Theron Montgomery Building. Decals are obtained by logging into your MyJSU account. Please visit the Department of Public Safety's webpage at [www.jsu.edu/police](http://www.jsu.edu/police) for further information about the department and services available.

### **Dining Services**

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Scott Williams, General Manager  
Becky Key, Administrative Assistant

Jack Hopper Dining Hall  
Telephone: 256.782.7242

Dining Services offers a wide range of meal plans that provides a variety of choices to fit your eating needs. There are several dining locations on campus including Jack Hopper Dining Hall, which provides home cooked entrees, vegetables, breads, sub sandwiches, allergen free foods, pizza, burgers, international cuisine, salad bar, and desserts. Located in the Theron Montgomery Building is the TMB Food Court that includes Chick-fil-A, Freshens, and Mein Bowl. At the Houston Cole Library, We Proudly Serve Starbucks offers specialty coffees, sandwiches, and salads to go. If you are in the mood for some southern fried wings, visit WOW American Eats located next to Jack Hopper Dining Hall. WOW offers a full menu of wings, chicken tenders, specialty burgers, salads, and much more. If you would like to try some of your favorite virtual brands, visit Cocky's Kitchen located in Stephenson Hall, beside the Football stadium. For more details and information about meal plans, visit our website at [dining.jsu.edu](http://dining.jsu.edu) or call us at 256.782.7242. Stay up to date with all things Dining by following us on Instagram@jsudining.

### **Office of Diversity and Inclusion**

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Charlcie Pettway Vann, Director

117 Suite Angle Hall  
Telephone: 256.782.8434  
Email: [cvann@jsu.edu](mailto:cvann@jsu.edu)

Jacksonville State University is committed to celebrating the differences of all students, faculty, and staff. The purpose of the Office of Diversity & Inclusion is to provide programs, activities, and services which meet the needs of our students. We intend to sustain an inclusive and welcoming environment for students of all ethnicities, genders, physical abilities, socio-economic status, faiths, and cultures.

JSU Safe Zone is a campus-wide program that works to ensure a welcoming environment for all gender identities and sexual orientations. By establishing an identifiable network of trained individuals committed to fostering an atmosphere of respect and inclusion, the program provides a safe space for members of the LGBTQ community and their Allies on campus. By participating in the trainings, individuals are considered a trained ally and can promote themselves as such.

### **Drop/Add Procedures**

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Dean's Office

College of Student's Major

Website: <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 *My*JSU account.

Students wishing to add classes must do so by a specific date (see academic calendar online at <http://www.jsu.edu/registrar/academic-calendar>). Students may drop classes by the Internet only through a specific date (see academic calendar online at <http://www.jsu.edu/registrar/academic-calendar>).

*There is no tuition refund for course(s) dropped after the add/drop date.*

### **Enrollment Initiatives/Transfer Pathways**

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Kelly Martin, Director of Enrollment Initiatives

201 Angle Hall  
Telephone: 256.782.5039  
Email: [enroll@jsu.edu](mailto:enroll@jsu.edu)

The mission of the Office of Enrollment Initiatives/Transfer Pathways is to increase the enrollment of post-traditional students through partnerships with external constituents, including businesses, organizations, and community colleges. These initiatives focus on recruiting and enrolling first-time adult learners, adults with some college/transfer students, and returning former JSU students.

### **Financial Aid**

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Charlotte Cole, Director

107 Angle Hall  
Telephone: 256.782.5006  
Email: [finaid@jsu.edu](mailto:finaid@jsu.edu)

The Financial Aid Office provides assistance to students for their educational expenses. Several 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 financial need, interested students should fill out the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. These forms are available in October. Priority deadline for FAFSA completion is April 1 each year. Priority Deadline for completed financial aid files is July 1 each year. A complete listing of all scholarships and additional information is available in the Financial Aid Office or online at <http://www.jsu.edu/finaid/index.html>.

### **Grade Appeal**

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

### **Office of Housing Operations and Residence Life**

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Brooke Lyon, Director of Housing Operations  
Rochelle Smith, Director of Residence Life

111 Angle Hall  
Telephone: 256.782.5122  
Email: [jsuhousing@jsu.edu](mailto:jsuhousing@jsu.edu)

The Office of Housing Operations and Residence Life (HRL) supports the academic mission of JSU 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 our community environment. Our goal is to provide clean, secure, and well-maintained facilities that promote academic success.

Submit your housing application and the \$200.00 non-refundable application fee online by the April 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 information, please go to [www.jsu.edu/housing](http://www.jsu.edu/housing).

## **Houston Cole Library**

John-Bauer Graham, Dean of Library Services

Houston Cole Library  
8<sup>th</sup> Floor  
Telephone: 256.782.5255  
Email: [jgraham@jsu.edu](mailto: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 offers access to more than 1.5 million volumes, access to millions of periodical articles available through over 450 online databases, as well as tens of thousands of e-books and more than a million microfilms and audiovisual materials, all selected to support the university curriculum.

The library is open 91 hours per week during the fall and spring semesters and 79 hours during the summer on the following schedule:

<u>Fall/Spring</u>	<u>Summer</u>
Monday – Thursday: 7:30 AM – 12:00 AM	Monday – Thursday: 7:30 AM – 9:00 PM
Friday: 7:30 AM – 4:30 PM	Friday: 7:30 AM – 4:30 PM
Saturday: 9:00 AM – 5:00 PM	Saturday: 9:00 AM – 1:00 PM
Sunday: 3:00 PM – 11:00 PM	Sunday: 3:00 PM – 11:00 PM

The library will be open until 1:00 AM Sunday-Thursday during Final Exam periods during the fall and spring semesters.

Library services include the reserve reading desk in the lobby where assigned readings and online electronic reserves are placed by faculty, group study rooms, the tenth-floor computer lab, self-service photocopy machines, an online catalog, electronic databases, quiet study floor, and centralized reference assistance in the lobby. 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 and other equipment may be checked out for student use from the Whitesel Multimedia Lab on the sixth floor.

## **Human Resources**

Allison Casey, HR Director

326A Angle Hall  
Telephone: 256.782.5007  
Email: [akcasey@jsu.edu](mailto:akcasey@jsu.edu)

The JSU Student Employment Program allows currently enrolled students to participate in on-campus employment opportunities and receive valuable work experience. For detailed information, please visit Student Employment at <http://www.jsu.edu/hr/student-employment/index.html>

## **Identification Card**

Jesse Thornburg, Manager

JSU ID Office  
Theron Montgomery Building  
4<sup>th</sup> Floor  
Telephone: 256.782.5290  
Email: [idooffice@jsu.edu](mailto:idooffice@jsu.edu)

### Fall/Spring

Monday – Friday: 8:00 AM – 4:00 PM

### Summer

Monday – Friday: 8:00 AM – 4:00 PM

JSU ID cards are made in the JSU ID Office on the 4<sup>th</sup> floor in the Theron Montgomery Building (TMB). Students must be registered for classes and provide picture identification before the card can be issued. The ID Office and Mail Center staff work together within both locations.

## **International House and Programs**

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TBD, Director

International House  
Telephone: 256.782.5303  
Email: [intlprog@jsu.edu](mailto:intlprog@jsu.edu)

The International House and Programs provides 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 student and scholar related immigration regulations, student employment regulations, driver's license, international student insurance, travel, and visa requirements as well as in matters of student life on campus. International students and U.S. students participating in the International House programs are provided with volunteer opportunities and opportunities to engage in cultural activities and educating JSU community on global education. A major goal is to internationalize the JSU campus, and help students fully participate in the life of the maximum benefit from their experience in the U.S.

## **jsuRIDE**

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Luane Evans, Coordinator Transportation

Conferences and Support Ops Bldg.  
Telephone: 256.782.8637  
Email: [transportation@jsu.edu](mailto:transportation@jsu.edu)

The mission of jsuRIDE is to provide safe and reliable transit service to Jacksonville State University faculty, staff, and students. To reserve a ride, download the jsuRIDE app from the App store for iPhone and Google play store for androids. All rides must be booked in 15-minute increments.

### Fall/Spring

Monday – Thursday: 7:00 AM – 9:00 PM  
Friday: 7:00 AM – 4:30 PM

### Summer

Monday – Thursday: 7:00 AM – 9:00PM  
Friday: 7:00 AM – 4:30

## **Mail Center**

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Jesse Thornburg, Manager

Theron Montgomery Building  
4<sup>th</sup> Floor  
Telephone: 256.782.5290  
Email: [mailcenter@jsu.edu](mailto:mailcenter@jsu.edu)

All students with a JSU email address can receive mail at JSU. Mail should be addressed as follows:

Name First, Last (Student Number)  
JSU Mail Center  
700 Pelham Rd. North  
Jacksonville, AL 36265

- Mail can be collected from the parcel lockers located on the 4th floor of the TMB.
- Each piece of mail will trigger an email sent to the student's JSU email address.
- The email will contain a bar code, and pin code used to get the mail from the parcel lockers.
- Once the mail has been collected, shut the door and the system will reset.
- Students can pick up mail 24/7 after they have been notified they have received a package.

The Mail Center is open and receives deliveries Monday – Friday: 8:00 AM – 4:30 PM. The mail center is unavailable to receive packages or mail on Saturday and Sunday.

By paying a non-refundable fee per semester, students may have all correspondence sent to their off-campus mailing address.



### **Military & Post-Traditional Services**

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Justin Parker, Director

Daugette Hall Basement  
Telephone: 256.782.8839  
Email: [parker@jsu.edu](mailto:parker@jsu.edu)

Military & Post-Traditional Services (MPTSS) aims to provide Veterans and Military Educational Benefits counseling, academic and career support services, social engagement opportunities, and advocacy for all Military-Connected Students, Adult Learners, Commuter Students, Students with Children, and Transfer Students at JSU. It is the goal of MPTSS to ensure that all the student groups we support have the resources necessary to reach their personal, academic, and professional goals.

### **Online@JSU**

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Chris Casey, Director

212 Self Hall  
Telephone: 256.782.8172  
Email: [online@jsu.edu](mailto:online@jsu.edu)

Students taking online courses or using online technology such as Canvas should review the Guide for Online Students provided by Online@JSU and located at [http://www.jsu.edu/online/current-students/guide\\_online\\_students.html](http://www.jsu.edu/online/current-students/guide_online_students.html). This is especially important for students not commuting to or living near the JSU campus. In this guide, students will find information about help/support, the Canvas LMS, student ID cards, exam proctoring, and a variety of other topics.

### **Print Shop**

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Nick Howard, Manager

Theron Montgomery Building  
Room 104 (1<sup>st</sup> Floor)  
Telephone: 256.782.5323  
Email: [printshop@jsu.edu](mailto:printshop@jsu.edu)

The Print Shop supplies Jacksonville State University with high quality printing at a discounted price (cash or check ONLY). This service is available to all students attending school at JSU. Photocopies, resumes, class notes, and much more are available to you through the Print Shop. Additional services provided include, but are not limited to, cutting, trimming, colored copies, folding, stapling, 3-hole punching, spiral binding, padding, signs, and banners!

### **Registrar's Office**

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Emily White, Registrar

113 Angle Hall  
Telephone: 256.782.5400  
Email: [registrar@jsu.edu](mailto:registrar@jsu.edu)

The Registrar's Office publishes the University Catalog, the Academic Calendar, the Class Schedule, and the Final Examination Schedule. Students desiring to change their name or address, withdraw from the university, obtain a copy of their JSU college transcript, request a degree verification and enrollment certification letter (which may be helpful for outside agencies such as insurance companies), and request a transient letter may contact the office. Midterm and final grades are also handled by this office. Specific midterm grades for fall and spring semesters are viewable on your *MyJSU* account. Final grades are viewable on your *MyJSU* account at the end of each term. For more information about services provided by the Registrar's Office, please visit <https://www.jsu.edu/registrar>.

### **JSU Health Center**

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Whitney Grimes, CRNP  
Baleigh Liveoak, Clinic Coordinator

JSU Health Center  
JSU South Complex  
Telephone: 256.782.5310  
Email: [bliveoak@jsu.edu](mailto:bliveoak@jsu.edu)

The JSU 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 register with Med+Proctor on the JSU Health Center website, under the “student health form” tab on the left side of the page. All health information and vaccination records must be submitted via Med+Proctor prior to arrival on campus.

### **Student Accounts**

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Alice Wudarczyk, Assistant Controller

245 Angle Hall  
Telephone: 256.782.5458  
Email: [studentaccounts@jsu.edu](mailto:studentaccounts@jsu.edu)

Students may pay tuition, housing, and other fees at the Office of Student Accounts window, via the web at <http://my.jsu.edu>, by credit card (Visa, Mastercard, or Discover. American Express accepted online only), or by mail with a check or money order.

**STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ALL 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 go through the reinstatement process to 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 Office of Student Accounts 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 percent (30%) of the debt, plus litigation expenses and court costs, if applicable. Debts owed to the university may be referred to an outside agency for collection as accounts, or where litigation has concluded, as judgement. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgement obtained in favor of the university will accrue interest at the rate set by Alabama law for unpaid judgements. 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.

### **Student Government Association**

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Cody Beck, Advisor

Dean of Students Office  
402 Theron Montgomery Building  
Telephone: 256.782.5068  
Email: [studentlife@jsu.edu](mailto: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.

## University Recreation

Dominic DiMauro, Director

Recreation and Fitness Center  
Telephone: 256.782.5075  
Email: [urec@jsu.edu](mailto:urec@jsu.edu)

University Recreation (URec) empowers students to engage in fun and healthy experiences by developing growth opportunities which impact overall wellbeing and success. The Recreation and Fitness Center features strength training and cardio equipment, a 3-court gymnasium, a multi-activity court, three fitness studios, two racquetball courts, an indoor and outdoor pool, gaming lounge, and climbing wall. Services include Weekly Fitness Classes, Intramural Sports, Sport Clubs, and Adventure Recreation Trips.

Hours of operation during the fall and spring semesters are typically:  
Monday – Thursday: 5:00 AM – 11:00 PM  
Friday: 5:00 AM - 9:00 PM  
Saturday: 9:00 AM - 9:00 PM  
Sunday: 12:00 PM - 9:00 PM

For more information about University Recreation please visit us at [www.jsu.edu/urec](http://www.jsu.edu/urec)

## Withdrawal Procedures

Registrar's Office

113 Angle Hall  
Telephone: 256.782.5400  
Email: [registrar@jsu.edu](mailto: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: <http://www.jsu.edu/refistrar/academic-calendar>. You may withdraw by completing the Withdrawal from Term Form located in your *MyJSU* account.

After the last day to drop or withdraw for the term, students who can no longer attend classes due to severe medical reasons or extraordinary personal circumstances beyond their control may request a Hardship Withdrawal through the Office of the Vice President for Student Affairs, 102 Angle Hall. Please go to the following link for more information regarding a Hardship Withdrawal:

<http://www.jsu.edu/studentaffairs/hardshipwithdrawal.html>

## Student Success Center

Dr. Timothy King, Vice Provost, Student Success

Student Success Center  
Houston Cole Library  
1<sup>st</sup> Floor  
Email: [tbking@jsu.edu](mailto:tbking@jsu.edu)  
Telephone: 256.782.5020

The mission of the Student Success Center is to provide an integrated network of support to facilitate the academic and personal success of undergraduate students at JSU. Centrally located in the Houston Cole Library the Student Success Center is equipped to meet current and emerging learning support needs of students. For more information, please review the following support options, location, and contact information.

### **Academic & Career Advising**

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Dr. Janet Bavonese, Assistant Vice Provost for Advising

- Academic Advising
- Career Development

Student Success Center  
Houston Cole Library  
1<sup>st</sup> Floor  
Email: [jbavonese@jsu.edu](mailto:jbavonese@jsu.edu)  
Telephone: 256.782.8443

### **Academic Standards**

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Debra James, Director Student Success Center

- Learning Development Plans
- Academic Needs Assessment
- Reinstatement

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [dmjames@jsu.edu](mailto:dmjames@jsu.edu)  
Telephone: 256.782.8224

### **College to Career Initiatives**

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Todd Garrison, Director

- Co-Op
- Internships
- Job Fairs
- Resume critiques
- Mock Interviews

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [agarrison@jsu.edu](mailto:agarrison@jsu.edu)  
Telephone: 256.782.5747

### **Disability Resources**

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Sean Creech, Director Disability Resources

- Assistive technology
- Accessibility Reviews
- Faculty Consultations
- Support groups for students with disabilities
- Success Coaching for students with disabilities
- Reasonable Accommodations for students with disabilities
- Interpreting and/or captioning services for classes and/or university events
- Reasonable accommodations and/or accessibility needs for Commencement

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [screech@jsu.edu](mailto:screech@jsu.edu)  
Telephone: 256.782.8381

### **First- & Second-Year Experience**

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Keaton Glass, Director, First & Second Year Experience

- First Time Freshman Gamecock Orientation
- Transfer Student Gamecock Orientation
- Freshman Forum
- Lambda Sigma Sophomore Honor Society
- SSC 101 Peer Mentor Program

Student Success Center  
Houston Cole Library  
1<sup>st</sup> Floor  
Email: [kglass@jsu.edu](mailto:kglass@jsu.edu)  
Telephone: 256.782.5493

### **Student Athlete Development**

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Michelle Green, Director, Student Athlete Development

- Success Coaching
- Student Athlete Development

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [amgreen@jsu.edu](mailto:amgreen@jsu.edu)  
Telephone 256.782.8303

### **Student Success Technology**

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Kimberly Hudgins, Coordinator Retention Technology

- JSU Navigate
- JSU Navigate Coordinated Care Team
- Cocky Bot 🤖 SMS Chatbot Messaging

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [kmegill@jsu.edu](mailto:kmegill@jsu.edu)  
Telephone: 256.782.8302

### **Success Coaching**

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Debra James, Director

- Success Coaching

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [dmjames@jsu.edu](mailto:dmjames@jsu.edu)  
Telephone: 256.782.8224

### **Success Courses**

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Courtney Peppers, Director, Learning Services & Analytics

- Student Success Courses 101
- Student Success Courses 104

Student Success Center  
Houston Cole Library  
Ground Floor  
Email: [cpeppers@jsu.edu](mailto:cpeppers@jsu.edu)  
Telephone: 256.782.5575

### **Summer Bridge Program**

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Gina Glass, Coordinator

Summer Bridge Program & Placement

- Cohort Learning Model
- Precision Based Success Courses
- Individualized Support Plans
- Success Coaching
- Tutoring
- Academic Advising
- Peer Mentoring
- EdReady Math and English Placement

Student Success Center  
Houston Cole Library  
Ground Floor  
Email: [gglass@jsu.edu](mailto:gglass@jsu.edu)  
Telephone: 256.782.5783

### **Supplemental Instruction**

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Alysia Pace, Coordinator Supplemental Instruction

- Supplemental Instruction study sessions

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [alpace@jsu.edu](mailto:alpace@jsu.edu)  
Telephone: 256.782.8225

### **Testing Services**

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David Washburn, Coordinator, Testing Services

- Exam proctoring
- Make up exams
- CLEP
- ACT (National and Residual)
- ACT Work Keys
- PRAXIS (Summer Only)

Student Success Center  
Houston Cole Library  
Ground Floor  
Email: [testingservices@jsu.edu](mailto:testingservices@jsu.edu)  
Telephone: 256.782.8378

### **Tutoring**

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Candi Burton-Momon, Coordinator, Tutoring Services

- Appointment tutoring
- Drop-in tutoring
- Tutor.com (online tutoring)

Student Success Center  
Houston Cole Library  
2<sup>nd</sup> Floor  
Email: [cburtonmomon@jsu.edu](mailto:cburtonmomon@jsu.edu)  
Telephone: 256.782.8306

## **Student Government Association**

The Student Government Association (SGA) 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, and Vice President of Public Relations. The executive officers hold daily office hours and meet weekly at various times in the SGA office. As a student, you are invited to meet with your officers any time to share opinions and ideas.

### **Legislative Branch**

The Vice President of Student Senate oversees the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 30 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 is also responsible for overseeing the Allocations Committee.

The legislative body of the SGA, the Student Senate, meets every Monday night at 6:00 PM during the fall and spring semesters in the TMB Auditorium. This is a great time to voice a concern.

### **Judicial Branch**

The Judicial Branch is made up of the Student Judiciary Advocate, referred to as the SJA, and a Student Judiciary Panel. The SJA oversees both the Spring General and Homecoming elections. The Student Judiciary Panel shall be appointed by the Student Judiciary Advocate.

### **Student Activities Council**

The Vice President of Student Activities presides over the Student Activities Council and oversees 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 Dean of Students Office in Room #402 Theron Montgomery Building.*



**Student Government Officers Contact Information**  
**402 Theron Montgomery Building**  
**256.782.5068 (T)**

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**2023-2024**

<b>President</b>	<a href="mailto:sgapres@stu.jsu.edu">sgapres@stu.jsu.edu</a>
<b>Vice President of Student Senate</b>	<a href="mailto:sgavpss@stu.jsu.edu">sgavpss@stu.jsu.edu</a>
<b>Vice President of Organizational Affairs</b>	<a href="mailto:sgavpoa@stu.jsu.edu">sgavpoa@stu.jsu.edu</a>
<b>Vice President of Student Activities</b>	<a href="mailto:sgavpsa@stu.jsu.edu">sgavpsa@stu.jsu.edu</a>
<b>Vice President of Public Relations</b>	<a href="mailto:sgavppr@stu.jsu.edu">sgavppr@stu.jsu.edu</a>
<b>SGA Advisor: 256.782.5068</b>	

# 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 disability. 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**

**Section 1.** The SGA shall be composed of three branches: Executive, Legislative, and Judicial.



**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 Vice-President of Organizational Affairs, and the Vice President of Public Relations.

**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 Dean of Students.

**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 recommend students to serve on University, Faculty, and Senate committees
5. To appoint a Presidential Cabinet for advisement at his/her discretion
6. To appoint executive assistants to aid in the performance of executive duties as needed.
7. To remove from office, with approval of the Senate, any executive officer who he/she has appointed.
8. 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.
9. To form temporary executive committees when necessary to investigate problems in the executive level.
10. To meet regularly with the University President, Student Affairs staff, and faculty
11. To maintain an active seat on the President's Council of Student Government Presidents across Alabama
12. 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.
13. 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.
14. To address the Student Senate not less than twice each semester as prescribed by statute.
15. To request interpretation of the Constitution or the Code of Laws by the Student Judiciary Advocate.

**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, Clerk, and Parliamentarian for the Student Senate whose duties are prescribed by statute.
2. 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.
3. To call and preside over meetings of the Student Senate and to cast a vote only in order to break a tie.
4. To assume responsibility for execution of Senate procedure as outlined by statute.
5. To appoint with approval of the Student Senate, committee heads to each Senate standing committee.
6. To follow up on the intent of the Senate legislation and policy concern by meeting with university officials as deemed necessary.
7. To attend Student Executive Board meetings as called by the President.
8. To perform such duties as the President might request of him/her.
9. To execute the powers and duties of the SGA President in the event that office becomes vacant.
10. To organize a training session yearly for Student Senators and committee heads.

**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 assume responsibility for all student activities sponsored by the SGA.
5. To attend Student Executive Board meetings as called by the President.
6. To assume responsibility for all Student Activities Council procedures.
7. To meet regularly with Student Affairs staff designed to work with the SGA and any other university officials when necessary to coordinate activities.
8. To perform such duties as the SGA President might request of him/her.

**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 allocations requests are processed in a timely manner.
5. To attend all Student Executive Board meetings as called by the President.
6. To ensure that all allocation regulations are in compliance.
7. To appoint an Organizational Affairs Head 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 Dean of Students Office, 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 report all news announcements, events, and advertisements to the Vice President of Public Relations for inclusion on the SGA Calendar.
14. To advise the SGA Vice President of the Student Senate on all matter's university recognized organizations.
15. To perform such duties as the SGA President might request of him/her.

**Section 8. The Vice President of Public Relations** shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The Vice President of Public Relations 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 Student Activities Council Committee Chairpersons to develop publicity campaigns for programs and events.
4. To attend all Student Executive Board meetings as called by the President.
5. To perform such duties as the President might request of him/her.

**Section 9.** No person can serve in the Student Government Association Executive Board more than two consecutive years (2 full academic years) without approval from the Dean and Assistant Dean of Students

**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  
Judicial Branch**

**Section 1.** The judicial branch shall be made of up the Student Judiciary Advocate.

**Section 2.** The Student Judiciary Advocate shall not serve in any other SGA elected or appointed office.

**Section 3.** The Student Judiciary Advocate shall be appointed by the President and confirmed by the Student Senate.

**Section 4.** The Student Judiciary Advocate shall work in conjunction with the JSU Office of Community Standards and Title IX.

**Section 5.** The Student Judiciary Advocate shall serve as a student representative in cases involving student infractions.

**Article VIII  
General Provisions**

**Section 1.** 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 2.** 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 3.** Quorum, as defined by statute, must be determined before any action may be taken by any branch or agency of the SGA.

**Section 4.** Elections shall be held in a fair and timely manner as prescribed by statute.

**Section 5.** 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 6.** Any holder of any office created by this Constitution, or the Code of Laws may be eligible for impeachment for misfeasance, malfeasance, or nonfeasance while in office by such method as provided by the Code of Laws.

**Section 7.** 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 VPSS, VPSA, and the VPOA are not able and (or) willing to be SGA President the Vice President of Public Relations (VPPR) 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 8.**

1. The Vice President of the Student Senate 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. Appointments must be confirmed by the Student Senate.
2. The Vice President of the Student Activities 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. Appointments must be confirmed by the Student Senate.
3. The Vice President of Organizational Affairs shall be succeeded by the Senate Organizational Affairs Committee Head. If the Senate Organizational Affairs Committee Head is not able and (or) willing to be VPOA, the SGA President shall appoint a temporary VPOA until a special election is held. Appointments must be confirmed by the Student Senate.
4. The Vice President of Public Relations shall be succeeded by the Senate Publicity Committee Head. If the Senate Publicity Committee Head is not able and (or) willing to be VPPR, the SGA President shall appoint a temporary VPPR until a special election is held. Appointments must be confirmed by the Student Senate.

### **Article IX Amending the Constitution**

**Section 1.** Constitutional Amendments can be submitted only by Student Senators and Executive Board members.

**Section 2.** For a constitutional amendment to be adopted, it must:

1. Be approved by a two-thirds vote in the Student Senate.
2. Be approved by two-thirds of a student body vote (following Student Senate Approval).

### **Student Groups and Organizations**

Jacksonville State University is open and inclusive of all Recognized Student Groups and welcomes ideas and proposals for new student groups or organizations. The Dean of Students Office is responsible for maintaining order of all Recognized Student Groups and therefore requires all groups and organizations to adhere to the following:

1. Groups/Organizations will be required to have a faculty/staff advisor at all times.
2. Annual Paperwork will be submitted to the Dean of Students (or Assistant Dean of Students for Fraternity and Sorority Life for IFC, NPHC, and College Panhellenic Organizations)
  - a. Group/Organization Rosters
  - b. Chapter Leadership Updates
  - c. Advisor Contact Information
  - d. Additional paperwork/requirements are required for IFC, NPHC, and College Panhellenic Organizations:
    - i. Chapters will submit a roster update form any time membership is extended, withdrawn, or resigned.
    - ii. At least one advisor will attend advisor certification training annually.
    - iii. New members/aspirants will attend a new member/aspirant orientation each semester.
    - iv. Hazing compliance forms will be submitted to the Assistant Dean of Students each semester.

- v. All chapters will submit a new member/aspirant education plan approved by their Inter/National Office
  - vi. Chapter members and/or leadership will attend risk reduction training as offered by the Dean of Students Office
  - vii. Chapters will abide by policies set forth by their respective councils and their Inter/National Organization
3. Adhere to the JSU Student Code of Conduct and all JSU policies at all times.
  4. Members of group/organization shall attend annual student organization leadership training sponsored by the Dean of Students Office
  5. Provide notice and details to the Dean of Student Office within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related to issues involving the organization or any of its members and the Inter/National Organization, if a national affiliation exists

Failure to adhere to the above mentioned requirements could result in removal of recognized status by the university.

## Special Interest Groups

### **Active Minds at JSU**

To promote awareness and education to remove the stigma that surrounds Mental illness and to create an environment for discussion.

Advisor: Julie Nix, Counseling Services, 256.782.5475

E-mail: [jnix@jsu.edu](mailto:jnix@jsu.edu)

### **Anime and Cosplay Club**

To promote a love for anime and cosplay and to share knowledge of both.

Advisor: Kim Westbrook, Library Services, 256.782.5244

E-mail: [kwestbrooks1@jsu.edu](mailto:kwestbrooks1@jsu.edu)

### **AlgoSolvers**

To Provide an avenue for student sot better understand data structures, algorithms, and problem solving.

Advisor: Dr. Arup Kumar Ghosh, Mathematical Computing Info Science, 256.782.5717

E-mail: [akghosh@jsu.edu](mailto:akghosh@jsu.edu)

### **Asgard Coalition**

To assist new, upcoming, and smaller campus organizations. This includes providing help in event planning, recruitment, and attaining the resources required to succeed and grow.

Advisor: Karlie Johnson, Library Services, 256.782.5253

E-mail: [kljohnson@jsu.edu](mailto:kljohnson@jsu.edu)

### **Big Bold & Beautiful Women Empowerment**

To inspire and empower Women with Trauma.

Advisor: Giselle Sharp, 256.782.5475

Email: [gsharp@jsu.edu](mailto:gsharp@jsu.edu)

**Black Student Union (BSU)**To encourage unity, among African American students, encourage students to participate in all aspects of campus life, and to serve as a representative for African American and minority students to the university's governing body.

Advisor: Dr. Stacey Gill, 256.782.5086

Email: [sgill@jsu.edu](mailto:sgill@jsu.edu)

### **College Democrats**

Encourages participation in the Democratic Party.

Advisor: Paul Hathaway, Sociology and Political Science, 256.782.5652

E-mail: [phathaway@jsu.edu](mailto:phathaway@jsu.edu)

### **College Republicans**

To give Republicans on the Campus of JSU a voice and a safe place to gather and express opinions about local, state, and federal politics, as well as allow anyone to participate in polite discourse.

To give all JSU students a place where they can be 100% themselves without fear of being rejected, silenced, or censored, and to meet people, make friends, and have fun.

Advisor: Lori Owens, Honors Program, 256.782.5696

Email: [ljowens@jsu.edu](mailto:ljowens@jsu.edu)

### **Criminal Analysis Club**

To create a community that promotes interest in the criminal mind by analyzing behavior traits of violent offenders.

Advisor: Walter Haney, Criminal Justice, 256.782.5483

E-mail: [whaney1@jsu.edu](mailto:whaney1@jsu.edu)

### **Dual Enrollment Student Representative Program**

To promote leadership among 25 dual enrollment students from high schools in our service region.

Advisor: Carol Grace Meehan, Admissions, 256.782.5268

E-mail: [cmeehan@jsu.edu](mailto:cmeehan@jsu.edu)

### **El Latido de Mi Cultura**

To raise awareness and celebrate Hispanic Cultures at JSU through education and action.

Advisor: Dr. Lance Ingwersen, History & Foreign Languages, 256.782.5632

E-mail: [lingwersen@jsu.edu](mailto:lingwersen@jsu.edu)

### **Firebird Ultimate (Men's Ultimate Frisbee)**

To encourage and teach teamwork, to be competitive, to become physically fit and have fun.

Advisor: Sean Chenoweth, Chemistry and Geosciences, 256.782.8598

E-mail: [mchenoweth@jsu.edu](mailto:mchenoweth@jsu.edu)

### **Freshman Forum**

Freshman Forum is an Elite Freshman Leadership Institute that allows freshmen at JSU to gain valuable leadership skills that will help them throughout college and in their careers. Must be an in-coming freshman who has shown campus involvement in high school and is committed to pursuing that commitment in college.

Advisor: Abbie Beatty, Student Success, 256.782.5045

E-mail: [abeatty@stu.jsu.edu](mailto:abeatty@stu.jsu.edu)

### **Fuego Ultimate (Women's Ultimate Frisbee)**

To promote competition, confidence and team bonding in an athletic woman led environment.

Advisor: Mabra Gaspar Miguel, Human Resources 256.782.5007

E-mail: [mgasparmiguel@jsu.edu](mailto:mgasparmiguel@jsu.edu)

### **Full SPECTRUM (LGBTQ)**

To promote a safe non-judgmental environment for people of all sexual and gender identities. This is an organization for bisexual, pansexual, gay, lesbian, transgender, asexual questioning students and their allies.

Advisor: Karlie Johnson, Houston Cole Library, 256.782.5253

E-mail: [fullspectrum@jsu.edu](mailto:fullspectrum@jsu.edu)

### **History Club**

To encourage further learning and understanding of our nation's great history.

Advisor: Llewellyn Cook, History, 256.782.5632

E-mail: [lcook@jsu.edu](mailto:lcook@jsu.edu)

### **HOPE Women's Services (Help, Options & Pregnancy Education) – Formerly Sav-A-Life**

To promote hope for students in a non-planned pregnancy and encourage life for the unborn. Counseling is offered for anyone in a pregnancy crisis or think they may be pregnant. Also, counseling is provided for anyone that has had an abortion. We promote abstinence and we are pro-life.

Advisor: Lauren Robinson, HOPE Women's Services

Email: [savalifetoday.lauren@gmail.com](mailto:savalifetoday.lauren@gmail.com)

Advisor: Kay Coger, Teacher Education Services, 256.782.5574

E-mail: [kcoger@jsu.edu](mailto:kcoger@jsu.edu)

### **Interfraternity Council**

Association of nationally recognized fraternities which functions as the governing body and the Greek voice for JSU IFC fraternities.

Advisor: FranShay Kendal Garrett, Dean of Students Office, 256.782.5491

E-mail: [fgarrett@jsu.edu](mailto:fgarrett@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: Javier Burrow, International House, 256.782.5313

E-mail: [jburrows@jsu.edu](mailto:jburrows@jsu.edu)

### **Jacksonville State Bass Fishing Club**

To help members grow by knowledge of tournament fishing.

Advisor: Dominic DiMauro, UREC, 256.782.8680

E-mail: [ddimauro@jsu.edu](mailto:ddimauro@jsu.edu)

### **Jacksonville Association of Nursing Students**

Promoting a positive image of nursing throughout the local, state, and national level

Advisor: Melissa Duckett, Department of Nursing, 256.782.8404

E-mail: [mduckett@jsu.edu](mailto:mduckett@jsu.edu)

### **JSU Climbing**

To promote the culture of competitive and casual climbing and bring awareness to the fastest growing sport in history.

Advisor: Paul Killen, University Recreation, 256.782.8697

E-mail: [pkillen@jsu.edu](mailto:pkillen@jsu.edu)

### **JSU Cycling**

To encourage recreational riding as well as promoting students to attend local community cycling events.

Advisor: Lori Galloway Cochran, Kinesiology Department, 256.782.5515

E-mail: [lcgalloway@jsu.edu](mailto:lcgalloway@jsu.edu)

### **JSU Math Club**

To promote the interest of mathematics among students.

Advisor: David Dempsey, MCIS, 256.225.0889

E-mail: [ddempsey@jsu.edu](mailto:ddempsey@jsu.edu)

### **JSU Overwatch Esports Team**

To build a community of Overwatch players at JSU and compete in tournaments.

Advisor: Chris Hosmer, Music, 256.782.5063

E-mail: [chosmer@jsu.edu](mailto:chosmer@jsu.edu)

### **JSU Pre-Veterinary Health Club**

To educate other on animal health and spread awareness of animal healthcare across campus.

Advisor: Dr. Jenna Lee Ridlen, 256.782.5644

E-mail: [jridlen@jsu.edu](mailto:jridlen@jsu.edu)

### **JSU Pride: Outdoor Initiative**

The mission of the JSU Pride Outdoor Initiative is to create a safe, inclusive, and recreational group for LGBTQIA+, BIPOC, persons with disabilities, and allies to experience the outdoors while making connections with other people within the community.

Advisor: TBA

### **JSU Students for Equality**

To promote diversity and inclusion for individuals of all sexualities and genders as well as other historically marginalized groups; our goal is to help retain and recruit these students while enhancing their experiences through cultural programming, workshops, support groups, education, and social events.

Advisor: Tina Deshotels, Sociology and Political Science, 256.782.5350

E-mail: [tdeshotels@jsu.edu](mailto:tdeshotels@jsu.edu)



**JSU Tabletop and Collectible Card Game Club**

To provide a fun environment for all tabletop games.

Advisor: Kim Westbrook, Library, 256.782.5244

E-mail: [kwestbrooks1@jsu.edu](mailto:kwestbrooks1@jsu.edu)

**Korean Entertainment Club**

To bring together fans of K Pop and Korean Dramas.

Advisor: Karlie Johnson, Houston Cole Library, 256.782.5253

E-mail: [kljohnson@jsu.edu](mailto:kljohnson@jsu.edu)

**Level Up**

To provide a general understanding and interest of electronic gaming of the past, present and future.

Advisor: Rence Cochran, Mathematics, 256.782.5722

E-mail: [rlcochran@jsu.edu](mailto:rlcochran@jsu.edu)

**Model United Nations**

To provide a way for students with an interest in international relations to learn new skills

Advisor: Dr. Lori Owens, Undergraduate Studies and Special Programs, 256.782.8269

E-mail: [ljowens@jsu.edu](mailto:ljowens@jsu.edu)

**Muslim Student Association**

To promote and encourage an educational and informative outlook on Islam.

Advisor: Safaa Al-Hamdani, Biology Department, 256.782.5801

E-mail: [sah@jsu.edu](mailto:sah@jsu.edu)

**National Association for the Advancement of Colored People – N.A.A.C.P. Youth and College Division**

Creating a platform to give a political voice to the youth in the state.

Advisor: Michelle Green, Student Success, 256.782.8303

E-mail: [amgreen@jsu.edu](mailto:amgreen@jsu.edu)

**National-Pan-Hellenic Council (NPHC)**

Association of nationally recognized, historically African American sororities and fraternities which functions as the governing body and Greek voice for JSU's historically African American sororities and fraternities.

Advisor: FranShay Kendal Garrett, Dean of Students Office, 256.782.5491

E-mail: [fgarrett@jsu.edu](mailto:fgarrett@jsu.edu)

**National Society of Leadership and Success**

To help students gain leadership skills.

Advisor: Michelle Green, Student Success, 256.782.8303

E-mail: [amgreen@jsu.edu](mailto:amgreen@jsu.edu)

**Nihongo Go! The Japanese Language and Culture Club**

To celebrate Japan's cultural traditions and teach JSU students the Japanese language.

Advisor: Helen Kaibara, History and Foreign Language

E-mail: [hkaibara@jsu.edu](mailto:hkaibara@jsu.edu)

Advisor: Michael Boynton, Drama Department, 256.782.8428

E-mail: [mboynton@jsu.edu](mailto:mboynton@jsu.edu)

**College Panhellenic Council**

Association of nationally recognized sororities which functions as the governing body and the Greek voice for JSU sororities.

Advisor: FranShay Kendal Garrett, Dean of Students Office 256.782.5491

E-mail: [fgarrett@jsu.edu](mailto:fgarrett@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: Dr. Lori Owens, Undergraduate Studies, and Special Programs, 256.782.8269  
E-mail: [ljowens@jsu.edu](mailto:ljowens@jsu.edu)

### **Pre-law Society**

To prepare students for the official law school admissions exam.  
Advisor: Dr. Lori Owens, Undergraduate Studies, and Special Programs, 256.782.8269  
E-mail: [ljowens@jsu.edu](mailto:ljowens@jsu.edu)

### **Public Relations Student Society of America (PRSSA)**

PRSSA provides an atmosphere for growth and opportunity for young public relations professionals. It also promotes effective public relations practice for all JSU students. We help promote campus events, attend conferences, network with other public relations practitioners, and host professional workshops.  
Advisor: Dr. Breann Murphy, Department of Communication, 256.782.5389  
E-mail: [bmurphy5@jsu.edu](mailto:bmurphy5@jsu.edu)

### **Residence Hall Association**

Provide a voice and address the concerns of residents living in JSU residence halls and apartments.  
Advisor: Ellis Collins, Residence Life, Lead. 256.782.7706  
E-mail: [edcollins@jsu.edu](mailto:edcollins@jsu.edu)

### **ROTC (Gamecock Battalion)**

The JSU ROTC courses taught instill invaluable leadership and critical thinking skills that are necessary in leading, managing, and motivating people; the kind of leadership experience that will be very attractive for civilian agencies.  
Advisor: Travis Easterling, ROTC, 256.782.5601  
E-mail: [rotc@jsu.edu](mailto:rotc@jsu.edu)

### **Scholars Bowl Club**

To enhance Jax State by providing students a place to use their prior and continuing knowledge to compete, to socialize, to stay present in the community, and to grow intellectually with other members.  
Advisor: Kyle Pearson, University Recreation, 256.782.5072  
Email: [kwpearson@jsu.edu](mailto:kwpearson@jsu.edu)

### **Sigma Alpha Omega**

To assemble Christian women in a Christ centered sorority to glorify God by reaching women across the world. A sisterhood that equips women to grow in their relationships with Christ through unity and service.  
Advisor: Betsy Gullede, College of Health Professions & Wellness, 256.782.8129  
E-mail: [gullede@jsu.edu](mailto:gullede@jsu.edu)

### **Student Activities Council (SAC)**

A programming board to host events for JSU students.  
Advisor: Cody Beck, Dean of Students Office, 256.782.5491  
E-mail: [cbeck@jsu.edu](mailto:cbeck@jsu.edu)

### **Students Alumni Association**

JSU Alumni are ready to assist and prepare students for jobs after college.  
Advisor: Brittany White, Alumni Relations, 256.782.8256  
E-mail: [bhwhite@jsu.edu](mailto:bhwhite@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: Cody Beck, Dean of Students Office, 256.782.5491  
E-mail: [cbeck@jsu.edu](mailto:cbeck@jsu.edu)

### **Student Veterans of America (SVA)**

Provides military-connected students with the resources, support, and advocacy needed to succeed in higher education.

Advisor: Tashua Dennis, Military & Post-Traditional Student Services, 256.782.8840

Email: [tbdennis@jsu.edu](mailto:tbdennis@jsu.edu)

### **The Choice @ JSU**

The Choice strives to promote different venues and information for anyone seeking professional assistance for psychological disorders while also promoting global awareness on the positive benefits for psychology.

Advisor: Paul Hathaway, Political Science, 256.782.5652

E-mail: [phathaway@jsu.edu](mailto:phathaway@jsu.edu)

### **The Tocqueville Society**

The Tocqueville Society seeks to facilitate discussion and critical reflection among the student body regarding topics that lie at the intersection of politics and culture.

Advisor: Ben Gross, Sociology and Political Science, 256.782.5651

E-mail: [bgross@jsu.edu](mailto:bgross@jsu.edu)

### **Umbrella Alliance**

The mission of Umbrella Alliance is to be a LGBTQ group that offers supports, snacks, and speakers for trans and gender non-conforming students.

Advisor: Emrys Donaldson

E-mail: [edonaldson@jsu.edu](mailto:edonaldson@jsu.edu)

### **Young Women for America**

To inform women at JSU about the role they play in government, the role they play in society, and Christianity in transition into college life.

Advisor: Cannon Connell, International House, 256.782.5303

E-mail: [cfconnell@jsu.edu](mailto:cfconnell@jsu.edu)

### **Women's Issues, Support and Empowerment (W.I.S.E)**

Through education and activism, we seek to connect individuals with solutions to the problems we face in order to create a more balance world where women's issues are addressed. Women are supported in their endeavors and empowered to make changes in their lives and ultimately society.

Advisor: Tina Deshotels, Sociology and Political Science, 256.782.5350

E-mail: [tdeshotels@jsu.edu](mailto:tdeshotels@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: Dr. Kim Southwick-Thompson, English, 256.782.5411

E-mail: [ksthompson@jsu.edu](mailto:ksthompson@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](mailto:kbodiford@jsu.edu)

Assistant: Clint Gillespie, Music, 256.782.5630

E-mail: [cgillesp@jsu.edu](mailto:cgillesp@jsu.edu)

Assistant: Jeremy Stovall, Music, 256.782.5061

E-mail: [jstovall@jsu.edu](mailto:jstovall@jsu.edu)

### **Student Athletic Advisory Committee**

The mission of the Student Athletic 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: Tee Neely, Athletic Compliance, 256.782.5536

E-Mail: [teeely@jsu.edu](mailto:teeely@jsu.edu)

## **Service Groups**

### **Ambassadors**

Serves as official representatives at events hosted by JSU such as graduation, presidential functions, board meetings, career fairs, and preview days. Accompany admissions counselors to area high schools for recruitment and assist with on-campus recruiting events.

Advisor: Sarah Engle, 256.782.5667

E-mail: [seengle@jsu.edu](mailto:seengle@jsu.edu)

### **Circle K International**

Promote community service, leadership, and fellowship among members of the JSU community.

Advisor: Mysti Nichols, English Department, 256.782.5411

E-mail: [mnichols@jsu.edu](mailto:mnichols@jsu.edu)

### **Collegiate Recovery Community**

Offers students in recovery a total college experience.

Advisor: Len McCauley, Counseling Services, 256.782.5475

E-mail: [lmccauleyjr@jsu.edu](mailto:lmccauleyjr@jsu.edu)

### **Gamecock Orientation**

Assist 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: Keaton Glass, Student Success, 256.782.5493

E-mail: [kglass@jsu.edu](mailto:kglass@jsu.edu)

### **JSU Global Ambassador**

The Global Ambassador (GLA) Program aims at helping prospective international students with information on JSU and accepted international students with information on programs, campus, community and life in Jacksonville, AL. The GLA program seeks to help international students with arrival and adjustment to life at JSU as a “home away from home”.

Advisor: Byron Nichols, International House & Programs, 256.782.5303

E-mail: [enichols@jsu.edu](mailto:enichols@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, 256.782.5954

E-mail: [jnix@jsu.edu](mailto: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: TBA, 256.782.5572

E-mail: [wjjsprogramdirector@gmail.com](mailto:wjjsprogramdirector@gmail.com)

### **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: Mary Smith, Marketing Services

E-mail: [msmith@jsu.edu](mailto:msmith@jsu.edu)

### **The Odyssey Online**

Providing perspectives of the new generation by democratizing content, giving people the opportunity to share what is most important to them and their communities through writing, videography, and photography. Enriching everyone with broader, more honest perspectives on topics they care about.

Advisor: Teresa Reed, English Department, 256.782.5456

E-mail: [treed@jsu.edu](mailto:treed@jsu.edu)

### **WLJS Radio Station (92.J)**

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: Chris McCollough 256.782.5572

E-mail: [wjlsprogramdirector@gmail.com](mailto:wjlsprogramdirector@gmail.com)

## **Honor Societies**

### **Alpha Kappa Delta – Eta (AKD)**

AKD-Eta founded in 1978, promotes the study of social issues for the benefit of humanity, while simultaneously providing a co-curricular outlet for students interested in the study of sociology.

Advisor: Dr. Tina Deshotels, Sociology and Social Work, 256.782.5350

Email: [tdeshotels@jsu.edu](mailto:tdeshotels@jsu.edu)

### **Alpha Phi Sigma Criminal Justice Honor Society**

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 and Forensic Investigation, 256.782.8179

E-mail: [dbuttram@jsu.edu](mailto:dbuttram@jsu.edu)

### **Beta Biology Honor Society**

An honor society for students to improve the understanding of biological study.

Advisor: Michael Burns, Biology, 256.613.7054

E-mail: [mburns3@jsu.edu](mailto:mburns3@jsu.edu)

### **Honors Program**

To provide academically gifted students with an enriched educational experience in a diverse range of courses.

Advisor: Lori Owens, Honors Program, 256.782.5640

E-mail: [ljowens@jsu.edu](mailto:l Owens@jsu.edu)

### **JSU Psi Chi Chapter**

Psi Chi is an international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

Advisor: Heidi Dempsey, Psychology, 256.782.5895

E-mail: [hdempsey@jsu.edu](mailto:hdempsey@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](mailto:ddempsey@jsu.edu)

### **Kappa Pi Honor Art Society**

To form a body of student representatives with the highest ideals of education and artistic ability.

Advisor: John Oles, Art Department, 256.225.0889

E-mail: [joles@jsu.edu](mailto:joles@jsu.edu)

### **Lambda Alpha Epsilon (Alpha Sigma Omega)**

To promote Education in the Criminal Justice field.

Advisor: Brian Patton, Criminal Justice and Forensic Investigation, 256.782.8126

E-mail: [bepatton@jsu.edu](mailto:bepatton@jsu.edu)

### **Lambda Beta Society-JSU Chapter**

The purpose of this society shall be to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the Respiratory Care profession.

Advisor: Andres Crawley, Nursing and Respiratory Therapy, 256.782.5478

E-mail: [acrawley@jsu.edu](mailto:acrawley@jsu.edu)

### **Lambda Sigma Honor Society**

Second year honor society that fosters leadership, scholarship, fellowship, and service.

Advisor: Keaton Glass, Student Success, 256.782.5493

E-mail: [kglass@jsu.edu](mailto:kglass@jsu.edu)

### **Phi Sigma Alpha**

An honor society for upper-level students that have a specialized interest in sociology and political science.

Advisors: Benjamin Gross, Department of Sociology and Political Science, 256.782.5651

E-mail: [bgross@jsu.edu](mailto:bgross@jsu.edu)

### **Sigma Alpha Iota**

International Music Women's Fraternity that encourages, nurtures, and supports the art of music.

Advisor: Mark Brandon, Music Department, 256.782.5048

E-mail: [mbrandon@jsu.edu](mailto:mbrandon@jsu.edu)

### **Tau Sigma Honor Society (Transfer Students)**

To promote involvement for transfer students through social, academic, and philanthropic activities.

Advisor: Nolan Clackley, Admissions Office, 256.600.9538

E-mail: [nclackley@jsu.edu](mailto:nclackley@jsu.edu)

### **Rho Lambda**

To be able to join the Greek community in leading our campus and the community to recognize women who have excelled in their own chapters.

Advisor: FranShay Kendal Garrett, Dean of Students Office, 256.782.5491

Email: [fgarrett@jsu.edu](mailto:fgarrett@jsu.edu)

## **Religious Groups**

### **Agape Campus Ministries**

To connect, to love, and to support all college students.

Advisor: Aimee Thrasher, 256.782.8085

E-mail: [athrasher3@jsu.edu](mailto:athrasher3@jsu.edu)

### **Baptist Campus Ministries**

Baptist Campus Ministries at Jacksonville State University exists to reach, care for, and build up students in the love of Jesus Christ, involving them in the ministries of the BCM, preparing them to serve Jesus both here and abroad, all for the glory of God.

Advisor: Robert Cochran, MCIS, 256.782.5722

E-mail: [rlcochran@jsu.edu](mailto:rlcochran@jsu.edu)

### **Becoming @ JSU**

Helping people become who they are in Christ and reclaiming the lost generation for the equipping of the saints.

Advisor: Michael Walker

E-mail: [mwalker@jsu.edu](mailto:mwalker@jsu.edu)

### **Campus Outreach**

Campus outreach exists to glorify God by building laborers on the campus for the lost world. We desire to equip students to lead their churches, communities, and families for a lifetime.

Advisor: Ethan Knight, Campus Director, 334.759.0144

Email: [ethan.knight@campusoutreach.org](mailto:ethan.knight@campusoutreach.org)

### **Catholic Student Organization**

To proclaim the gospel of Jesus Christ in the arena of higher education

Advisor: Julie Boland, Softball, 256.782.8299

E-mail: [jboland@jsu.edu](mailto:jboland@jsu.edu)

### **Delight Ministries**

Our mission is to invite college women into Christ-centered community that fosters vulnerability and transforms stories.

Advisor: Victoria Stigile, Department of Music, 256.613.7511

E-mail: [vstigile@jsu.edu](mailto:vstigile@jsu.edu)

### **Episcopal Campus Ministry**

To encourage spiritual growth in Christ and provide services to the campus and community.

Advisor: Paul Beezley, History & Foreign Languages, 256.782.5632

E-mail: [pbeezley@jsu.edu](mailto:pbeezley@jsu.edu)

Advisor: Rev. Robert Fowler, St. Luke's Episcopal Church, 256.435.9271

### **Friends in Faith**

To educate, explore, and bond with people in faith.

Advisor: Russel Lemmons, 256.782.5632

E-mail: [rlemmons@jsu.edu](mailto:rlemmons@jsu.edu)

### **Jacksonville Christian Student Organization (Jacksonville Church of Christ)**

To grow closer together through Christ and build friendships that will last a lifetime.

Advisor: Jana McGinnis, Softball, 256.782.5524

E-mail: [mcginnis@jsu.edu](mailto:mcginnis@jsu.edu)

### **Loving One Another**

To share God's love with one another.

Advisor: Tashua Dennis, Military & Post-Traditional Student Services, 256.782.8840

E-mail: [tdennis@jsu.edu](mailto:tdennis@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: Christopher Probst, Music, 256.782.5559

E-mail: [cprobst@jsu.edu](mailto:cprobst@jsu.edu)

### **Sound From Heaven Ministries**

Sometimes it can be hard to hear what God wants from us in a deafening world. This organization is a Spirit-filled ministry that strives to learn His greater plan, the spiritual gifts we have been given, and how God can use us to glorify His kingdom.

Advisor: Misty Ray, Athletics, 256.782.5970

E-mail: [mcassell@jsu.edu](mailto:mcassell@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: Kim Stevens, Library, 256.782.5762

E-mail: [weather@jsu.edu](mailto:weather@jsu.edu)

## **Professional and Departmental Clubs**

### **Alpha Kappa Psi**

To foster scientific research in the field of commerce, accounts, and finance.

Advisor: Ellis Collins, Housing & Residence Life, 256.782.5860

E-mail: [edcollins@jsu.edu](mailto:edcollins@jsu.edu)

### **American Chemical Society**

To advance the interest in chemistry through education and research.

Advisor: Stephen Slauson, Chemistry, 256.782.8521

E-mail: [sslauson@jsu.edu](mailto:sslauson@jsu.edu)

### **Collegiate National Association for Music Education**

The goal of CNAFME is to advance music education by promoting the understanding and making of music by all.

Advisor: Renee Baptiste, Music Department, 256.782.5873

E-mail: [baptiste@jsu.edu](mailto:baptiste@jsu.edu)

### **FCS Association**

To unify the concentration within Family and Consumer Sciences into a student chapter of the American Association of Family and Consumer Sciences (AAFCS).

Advisor: Kim Mitchell, Family and Consumer Sciences, 256.782.8526

E-mail: [klmitchell@jsu.edu](mailto:klmitchell@jsu.edu)

### **Financial Management Association**

To promote professional leadership opportunities in finance for students across business disciplines.

Advisor: Benjamin Boozer, Geography Club, 256.782.5775

E-mail: [bboozer@jsu.edu](mailto:bboozer@jsu.edu)

### **Geography Club**

To promote volunteer work for the community, exercise environmental stewardship, and participate in geography related trips.

Advisor: Vicki Tinnon Brock Geography, 256.782.5216

E-mail: [vtbrock@jsu.edu](mailto:vtbrock@jsu.edu)

### **Graduate Student Nursing Association (GSNA)**

The GSNA seeks to enrich the experiences of graduate nursing students through collaborative efforts to establish supportive activities that promote graduate student interest and values.

Advisor: Arlinda Wormely, College of Nursing, 256.782.8285

E-mail: [awormely@jsu.edu](mailto:awormely@jsu.edu)



### **International Association of Emergency Managers JSU Student Chapter**

The mission of IAEM is to serve its members by providing information, networking, and professional opportunities, and to advance the emergency management profession. The student chapter of IAEM welcomes students from all disciplines at JSU. Membership of the student chapter is free if you are a member of IAEM in good standing (student or individual).

Advisor: Jeff VanSlyke, Emergency Management and Public Administration, 256.782.5925

E-mail: [jvanslyke@jsu.edu](mailto:jvanslyke@jsu.edu)

### **Jacksonville Associate on Nursing Students (JANS)**

Promoting a positive image of nursing throughout the local, state, and national level.

Advisor: Melissa Duckett, College of Health Professions and Wellness, 256.782.5270

E-mail: [mduckett@jsu.edu](mailto:mduckett@jsu.edu)

### **Lambda Alpha Epsilon (Alpha Sigma Omega)**

To improve criminal justice through educational activities. To prepare and promote criminal justice majors or minors for Regional and National competitions.

Advisor: Brian Patton, Criminal Justice and Forensic Investigation, 256.782.8126

E-mail: [bepatton@jsu.edu](mailto:bepatton@jsu.edu)

### **Leadership House for Women**

The Leadership House of Women program at JSU consists of a one-year leadership program that provides opportunities for students to study and apply leadership skills such as confidence, integrity, persistence, teamwork, and the desire for excellence. Through this program, students will have the ability to positively influence both the campus and global communities.

Advisor: Claudia Hess, Residence Life, 256.782.8135

E-mail: [chess@jsu.edu](mailto:chess@jsu.edu)

### **Nu Phi Chapter of Beta Alpha Psi**

To promote the study and precatave of accounting and finance. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field.

Advisor: Taleah Collum/Julie Staples, Accounting, 256.782.8418

E-mail: [tcollum@jsu.edu](mailto:tcollum@jsu.edu)

### **Pre-Medical Chapter of the American Medical Student Association**

To provide an environment that supports the creative ideas of physicians-in-training.

Advisor: Jenna Ridlen, Biology Department, 256.782.5644

E-mail: [jridlen@jsu.edu](mailto:jridlen@jsu.edu)

### **Psychology Club**

To help students interested in psychology learn more about it, attend psychology conferences, and find careers in psychology-related fields.

Advisor: Heidi Dempsey, Psychology, 256.782.5895

E-mail: [hdempsey@jsu.edu](mailto:hdempsey@jsu.edu)

### **Sociology Club**

To promote professional, intellectual, and personal growth; to encourage community consciousness by sponsoring activities of interest for students; to promote the ideas of service and scholarship through the discipline of sociology; to cooperate with other organizations at JSU; to continually strive to serve the community and better understand the social forces shaping it.

Advisor: Dr. Brianna Turgeon, Sociology and Political Science, 256.782.5334

E-mail: [bturgeon@jsu.edu](mailto:bturgeon@jsu.edu)

## Sororities and Fraternities

### Interfraternity Council (IFC)

Organization	President	Faculty Advisor
Alpha Tau Omega	Dawson Edwards	Josh Moses
Delta Chi	Brayden Bridges	Todd Garrison
Kappa Alpha Order	Cole Bowen	Bill Nash
Kappa Sigma	Evan Fuller	Keaton Glass
Pi Kappa Alpha	Conner Stinson	Trenton Sheffield
Pi Kappa Phi	Cole Contris	Dean Buttram
Sigma Nu	Carlos Gonzalez	Paul Hathaway
Sigma Phi Epsilon	TBD	FranShay Kendal Garrett (Interim)

### National Pan-Hellenic Council (NPHC)

Organization	President	Faculty Advisor
Alpha Phi Alpha	Laletia Hale	Earl Warren
Alpha Kappa Alpha	Kyla Chambers	Tonya McGowen
Omega Psi Phi	TBD	Earl Warren
Delta Sigma Theta	TBD	Franshay Kendal Garrett (Interim)
Sigma Gamma Rho	Christina Prior	Candria Thompson
Phi Beta Sigma	Jordan Williams	Stacey Gill

### Panhellenic Council (CPH)

Organization	President	Faculty Advisor
Alpha Omicron Pi	Ava Malone	Allison Casey
Alpha Xi Delta	Sydney Rinehard	Kaci Ogle
Delta Zeta	Danielle Knight	Kim Delesandro
Phi Mu	Macie Beecham	Emily Lankford
Zeta Tau Alpha	Audrey Wester	Andrea Porter

### Fraternity & Sorority Advisor

FranShay Kendal Garrett  
Assistant Dean of Students  
700 Pelham Road North, TMB Room 402  
Jacksonville, AL 36265  
256-782-8492  
[fgarrett@jsu.edu](mailto:fgarrett@jsu.edu)

## 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. Students who violate this Academic Honesty Policy will be subject to disciplinary action(s) that could range from a zero on an assignment to failure of the course; repeated offenses can result in dismissal from the university.

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 changes 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 acknowledgement of their true source.
- M. Making use of computing facilities in an academically dishonest manner.

### Records

Jacksonville State University maintains educational records as defined by the Family Educational Rights and Privacy Act (FERPA) 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.

## 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 regards 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, and 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, equity in, or use of intellectual property may be determined through:

1. Individual effort.
2. University assisted individual efforts (directly, 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.

**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.

**1. 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.

**1. 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.

**2. 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.

**3. 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 use 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 riskier. 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.

4. **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.

5. **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.

6. **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.

7. **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>)

**8. 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.

**9. 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.

SECTIONS OF COPYRIGHT LAW, U.S. CODE 17		
	Face-to-Face Instruction: 17 U.S.C. §110 (1)	Course Transmission (Distance Education: 17 U.S.C. §110 (2))
<b>Eligibility</b>	Nonprofit, Educational	Accredited, Nonprofit, Educational, Governmental
<b>Activity</b>	Face-to-face	Digital transmission
	Teaching	controlled by, or under the actual supervision of the instructor;
<b>Works Covered</b>	All works	Nondramatic literary & musical works and limited portions of other works; display of all works
<b>Limitations</b>	Lawfully obtained Copy; purpose is instructional not entertainment	Lawfully obtained copy; available to students no longer than class session; made by or under supervision of the instructor; display of work in an amount comparable to typical classroom setting.
<b>Where</b>	Classroom or similar place devoted to instruction	An integral part of a transmitted class session; part of systematic mediated instructional activity; directly related to the teaching content
<b>Who</b>	Students and teachers	Students and teachers

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.



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.

→	Individual Efforts-No University Support	Individual Efforts-University Assisted	Externally Sponsored Efforts	University Assigned
FACULTY	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.
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
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.			

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

## **Inclement Weather Policy**

Jacksonville State University is primarily a self-contained campus with many 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.

## **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 considered 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

**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 Department of Public Safety.

**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 Dean of Students. Sound amplification must comply with the noise ordinance of the City of Jacksonville. Sound amplification must not obtain offensive or vulgar language.

**E.)** The Department of Public Safety 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.

### **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 Dean of Students. Sound amplification must comply with the noise ordinance of the City of Jacksonville.

## **Jacksonville State University Alcohol and Other Drug Policy**

### **Purpose**

The purpose of the Jacksonville State University (JSU) Alcohol and Other Drug Policy is to promote student responsibility, respect for the community and self, and to establish a university community that is safe, healthy, and conducive to academic endeavors. While students must define their own values and make their own choices, the university expects all its members to comply with both JSU Policy and federal, state and local laws as they apply to alcohol and other drugs. Furthermore, the university recognizes the harmful effects of alcohol abuse, illicit and illegal drug use and prohibited prescription drug practices such as pharma shopping, selling prescription drugs or using prescription drugs other than as prescribed.

### **Outline of Policy Topics**

The JSU Alcohol and Other Drug Policy will address the following topics:

1. Jurisdiction of the University
2. Alcohol Policy for Students
3. Other Drugs Policy for Students
4. Assistance for Alcohol and/or Drug Abuse
5. Summary of Federal, State and Local Alcohol and Other Drug Laws

### **Jurisdiction of the University**

Jurisdiction of the University is generally considered to include student conduct which occurs on, near, or off 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. We expect all our students to uphold our policies and federal, state, and local laws anywhere they go as long as they are a student with JSU or have a relationship with the university.

### **Alcohol Policy for Students**

Jacksonville State University has established the following policy in regard to alcohol use by students.

1. Alcohol possession and consumption on campus is permitted only for students of legal age (21).
2. It is unlawful and a violation of University Policy to use or possess identification that makes an individual appear older or misrepresents an individual as someone else.
3. The consumption of alcohol stronger than 15% alcohol by volume or 30 proof is not permitted on campus.
4. It is prohibited to serve, provide, or knowingly allow alcohol to individuals under 21.
5. It is prohibited to serve alcohol to someone who is visibly intoxicated or to pressure someone to consume alcohol.
6. It is prohibited for minors to transport, possess, consume, or serve alcohol.
7. Common source and "tap" systems are prohibited. This includes, but is not limited to, kegs, beer balls, punch bowls, and punch served out of a cooler or another unusual container.
8. Drinking games and any activities that encourage rapid consumption of alcohol are prohibited.
9. Consumption in student rooms should neither infringe on the rights of other students to study nor negate any normal activity.
10. Persons may not transport or consume open containers of alcoholic beverages in public areas.  
\*Public areas include hallways, foyers, stairwells, bathrooms, lounges, or other public areas including outdoor university grounds (e.g., Residential Parking Lots, The Quad, Dillon Field etc.).
11. Full responsibility for compliance with policies and laws belongs to all students.
12. Student groups and organizations are expected to abide by the Risk Management Policy, found in the Code of Student Conduct, for any activity or event sponsored or endorsed by the organizations, including those that occur on or off campus or organizational premises.

### **Drug Policy for Students**

The following define the university's policies regarding drug use.

1. Jacksonville State University prohibits illegal drugs on university property and at university events.
2. Students may not be in illegal possession of any controlled substance. Possession means that such substances are on one's person, in one's living environment, automobile or known hiding location.

3. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. The use and/or distribution of legal medication outside the parameters of the medical authorization is prohibited.
4. Illegal drug paraphernalia, use, possession, sale, distribution, trafficking, and manufacturing are prohibited.

#### **Assistance for Alcohol and/or Drug Abuse**

The University offers an array of services for students who require help with alcohol and/or drug use issues.

Students needing confidential assistance responding to alcohol and/or drug abuse problems are encouraged to speak with a counselor from Counseling Services, 147 Trustee Circle, 256.782.5475.

Another confidential resource is the JSU Health Center, 256.782.5310.

Besides individual sessions, Counseling Services provides educational programming through New Pathways, a psycho-educational program that includes both individual assessment and group participation, Collegiate Recovery Community (CRC), and Alcoholics Anonymous and Narcotics Anonymous.

#### **Summary of Federal, State and Local Alcohol/Other Drug Laws**

The following is a brief summary of some of the laws JSU students must adhere to relating to alcohol and other drugs:

1. *Aiding Underage Possession/Consumption of Alcohol:* It is unlawful to aid a person under the age of 21 in obtaining alcohol, including falsely representing the person is not a minor.
2. *Unlawful Possession, Receipt, Manufacture, or Distribution of Controlled Substances (Including Marijuana):* It is unlawful to knowingly sell, manufacture, possess supplies to create controlled substances, deliver, bring into the state, receive or be in possession of controlled substances. This includes illegally obtaining prescription drugs and marijuana. Trafficking to persons under 21, or on premises in which a person younger than 18 is present or resides, or in close proximity to a school or college results in significantly enhanced penalties, as does a drug offense that results in the death or bodily injury of a person.
3. *Driving Under the Influence (DUI):* It is illegal for any person to operate a motor vehicle while under the influence of alcohol. The State of Alabama considers anyone with a blood alcohol content of .08 or higher as under the influence and .02 or higher for someone under the age of 21.
4. *Improper Identification:* It is a criminal offense to use false identification to obtain alcohol.
5. *Minor in Possession:* In the State of Alabama, it is illegal for any person under the age of 21 to purchase, consume or possess any alcoholic beverage of any kind.
6. *Open Beverage:* It is unlawful to have an open container of alcohol in public places on campus, including Dillon Field.
7. *Open House Party:* In the State of Alabama, it is illegal for a person in control of a residence to allow a party to continue if alcohol or controlled substances are possessed or consumed by persons under age 21 and the adult knows this and fails to take reasonable action to prevent it.
8. *Alabama Dram Shop Act:* Individuals who are injured by a person who received alcohol contrary to Alabama law have cause of action for civil damages against the person who provided the alcohol to the underage minor or caused the individual to become intoxicated or furnished a controlled substance to that person.
9. *Alabama Civil Damages Act:* A person may be liable for damages under civil law to a parent or guardian of a minor if that person unlawfully sells or furnished spirituous liquors to their minor child.
10. *Public Intoxication:* It is unlawful for a person to appear in a public place under the influence of alcohol, narcotics, or other drugs to a degree that she/he endangers her/himself or another person or property, or by boisterous and offensive conduct annoys another person in her/his vicinity.

## **Violations of This Policy or Laws Outlined in this Policy**

Violations of this policy or laws listed will certainly result in university disciplinary action which, if found responsible, could result in any or all of the following (this list is not exhaustive):

1. Required education or workshops
2. Housing suspension
3. Fines
4. Loss of privileges
5. Separation from the University; temporarily or permanently
6. Probation or registration holds

Violations of the laws listed in this policy could lead to university or local law enforcement action, which could lead to any and/or all of the following:

1. Court appearances
2. Criminal history and background created or extended
3. Fines
4. Jail time
5. Loss of privileges (license, etc.)
6. Workshop or assessment requirements by law
7. Further disciplinary charges from the University

*For questions or concerns regarding this policy, please contact the Office of Community Standards & Title IX*

## **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, Elizabeth Morrow, or the Director of Disability Resources, Dr. Sean Creech.

### **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 (PL92-318) 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 Chief Diversity Officer/Title IX Coordinator, Jacksonville State University, 102 Angle 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 Director of Community Standards and Title IX, 301A Angle Hall. 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 Vice President for Student Affairs.

## **Sex-Based Harassment and Misconduct Policy Including Grievance Procedure**

### **PURPOSE**

Jacksonville State University (JSU) is committed to maintaining a safe, inclusive campus community where all can feel secure and free from sexual harassment, discrimination, and misconduct in the classroom, social environments, recreational environments, residential environments, and the workplace. With this in mind, all members of the JSU community are expected to adhere to the requirements of the law, to the standards set forth in this policy, and to other codes of conduct.

This policy further intends to provide for proper recourse for those individuals whose rights may have been violated; it outlines appropriate procedures for investigating and determining the outcome of any such report and/or complaint. This policy provides the enforcement procedures used in implementing this policy, while balancing the rights of complainants, respondents, and witnesses.

### **NOTICE OF NON-DISCRIMINATION**

Jacksonville State University does not discriminate on the basis of sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. Questions regarding Title IX and the implementing regulations may be referred to JSU's Title IX Coordinator and/or the Department of Education, whose information is provided below.

### **ROLE OF TITLE IX COORDINATOR AND TITLE IX TEAM**

The Title IX Coordinator is the employee who oversees the university's centralized review, investigation, and resolution of reports of sexual misconduct, sex-based discrimination, and/or sex-based harassment (including incidents of sexual assault, stalking, dating violence, and domestic violence). The Title IX Coordinator also coordinates JSU's efforts to comply with the responsibilities contained in the Title IX regulations and other applicable statutes, including but not limited to the Violence Against Women Act and the Campus Sexual Violence Elimination (Campus SaVE) Act.

The Title IX Coordinator is the clearly designated option for reporting sexual harassment, discrimination and/or misconduct to initiate JSU response obligations. The up-to-date contact information for this individual/office will always be available online at [www.jsu.edu/titleix](http://www.jsu.edu/titleix). The current contact information is as follows:

Title IX Coordinator  
Jacksonville State University  
Angle Hall, Suite 301-A  
700 Pelham Road North  
Jacksonville, AL 36265  
256.782.5769  
[TitleIX@jsu.edu](mailto:TitleIX@jsu.edu)

Any person may report any conduct that is prohibited by this policy (whether or not the person reporting is the person alleged to be the victim of said conduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed above for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by completing the "Report a Concern" form at [www.jsu.edu/titleix](http://www.jsu.edu/titleix), using the telephone number or electronic mail address or by sending mail to the office address listed above for the Title IX Coordinator. For more information regarding reporting, please refer to the "Reporting" section below.

The Title IX Coordinator is supported by the Title IX team. Members of this interdepartmental team include the Title IX Coordinator, the Deputy Title IX Coordinators, investigators, hearing panel members and appeal officers. The Title IX team is comprised of campus volunteers who assist in various ways with the investigations, resolutions, and appeals processes. A list of team members will always be available online at [www.jsu.edu/titleix](http://www.jsu.edu/titleix).

While all members of the campus community are expected to contribute to creating and maintaining a safe campus environment in accordance with this policy, the Title IX Coordinator and/or the Deputy Title IX Coordinators are the only JSU employees who have the authority to formally institute corrective measures on behalf of JSU. Therefore, reports should be made directly to one of these individuals.

Inquires or complaints concerning the application of Title IX may be referred to JSU's Title IX Coordinator (using the contact information above) and/or the U.S. Department of Education's Office for Civil Rights (using the information below):

### **Office for Civil Rights (OCR) U.S. Department of Education**

#### **Headquarters**

400 Maryland Avenue, SW Washington, DC  
20202-1100  
Customer Service Hotline: 800.421.3481  
Fax: 202.453.6012  
TTY: 877.521.2172  
E-Mail: [OCR@ed.gov](mailto:OCR@ed.gov)  
Website: <http://www.ed.gov/ocr>

#### **Office for Civil Rights, Region IV Atlanta Office**

U.S. Department of Education 61 Forsyth  
Street S.W.  
Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404.974.9406  
Fax: 404.974.9471  
E-Mail: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

## **PRIVACY AND CONFIDENTIALITY**

JSU is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, sex-based discrimination and/or sex-based harassment, including sexual violence, stalking, dating violence, or domestic violence. All university employees who are involved in the University's Title IX response, including investigators, hearing panel members, and appeal panel members receive specific instruction about respecting and safeguarding private information.

Please note that privacy and confidentiality have distinct meanings under this policy.

**A. Privacy** generally means that information related to a report will only be shared with a limited group of individuals. The use of this information is limited to those individuals who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the coordination of supportive measures. While not bound by confidentiality, these individuals will be discreet and will respect and safeguard the privacy of all individuals involved in the process.

**B. Confidentiality** means that information shared by an individual with a designated campus or community professionals (including pastoral counselors and professional counselors and licensed social workers) cannot be revealed to any other individual without the express permission of the individual.

**a. Pastoral Counselors:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

**b. Professional Counselors and Licensed Social Workers:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

These individuals (identified in this policy as "confidential resources") are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or as otherwise required by law, such as in the case of child abuse of a minor or vulnerable adult. Conversations with confidential resources do not constitute reports to the university and do not initiate any university response under this policy.

- **On-Campus Confidential Resources** include, but are not limited to:
  - JSU Counseling Services
  - Employee Assistance Program (JSU employees may access confidential assistance through this program)
- **Off-Campus Confidential Resources** include, but are not limited to:
  - 2nd Chance, Inc
  - Rape Response crisis center

**C. Medical Providers:** An individual who has experienced a physical assault or trauma may also seek assistance from a medical provider. In general, the disclosure of private information contained in medical records is protected and will not be disclosed. Furthermore, individuals seeking medical care after a sexual assault have the right to request that a sexual assault advocate be present and to request that law enforcement pursue or not pursue a criminal charge. Neither campus nor community medical providers will notify JSU of the report; therefore, it is the responsibility of the individual to contact the Title IX Coordinator or any Deputy Title IX Coordinator in order to pursue any action or seek supportive measures under this policy.

**a. On Campus Medical Providers** include, but are not limited to:  
RMC/JSU Health Center

**b. Off Campus Medical Providers** include, but are not limited to:

- Northeast Alabama Regional Medical Center in Anniston, Alabama



- Stringfellow Memorial Hospital in Anniston, Alabama
- Gadsden Regional Medical Center in Gadsden, Alabama
- Riverview Regional Medical Center in Gadsden, Alabama
- St. Vincent's St. Clair in Pell City, Alabama
- UAB Hospital in Birmingham, Alabama
- Children's of Alabama Hospital in Birmingham, Alabama

**D. Clery Annual Security Report:** In certain situations, anonymous statistical information must be reported by all institutions of higher education. The information contained in the Clery Annual Security Report (ASR) tracks the number of Clery-reportable offenses occurring at campus locations or university-sponsored programs and does not include the names or any other identifying information about the person(s) involved in the report.

**E. Timely Warning:** If a report discloses a criminal incident that represents a serious and continuing threat to JSU students and/or employees, the university may issue a campus wide timely warning or notification (which may take the form of an e-mail, text, or other electronic communication to community members) to protect the health or safety of the community and to heighten safety awareness. A timely warning may include a campus wide notification for a report of different type of incidents (including incidents involving sexual assault, stalking, dating violence and domestic violence). JSU reserves the right to send campus wide notifications on any report.

**Other Required Reporting:** There are also other limited situations where anonymous statistical information is required. The information contained in these reports will provide very limited numbers and will not include the names or other identifying information about any person (s) involved in the report.

**F. Request for Confidentiality:** Whenever possible, JSU will pursue a course of action consistent with the reporting party and/or complainant's request. Anytime there is a request that an individual's name or other identifiable information to not be shared with another party, the Title IX Coordinator (and all members of the Title IX team) will balance this request with the dual obligation to provide a safe and non-discriminatory environment for all JSU community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before disciplinary action is taken against a respondent. The Title IX Coordinator, in consultation with one or more other members of the Title IX team, will evaluate requests for confidentiality. During this evaluation the Title IX Coordinator may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether there have been other complaints or reports of harassment or misconduct against the respondent, the existence of independent evidence, and the rights of the respondent to receive notice and relevant information before disciplinary action is sought.

**Release of Information:** Unless otherwise required by law, at no time will anyone on the JSU Title IX team release the name of the complainant, any witness, or the respondent to the general public without the express consent of that individual.

## **PROHIBITED CONDUCT**

### SEXUAL HARASSMENT

Jacksonville State University prohibits sexual harassment. Sexual harassment includes any of the following conduct that is based on sex:

- Quid pro quo harassment: An employee of JSU conditioning the provision of an aid, benefit, or service of JSU on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person (in the shoes of the complainant) to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to JSU's educational programs or activities.
- Sexual assault as defined within this policy.
- Dating violence as defined within this policy.

- Domestic violence as defined within this policy; and/or
- Stalking as defined within this policy.

It should be noted that sexual harassment can occur between individuals who are known to one another or have an intimate or sexual relationship, or it may involve individuals who are not known to one another.

## SEXUAL HARASSMENT

- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and/or
- May be committed in the presence of others or when the parties are alone.

## SEXUAL ASSAULT

Jacksonville State University prohibits sexual assault, which is defined as any sexual act (forcible or nonforcible) directed against another person, without the consent of the person, including instances where the complainant is incapable of giving consent, if that sex act meets the definition of one of the following:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification.
- Incest: Sexual intercourse between persons who are related to each other as:
  - Parent or child.
  - Stepparent or stepchild, while the marriage creating the relationship exists.
  - Sibling; or
  - Aunt/uncle or nephew/niece.
- Statutory rape: Sexual intercourse with a person who is under the age of 16.

## STALKING

Jacksonville State University prohibits stalking, which is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

A "course of conduct" refers to a pattern of behavior of two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through a third party/parties-by any action, method, device, or mean-follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Stalking can include cyber-stalking, a particular form of stalking in which technological means are used. These methods can include the use of the Internet, e-mails, social media, blogs, landlines, cell phones, text messaging, Global Positioning System (GPS), spyware on a person's computer or other device, or other similar devices or forms of contact.

## DATING VIOLENCE

Jacksonville State University prohibits dating violence, which the Clery Act defines as violence (including but not limited to sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

- The existence of a such a relationship shall be determined based on the reporting party's statement and

with consideration of:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the relationship.

## DOMESTIC VIOLENCE

Jacksonville State University prohibits domestic violence, which the Clery Act defines as a felony or misdemeanor crime of violence (including, but not limited to, sexual or physical abuse or the threat of such abuse) committed by:

- A current or former spouse or intimate partner of the complainant.
- A person with whom the complainant shares a child in common.
- A person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner.
- A person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the violence occurred; or
- Any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

## RETALIATION

No one is allowed to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under this policy. Retaliation can be any act or attempt to retaliate or seek retribution against any individual or group of individuals involved in the report, investigation, and/or resolution of any allegation of sex-based misconduct, harassment, or discrimination. Forms of retaliation can include intimidation, threats, coercion, or discrimination, or preventing participation in JSU's activities or proceedings.

## OTHER CAMPUS CODE VIOLATIONS

When potential violations of other university policy/policies occur in conjunction with an alleged violation of this policy, proceedings under this policy may be carried out prior to, simultaneously with, or following other conduct proceedings on campus.

## CONSENT AND RELATED DEFINITIONS

**CONSENT:** A clear, knowing, and voluntary decision by each participant to engage in mutually agreed-upon sexual activity. Anything less than clear, knowing, and voluntary consent should be considered a "No!" It is the responsibility of the initiator of any sexual activity to obtain their potential partner's consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. The following are essential elements of consent:

- **Affirmative:** Consent does not always have to be verbal, but there should be some affirmative words and/or actions that indicate a clear willingness to engage in the proposed sexual activity or contact.
  - A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
  - Please note that relying solely upon non-verbal communication can lead to a misunderstanding or false conclusion as to whether consent was sought or given.
  - If at any time during the sexual activity or contact, an individual is no longer an engaged participant, all parties should stop and clarify verbally the other's willingness to continue before continuing such activity.
- **Coherent:** An individual must be able to recognize exactly what is happening (i.e., understand the who, what, when, how, where) in order to consent. An individual who is incapacitated and/or incoherent is considered unable to give consent.
  - **Alcohol and Other Drugs:** Alcohol and drugs may impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. This applies even when voluntarily ingested. Depending on the degree of intoxication, someone who is

under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. If there is any doubt as to the level or extent of the other person's intoxication and/or impairment and/or incapacitation, the prudent course of action is to forgo or cease any sexual contact or activity.

- **Incapacitation:** A mental or physical state in which individuals are unable to make a rational, reasonable decision because they lack the ability to understand the consequences of their actions. Incapacitation may be caused by the lack of consciousness, being asleep, being involuntarily restrained, or any other mental or physical state in which an individual lacks the ability to knowingly choose to participate in a sexual activity. An individual who is incapacitated is considered unable to give consent.
- **Willing:** Consent must be gained without force, coercion, deception, threats, pressure, or manipulation from any other person.
  - **Force:** The use or threat of physical violence, intimidation, or coercion to overcome an individual's freedom of will choose whether or not to participate in sexual activity. Such action would cause a person to fear for their physical or psychological well-being. For the use of force to be demonstrated, there is no requirement that a complainant resist the sexual advance or request. However, resistance by the complainant will be viewed as a clear demonstration of non-consent.
  - **Coercion:** The use of pressure that compels another person to initiate or continue sexual activity against their will. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.
- **Ongoing:** Consent must exist from the beginning to the end of each sexual activity or each form of sexual contact. Either party may withdraw consent at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity.
- **Mutual:** All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
  - Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to sexual activity with any other person.
  - Even in the context of a relationship, consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity each time such activity occurs.
  - The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

AGE FOR CONSENT: Persons under the age of sixteen (16) are deemed incapable of consenting under Alabama law. Sexual intercourse with anyone under the age of sixteen (16) is prohibited by this policy, as noted in the definition of "sexual assault" above.

## **OTHER DEFINITIONS**

### **ACTUAL KNOWLEDGE**

Notice of the occurrence of conduct prohibited by this policy or notice of the allegation(s) of the occurrence of conduct prohibited by this policy to the JSU Title IX Coordinator or any JSU Deputy Title IX Coordinator. However, if the JSU Title IX Coordinator or a JSU Deputy Title IX Coordinator is the respondent in the case, then the report would need to be made to an individual (the Title IX Coordinator or any Deputy Title IX Coordinator) who is not the respondent.

### **BUSINESS DAY(S)**

Monday through Friday (8:00 a.m. – 4:30 p.m.), excluding any day (or time) when the institution is closed.

### **COMPLAINANT**

An individual who has been reported to be the victim of conduct that is prohibited by this policy. Any individual

can be a complainant, regardless as to whether such individual is a student, faculty member, another JSU employee, or other person with or without any affiliation with JSU. An individual may be a complainant even where no formal complaint has been filed and no grievance process is pending.

#### EDUCATIONAL PROGRAM OR ACTIVITY

Locations, events, or circumstances over which Jacksonville State University exercises substantial control over both the respondent and the context in which the prohibited conduct/behavior occurs. This includes any building owned or controlled by a student organization that is officially recognized by JSU. However, an educational program or activity does not simply depend on the geographic location.

#### EMPLOYEE

Any faculty or staff member, including but not limited to members of the administration and instructional staff.

#### EVIDENCE

The available body of facts or information from any source, such as documents, objects, or witnesses, that causes a person to believe that something is true or untrue.

- Inculpatory evidence: Evidence that shows or tends to show a person's is responsible for a policy violation.
- Exculpatory evidence: Evidence that tends to justify, excuse, or show that that a person is not responsible for a policy violation.

#### FORMAL COMPLAINT

A document submitted by a complainant, a complainant's parent, or legal guardian (if a parent or legal guardian has the right to act on behalf of the complainant) or signed by the Title IX Coordinator alleging a violation of this policy against a respondent and requesting that the university investigate the allegation of sexual harassment.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a JSU educational program or activity.
- A formal complaint can be submitted to the Title IX Coordinator or one of the Deputy Title IX Coordinators. Please see the "Reporting" and/or "Role of the Title IX Coordinator and Title IX Team" section(s) for additional information.

#### PRIVATE BODY PARTS

Refers to the breast(s) or chest, genitals, buttocks, groin, or mouth.

#### REPORTING INDIVIDUAL

The person who reported the conduct or potential violation to the Title IX office. At times this may be the complainant but may be another individual who makes the report to the Title IX office.

#### REPORT/ INFORMAL REPORT

A report that is made that allows for supportive measures but does not require a full investigation and will not result in formal discipline against the alleged individual.

#### RESPONDENT

An individual who has been reported to be the perpetrator of conduct that is prohibited by this policy. Any individual can be a respondent, regardless as to whether such individual is a student, faculty member, another JSU employee, or other person with or without any affiliation with JSU. An individual may be a complainant even where no formal complaint has been filed and no grievance process is pending.

## RESOURCES

Jacksonville State University is committed to treating all members of the community with dignity, care, and respect. Any individual who experiences or is affected by sex-based misconduct, harassment, or discrimination, whether as a reporting party, complainant, respondent, witness or third party, will have equal access to support and counseling services through the university. Interim measures are also available to all parties.

JSU recognizes that deciding whether to make a report, either to the Title IX office or to law enforcement, and choosing how to proceed can be difficult decisions. The University encourages all individuals affected by sexual harassment or misconduct to seek the support of campus and community resources. These professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources on and off campus, regardless of when or where the incident occurred. JSU is committed to providing a comprehensive and integrated prevention, education, and awareness program that attends to the multifaceted dynamics of sexual harassment, sexual violence, dating violence, domestic violence, and stalking. The University strives to create a non-discriminatory and harassment-free living, learning, and working environments for all members of the JSU community, including students, staff, faculty, and visitors.

**Emergency Support and Response Services in the Event of Sex-Based Violence:** JSU encourages anyone who has experienced an incident of sexual violence, dating violence and/or domestic violence to seek assistance from a medical provider and/or law enforcement as soon as possible after the incident. This is the best option to provide physical safety, emotional support, and medical care to anyone impacted by sexual violence, domestic violence, and/or dating violence. It is also the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Assistance is available from JSU UPD and/or the Jacksonville Police Department year-round, 24 hours a day, 7 days a week.

**[Jacksonville State Department of Public Safety: 256.782.5050](#)**

**[Jacksonville City Police Department: 256.435.6448 or 911](#)**

**Protection from Abuse Orders:** For information regarding protection from abuse orders and assistance in applying for a protection from abuse order, please contact a Victim Services Officer (VSO) at the Calhoun County District Attorney's Office at 256.231.1770.

### **Medical Resources in the Event of Sexual Violence/Domestic Violence/Dating Violence/Stalking:**

A medical provider can provide emergency and/or follow-up medical services. The initial medical exam can have two goals: first, to diagnose and treat the full extent of any injury, or physical effect (e.g., stitches for a cut, a cast for a broken arm, concussion protocol for a head injury, prevention of sexually transmitted illnesses, or possibility of pregnancy after a sexual assault) and second, to properly collect and preserve evidence. There is a limited window of time; the exact amount of time depends on the injuries and/or evidence that will need to be collected, but ideally, evidence would be collected as quickly as possible. Taking the step to gather evidence immediately does not commit an individual to any particular course of action. However, the decision to seek timely medical attention after an incident that causes physical harm and gather any evidence will preserve the full range of options to seek resolution under this policy and/or through the pursuit of criminal prosecution.

An initial medical exam after a sexual assault may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy; a thorough physical examination, which includes the genital and/or anal area; and a blood draw.

There is a limited window of time (typically up to 72 hours) following an incident of sexual assault to

preserve physical and other forms of evidence. On campus, the JSU Health Center can provide medical care to students and employees during their regular business hours; however, the JSU Health Center is not equipped for forensic examinations. Anyone has the option-and is encouraged- to go to the Northeast Alabama Regional Medical Center in Anniston or Rape Response in Birmingham for care and to have evidence collected. Regional Medical Center is located in Anniston, Alabama and provides forensic exams through its Emergency Department. Rape Response is a standalone SANE (Sexual Assault Nurse Examiner) program located in Birmingham, Alabama that provides care and forensic exams to those not suffering from life-threatening injuries. Please call the Rape Response hotline at 205.323.7273 if you are in need of SANE services.

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examination paid for or administered. Individuals are encouraged to let hospital personnel know if they do not want their insurance policyholder to be notified about access to these services.

The Alabama Crime Victims' Compensation Fund may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. In the state of Alabama, the cost of a forensic rape exam can be billed directly to the Alabama Crime Victims' Compensation Commission (ACVCC) or, if the victim chooses, to their private insurance. No cost is incurred if the bill is directly submitted to ACVCC. For additional information regarding ACVCC, you may call 800.541.9388 or visit their webpage at <https://acvcc.alabama.gov/>.

### **Confidential Support**

- **On-Campus Confidential Support** include, but is not limited to:
  - **Counseling Services**
  - **Employee Assistance Program (EAP)**
- **Off-Campus Confidential Support** include, but is not limited to:
  - **2<sup>nd</sup> Chance, Inc.**
  - **RAINN**
  - **National Domestic Violence Hotline**

### **Private Resources and Reporting Options**

In addition to the confidential resources listed above, JSU community members have access to a variety of resources provided by the university. The professionals listed below are trained to support individuals affected by sexual harassment, sexual violence, stalking, domestic violence, dating violence, or other forms of sex-based misconduct, harassment, or discrimination and to coordinate with the Title IX Coordinator consistent with the university's commitment to a safe and healthy educational and work environment. The Title IX Coordinator, Deputy Title IX Coordinators, and Department of Public Safety (DPS) employees can:

- Provide information regarding the university's policies and procedures.
- Assist in accessing other support services.
- Help arrange for supportive measures or remedies.

While not bound by confidentiality, these resources will maintain the privacy of an individual's information to those individuals who "need to know" in order to assist in the active review, investigation, or resolution of the report.

## **REPORTING**

Any complainant is encouraged to report any sex-based misconduct to the Title IX Coordinator (or any Deputy Title IX Coordinator). JSU only has jurisdiction to take disciplinary action against a respondent who is a current student or employee. However, JSU can provide supportive measures in some cases, even if the incident did not occur on our campus or was not alleged to have been perpetrated by a JSU student or employee.

The Title IX Coordinator is specifically charged with coordinating the initial assessment; initiating the investigation; responding to allegations of sex-based misconduct, harassment, or discrimination; addressing its effects; and preventing its recurrence.

At the time a concern is brought to the attention of the Title IX Coordinator (or any Deputy Title IX Coordinator), a complainant does not have to decide whether to file a formal complaint. Choosing to make a report and deciding how to proceed after making the report can be a process that occurs over time.

In every report under this policy, the university will undertake good faith efforts to make an immediate assessment of any risk of harm to the complainant, reporting individual, or to the broader campus community and will take reasonable steps necessary to address those risks. In this process, the university will balance the complainant's interests with the university's obligation to provide a safe and non-discriminatory environment for all members of the university community.

While all employees can report sexual harassment and should do so, most employees do not have the authority to formally institute corrective measures on behalf of JSU. In fact, the Title IX Coordinator and/or the Deputy Title IX Coordinators are the only JSU employees who have the authority to formally institute corrective measures on behalf of JSU; therefore, reports should be made directly to one of these individuals.

While reports can be received from anyone with knowledge of an incident, formal complaints can only be submitted by a complainant (who is participating in or attempting to participate in a JSU educational program or activity), a complainant's parent or legal guardian (if the complainant has a parent or legal guardian who has the legal right to act on behalf of the complainant) or signed by the Title IX Coordinator. In situations where the Title IX Coordinator signs a formal complaint, it should be noted that the Title IX Coordinator is not assumed to be the complainant or otherwise a party under this policy.

**Reporting to and Coordinating with Law Enforcement:** JSU encourages individuals to pursue criminal action for incidents of sexual harassment, sexual violence, stalking, domestic violence and dating violence that may also be crimes under Alabama criminal statutes. To the extent permitted by law, the university will assist a complainant, at the complainant's request, in contacting law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law.

Further, if the UPD is made aware of an incident or alleged incident that could violate this policy, the UPD will inform the Title IX Coordinator, at which time the Title IX Coordinator will begin an initial Title IX review (as discussed below) and may attempt to contact the person who made the report to the UPD and/or the complainant in an effort to meet and discuss supportive measures and determine if the complainant desires to file a formal complaint.

The university's policy, definitions, and standard of proof may differ from Alabama criminal law. For more information regarding Alabama criminal offenses, please visit the University Policy Department's web page at [www.jsu.edu/police/](http://www.jsu.edu/police/). A complainant may seek resolution through the university's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's decision whether or not to prosecute a complaint nor the outcome of any criminal prosecution are determinative of whether a violation of this policy has occurred. Proceedings under the university's policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Individuals are not required to file a criminal complaint.

In an effort to cooperate with law enforcement, the Title IX office may agree to defer its Title IX fact-gathering until after the initial stages of a criminal investigation. The University will nevertheless



communicate with the complainant regarding their Title IX rights, procedural options, and the implementation of interim measures to assure safety and well-being. The University will promptly resume its Title IX fact-gathering as soon as appropriate.

Individuals seeking more information about filing a criminal report, may contact the Department of Public Safety directly at 256.782.5050. No one is required to file a criminal complaint.

**Anonymous Reporting:** Any individual may make an anonymous report concerning a potential violation of this policy. An individual may report the incident without disclosing their name, identifying the respondent, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the university's ability to respond to an anonymous report may be limited.

Jacksonville State University's anonymous reporting system is hosted by Maxient, a protected record keeping database specially designed for the maintenance of conduct records. This service does not allow the university any access regarding the person making the report, nor does it allow us to communicate with the person making the report for further information. Therefore, it is important that the reporting party include as much information as possible when making an anonymous report.

The Title IX Officer will receive the information contained in the anonymous report and will determine any appropriate response or action, including individual or community remedies, as appropriate. In consultation with the Department of Public Safety, the Title IX Coordinator will determine if the anonymous report provides sufficient information to submit a Clery crime report.

**To report anonymously online, go to [www.jsu.edu/titleix](http://www.jsu.edu/titleix), select the "Reporting a Concern" tab and click "Report an Incident."** However, please note that this link is not an emergency response service, and a response may not be immediate. If you require immediate or emergency assistance, please contact the Department of Public Safety at 256.782.5050 or dial 911.

**Reporting Considerations: Timeliness of Report and Location of Incident:** The university does not limit the time frame for reporting. However, if the respondent is no longer a student or employee or is not a member of the JSU community, the university may not be able to take disciplinary action against the Respondent.

An incident does not have to occur on campus to be reported to the university. For example, off-campus conduct that is likely to have a substantial adverse safety effect on JSU or any member of the JSU community may possibly be addressed under this policy.

**Amnesty for Alcohol and Other Drugs:** Jacksonville State University seeks to remove barriers to reporting. An individual who reports sexual harassment or misconduct addressed in this policy (including domestic violence, dating violence, stalking, and sexual assault) to the Title IX Coordinator, either as a complainant or as a third party, will not be subject to disciplinary action by the university for their own personal consumption of alcohol or drugs at or near the time of the incident.

Further, the JSU Code of Student Conduct includes a "Medical Amnesty Policy," which also provides for medical amnesty in certain situations.

**Good Samaritan Amnesty:** Jacksonville State University 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 in trouble themselves (e.g., an underage student who has been drinking might hesitate to help an alleged victim of sexual misconduct). A bystander or other person acting in good faith who discloses sexual harassment or misconduct addressed in this policy (including domestic violence, dating violence, stalking, and sexual assault) to the Title IX Coordinator, either as a complainant or as a third party, will not be subject to disciplinary action by the university for their own personal consumption of

alcohol or drugs at or near the time of the incident.

Further, the JSU Code of Student Conduct includes a “Good Samaritan Amnesty” policy, which also provides for good Samaritan amnesty in certain situations.

**False Reports:** JSU takes the accuracy of information very seriously, as an allegation of sexual harassment, sexual violence, stalking, domestic violence or dating violence may have severe consequences. Knowingly making a false report or complaint under this policy-or knowingly providing false, distorted, or intentionally misleading information during an investigation-may result in disciplinary action up to and including dismissal from the university or termination of employment. A good-faith complaint that results in a determination that the evidence is not sufficient to support a formal charge or constitute a violation of this policy is not considered to be a false report.

When an individual is found to have fabricated an allegation or given false, distorted, or misleading information during the course of an investigation with malicious intent or in bad faith, that individual may be subject to disciplinary action. Falsification, distortion, or misrepresentation of information before a university official, staff member, and/or judicial body is a violation of the Code of Student Conduct and other university policies.

**Reports Involving Suspected Child Abuse:** Alabama law requires that certain people (including but not limited to any employee of a public institution of higher education) make a report when a person under the age of 18 is known or suspected to be a victim of child abuse or neglect. That report must be made to a law enforcement officer or to the Department of Human Resources. Said report must be reported orally, either by telephone or direct communication immediately, followed by a written report. This requirement extends to confidential resources as outlined in this policy, including counselors and licensed social workers.

### **SAFETY MEASURES/ SUPPORTIVE MEASURES/ ACCOMMODATIONS**

Upon receipt of a report, the university will offer reasonable and appropriate supportive measures/accommodations. The Title IX Coordinator will attempt to address concerns regarding safety for all individuals involved and the university.

To the extent possible, the university will endeavor to maintain as private any supportive measures provided to either party (complainant and/or respondent).

The Title IX Coordinator (or the Deputy Title IX Coordinator for employees, if both parties are employees and either party is a student) will coordinate the effective implementation of all supportive measures; therefore, all supportive measures should be requested by contacting the Title IX Coordinator using the contact information located in this policy and/or at [www.jsu.edu/titleix](http://www.jsu.edu/titleix).

**Range of Safety/ Supportive Measures/Accommodations:** These measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant and/or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Furthermore, supportive measures can be provided at any stage of the process and do not require a responsible finding to implement.

These measures are designed to restore or preserve equal access to the university’s educational program or activities, without unreasonable burden to other party-including measures designed to protect the safety of all parties or JSU’s educational environment-or deter further violations. These measures can be offered regardless of whether the reported conduct occurred outside JSU’s program or activities. The following are examples of supportive measures that the Title IX office may consider, but the exact supportive measures that may be implemented in any particular case will be determined on a case-by-case basis:

- Providing access to counseling services and assistance in setting up an initial appointment (on or off campus).
- Providing access to medical services and assistance in setting up an initial appointment (on or off campus).
- Rescheduling of exams and assignments (in conjunction with appropriate faculty).

- Providing alternative course completion options (with the agreement of the appropriate faculty).
- Changing a class schedule, including the ability to take an incomplete, drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty).
- Changing jobs assignment.
- Limiting an individual or organization's access to certain university facilities or activities pending resolution of the matter.
- Providing a voluntary leave of absence.
- Extensions of deadlines or other course-related adjustments.
- Modifications of work or class schedules.
- Campus escort services (e.g., providing an escort to ensure safe movement between classes, parking lots and/or activities).
- Mutual restrictions on contact between the parties.
- Changes in work or housing locations.
- Providing academic support services (such as tutoring).
- Assisting with transportation needs.
- On-Campus residence lock change.
- Increased security and monitoring of certain areas of the campus; and
- Any other measure that can be tailored to the involved individuals (students or employees) to achieve the goals of this policy.

**Emergency Removal:** In certain situations, an individual may need to be removed from the campus environment on a temporary basis. The procedure for removal is different depending on whether the individual is a student or not.

A student respondent may be removed from Jacksonville State University based on alleged conduct that could constitute a violation of this policy on an emergency basis if necessary. Due to the impact that an emergency removal can have on a student's access to JSU's educational programs and activities, a student respondent will only be subject to an emergency removal, if it is determined to be necessary by the Title IX Coordinator after completing an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from a violation of this policy justifies the emergency removal. Before the Title IX Coordinator makes such a decision regarding an emergency removal, the Title IX Coordinator must consult with at least one other member of the Title IX team and reach a consensus with that member regarding the removal. If a respondent is removed from JSU, that respondent will be provided written notice of this decision in person or via e-mail to their stu.jsu.edu e-mail address. Written notice will include how to proceed if the respondent desires to appeal the decision for emergency removal.

A non-student employee respondent may be placed on administrative leave during the pendency of any investigation regarding a violation of this policy, after consultation between Human Resources and the Title IX Coordinator. This administrative leave may be with or without pay and/or benefits.

## **GRIEVANCE PROCEDURE**

**Overview of Procedural Options (Student, Staff, Faculty):** While procedures will differ based on whether the respondent is a student, staff, or faculty member, JSU will endeavor in good faith to administer these policies and procedures fairly and impartially.

The Title IX Coordinator and/or the Deputy Title IX Coordinators are the only JSU employees who have the authority to formally institute corrective measures on behalf of JSU. Therefore, reports should be made directly to one of these individuals.

**Conflict of Interest/ Bias:** The Title IX Coordinator, investigator(s), and/or decision-maker(s) must be free from any conflict of interest or bias for or against any party involved in the case. Furthermore, if an informal resolution process is facilitated, the person designated to facilitate that process must also be free from any conflict of interest or bias for or against any party involved in the case. Therefore, if at any point during an investigation, a party believes the coordinator, informal facilitator, investigator(s), and/or decision maker(s) has a conflict of interest, the party shall make the [Title IX Coordinator](#) or aware of the potential conflict or bias in

writing (via e-mail or written letter) and request that another individual(s) be assigned. No retaliation will be permitted based on said notice and request.

**Advisor:** Each party will be given the opportunity to be accompanied to any meeting, interview, or proceeding by an advisor of their choice. However, neither party's advisor will be able to advocate or otherwise actively participate in said meetings, interviews, or proceedings except to question the other party during the hearing. At the request of either party, JSU will provide either party with an advisor who is familiar with the JSU Sex-Based Harassment and Misconduct Policy and grievance procedure. Each party must have an advisor to question the other party during the hearing. Therefore, if either party does not have an advisor to serve it that role at that time, JSU will appoint an advisor to serve in that capacity at that time.

**Support Person:** In addition to an advisor, each party is also allowed to be accompanied to any meeting, interview, or proceeding by a support person of their choice. However, the support person is present solely for support and is not an active participant in said meeting, interview, or proceedings. If this support person is distracting or disruptive during the meeting, interview, or proceeding, JSU may, in its discretion, terminate or restrict the support person's ability to participate in future proceedings.

**Initial Title IX Review:** Once a report is received, the university will initiate an immediate assessment of any risk of harm to individuals or to the campus community and will begin taking steps necessary to address those risks. These steps may include supportive measures/accommodations discussed above.

Thereafter, further action may be initiated depending on a variety of factors, such as the complainant's thoughts on pursuing a formal complaint, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

As part of the initial assessment of the facts, the university will:

- Assess the nature and circumstances of the allegation.
- Respond to and address immediate physical safety and emotional well-being.
- Notify the complainant of the options to contact law enforcement, seek medical treatment, and mental health treatment.
- Notify the complainant of the importance of preservation of evidence.
- Assess the reported conduct for the need for a timely warning under the Clery Act.
- Provide the complainant with information about resources (on and off campus).
- Notify the complainant of the range of available supportive measures.
- Provide the complainant with an explanation of the procedural options, including informal resolution and formal resolution options.
- Assess for pattern evidence or other similar conduct by the respondent.
- Discuss the complainant's expressed preference for manner of resolution and any barriers to proceeding; and explain to the complainant the university's policy prohibiting retaliation.

**How to File a Report or Formal Complaint:** To file a formal complaint, the complainant (or complainant's parents or legal guardian if the parents or a legal guardian have a legal right to act on behalf of the complainant) must meet with the Title IX Coordinator or one of the Deputy Title IX Coordinators. A meeting can be arranged via e-mail or telephone and can occur on campus or at a mutually agreed-upon location off campus. Every effort will be made to meet in person; however, in some circumstances, this meeting can occur via video conference. During said meeting, the complainant will be given the opportunity to request any accommodations needed, will be given the opportunity to review the policy and procedures, and will be given the option of filing an informal report or formal complaint. The differences between these options will be explained, and the complainant will be allowed to ask any questions regarding the options. The complainant will be allowed additional time to consider all options and will not be required to make a decision at the time of said meeting. The complainant can notify the Title IX Coordinator and/or one of the Deputy Title IX Coordinators at any time in the future if any/additional accommodations are needed or if the complainant decides to pursue a

formal complaint.

Notice to the Title IX Coordinator and/or any of the Deputy Title IX Coordinators ensures that JSU is aware of the issue and can work to address it appropriately. As such, if one of the Deputy Title IX Coordinators receives any information regarding any misconduct described in this policy, that Deputy Title IX Coordinator is required to immediately (within 12 hours) contact the Title IX Coordinator and provide the Title IX Coordinator with all the information that Deputy Title IX Coordinator has regarding the situation.

**Formal Complaint Requirement:** A complainant must be participating in or attempting to participate in a JSU educational program or activity at the time of filing a formal complaint. Examples of individuals who may be considered as a complainant attempting to participate in a JSU educational program or activity may be an alumna/alumnus who intends to apply for admission to work toward another degree, an alumna/alumnus who intends to remain involved with alumni programs/activities, an individual who is on a leave of absence, or an individual who has left school due to sexual harassment with an expressed desire to re-enroll if there is an appropriate response to the sexual harassment.

**Formal Grievance Process:** Formal disciplinary action against a respondent may only be taken through the formal grievance process. Because the relationship of students, staff, and faculty to the university differs in nature, the procedures that apply when seeking formal disciplinary action necessarily differ somewhat as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an opportunity to be heard, and an opportunity to respond to a formal complaint under this policy.

**Student Respondent:** For a report against a student, disciplinary action may be taken by a hearing panel of three trained individuals.

**Employee Respondent:** For a report against a staff member, disciplinary action may be taken by the Director of Human Resources after a full investigation and a separate hearing by a panel of three trained individuals.

### **Timeline for Investigations/Hearings/Decisions/Sanctions/Appeals:**

To the extent possible: 1) Investigations will be completed, and an investigative report will be provided to the hearing panel members within 60 business days from the filing of the formal complaint; 2) Hearings will be completed within 20 business days from the date that the investigation report is provided to the hearing panel members. The decision letter will be provided to each of the parties within three (3) business days of the hearing. All appeals (from either party) will be filed no later than 4:30 p.m. on the 7th business day after the hearing (e.g., if a hearing was held at 2:00 p.m. on Tuesday, and the university was closed only on Saturday and Sunday, the appeal would need to be filed no later than 4:30 p.m. on the Thursday the week after the hearing). The other party will have an opportunity to provide a written statement in support of or challenging the outcome but said statements must be provided no later than five (5) business days after the appeal request form is submitted. All appeals will be reviewed by the appeal panel members, and a decision on any appeal filed will be issued to each party (either in person or via jsu.edu) within 30 business days of the hearing date.

If an extension of any of these time frames is requested by either party or is, for good cause, needed, the Title IX Coordinator will provide written notice to each of the parties, explaining the reason for the delay.

Informal resolution will temporarily pause/delay the running of the period of time set forth above. For more information about informal resolution, please see the "Informal Resolution" section.

**Consolidation:** If the Title IX Coordinator believes that it would be appropriate, then formal complaints under this policy against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party- where the allegations (of violations of this policy) arise out of the same facts or circumstances-may be consolidated for investigation and/or hearing and/or appeal purposes. Where a grievance process involves more than one complainant or more than one respondent, references in this section to a singular "party," "complainant," or "respondent" include the plural, as applicable.

If the cases are consolidated for purposes of an investigation and/or hearing, the investigator(s) may issue a single investigative report.

**Presumption:** JSU will presume that a respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Standard of Evidence:** JSU uses a “preponderance of the evidence” standard when determining responsibility for any violation of this policy. This requires a showing of evidence that is over 50% or indicates that the information provided leads the hearing panel to decide that “more likely than not” the person is “responsible” for the violation. In a situation where the panel finds that the evidence in a case is “equal” or “level,” the preponderance-of-the-evidence standard would result in a finding of not responsible. The preponderance-of-the-evidence standard is lower than the standard of “beyond a reasonable doubt,” which is used in criminal court cases.

This standard of evidence applies regardless of whether the respondent is a student or employee (staff or faculty).

**Burden of Proof:** Throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to meet the standard of evidence (including determining responsibility and the existence of consent) rests on the university, not on the parties.

However, it is important to note the following:

- The university cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity (or assisting in that capacity), and which are made or maintained in connection with the provision of treatment to the party, unless the university obtains the party’s voluntary, written consent to do so for a grievance process. (When legally required, then the university must obtain the voluntary, written consent of the party’s parent or legal guardian.)
- The university will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- There will be no restriction on the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- The parties will have the same opportunities to have an advisor and a support person present during any meeting or hearing.
- Any time a party’s participation is invited or expected, that party will be provided notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with the party. That party will also be provided sufficient time for the party to prepare to participate. If a hearing, interview or meeting is scheduled and the party who is to participate does not feel they have been provided sufficient time to prepare to participate, that party should contact the Title IX Coordinator (preferably via e-mail to [TitleIX@jsu.edu](mailto:TitleIX@jsu.edu)); request that the meeting, interview, or hearing be rescheduled and provide additional dates and times when the party is available to participate.

**Notice of Investigation:** Upon receipt of a formal complaint, written notice will be provided to the respondent (a copy of which will be provided to the complainant). This notice will generally be provided via an e-mail to each party’s jsu.edu e-mail account. Attached to said e-mail will be the notice/letter of investigation, a copy of JSU’s policy and procedure, and a copy of the rights for said individual during the process.

This notice will be provided to the respondent at least 24 hours before the proposed initial interview time. However, if this does not provide the reporting party with sufficient time to prepare a response before the initial interview, the reporting party should e-mail the Title IX Coordinator, request that the initial interview be rescheduled and provide additional dates and times when the party is available to participate.

**Amended Notice of Investigation:** If, in the course of an investigation, there is a decision to investigate allegations that are not included in the initial notice of investigation, an amended notice of investigation will be provided to the parties.

**Informal Resolution:** This is a resolution option that allows corrective action to be taken without formal disciplinary action against the respondent. Corrective action under an informal resolution could include educational programming or training, direct confrontation of the respondent, or facilitated discussions between the complainant and/or respondent and/or witnesses. However, the university will never compel a complainant to engage in an informal resolution process or directly confront the respondent and/or particular form of informal resolution.

Once a formal complaint is filed, an informal resolution may be a potential resolution option. This option can be pursued at any time prior to 24 hours before the scheduled start time of the disciplinary hearing. If either party would like to discuss the option of informal resolution, then that party can contact the Title IX Coordinator and discuss the informal resolution they would propose. If the Title IX Coordinator determines that said proposal may be a viable option for resolution, then the Title IX Coordinator will discuss the proposal with the other party. If an agreeable resolution is determined after each party has had an opportunity to consult with the Title IX Coordinator, then the Title IX Coordinator will prepare the informal resolution agreement and give each party the opportunity to sign said agreement.

If the informal resolution agreement is signed by the complainant, the respondent, and the Title IX Coordinator, then the investigation and resolution process will be placed on hold to allow the terms of the informal resolution agreement to be fulfilled.

Once the terms of the informal resolution agreement are fulfilled in a timely manner and as specified in the agreement, the Title IX Coordinator will e-mail the complainant and the respondent to notify them that the terms have been fulfilled and the case is being closed.

The Title IX Coordinator's first priority must be maintaining the safety of the parties involved and the campus as a whole. The Title IX Coordinator reserves the right to not sign/approve the informal resolution agreement for any reason. Furthermore, the Title IX Coordinator cannot sign/approve any informal resolution agreement involving an employee's prohibited conduct directed toward a student.

If the agreement is not signed by either party or the Title IX Coordinator, the case will continue forward. If both parties sign the agreement, but all terms of the agreement are not fulfilled in a timely manner and/or as specified in the agreement, the case will continue forward.

If a case continues forward, the parties maintain all of their rights to due process and to be heard and the case continues forward as if the informal resolution did not exist. The exception is that the informal resolution can be mentioned in any hearing as a reason for a delay in the resolution of the case.

**Dismissals:** There are certain situations (listed below) that require or permit dismissal of a Title IX case under this policy. If at any point during the process the case is dismissed, both parties will be notified of said dismissal, the reason for said dismissal and if the case has been referred for review under any other policy or code of conduct. Furthermore, either party will have the opportunity to file an appeal of the dismissal decision. An appeal must be filed no later than 4:30 pm on the 4th business day after receiving notification of dismissal (e.g., if the notification of dismissal was e-mailed to the parties at 2:00 p.m. on Tuesday and the university was closed only on Saturday and Sunday, the appeal would need to be filed no later than 4:30 pm on Monday the week after the notification of dismissal). Either party may file an appeal regarding the dismissal decision.

Required Dismissal: The case will be dismissed under this policy and referred for review and potential charges under other policies or codes of conduct if at any point during the process it is determined that the conduct or behavior alleged in the formal complaint:

- Would not violate this policy even if proven.
- Did not occur in a JSU educational program or activity (as defined above); or
- Did not occur against a person in the United States.

Potential Dismissal: The case may be dismissed under this policy and referred for review and potential charges under other policies or codes of conduct if at any point during the process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.



- The respondent is no longer enrolled in or employed by Jacksonville State University; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

**Investigation:** When a report is received and the Title IX Coordinator determines that, based on all information known about the behavior, the location of the incident, and the other elements are present to allow the university to move forward under this policy, the university may initiate a formal investigation. The Title IX Coordinator will designate a trained investigator(s) who has specific training and experience investigating allegations of sexual harassment, sexual violence, stalking, domestic violence and dating violence. Any investigator(s) assigned will be impartial and free of any conflict of interest.

Parties and witnesses are strongly encouraged to provide all evidence and contact information for any potential witness(es) as early as possible in the process. This will assist in completing the investigation as promptly as possible. Please note that new evidence may not be introduced at the hearing without the agreement of the other party; therefore, it is important to provide all of the information and evidence during the investigation.

**Preliminary Investigative Report:** Once the investigation is complete, a preliminary investigative report will be created that will fairly summarize the relevant evidence.

Each party will be notified (via their jsu.edu e-mail address), and each party's advisor (who has been identified by the party) will be notified (at the e-mail address provided by the party for the advisor). In said notification e-mail, the party and that party's advisor will be invited to meet with the investigator(s), where they will be provided with a hard copy of the preliminary investigative report and all evidence. During the meeting, the investigator(s) will seek to answer any questions the parties may have regarding the investigation. The investigator(s) will verify that there are no additional witnesses that need to be interviewed nor any additional evidence that needs to be examined. The investigator(s) will discuss any requested changes to the preliminary investigative report. The parties are encouraged to make corrections and provide appropriate context. The investigator(s) will invite the parties to provide a written response and/or will invite each party to meet with the investigator(s) and/or review the evidence and/or report as frequently as needed. This initial meeting to receive the report and evidence should be held as quickly as possible after the initial notification and invitation to meet. Each party is allowed to submit a response, which the investigator(s) will consider prior to completion of the investigative report, but that response would need to be provided to the investigator(s) within ten (10) days.

**Final Investigative Report:** Once the parties' requested changes have been addressed in the investigative report, then the investigator(s) send notification to each of the parties explaining that the final investigative report is ready for review and schedule any meeting that the parties request at this time. Any meeting to discuss the final investigative report should be scheduled as quickly as possible, as any suggested changes to the final investigative report will need to be provided within ten (10) business days of receiving notification that the final investigative report has been completed.

Once the parties' have had an opportunity to review the final investigative report, then the final report will be provided to the Title IX Coordinator, who will begin preparing for the hearing.

**Reviewing Documents and/or Evidence:** The investigative report and all documents that are able to be provided will be provided to the parties (and their advisors) at least ten business days before the hearing. However, originals of documents will need to be retained in the Title IX office or UPD custody. Therefore, to review originals simply follow this review procedure.

To the extent required and permitted by law, The Title IX Coordinator will make available the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This will be available for inspections and/or review by either party and their advisors during the normal university operating hours, so long as it is scheduled at a mutually agreed-upon time, at least 24 hours in advance. To schedule said inspection and/or review, please e-mail the Title IX Coordinator at [titleix@jsu.edu](mailto:titleix@jsu.edu) to request a time to inspect and/or review said evidence. Please provide the Title IX Coordinator with at least three (3) different times on three (3) different dates on which you are available to allow for the inspection and/or review to be scheduled at a



time that is equally convenient for the Title IX Coordinator and the requesting party.

Privacy is generally of great concern to the parties in these matters. Therefore, the Title IX team will endeavor in good faith to maintain the privacy of the parties, including the reports, evidence, and other materials involved in these matters. As such, the Title IX team also requests that the information not be shared with anyone else except as needed for purposes of preparing for the hearing.

There are certain situations where a party does not want to have possession of the documents or evidence and/or does not want their advisor to have possession of the documents or evidence. If a party does not want to (or does not want their advisor to) receive the evidence and documents, then they will need to complete a form with the Title IX office. Even if this form is completed, then the party will still be allowed to review the documents and evidence, at any point, in the Title IX office.

All evidence and reports will be made available to each party at the hearing and each party will have the opportunity to refer to such evidence during the hearing, including for purposes of questioning any/all parties and witnesses.

**Hearing Panel:** The hearing panel will consist of three (3) hearing panel members who are designated by the Title IX Coordinator, who is tasked with ensuring that each hearing panel member has the appropriate training regarding allegations of sexual harassment, sexual violence, stalking, domestic violence and dating violence. Any hearing panel member assigned will be impartial and free of any conflict of interest. Neither the Title IX Coordinator nor the investigator(s) on the case can serve as a member of the hearing panel.

The Title IX Coordinator will be responsible for scheduling the hearing and providing the investigative report to the hearing panel members for review. The Title IX Coordinator will also be available on the day of the hearing to assist with logistical matters.

**Pre-Hearing Details:** Preparing for a hearing that will include three hearing panel members, two parties, two advisors, support persons, and potentially three (or more) locations requires a great deal of planning and preparation. In an effort to make the hearing proceedings more efficient and less hectic for everyone involved, we ask for the parties' assistance in providing their preferences and requests in advance.

**Witness Scheduling:** If either party wants the university to schedule a particular person to address the hearing panel to answer questions, then that party should provide the Title IX Coordinator with the name and contact information for that witness so that arrangements can be made for that witness to be available for said hearing. (For example, if a party wants the university to make a non-party faculty member come to the hearing to answer questions, then arrangements will need to be made to ensure availability on the day of the hearing.)

**Evidence:** If either party wants the university to make additional copies or otherwise ensure that a particular piece of evidence is available in a certain form at the hearing, then that party should provide that information to the Title IX Coordinator with appropriate notice so that arrangements can be made for that evidence to be available in the preferred form. (For example, if a piece of evidence is housed in the evidence locker at UPD, then additional scheduling will be required for that evidence to be viewed in person.)

**Requested Witness Order/Schedule:** If either of the parties and/or witnesses have a preference regarding the order of witnesses or parties based on schedules or other preference, then that party and/or witness should make their preferences known to the Title IX Coordinator at least three (3) days before the hearing date to allow for the Title IX Coordinator to coordinate the attendance of each witness at the appropriate time. This particular order will not be able to be guaranteed as there are several people and schedules involved. (For example, if a witness desires to answer questions as the first person due to a class schedule conflict later in the day, then we will do our best to accommodate that request. If we are unable to accommodate such a request, then the Title IX Coordinator will work with the witness to provide an excuse or other appropriate assistance.)

**Impact Statements:** Impact statements are statements that are provided regarding the impact of the case on the party and that may provide to the panel members the party's thoughts on a fair sanction.

- Impact statements are only read by the panel members if there is a finding of "responsible."
- In order to make these statements available to the panel members in the event of a "responsible" finding, the statements should be provided by each of the parties to the Title IX Coordinator before the hearing time. It is recommended that these statements be provided to the Title IX Coordinator at least 24 hours before the beginning of the hearing but said statements will be accepted by the Title IX Coordinator up to 1 hour before the hearing time.
- Impact statements must be provided to the Title IX Coordinator in a sealed envelope.
- If, after the entire hearing, the panel returns a finding of "not responsible," then the envelope will never be opened and will be shredded by the Title IX Coordinator. In the event of a "not responsible" finding (after the appeal, if an appeal is filed), the Title IX Coordinator will contact the party or parties who provided the impact statement(s) to let the party or parties know that the statements are to be shredded and can shred these statements in the presence of the party who provided the statement to prove that the envelope was never opened and was never read by any of the panel members.
- If, after the entire hearing, the panel returns a finding of "responsible," then the Title IX Coordinator will provide the statements (in their sealed envelopes) to the panel members for their consideration regarding sanctioning. The panel members will then open the statements in the presence of all members of the panel and consider these statements during their deliberations regarding sanctioning.

### **Hearing:**

**Recording:** All hearings will be recorded by JSU to allow for a proper record of the proceedings. This recording will be available for inspection and review by the parties using the same procedure for review of original documents and evidence described above.

**Location:** The hearing will be scheduled for an appropriate location that will allow for a comfortable atmosphere for each of the parties. When selecting a location, the privacy of the participants will be considered.

**Virtual Attendance:** JSU may, in the exercise of its discretion, require that any/all questioning and/or the entire hearing occur with the parties and/or any witnesses located in separate locations with technology enabling the panel members and parties to simultaneously see and hear the party and witness answering the questions.

**Participation/Lack of Attendance:** The panel members will not draw an inference about the determination regarding responsibility based solely on a party or witness's absence at the hearing or refusal to answer any questions. However, if any party or witness does not participate in the hearing (including answering all relevant questions by each party or advisor), then their previous statements will not be able to be considered by the hearing panel members.

**Evidence and Reports:** All evidence and reports will be made available to each party at the hearing and each party will have the opportunity to refer to such evidence during the hearing, including for purposes of questioning any/all parties and witnesses.

**Procedure/Process for the Hearing:** The hearing will begin with a brief introduction and overview of the procedure for the hearing. Each of the parties will be given the opportunity to make a short (up to 5 minutes in length) statement during the hearing. Once that statement has been concluded, the other parties will be allowed to ask any relevant questions to that party.

Then questioning of each witness and party will begin. The witnesses and parties will submit to questioning in the order selected by the decision makers, following this questioning order:

- Panel members will ask questions first.
- Respondent will ask questions second.
- Complainant will ask questions third.
- Respondent will have another opportunity to ask questions fourth.
- Complainant will have another opportunity to ask questions fifth.
- Hearing panel members will have another opportunity to ask any remaining questions sixth.
- Then, the hearing will move forward with the next witness.
- After the last witness, the hearing panel members will explain the process of how and when to expect the decision document will be delivered, and the hearing will dismiss.
  
- **Questioning the Other Party:** Each party will have an opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including questions challenging credibility. However, questions to the other party will be asked by the questioning party's advisor.
- If either party does not have an advisor present at the hearing, JSU will provide that party with an advisor (at no cost to the party/parties), who is familiar with the JSU grievance process.
  
- **Decorum:** These proceedings require that all persons present, including the parties, their advisors, any support persons, witnesses, and hearing panel members maintain appropriate decorum and participate respectfully and non-abusively throughout the proceedings.
- Abusive language and/or behaviors that disrupt the hearing will not be tolerated.
- Badgering any witness, including either party, is forbidden.
- Each party, advisor, and support person will remain seated in their designated seat throughout the proceedings, except during breaks.
- Conferring with one another loudly in such a way that the hearing is disrupted is prohibited.
  
- **Relevant Questions:** The chairperson of the hearing panel must determine whether any question is relevant before the questioned individual responds. To accomplish this, there will be a "pause" in the proceedings after each question BEFORE the answering party provides the answer. This pause will allow the chairperson (with or without input from the other panel members) to determine if the question is relevant before the answer is provided. This will require patience, but it is an important element of the hearing process.
- The determination as to whether the question is relevant or not will be made by chair of the hearing (with or without input from the other panel members) by applying logic and common sense.
- Duplicative and/or repetitive questions may be deemed to be irrelevant.
- If any questions are excluded as not relevant, the chairperson of the hearing panel will explain to the party/the advisor who sought to ask the question why the question is due to be excluded.
- Questions requesting information regarding the following will be deemed non relevant:
  - Information protected by a legally recognized privilege (such as attorney-client privilege, medical provider privilege, etc.).
  - Any party's medical, psychological, or similar records (unless the party has given voluntary, written consent).
  - Party or witness statements that have not been subjected to cross- examination at a live hearing.
  - Evidence about a complainant's prior sexual history unless said sexual history evidence or question is offered:
    - To prove that someone other than the respondent committed the conduct

- alleged in the formal complaint; or
- To demonstrate specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. (This exception only applies to situations where consent is an issue at the hearing).

**New Evidence:** All evidence should be provided during the investigation phase. If either party attempts to present new evidence at the hearing, the hearing will end, and the case will be sent back for further investigation. In the event that the other party agrees to allow for the new evidence to be presented, the hearing will break for at least 30 minutes to allow the new evidence to be properly reviewed before the hearing resumes.

**Credibility Assessments:** The panel members will make credibility assessments of all parties and witnesses. However, these assessments will not be based on a person’s status as a complainant, respondent, or witness.

**Decision:** After the hearing process is complete, the panel members will deliberate and make a finding of either “responsible” or “not responsible” based on a preponderance of the evidence. The panel will use a disciplined, unbiased evaluation of admissible, relevant evidence to reach this decision.

**Sanctioning:** If, after the entire hearing, the panel members make a finding of “responsible,” then they will be provided with a copy of the impact statements. These statements are statements provided by one or both parties to the Title IX Coordinator in a sealed envelope before the beginning of the hearing. After fully reading the impact statements, then the panel members will be responsible for making a decision regarding the appropriate sanction. Again, the sanctioning determination does not need to be unanimous, but must be agreed upon by at least two of the three panel members.

**Decision Letter:** The panel members will provide a written decision letter to each of the parties (via their jsu.edu e-mail address) within three (3) business days of the hearing. If the hearing panel members find the respondent responsible for a violation of the policy, the decision letter will also include the sanction decided upon by the panel members.

This letter will be signed by the panel members and then provided to the Title IX Coordinator, who will e-mail the letter to each of the parties and their advisors.

### **Potential Sanctions:**

The following are a list of potential sanctions that can be implemented upon a finding of responsible after a proper investigation and hearing:

**Warning-** Notice, in writing, that any continuation or repetition of prohibited conduct for a specific or indefinite period of time may be cause for further disciplinary action.

**Educational Sanction-** Requiring the individual to perform mandated service, or to participate in an educational program or activity, including but not limited to an educational seminar, a treatment program, or another program/task designed to manage the behavior, understand why the behavior was inappropriate, and/or assist the individual in learning more about how their behavior impacted themselves and/or the community.

**Disciplinary Probation-** A period during which an individual must behave in a manner acceptable to the university and comply with specific terms. Under the status of disciplinary probation, an individual is encouraged to seek advice from appropriate university officials. Conditions of probation may be set forth that restrict the individual’s participation in specific activities. Violation of the terms of probation or additional incident(s) of misconduct while on probation may result in suspension or dismissal.

**Facilitated Discussion-** Informal facilitated conversation between the respondent and other impacted parties to resolve conflict, to formulate an action plan, and/or to decide whether and how to implement change.

Loss of Privileges- The withdrawal of a privilege, use of a service, participation in a program or organization, event, or activity for a specific period of time. The loss of privileges may prohibit an individual from participating in co-curricular activities, continuing in a degree program, being present in or using certain campus facilities or services, and/or prohibit an individual from enrolling in a class or classes.

Formal Performance Improvement Plan- A plan designed to improve the individual's performance in the future. This can include terms that require completion of certain tasks, programs, or other behavior modification items that is specifically designed for the individual.

Termination of Employment- An individual may be terminated from their employment with the university and/or be prohibited from applying for employment with the university for a specific amount of time. This will be recorded in the employee's file.

No Contact Order – No contact orders are designed so that individuals involved in a conduct process do not have any communication with each other to help minimize further altercations between those involved. Individuals who receive no contact orders are directed to refrain from contacting an identified individual using ANY means. This includes but is not limited to comments, words, or gestures in person, through postal mail, e-mail, social networking sites, or by having others (friends, acquaintances, family members, etc.) act on the individual's behalf. Any order of no contact will remain in place until both parties agree in writing to cancel the order, pending final approval by the Title IX Coordinator.

Suspension- Any action that excludes an individual from class attendance, residence in university-owned or managed housing, and use of university facilities for a specified period of time. This action results in loss of privilege unless there is specific written permission, otherwise obtained from the Title IX Coordinator. Suspension typically includes a trespass from all university property during the designated suspension timeframe. Should an individual who is suspended be found on university property, further disciplinary action may be warranted.

- i. A suspension may be imposed in any increment (weeks, months, academic year, or calendar year) but must be specific as to when the individual will be allowed to return to the educational program or activity, including whether the individual may be allowed to participate in online activities or not.
- ii. A suspension may be deferred based on the timing of the semester (e.g., end of semester). This decision is at the discretion of the panel members and will only be considered if the individual's presence on campus is deemed not to be a threat. Should the individual be readmitted, further incident(s) of misconduct may result in additional suspension periods or dismissal from the university. Additionally, the failure to observe the terms and conditions of a suspension may cause the extension of the suspension period or further disciplinary action.
- iii. A suspension will take place once the appeal time frame or process is complete. In the event of an academic suspension, individuals are encouraged to consult with Student Accounts and the University Registrar regarding possible tuition and fee refunds. The panel members will make no determination regarding potential refunds.

Deferred Suspension- This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during a deferred suspension. If an individual is again found responsible of violating any (or a specific) code of conduct, the suspension will take place immediately, without appeal. The expectation will be addressed fully in a sanctioning document.

Dismissal- The permanent loss of the privilege of registration, class attendance, employment, and/or residence in university owned or university-managed housing. The privilege to use university facilities or property is typically also permanently withdrawn by this action. An individual who has been dismissed is not eligible for readmission or reemployment. Any individual who is dismissed will not be

entitled to any refund of tuition or fees. Dismissal typically includes a trespass from all university property. Should an individual who is dismissed from the University be found on university property, further disciplinary action may be warranted.

Transfer of Work Assignment- The temporary or permanent transfer from one work assignment and/or location to a different work assignment and/or location.

Delay of Tenure Track Progress- The temporary or permanent delay of tenure track progress.

Revocation of Tenure- The temporary or permanent loss of tenure.

Assignment to Different Supervisor- The temporary or permanent reassignment to alternative supervisor.

Demotion- A change in employment status to reflect of loss of a promotion.

Denial of Pay Increase- The loss of an opportunity for a pay increase that would have ordinarily been provided.

Loss of Pay Grade- A decrease in pay and/or benefit for a specific amount of time.

Restriction of Stipends, Research, and/or Professional Development Resources- A general or specific restriction placed on an employee's ability to receive stipends, research resources, and/or professional development resources.

Enhanced Supervision, Observation, or Review- A general or specific enhancement of supervision, observation, or review for employees.

**Remedies:** If there is a finding of “responsible,” the panel and/or the Title IX Coordinator can address remedies. Remedies are individualized services that are designed to restore or preserve equal access to JSU’s educational programs or activities. These may include the same or similar individualized services that are described in the “Supportive Measures” section. However, these remedies need not be non-disciplinary nor non-punitive and need not avoid burdening the respondent.

Remedies may include:

- Counseling.
- Extensions of deadlines or other course-related adjustments.
- Modifications of work or class schedules for either party.
- Campus escort services.
- Restrictions on contact between the parties.
- Changes in work or housing locations for either party.
- Leaves of absence.
- Increased security and monitoring of certain areas of campus; and
- Other similar measures.

The Title IX Coordinator will be responsible for the effective implementation of these remedies. Any remedies that are provided to the complainant will not be disclosed to the respondent unless said remedies directly affect the respondent, and disclosure is required for effective implementation.

**Appeals:** An appeal may be filed by either party or both parties. An appeal can be filed based on the decision of responsibility or the lack thereof, the sanction imposed, and/or the restoration or preservation remedies imposed. Any appeal must be filed by completing the appeal request form. This form is available electronically at [www.jsu.edu/titleix](http://www.jsu.edu/titleix), or a hard copy can be completed in the Title IX Coordinator’s office. Any such appeal must be filed no later than 4:30 p.m. on the 7th business day after the hearing (e.g., if a hearing was held on 2:00 p.m. on Tuesday, and the university was closed only on Saturday and Sunday, the appeal would need to be filed no later than 4:30

p.m. on the Thursday, the week after the hearing).

Appeal Grounds:

- **Procedural Irregularity:** Procedural irregularity that affected the outcome of the matter (e.g., a failure to objectively evaluate all relevant evidence or an erroneous relevance determination that affected the outcome).
- **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- **Conflict of Interest/ Bias:** The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If an appeal is filed, the Title IX Coordinator will notify the other party in writing (via jsu.edu e-mail address) and attach a copy of the appeal that has been filed by the other party.

Each party will have the opportunity to submit a written statement in support of, or challenging, the outcome. Said statement must be e-mailed to [titleix@jsu.edu](mailto:titleix@jsu.edu) no later than five (5) business days after the appeal request form is submitted.

All relevant documents, including the appeal request form and written statements responding to said appeal, will be placed in a packet for the appeal panel members.

All appeals will be reviewed by a separate appeal panel. These appeal panel members will not include any members of the original hearing panel or any investigator(s) that is involved with the case. After reviewing the appeal documents, a decision on any appeals filed will be issued to each party (either in person or via jsu.edu e-mail) within twenty (20) business days of the hearing date.

**Parties' Bill of Rights:** All members of the Jacksonville State University community have the right to:

- Make a report to the Department of Public Safety and/or local law enforcement.
- Make a report to the Title IX Coordinator and/or any Deputy Title IX Coordinator.
- Have disclosures of sexual harassment (including disclosures of domestic violence, dating violence, stalking, and sexual assault) treated seriously.
- Decide about whether or not to disclose a crime or violation and participate in the title ix process and/or criminal justice process free from pressure by the university.
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity, receive from the university courteous, fair, and respectful health care and counseling services, and to be referred to other health care and/or counseling resources if the needed services are not available on campus.
- Have access to an appeal of any determination; and
- Be accompanied by an advisor and/or support person of choice who may assist and advise the party throughout the conduct process, including during all meetings and hearings related to such process.

### **RESPONSIBILITY**

The Title IX Coordinator is responsible for implementation and application of this policy.

### **EVALUATION**

This policy will be reviewed at least every five (5) years by the Title IX Coordinator.