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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.

Definition of a Learning-Centered Community

At Jacksonville State University, a public, regional comprehensive institution, we believe that students, faculty, and staff comprise a community of learners. We believe it is important for learners to take responsibility for their learning, which means presenting a willingness to learn, being proactive in the acquisition of knowledge, and behaving with integrity and honesty in the learning environment. We believe that learning takes place when learners are engaged, assumptions are challenged, expectations are shared, and relationships are built around the purpose of learning.

Jacksonville State University promotes a learning environment with relevant programs of study supported by current technologies, opportunities for experiential learning and other high impact practices, and flexibility in the learning process. Faculty will use various methods of teaching to meet different learning preferences and will set learning outcomes that emphasize the application of knowledge, ensuring that graduates are prepared with skills necessary for careers in a global marketplace.

Jax State Strategic Plan Commitments

Discover
As educators, we do not provide the answers. We provide 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.

Institutional Accreditation

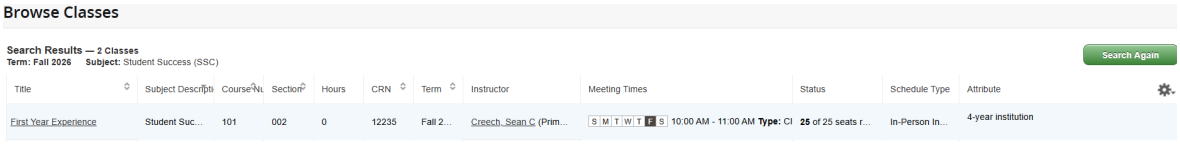
Jacksonville State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, educational specialist, and doctorate degrees. Jacksonville State University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Jacksonville State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

In addition to JSU's regional accreditation by the Southern Association of Colleges and Schools to award bachelor's, master's, education specialist, and doctoral degrees, the university offers many programs that have received specialized accreditation from state, regional and/or national professional associations and boards.

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:



Title, 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. To view the entire catalog entry for any class, select the linked course title. Catalog entries provide course descriptions, a list of prerequisites and other information.

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 MyJaxState account allows for registration by CRN or by course search.

Hours: Hours 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.

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

Instructor: Instructors for each section will be listed on the schedule. TBA or "Instructor not available" indicates the instructor for the course has not been assigned.

Meeting Times: 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." 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. The classroom and building where classes meet will be listed with building abbreviations and room number. A map of campus can be found at the following link https://www.jsu.edu/campusmap/

Status: Status refers to how many seats are available and the maximum capacity of the course.

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

Attribute: The attribute provides additional information.

Course Scheduling

During the first three semesters, students should be fulfilling the Jax MIX General Education requirements and/or College requirements. Choose courses from the full range of these requirements. Think about taking a balance of reading, writing, and quantitative courses. Please note 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
Total	**15**		
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
Total	**16**		

Grade Point Average

Grade point average or GPA is a figure indicating a student's academic achievement. GPA is based on a 4.0 scale.

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

To calculate GPA:
Divide the total number of quality points earned by the total number of GPA Hours.

	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
	13				**38**

38 Quality Points Earned = 2.92
13 GPA Hours

Four Steps to Registration

1

Around midterm each semester, check your ***MyJaxState*** 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 using Schedule Planner through your ***MyJaxState*** 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 student portal. For specific instructions on when and how to register, go to Registration Information - Office of the Registrar (jsu.edu)

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 MyJaxState
- 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 for assistance.

WHEN TO SEE YOUR ACADEMIC ADVISOR

- To address any problems that affect your academic performance
- Selecting 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

MyJaxState

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.

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 Registration Information - Office of the Registrar for additional registration information.

GEM Electronic Mail (Office 365)

All Jax State students are assigned a Jax State 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 *MyJaxState* 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 *MyJaxState* email account. All fees must be paid prior to check in. For more housing information, please go to www.jsu.edu/housing.

Please Note:
Students scheduled to receive financial aid who do not plan to attend a 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. For more information, please reference the "Withdrawal Procedures" section of the handbook.

Pay Registration/Housing Confirmation Costs

1. Office of Student Accounts

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

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

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

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

Kelly Martin, Director

304 Theron Montgomery Building
Telephone: 256.782.5268
Email: 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. This office also manages the On-Campus ACT.

The Office of Admissions is responsible for all domestic 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 events/tour for prospective students. Admissions Counselors are available to meet with prospective students and their families.

Bookstore

Kristi Webster, Manager

Theron Montgomery Building
2nd Floor
Telephone: 256.782.5283
Email: kwebster@bncollege.com
General Inquiries:
Email: 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 Jax State 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.

The Jax Books Program is the Jax State Bookstore's inclusive access model where all undergraduate students have 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

First Day is the Jax State Bookstore's inclusive access model where all dual enrollment & graduate students have 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 or follow them on Instagram at jaxstbookstore 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 – Friday	8:00 AM – 5:00 PM
Hours of operation for summer term:	Monday – Thursday	8:00 AM – 4:30 PM
	Friday	8:00 AM – 12:30 PM

*Summer Orientation schedules may affect store hours.

Community Standards

Paige Rochus, Assistant Director

301-A Angle Hall
Telephone: 256.782.8080
Email: communitystandards@jsu.edu

The Office of Community Standards is responsible for upholding the behavioral standards and ethical conduct expected of all students and student groups/organizations while supporting Jacksonville State University's mission by remaining student-centered and educational in its disciplinary procedures.

The office is responsible for supporting students and student groups/organizations who may have engaged in misconduct through the student conduct process, students who want to report a policy violation, and students who report or display concerning behavior.

When a student or student group/organization is reported for violating the Code of Conduct, the office investigates the incident, provides the necessary resources and safety measures, facilitates resolution, and determines any sanctions or outcomes in accordance with the Code of Student Conduct and/or the Code of Student Organization Conduct.

The Office of Community Standards' mission is to turn potential incidents of misconduct into opportunities to facilitate education and student development.

Counseling Services

Lola Johnston, Director

147 Trustee Circle
Telephone: 256.782.5475
Email: 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.

Dean of Students Office

Josh Robinson, Associate Vice President
for Student Affairs & Dean of Students

402 Theron Montgomery Building
Telephone: 256.782.5491
Email: studentlife@jsu.edu

The purpose of the Dean of Students Office is to help students enhance their collegiate experience by providing co-curricular programs and activities that promote a better quality of life by assisting students in developing personal leadership skills and community responsibility. The office is student oriented, focused, and willing to serve a diverse student body. The services provided by the Dean of Students Office are intended to compliment the educational process and contribute to a well-rounded education so that students may develop physically, socially, spiritually, intellectually, and morally.

Additionally, the office supports Jax State's first-generation student support initiatives. Are You a First-Generation Student? A first-generation college student is defined as a student whose parent(s)/legal guardians have not completed a bachelor's degree. Are you first-gen? Let us know!

The office enhances the collegiate experience through programs, activities, and leadership development.

Department of Public Safety

Michael Barton, Associate Vice President
of Health and Public Safety/Chief of Police

Salls Hall
Non-emergency: 256.782.8888
Emergency: 256.782.5050 or 911
Email: upd@jsu.edu

The Department of Public Safety 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 *MyJaxState* 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 Campus Safety Phone App 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 *MyJaxState* account. Please visit the Department of Public Safety's webpage at www.jsu.edu/police for further information about the department and services available.

Dining Services

Gustavo Dipolito, Resident District Manager
Becky Key, Unit Controller

Jax State Dining Hall
Telephone: 256.782.7242

Dining Services offers a wide range of meal plans that provide a variety of choices to fit your eating needs. There are several dining locations on campus including Jax State 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. For traditional southern BBQ, visit Mason's BBQ located in Stephenson Hall, beside the Football stadium. We offer Virtual Dining Concepts by ordering through the Everyday App. Pick up is located at the Jax State Dining Hall. For more information, please visit us at Jax State Campus Dining Services.

For more details and information about meal plans, visit our website at dining.jsu.edu , email Ashley.Gaither@sodexo.com or call us at 256.782.7242. Stay up to date with all things Dining by following us on Instagram@jsudining.

Drop/Add Procedures

Dean's Office

College of Student's Major
Website: Registration Information

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

Students wishing to add classes must do so by a specific date. Students may drop classes by the Internet only through a specific date. For dates to add or drop a class please see the Academic Calendar .

There is no tuition refund for course(s) dropped after the "Last Day to Register or Add a Class" for a part of term.

Financial Aid

Charlotte Cole, Director

107 Angle Hall
Telephone: 256.782.5006
Email: finaid@jsu.edu

The Financial Aid Office helps students with 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 1each 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.

First- & Second-Year Experience

Keaton Glass, Director

Houston Cole Library
Ground Floor
Email: kglass@jsu.edu
Telephone: 256.782.5493

The Office of First and Second Year Experience plays a vital role in supporting student success and engagement from the moment students begin their Jax State journey through their sophomore year. Gamecock Orientation (GO!) serves as the official introduction to the university for first-year students under the age of 25, helping them become familiar with academic expectations, campus resources, and student life while also connecting with peers and academic advisors to register for classes. Students continue their transition through programs such as the First Year Peer Mentor Program, where experienced Jax State students provide guidance, encouragement, and support to students enrolled in SSC 101, helping them navigate campus life, connect with resources, and become engaged members of the university community.

Leadership development and student involvement are key components of the office's mission. Freshman Forum provides selected first-year students with opportunities to develop leadership skills through workshops, service projects, networking opportunities, and campus involvement while building meaningful relationships with peers. During the sophomore year, high-achieving students may be invited to join Lambda Sigma, a national sophomore honor society recognizing students in the top 35% of their class. Centered on the pillars of leadership, scholarship, service, and fellowship, Lambda Sigma encourages continued campus involvement and recognizes members for their contributions and achievements.

The office also provides programs designed to strengthen student success and academic readiness. The SURGE Program focuses on developing Self-Discipline, Unity, Resilience, Growth, and Excellence, helping students build confidence, make connections, and take advantage of personal development opportunities and campus resources. Additionally, EdReady Math and English Placement Exams help students assess their academic preparedness by identifying areas for improvement and creating personalized learning plans that allow students to strengthen their skills at their own pace before beginning coursework. Together, these initiatives help students build a strong foundation for academic achievement, leadership development, and personal growth throughout their first two years at Jax State.

Fraternity and Sorority Life

FranShay Kendal Garrett, Assistant Dean of Students
& Fraternity and Sorority Advisor

Dean of Students Office
402 Theron Montgomery Building
Telephone: 256.782.5490
Email: fgarrett@jsu.edu

Fraternity and Sorority Life (FSL) is dedicated to enhancing the overall student experience by providing meaningful opportunities for leadership development, personal growth, community engagement, and lifelong sisterhood and brotherhood. FSL organizations create a supportive environment where students can express themselves, build relationships, and participate in value-based programming that enriches the campus community.

FSL offers numerous opportunities for involvement through chapter leadership positions, council roles, committees, educational programming, service initiatives, and campus-wide events. The university views Fraternity and Sorority Life as an integral part of the student learning experience, providing hands-on development in leadership, responsibility, collaboration, and organizational management.

Grade Appeal

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.

Health Center

Maranda Posey, FNP
Bayleigh Liveoak, Clinic Coordinator

Health Center
JSU South Complex
Telephone: 256.782.5310
Email: healthcenter@jsu.edu

The 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 faulty. Prior to enrollment, new students are required to register with Medicat. The Medicat Immunization Portal is accessible via your MyJaxState. All health information and vaccination records must be submitted via Medicat prior to arrival on campus.

Office of Housing Operations and Residence Life

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

111 Angle Hall
Telephone: 256.782.5122
Email: jsuhousing@jsu.edu

The Office of Housing Operations and Residence Life (HRL) supports the academic mission of Jacksonville State University by fostering a vibrant living and learning community that cultivates personal development, celebrates diversity, promotes leadership, and enhances the educational experience of each resident. We have traditional residence halls and apartments that enhance 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 Jacksonville State University before applying. Your assignment will be sent to your *MyJaxState* email account. All fees must be paid prior to checking in. For more information, please go to www.jsu.edu/housing.

Houston Cole Library

John-Bauer Graham, Dean of Library Services

Houston Cole Library
8th Floor
Telephone: 256.782.5259
Email: jgraham@jsu.edu

The Houston Cole Library provides information 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, millions of journal articles available through over 450 online databases, tens of thousands of eBooks, and more than a million microform and multimedia materials which are all selected to support the university curriculum. The library is open 93.5 hours per week during the fall and spring semesters and 77.5 hours per week during the summer semesters on the following schedule:

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

The library offers extended hours during final exams during the fall and spring semesters. During these extended hours, the library is open until 1:00 AM Sunday – Thursday.
Library services include course reserves, which are assigned course readings, both print and electronic, submitted by faculty; interlibrary loan; group study rooms; an online library catalog; electronic resources; quiet study floor (3rd floor); and centralized reference/research assistance. Course reserves and books may be checked out at the Circulation Desk in the Lobby. Librarians are available to help with the use of the library either at the Reference Desk in the Lobby or on the individual subject floors. Students may check out laptops and other equipment through the George E. Whitesel Multimedia Lab on the 6th floor. Various software such as Adobe Creative Cloud and other audio/video recording and imaging editing are also available in the George E. Whitesel Multimedia Lab on the 6th floor. The Houston Cole Library is a wireless access point and houses the Student Success Center on the 2nd floor and the Technology Support Center on the 9th floor. Additionally, the library houses an IT computer lab on the 10th Floor.

Human Resources

Allison Casey, Director

326A Angle Hall
Telephone: 256.782.5007
Email: 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

Nick Howard, Associate Director of Operational Services

Jax State ID Office
Theron Montgomery Building
4th Floor
Telephone: 256.782.5323
Email: idoffice@jsu.edu

Fall/Spring		Summer	
Monday – Friday:	8:00 AM – 4:30 PM	Monday – Friday:	8:00 AM –4:30PM

Jcards are made in the Jax State ID Office on the 4th 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

Ingrid Galinat, Director

International House
Telephone: 256.782.5303
Email: intlprog@jsu.edu

The International House and Programs provides support for international students studying at JSU, American students studying abroad, faculty exchange programs with universities in other countries, international partnerships and international recruitment. 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 the JSU community on global education. A major goal is to internationalize the JSU campus and help international students fully participate in the American experience and make American students' global citizens through study abroad and the international house.

jsuRIDE

Eric Wise, Coordinator of Transportation

The Rock House
Telephone: 256.782.8637
Email: jsuride@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 – Friday: 7:00 AM – 4:30 PM

Mail Center

Nick Howard, Associate Director of Operational Services

Theron Montgomery Building
4th Floor
Telephone: 256.782.5323
Email: mailcenter@jsu.edu

All students with a Jax State email address can receive mail at Jax State. The mail should be addressed as follows:

Name First, Last (Student Number)
Jax State 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.

Online@JSU

Chris Casey, Director

jsu.edu/online
Telephone: 256.782.8172
Email: 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. This is especially important for students not commuting to or living near the JSU campus. In this guide, students will find information about online learning, getting help, the Canvas LMS, exam proctoring, and a variety of other topics.

Printing Services

Nick Howard, Associate Director of Operational Services

Theron Montgomery Building
Room 104 (1st Floor)
Telephone: 256.782.5323
Email: printshop@jsu.edu

The Printing Services department 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 Jax State and the public! Photocopies, resumes, class notes, and much more are available to you. Additional services provided include, but are not limited to, cutting, trimming, colored copies, folding, stapling, 3-hole punching, spiral binding, padding, posters, yard signs, and banners!

Registrar's Office

Emily White, Registrar

113 Angle Hall
Telephone: 256.782.5400
Email: 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 a term or from a part-of-term, obtain a copy of their 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. Midterm grades for full fall and full spring parts-of-term are viewable on your *MyJaxState* account. Final grades are viewable through your *MyJaxState* account at the end of each part-of-term. For more information about services provided by the Registrar's Office, please visit https://www.jsu.edu/registrar .

FERPA Waiver

Under FERPA, parents and legal guardians are considered to be third parties and may only have access to a student's education record with the consent of the student. Parents and guardians can request access to a student's educational records through the Gamecock Parent & Family Connection portal. Through the portal, such third parties can submit an access request to their student. The request to access educational records is sent electronically to the student, and it is a student's right under FERPA to accept or decline the access request.

When students accept their parent or family member's request, they must accept the connection and then must approve the FERPA requests. Parents and family members can either request everything or choose à la carte what they would like to see. Similarly, the student can either grant access to everything or pick and choose what they would like their supporters to have access to. Students can revoke access at any time by logging into the Gamecock Parent & Family Connection with their Jax State username and password. Once a student separates from the University, only requests for nondisclosure of Directory Information remain in effect.

Student Accounts

Alice Wudarczyk, Associate Controller

245 Angle Hall
Telephone: 256.782.5458
Email: studentaccounts@jsu.edu

Students may pay tuition, housing, and other fees via credit card in person at the Office of Student Accounts window or via the web at http://my.jsu.edu by clicking on "View Account/Make Payment". JSU accepts the following credit cards: Visa, Mastercard, Discover, Diners Club International, JCB, UnionPay, BCcard, DinaCard, and American Express (accepted online only). Online credit card payments incur a convenience fee. Information on the convenience fee can be found at: https://www.jsu.edu/bursar/fees/credit-cards.html. Cash, Check and Money Orders are accepted in person at the Office of Student Accounts window. Checks can be mailed to the attention of the Office of Student Accounts and must be received by the scheduled due date for each part of term as listed on the Academic Calendar. International payments can be made via FlyWire and TransferMate. Information on both International options can be found at https://www.jsu.edu/bursar/international-payments.html.

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.
Students should familiarize themselves with the student financial responsibility information that can be found at Official Guidelines for Payment - Office of Student Accounts

Student Government Association

Abbie Beatty, Assistant Dean of Students &
SGA Advisor

Dean of Students Office
402 Theron Montgomery Building
Telephone: 256.782.5068
Email: 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 engagement 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

University Recreation (UREC) empowers individuals to discover wellness experiences that improve overall well-being by offering exceptional programs and services. 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

Veteran and Military Services

Justin Parker, Director

117 Angle Hall
Telephone: 256.782.8839
Email: parker@jsu.edu

Veteran and Military Services aims to assist and support, coordinate resources and benefits, and provide guidance to military-affiliated students, service members, veterans, and their families at Jacksonville State University. In addition to administering and providing guidance related to educational benefits, the Veteran and Military Services Office will assist in connecting students to support services offered across campus and in the community. Being a military-friendly campus is directly tied to Jax State's motto of being "The Friendliest Campus in the South" and directly contributes to the University's recruitment and enrollment efforts.

Withdrawal Procedures

Term or Part of Term Withdrawal

Registrar's Office

113 Angle Hall
Telephone: 256.782.5400
Email: registrar@jsu.edu

Students no longer wishing to attend classes in a term/part-of-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: https://www.jsu.edu/registrar/academic-calendar/index.html You may withdraw by completing the Withdrawal from Term Form located in your *MyJaxState* account.

Hardship Withdrawal

Office of Student Affairs

102 Angle Hall
Telephone: 256.782.8054
Email: studentaffairs@jsu.edu

Hardship Withdrawals are only considered for serious extenuating circumstances that prevent a student from continuing or completing coursework occurring **after** the *Last Day to Drop a class or Withdraw* and incompletes or other arrangements with instructors are not feasible. Withdrawal dates can be found on the Academic Calendar . More information and the Hardship Withdrawal Application can be found at the following link: Hardship Withdrawal

Student Success Center

Student Success

Dr. Timothy King, Vice Provost

Student Success Center
Houston Cole Library
1st Floor
Email: 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 students at Jax State. 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, Athletic & Career Advising

Dr. Janet Bavonese, Associate Vice Provost for Academic, Athletic, & Career Advising

- Academic Advising
- Athletic Academic Advising
- Career Advising

Student Success Center
Houston Cole Library
1st Floor
Email: jbavonese@jsu.edu
Telephone: 256.782.8443

Academic Standards

Debra James, Director Academic Support and Success

- Learning Development Plans
- Academic Needs Assessment
- Reinstatement

Student Success Center
Houston Cole Library
2nd Floor
Email: dmjames@jsu.edu
Telephone: 256.782.8224

College to Career Initiatives

Jennifer Gault, Director

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

Student Success Center
185 Merrill Hall
Email: jkgault@jsu.edu
Telephone: 256.782.5297

Disability Resources

Dr. Sean Creech, Assistant Vice Provost for Learning Support 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 accommodation and/or accessibility needs for Commencement

Student Success Center
Houston Cole Library
1st Floor
Email: sccreech@jsu.edu
Telephone: 256.782.5264

Lead Learning Specialist

Dr. Yolanda McCants, Lead Learning Specialist

- Intensive academic support for student athletes
- Study Zone organization
- Study Table supervision

Student Success Center
Houston Cole Library
2nd Floor 201
Email: ymccants@jsu.edu
Telephone: 256.782.5841

Student Athlete Academic Success

Rachel Hass, Director
- Academic advising for student athletes
- Success coaching for student athletes
- Eligibility

Student Success Center
Houston Cole Library
2nd Floor 201B
Email: rhass@jsu.edu
Telephone: 256.782.5774

Student Success Technology

Kimberly Hudgins, Coordinator Retention Technology
- JSU Navigate
- JSU Navigate Coordinated Care Team
- Cocky Bot 🐔 SMS Chatbot Messaging

Student Success Center
Houston Cole Library
2nd Floor
Email: kmegill@jsu.edu
Telephone: 256.782.8302

Success Coaching

Debra James, Director Academic Support & Success
- Success Coaching

Student Success Center
Houston Cole Library
2nd Floor
Email: dmjames@jsu.edu
Telephone: 256.782.8224

Success Courses

Dr. Sean Creech, Assistant Vice Provost
for Learning Support Resources
- Student Success Courses

Student Success Center
Houston Cole Library
1st Floor
Email: sccreech@jsu.edu
Telephone: 256.782.5264

Supplemental Instruction

Alysia Pace, Coordinator
- Supplemental Instruction study sessions

Student Success Center
Houston Cole Library
2nd Floor
Email: alpace@jsu.edu
Telephone: 256.782.8225

Testing Services

Geraldine Mendiola, Coordinator
- Accommodated Testing
- Exam proctoring
- Make up exams
- CLEP
- ACT Work Keys
- Educational Interpreter Performance Assessment Exam
- National Occupational Competency Testing Institute
- ProV Exam
- DANTES Subject Standardized Test (DSST)
- Measure Learning Exams
- Alternative Formats
- Assistive Technology

Student Success Center
Houston Cole Library
Ground Floor
Email: testingservices@jsu.edu
Telephone: 256.782.8378

Transfer & Adult Student Learning Support

Director, Sharee Hutchinson
- Programs and services for Transfer and Adult Learners
- Transfer & Adult Student Success Coach
- Transfer & Adult Student Learning Specialist

Student Success Center
Houston Cole Library
6th Floor
Email: hutchinson@jsu.edu
Telephone: 256.782.8343

Tutoring

Candi Burton-Momon, Coordinator

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

Student Success Center
Houston Cole Library
2nd Floor
Email: cburtonmomon@jsu.edu
Telephone: 256.782.8306

Student Government Association

President	sgapres@stu.jsu.edu
Vice President of Student Senate	sgavpss@stu.jsu.edu
Vice President of Organizational Affairs	sgavpoa@stu.jsu.edu
Vice President of Student Activities	sgavpsa@stu.jsu.edu
Vice President of Public Relations	sgavppr@stu.jsu.edu

SGA Advisor: 256.782.5068

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 at 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 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.

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

Section 1. Establishment of SGA. 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 interest 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. **Establishment of Membership.** 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. Establishment of Voting Rights. Members shall have the right to vote in all elections held by the SGA.

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

Article IV
General Organization

Section 1. **Establishment of Branches.** 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 the 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 legislation and exercise veto power with the option of signing or vetoing the legislation within 10 business days.
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 an Executive Assistant with the majority approval of the Student Senate.
2. To call and preside over the meetings of the Student Activities Council.
3. To assume responsibility for all student activities sponsored by the SGA.
4. To attend Student Executive Board meetings as called by the President.
5. To assume responsibility for all Student Activities Council procedures.
6. To meet regularly with Student Affairs staff designed to work with the SGA and any other university officials when necessary to coordinate activities.
7. 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 complying.
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 on the Student Government Association Executive Board for 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. Legislative Power. All legislative power shall be vested in the Student Senate.

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

Section 3. Leadership of the Senate. 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. Selection of Officers. The selection of other officers and their duties shall be by statute.

Section 5. Legislative Procedure. The Student Senate shall act in accordance with the process established by statute.

Section 6. Presidential Veto Override. A Presidential veto may be overridden by a two-thirds majority of the Student Senate. The president will have 10 business days to sign or veto the legislation and if no action is taken, the bill will become law.

Article VII
Judicial Branch

Section 1. **Composition**. The judicial branch shall be made up of the Student Judiciary Advocate (SJA) and the Student Judiciary Panel (SJP).

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

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

Section 4**. Jurisdiction**. The Student Judiciary Panel shall interpret the Jacksonville State University Student Government Association Constitution and Code of Laws when called upon. The SJP shall also serve as the jury for cases, which shall include election interference, malpractice, and other cases that shall be brought before them.

Article VIII
General Provisions

Section 1. **Establishment of the Organizational Council.** There shall be a council of student organizations, to be known as the Organizations Council (OC). 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. **Establishment of the Student Activities Council**. There shall be a council of students who volunteer to work and coordinate JSU events, to be known as the Student Activities Council (SAC). The Vice-President of Student Activities (VPSA) shall preside over this council.

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

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

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

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

Section 7**. Establishment of Conduct and Standards.** 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 8. **SGA President Succession.** 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 9. **Vice President Succession.**

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 Pro Tempore of Organizational Affairs. If the Pro Tempore of Organizational Affairs 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 (VPPR) shall be succeeded by the Public Relations Pro Tempore. If the Public Relations Pro Tempore is not and (or) willing to serve as VPPR, the SGA President shall appoint a temporary VPPR until a special election is held. Appointments must be confirmed by the Senate.

Article IX
Amending the Constitution

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

Section 2. Adoption. 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 always have a faculty/staff advisor.
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. Assign an Organization Council Delegate to serve as the point of contact with the SGA.
    d. Advisor Contact Information
    e. 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. Always Adhere to the JSU Student Code of Conduct and all JSU policies.
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.

Registered Student Organizations

Jax State offers over 120+ student organizations to help you get involved on campus. By getting involved, you'll be able to enhance your college experience by building friendships, learning new skills, and gaining access to exciting opportunities that will take you beyond the classroom.

Excited to learn more about how you can get involved? CampusGroups has our listing of all student organizations on campus. Download the app or visit their website to explore organizations, get involved, get connected, and stay in the know about events and opportunities for Jax State students.

Fraternity and Sorority Life

Interfraternity Council (IFC)

Organization	President	Campus Advisor
Delta Chi	Colby Amos	Gina Mabry
Kappa Alpha Order	Tripp Carder	Andrew Parris
Kappa Sigma	Carson Horn	Keaton Glass
Pi Kappa Alpha	Ryan Nix	Jacob Wooten
Pi Kappa Phi	Nicholas Cowart	Kaleb Littlejohn
Sigma Nu	Anthony Dalesandro	Donja Dryden
Sigma Phi Epsilon	Derek Smith	David Lyon

National Pan-Hellenic Council (NPHC)

Organization	President	Campus Advisor
Alpha Kappa Alpha	Abby Jordan	FranShay Garrett
Alpha Phi Alpha	Corey Calvin	Darius Williams
Kappa Alpha Psi	RaShaud Drake	Kevin Hoult
Omega Psi Phi	Thalen Cook	Stacey Gill
Delta Sigma Theta	Janiya Thompson	Michelle Green
Sigma Gamma Rho	Daysia Robertson	Tara Evans
Phi Beta Sigma	Lyndon Mixon	Ellis Collins
Zeta Phi Beta	TBA	Tekeisha Goggins
Iota Phi Theta	Dwight Oatis	Ellis Collins

Panhellenic Council (NPC)

Organization	President	Campus Advisor
Alpha Omicron Pi	Sydney Fulford	Allison Casey
Alpha Xi Delta	Ansley McGowan	Alexandra Black
Delta Zeta	Sydney Lacy	Kim Dalesandro
Phi Mu	Kayleigh McGatha	Emily Lankford
Zeta Tau Alpha	Ella Payne	Andrea Porter

Multicultural Council (MGC)

Organization	President	Campus Advisor
Alpha Psi Lambda	Gloria Hernandez-Gonzalez	Marie Valentin

Fraternity and Sorority Life Honor Societies

Organization	President	Campus Advisor
Order of Omega	Tanaya Fairbanks	FranShay Garrett
Rho Lambda	Madison Barnes	FranShay Garrett

Interfraternity Council (IFC):
The Jax State Interfraternity Council exists to promote the interests and values of our IFC fraternities: leadership, service, brotherhood, and scholarship. We believe in Fraternity Life and that the shared values of Fraternity drive the IFC to create better communities, better chapters, and better men.

IFC President: Garrett Creasy
Email: gcreasy@stu.jsu.edu

National Pan-Hellenic Council (NPHC):
The National Pan-Hellenic Council was established in 1930 at Howard University as a national coordinating body for the nine historically African American Fraternities and Sororities which had evolved on American college and university campuses by that time. The Jax State NPHC was established on campus in 1973, when the first historically Black Greek Organization joined the community. The Jax State National Pan-Hellenic Council exists to promote and support the nine organizations and any minority community on campus.

NPHC President: Camren Gaines
Email: cgaines2@stu.jsu.edu

Panhellenic Council (CPA):
The College Panhellenic Association exists to promote undergraduate members of women's fraternities within the council. They stand for good scholarships, guarding good health, upholding high ethical standards, and serving others. The goal is to do this to the best of their ability for their college community.

The women of the College Panhellenic Association stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The many opportunities for human service, through mutual respect and helpfulness, is the tenet by which the Panhellenic community strives to live by.

Panhellenic President: Hailee Braden
Email: hbraden@stu.jsu.edu

Fraternity & Sorority Advisor
FranShay Kendal Garrett
Assistant Dean of Students
PH 256-782-5490 Email: ***fgarrett@jsu.edu***

Jacksonville State University Academic Grievance Process

An "academic grievance" is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action, such as a grade in a course, has violated published policies and procedures, or has been applied to the student in a manner different from that used for other students.

Students wishing to appeal a grade or reverse an academic decision should always begin by meeting with the instructor initiating the grade or decision. Oftentimes, this meeting will result in a satisfactory outcome for the student and instructor. If the student and instructor are unable to resolve the issue, the student should follow the academic grievance process set forth below. In the event that the process is not initiated or continued following the timelines mentioned below, the decision becomes final.

Basis for Academic Grievance

A student may appeal an assigned grade, or a similar decision related to academic performance if the student has evidence or reason to believe a grade was assigned or a decision was made in a malicious, (intentionally harmful; spiteful) capricious, (subject to, led by, or indicative of a sudden, odd notion or unpredictable change; erratic) erroneous, (containing error; mistaken; incorrect; wrong) or arbitrary (based on whim or personal preference, without reason or pattern; random) manner. The burden of proof and preponderance of evidence shall be upon the student such that the student challenging the decision, action or final grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect.

In cases where the academic decision is based on a deficiency in or a violation of a clinical or professional standard, the deficiency or violation may be considered sufficient proof to support an academic failure or dismissal notwithstanding a student's success in other areas of academic performance.

For the grievance to be valid, the student must follow the steps outlined below in the order indicated and within the given timelines. Furthermore, the grievance at each additional step in the process must be in writing, utilizing the form located on the Academic Affairs webpage. Documents submitted for the purpose of grievance will become the property of Jacksonville State University and will be used solely for the purpose of investigating the grievance.

Out-of-state students taking Jax State distance education courses from an out-of-state location have additional resources available for unresolved grievances. This resource should be used only after appropriate university grievance procedures have been followed. If for some reason Jacksonville State University (JSU) is not able to resolve an issue, students may file a complaint with Mr. Ron Leonard, JSU's representative for the Alabama Commission on Higher Education (ACHE) or the student's home state's higher education agency. Please contact Mr. Leonard at Ron.Leonard@ache.edu or (334) 242-2211. For a list of all state agencies where to file a student complaint, see the State Authorization Guide. For more information regarding the types of grievances which are relevant to this resource, please review Section 4. Consumer Protection in the SARA Policy Manual.

Jacksonville State University has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education and is a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs.

The following steps provide a guideline for the grievance process.

For purposes of this process, business days are considered to be any day Jacksonville State University is open for business.

The complete policy may be found on the Academic Grievance website.

Jacksonville State University Code of Student Conduct

2026-2027

Purpose

The Office of Community Standards supports the Jacksonville State University mission by maintaining a student-centered and educational approach to its disciplinary procedures. The Code of Student Conduct publicly sets expectations for all students (including undergraduate, graduate, and non-degree-seeking individuals) to uphold and demonstrate respect within the university community.

The process outlined herein is designed to support students who may have engaged in misconduct through an educational and restorative approach. The Office of Community Standards upholds the institution's general mission and goals while recognizing and respecting the rights, privileges, and responsibilities of all students at Jacksonville State University.

The Office of Community Standards strives to ensure that the conduct process is procedurally sound, consistent, fair, transparent, and accessible to the community, providing a just result that holds students accountable for their behavior. The resolution procedures and sanctions are designed to address the behavior, repair any harm caused, prevent recurrence, and/or provide education and support to the student(s).

The mission of the Office of Community Standards and the Student Conduct System at Jacksonville State University is to transform potential incidents of misconduct into opportunities for education and student development. Our goal is that as students progress through the conduct process, they will emerge as better-educated students, more well-rounded members of the University's community, and become more effective global citizens.

Philosophy

The philosophy of the Office of Community Standards is educational, aiming to facilitate reconciliation among students. This restorative justice philosophy is best achieved through cooperation between the students who engage in misconduct and the administrator who is holding them accountable. The hopeful benefit of this philosophy is the transformative learning experience for everyone involved.

What is Restorative Justice Philosophy?

The Restorative Justice Philosophy is applied in all disciplinary procedures but is primarily utilized during the Informal Resolution Process. The Restorative Justice Philosophy focuses on repairing harm and rebuilding relationships, rather than solely on punishment, involving all stakeholders affected by wrongdoing in a collaborative process to address the impact and find solutions. This approach emphasizes accountability through active participation and a focus on meeting the needs of victims, offenders, and the community, aiming to restore balance and foster a more positive campus environment.

Statement of Values

Professional Responsibility: Jacksonville State University must balance the students' developmental and educational needs with its obligation to protect the safety and welfare of the Jax State community. In situations where the student's behavior poses a risk to self or others, Jacksonville State University personnel must take action in accordance with applicable laws, regulations, and policies.

Nondiscrimination: Protect human rights and promote appreciation of diversity and multicultural practice at Jacksonville State University.

Equal & Consistent Treatment: Treat all students impartially and accept them as individuals with rights and responsibilities. Seek to create and maintain a campus climate that fosters learning, personal growth, and

development. Follow the procedural guidelines outlined in Jacksonville State University's Code of Student Conduct when enforcing the Code of Student Conduct.

Confidentiality: Confidentiality is maintained for all privileged communications and for educational and professional records considered confidential. Information is shared only in accordance with institutional policies and relevant statutes, where informed consent is given, or when required to prevent personal harm to oneself or others.

Respect: An opportunity for every student and university employee to be treated with respect and dignity, with freedom of speech and an open exchange of ideas.

Scope of Authority

Jacksonville State University's conduct system has authority in all non-academic disciplinary matters. The university reserves the right to discipline students and Recognized Student Organizations (RSOs) for acts of misconduct that occur on or off University Premises.

The Code of Student Conduct may be applied to behavior conducted online, via email, or other electronic media. Students should also be aware that online postings, such as blogs, web postings, chats, and social networking sites, are in the public sphere and not private. These postings can be subject to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly seek this information, but may take action if it is brought to the Office of Community Standards' attention.

At its discretion, the university may pursue disciplinary action against a student who is also subject to criminal proceedings. The university reserves this right, even if criminal charges are pending, reduced, or dismissed. The university disciplinary procedures are administrative proceedings, not criminal or civil in nature. Therefore, formal rules of evidence and procedures akin to civil or criminal trials are not applicable.

As Jacksonville State University community members, students are expected to abide by all local, state, federal, and international laws. Referrals received from any university or police authority, regardless of location, are subject to possible proceedings under the code of student conduct for the accused.

Students will be held accountable in accordance with the Code of Student Conduct for behavior(s) that may have occurred before, during, and/or after an academic term. Additionally, all violations of the Code of Student Conduct during the academic year, between academic terms, during periods of non-enrollment, or during periods of suspension or dismissal will be addressed.

The Code of Student Conduct applies to students' guests, and a student may be held accountable for their guests' misconduct. Visitors to and guests of the University may seek resolution of violations of the Code of Student Conduct committed against them by a student.

All policies, processes, and procedures outlined in the Code shall also apply to a student's conduct, even if the student withdraws from school or graduates while a disciplinary matter is pending.

Students who are members of a student group/organization may, through their actions, subject the student group/organization to disciplinary action under the Code of Student Organization Conduct, regardless of whether the student is adjudicated under the Code of Student Conduct. For additional information, please refer to the Jacksonville State University Code of Student Organization Conduct found in the Student Handbook or on the Community Standards website at jsu.edu/community-standards.

Revisions to the Code of Student Conduct

This Code shall take effect on June 1st each year. It is the general duty of all persons affiliated with Jacksonville State University to advise the Office of Community Standards of modifications that should be considered to improve the fairness and effectiveness of the system. In consultation with University Administration, the Office of Community Standards will be responsible for identifying and considering any proposed revisions to the Code of Student Conduct. The Code of Student Conduct will be reviewed and updated annually by the Office of Community Standards. The updated policy will be published annually.

Jacksonville State University has the authority to modify the Code of Student Conduct as necessary.

Accessibility

Jacksonville State University provides a digital copy of the Code of Student Conduct as a link on the Office of Community Standards website at jsu.edu/community-standards. The Code of Student Conduct is also published in the Student Handbook. All students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

Reporting

To make any reports of prohibited conduct, hazing, or concerning behavior, you can use the Incident Reporting Forms found on the Office of Community Standards website or contact the Office of Community Standards directly by phone at 256-782-8081, 256-782-8080, by email communitystandards@jsu.edu, or in person at 301-A, Angle Hall.

Title IX Incident:
To report any incident or concern regarding sexual discrimination, sexual harassment, quid pro quo harassment, sexual assault, dating violence, domestic violence, stalking, and/or related retaliation, individuals can use the Report a Title IX Concern or Title IX Incident Form found on the Title IX website, JSU.EDU/titleix or contact the Title IX Office directly at 256-782-5769 or titleix@jsu.edu.

Please call 9-1-1 or the University Police at (256)782-5050 if you need emergency assistance.

Reporting Limitations:
There is no time limit for reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the more difficult it may become for the Office of Community Standards to obtain information and witness statements and to make determinations regarding alleged violations.

Anonymous Reporting:
Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Community Standards and/or to the Department of Public Safety/University Police Department.

Statement of Freedom of Expression

The campus grounds, properties, and facilities of Jacksonville State University are devoted to and maintained for the purpose of providing higher education to Students and for the use and enjoyment of the Campus Community and are not places of unrestricted or unregulated public access. As such, the University reasserts the right to properly govern access to and the use of its property in such a way as to protect Students, faculty, staff, and persons lawfully on or using university facilities, as well as for the protection and preservation of institutional assets.

The University, however, is committed to protecting the free speech rights of Students, faculty, staff, and invited guests. The purpose of the policy is to respect the Campus Community's rights to free speech and expressive activity while preserving public health, safety, and welfare; the normal educational and business uses of the campus; protecting University property; and safeguarding the rights of others to legitimately use and enjoy the campus.

While the University will not regulate the content of lawful speech, assembly or related activity, the University may regulate the time, place, and manner of free speech and expressive activities in order to prevent unreasonable interference with or disruption of its educational and business functions, normal or scheduled uses of University property by the Campus Community, as well as to protect public health, safety, and welfare.

For additional information, please refer to the University's Campus Use and Protection of Free Speech Policy in the Policies and Procedures Manual.

Definitions

Administrative Hearing: A process in which the facts of an alleged violation of the Code of Student Conduct are presented to an administrative Hearing Officer(s) to determine if a violation(s) occurred and if sanctions are appropriate.

Administrative Hearing Officer: A University Official, generally from the Office of Community Standards, trained to adjudicate violations and the conduct procedures, who oversees the conduct and resolution process.

Advisor: A person who attends a hearing to support a student (excluding witnesses) during the conduct process. Advisors may confer only with the student they advise and may not speak on a student's behalf. An Advisor can be any person of the student's choosing, and the financial responsibility for this Advisor shall rest with the student. Students may only have one advisor during a conduct hearing. Advisors cannot serve as witnesses. If a student needs assistance finding an advisor, the Office of Community Standards will provide this information upon request. An individual charged in the same fact pattern related to the accused individual may not serve as an advisor.

> The "potted plant" rule applies to Advisors throughout the investigation and disciplinary process. While a FERPA release may allow university officials to answer general questions about a matter, university officials will not meet with Advisors separately or discuss particulars of the investigation with them. Any inquiries should come directly from the student or the organization. Further, Advisors may not speak on their party's behalf or otherwise interfere with meetings or proceedings. Advisors must be accompanied by their respective parties when viewing any evidence.
>
> If the Hearing Officer determines that an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, an Advisor may be prohibited from continuing to serve in their role. In cases of unreasonable delays caused by an Advisor, the Hearing Officer may elect to hold meetings or proceedings in their absence. The affected party may be permitted to obtain a substitute Advisor.
>
> When employees are involved in an investigation, the selection and availability of an advisor may be influenced by applicable collective bargaining agreements, contractual requirements, legal obligations, and university policies.

Alleged Individual or Alleged Student: A student who is alleged to have violated the Code of Student Conduct and/or other university policies.

All terms (Accused Individual, Alleged Student, or Respondent) are interchangeable, including any other term used to reference an individual responding to a report of a violation and the subject of an investigation or disciplinary proceeding.

Amnesty: A policy that protects students from formal disciplinary action for certain violations when seeking help for themselves or others, typically during emergencies. (e.g., Medical Amnesty, Good Samaritan Amnesty, etc.)

Appeals Officer: The Associate Vice President for Student Affairs, or their designee, will serve as the Appeals Officer, ensuring that the Appeals Panel is properly trained and equipped with relevant information to adjudicate received appeals.

Appeals Panel: The Appeals Panel will be comprised of three (3) university officials (staff or faculty) who have been trained to adjudicate violations of the Code of Student Conduct.

Appeal Process: A process designed to review and ensure the integrity of the decisions made by the Hearing Officer(s) or Hearing Board.

Additional information on the appeals process, including grounds for appeal, can be reviewed in the "Appeals" section of the Code of Student Conduct.

Business Days: A day when the University is under normal operation and administrative offices are open and operating, excluding weekends, observes public and/or University holidays, and University emergency closers (e.g., weather day). (Typically, Monday through Friday)

Bystander: A person who observes a crime, an impending crime, a conflict, misconduct, or unacceptable behavior.

Bystander Intervention: The safe and positive actions a bystander takes to prevent harm or intervene when a risk is posed to another person. Bystander intervention includes recognizing situations of potential harm, identifying safe and effective intervention options, and taking action to intervene.

Complicit: Involved in or knowing about a crime, conduct, or activity that violates the Code of Student Conduct and/or other University policies without intervening and/or reporting.

Faculty Member: A person hired by the university to conduct classroom or teaching activities or otherwise considered by the university to be a member of its faculty.

Family and Educational Rights and Privacy Act (FERPA): A federal law regarding the privacy of student records and the obligation of the institution, primarily in the areas of release of the records and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

For additional information, please refer to the Office of the Registrar website "FERPA Information."

Hazing: Any non-accidental, costly aspect(s) of group induction activities that: (a) do not appear to be group-relevant assessments/preparations, and/or (b) are excessive, dangerous, or degrading in their application or constitute violations of local, state, or federal law or any other University policy, regardless of the consent of the participants. Group induction activities refer to tasks that are formally or informally required to obtain or maintain membership and/or participatory legitimacy for new, prospective, or current members, and/or to attain progressive membership status and/or leadership positions within the organization.

For additional information, please refer to the University's Hazing Policy in the Policies and Procedures Manual.

Hearing Board/Panel Hearing: A process in which the facts of an alleged violation of the Code of Student Conduct are presented to a Hearing Board Panel to determine if a violation(s) occurred and make sanctions recommendations when appropriate.

Hearing Board Members/Panel: A Hearing Panel will comprise three (3) members: three (3) trained university officials (staff or faculty), or two (2) trained university officials and one (1) trained university student, when available. The panel will determine whether a student is responsible for violating the Code of Student Conduct.

Hearing Board Chair: A member of the Hearing Board who is responsible for facilitating and managing the Hearing Panel process.

Hearing Board Officer: A University Official, generally from the Office of Community Standards, who advises the Hearing Board and ensures proper procedures are followed during the Panel Hearing. The Hearing Officer oversees administrative hearings and ensures that proper procedures are followed. The Hearing Officer can participate in the hearing (i.e., asking questions). The Hearing Officer has final authority to determine responsibility and/or to assign sanctions.

Hold: A temporary or permanent status applied to a student's educational records that prevents them from registering for classes, making registration changes, accessing enrollment, and other services.

Impacted Individual: a person who was directly impacted by the alleged prohibited conduct. The impacted individual is not always the same person as the complainant.

In absentia: a Latin phrase meaning "in absence" or "while absent". In absentia is used to close a case without the physical presence of the alleged student or student group/organization representative.

> **Any case closed "In Absentia" will retain the right to appeal the determinations and/or the assigned sanctions regardless of the case resolution process.**

Informal Resolution: A process, other than a formal disciplinary proceeding, by which the Office of Community Standards or designee and the involved parties may voluntarily and mutually agree upon terms and conditions to address a violation of the Code of Student Conduct.

Interim Measures: Interim measures include support, accommodations, protective measures, and/or restrictive directives intended to protect the safety and well-being of the parties and/or the university community.

Additional information can be reviewed in the Interim Measures Section of the Code of Student Conduct.

Investigator: A University Official(s) who has been identified and trained to gather information in cases of alleged violations of the Code of Student Conduct.

No Contact Order: No Contact Orders are designed to prevent students involved in a campus conduct process from communicating with each other, thereby minimizing the likelihood of further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved.

Notice: A formal letter provided to a student or the student organization representative during the conduct process by the University (Office of Community Standards) that provides information about allegations, conduct procedures information, meeting/hearing information, interim measures, and/or decision and sanctions assigned when applicable.

Pre-Hearing Conference (or Meeting): A meeting with the Hearing Officer or designee in which a student can learn more about the conduct process and ask questions related to the actual hearing. Pre-Hearing meetings are to discuss procedures only. The meeting is not for reviewing the facts, evidence, or the substantive nature of a conduct referral.

Preponderance of Information/Evidence: A standard of proof that indicates that the information provided shows that "more likely than not" a violation did or did not occur. This is the standard of proof for all alleged violations of the Code of Student Conduct. The preponderance standard is lower than the standard of "beyond a reasonable doubt," which is used in criminal court cases. If the evidence presented meets this preponderance standard, then the accused should be found responsible.

Prima Facie Evidence: Prima facie is Latin for "at first sight" or "on the face of it." Prima facie evidence is evidence that appears to be enough to support a claim at first glance. "Prima facie evidence of use" means there is enough initial evidence to suggest something was used, even if it's not conclusive.

Prohibited Conduct: Any alleged conduct or acts of misconduct, as defined in these policies, that may give rise to an investigation and a judicial or disciplinary proceeding.

Recognized Student Organization (RSO): A Registered Student Organization (RSO) is any number of students who have complied with the formal requirements for Jacksonville State University student organization recognition and registration.

For more information on RSOs, visit the Dean of Students Office website.

Reporting Individual/Complainant: A person who makes a referral to the Office of Community alleging that a violation of the Code of Student Conduct has occurred. The university may make a report when there is evidence that this policy has been violated. The complaint does not have to be made by an Impacted Individual.

> The terms are interchangeable, including any other term used to reference an individual who reports an alleged violation of the Code of Student Conduct.

Retaliation: Adverse action(s) against a person for participation in any portion of the referral or student conduct process, which includes, but is not limited to, serving as a witness in conduct hearings. This includes making a referral for a student out of concern for their well-being. Retaliation includes harassment, intimidation, coercion, or otherwise discriminating against an individual, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Rights and Responsibilities: The policies outlined in the Student Handbook are available for reference at any time. Students are responsible for being aware of and adhering to university policies to avoid violating them. Additionally, students have a responsibility to Jacksonville State University to report any known violations of the Code of Student Conduct and/or the Code of Student Organization Conduct, thereby maintaining proper order and respect in the university community. With an allegation of violating the Code of Student Conduct and/or the Code of Student Organization Conduct, all students have rights as listed herein and are afforded to any alleged student or any Student Group/organization upon first notification of an allegation.

Sanction: A measure imposed for violating the Code of Student Conduct. Generally, sanctions are educational in nature and intended to modify the student's behavior and foster an awareness of personal responsibility and community standards. Sanctions may also be given to protect the university community and preserve a safe educational environment for all members.

> More information on sanctions is available in the "Sanctions" section of the Code of Student Conduct.

Special University Program: Any academic, student service-related, student life, athletic, or other university program where a student voluntarily submits to and can be held accountable for violation(s) of additional rules of conduct or program rules.

Staff Member: An individual employed by the university in roles that support the university's mission but are not directly involved in teaching or research. They are typically engaged in administrative, operational, and support functions.

Student: Any individual who has applied to the university and/or is taking courses at Jacksonville State University on a full-time, part-time, or non-degree seeking basis. This definition includes those enrolled at all campuses and remote locations (e.g., online, study abroad). Student status lasts until the conferral of a degree or certificate, or until the individual is permanently separated from the university for academic or non-academic reasons. Also included are those individuals who are not officially enrolled for a particular semester but have a continuing relationship with the university.

Student Group/Organization: An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the institution.

Support Person: A person who attends a meeting or hearing with a witness. The support person is present solely for support and does not actively participate in the proceedings.

> If the Hearing Officer determines that the Support Person's conduct is distracting, disruptive, undermines the integrity of this policy, or interferes with the proceedings, the Support Person may be prohibited from continuing to serve in their role.

Witness: Is generally an individual who possesses relevant information or knowledge about an alleged violation through direct observation of the incident, direct contact with individuals involved before, during, or after, and/or possesses other information that is relevant.

> Character witnesses are not allowed or taken into consideration when determining responsibility or sanctions (s).

The Hearing Officer or Hearing Chair of a board hearing will evaluate the relevancy of witness information.

Witness statements can be accepted in lieu of the witness's attendance at the hearing. The statement must be emailed directly to the Hearing Officer from the witness using only their official Jacksonville State University email accounts.

University Official: Any individual who is employed, contracted with, or appointed and performs administrative or professional responsibilities within the scope of their authority by the university.

University Premises: The premises of Jacksonville State University, including all land, buildings, facilities, and other property in the possession of, owned, leased, licensed, managed, or controlled by the university (including adjacent streets and sidewalks, online networks, and domains).

Prohibited Conduct

Acts of misconduct or prohibited conduct are defined as any behavior that is inconsistent with university policy or as outlined in the Student Handbook/Code of Student Conduct or other university publications and policies. Acts of misconduct are subject to the terms, conditions, and processes described herein. These acts of misconduct apply wherever the student engages in such behavior, on or off university premises. This includes, but is not limited to, actions taking place outside the city, county, state, or country, as well as prohibited conduct occurring online.

Please refer to the Jacksonville State University Code of Student Organization Conduct, Sex-Based Harassment and Misconduct Policy, and Hazing Policy for information on misconduct subject to these policies.

Abuse of Process. Direct or indirect actions that abuse, interfere with, or undermine the fairness, integrity, or proper functioning of the University's investigation/adjudication process.
Abuse of Process-related violations include, but are not limited to:

- Failure to comply with official correspondence from a Hearing Officer or university official;
- Falsifying, distorting, or misrepresenting information or colluding to do the same in the investigation/adjudication process;
- Destroying or concealing information;
- Attempting to discourage an individual's proper participation in the investigation/adjudication process;
- Harassing or intimidating (verbally or physically) any person involved in the conduct processes before, during, and/or following proceedings (including up to, throughout, and after any outcome);
- Unauthorized disclosure of a reporting party's identifying information;
- Failing to comply with a temporary measure or other sanction;
- Distributing or otherwise publicizing materials created or produced during an investigation as a part of these policies or procedures, except as required by law or as expressly permitted by the University, Office of Community Standards, and/or a designee; or
- Influencing or attempting to influence another person to commit abuse of process.

Alcohol. All students and/or their guests must comply with all applicable laws, the Jacksonville State University Alcohol and Other Drugs Policy, the Code of Student Conduct, and/or other University policies while on or off University Premises. All Student Residents, in addition to the above, must also comply with all Housing Operations and Residence Life policies and procedures.
It is unlawful and prohibited to use or possess identification that makes an individual appear older or misrepresents an individual as someone else.
Alcohol-Use-related violations include, but are not limited to:

- Possession and/or use of alcohol in violation of university policy, law, or other violations of the University Alcohol Policy.

- No person under the legal drinking age (21) may transport, possess, consume, provide, or be provided with alcoholic beverages.
- The consumption of alcohol stronger than 15% alcohol by volume ("ABV") is prohibited on campus (except when served by a license and insured third-party vendor).
- Students must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- Possession and/or use of identification that makes an individual appear older or misrepresents an individual as someone else.

Alcohol-Distribution. Distribution, manufacture, or sale of alcohol in violation of university policy, law, or other violations of the University Alcohol Policy.
It is prohibited to serve, provide, or knowingly allow alcohol to individuals under 21.

Alcohol-University Housing. Residents of legal drinking age may consume alcohol responsibly in the privacy of their room/apartment. Residents are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. Possession and/or use of alcohol in violation of university policy (e.g., Alcohol and Other Drug Policy), any applicable laws, and the Housing Operations and Residence Life (HRL) policies and procedures (e.g., Guide to Residence Living).
Alcohol-University Housing-related violations include, but are not limited to:

- If a resident is of legal age and chooses to drink, consumption must be confined to the privacy or the interior of the individual's room or apartment. No alcohol is to be consumed in any other area of the residence halls, apartment complex, grounds, or parking lots. No open containers of alcohol are permitted outside of the residence hall room or the resident's apartment.
- Public intoxication is also prohibited.
- Residents who are 21 years of age or older are not permitted to store alcohol in their room/dorm if their roommate is under the age of 21. This behavior is considered contributing to a minor and is prohibited.
- Residents aged 21 years or older, living in university housing, shall not possess bulk quantities of alcohol (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- If a resident is not 21 years of age, they may not host anyone, in their room, apartment, or house, regardless of age, who possesses, consumes, sells, or serves alcohol.
- The brewing and/or distilling of alcohol in any residential facility is prohibited.
- Drinking, serving, and/or the sale of alcohol are not permitted in the public areas of the residence halls, apartment buildings, parking lots, or grounds (e.g., lounges, lobby, parking lot, or balcony).
- Kegs, party balls, punch bowls, and other common sources of alcohol are not permitted in any university-owned facility, including individual rooms and apartments.
- The possession and or consumption of alcohol stronger than 15% alcohol by volume ("ABV") is prohibited in any University-owned or operated residence buildings.
- Empty alcoholic beverage containers shall not be considered appropriate décor for residential facilities.
- Drinking games are prohibited on campus, in residential buildings, or at student events.

It should be noted that the presence of empty alcoholic beverage containers is prima facie evidence of use, consumption, and/or transportation.

Please refer to the Jacksonville State University Alcohol and Other Drug Policy for additional guidance.

Animal Cruelty. Any direct or omission act that causes pain, suffering, or harm to an animal.

Animal cruelty-related violations include, but are not limited to:

- Unethical treatment
- Abandonment
- Failing to provide adequate food, water, and/or shelter

- Torture
- Neglect
- Dog Fighting.

Arson. The willful or malicious burning of property (e.g., a building), typically with criminal or fraudulent intent.

Arson-related violations include, but are not limited to:
- Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
- Causing a fire, explosion, or unauthorized use of any potential incendiary device or equipment.

Assault. A threat of bodily harm coupled with an apparent ability to cause harm.

Assault-related violations include, but are not limited to:
- Inflicting bodily harm upon any person.
- Taking any action for the purpose of inflicting harm upon any person.
- Threatened use of force upon any person.
- Subjecting another person to unwanted physical contact.
- Slapping, kicking, shoving, or otherwise striking another person.

Attempt. Attempting to engage in conduct that, if completed, would violate any rule or policy applicable to the university. A student may be charged with and found responsible for prohibited conduct that, if completed, would have violated the Code of Student Conduct.

Biased Incident. Any violation of the Code of Student Conduct motivated in whole or in part by a bias, including but not limited to, race, sex (including gender identity), color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation.

Bicycles/Motorized Scooters. Bicycles or motorized scooters are not permitted to be kept or ridden within residential, academic, or administrative buildings.

Bribery. The offer or acceptance of anything of value in exchange for favorable treatment by a university official, UPD, or other official. Forms of bribery may include gifts, payments of money, property, various goods, privileges, services, and favors.

Bullying/Cyberbullying. Bullying and/or cyberbullying are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Bullying/Cyberbullying-related violations include, but are not limited to:
- Unwanted teasing
- Stalking or Cyberstalking
- Physical violence
- Public humiliation
- Social exclusion
- Rumors or the spreading of falsehoods

Camping or Shelter Construction. Constructing shelters/camps and/or sleeping outside on university premises is prohibited.

Complicity. Aiding, helping, or otherwise assisting another in violating any rule applicable to the university. This includes complicity in any prohibited conduct outlined in the Code of Student Conduct, such as failing to remove oneself from incriminating situations and/or report the incident to the proper authorities. One who is complicit may be referred to as an accomplice. A complicit student may be charged with and found

responsible for the violation committed by another. Additionally, students are responsible for their guests' actions and behavior.

Computers. Misuse, abuse, unauthorized use of computers and/or technology, and/or use of technology for unauthorized purposes.

Damage to Property. Any action that causes damage or is intended to cause damage to the property of the university, the property of a member of the university community, or other personal or public property.

Dangerous Weapons and Firearms. No employees, students, or visitors will possess, store, display, or carry any dangerous instrument, including a firearm, on campus and/or at university events. Exceptions are outlined in the Jacksonville State University Dangerous Weapons and Firearms Policy.

> **"Dangerous Instrument"** is considered a firearm or any device, including paintball guns, that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, fluids, or other projectile, whether loaded or unloaded, including those devices powered by air, gas, explosion, or mechanical means. Realistic facsimiles of such items are also included in this definition.
>
> - Any explosive device, including fireworks
> - Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including, but not limited to, non-culinary knives with a blade greater than four (4) inches
>
> ***Please refer to the Jacksonville State University Dangerous Weapons and Firearms Policy for additional guidance.***

Dishonesty. Knowingly furnishing false information to any person, including university officials.

Dishonesty-related violations include, but are not limited to:

- Manipulation
- Misrepresenting the facts
- Failing to disclose relevant information
- Impersonating a university official or designee
- Engaging in other deceitful behavior.
- Conflicting or inconsistent statements and evidence

Disruptive Behavior. Obstructing or disrupting university activities, including but not limited to teaching, research, administration, disciplinary procedures, or other authorized activities, including public service functions. This can include participation in campus demonstrations that substantially and materially disrupt the normal operations of the university and infringe on the rights of other members of the university community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction that unreasonably interferes with the freedom of movement, either pedestrian or vehicular, on campus.

Disorderly Conduct. Conduct that is disruptive, lewd, or indecent, with or without the intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, which breaches the peace of the community.

Disorderly Conduct-related violations include, but are not limited to:

- Engages in fighting or violent, tumultuous, or threatening behavior.
- Makes unreasonable noise.
- In a public place, uses abusive or obscene language or makes an obscene gesture.
- Without lawful authority, disturbs any lawful assembly or meeting of individuals.
- Obstructs vehicular or pedestrian traffic or a transportation facility.

- Congregates with other people in a public place and refuses to comply with a lawful order of law enforcement to disperse.

Drugs.

Drug Distribution. The distribution, manufacture, or sale of drugs, narcotics, chemicals, and/or drug paraphernalia in violation of university policy, law, or other provisions of the University Drug Policy.

Drug Use. Possession or use of drugs, narcotics, chemicals, and/or drug paraphernalia in violation of university policy, law, or other violations of the University Drug Policy.
Drug-related violations include, but are not limited to:

- Possession, sale, consumption, distribution, or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e., bowls, bongs, hookahs, etc.) are not allowed on campus property.

"Drugs" are considered to be any mind-altering substances, regardless of legality, including but not limited to opiates, barbiturates, amphetamines, cannabis, hallucinogens, "designer drugs," and illegal steroids, except for legally authorized doses for medical purposes.

Banned substances include, but are not limited to, the following:

- Controlled substances, as defined by state law, require a prescription but are obtained without a physician's order, such as methedrine (speed), amphetamines (Ritalin, Adderall, etc.), antidepressants (Prozac, etc.), sedatives and barbiturates, tranquilizers, and pain killers (Valium, Vicodin, etc.).
- Narcotics, such as morphine, heroin, codeine, ketamine, and cocaine, in any form.
- Chemical substances and organic compounds, such as LSD (Acid), cannabis, hashish, THC, Peyote buttons, mescaline, DMT, DOM, STP, psilocybin, or psychedelic mushrooms, etc.
- Designer drugs, including but not limited to synthetic cannabis (K2, Spice, herbal potpourri).

Unauthorized (without a prescription) use or possession of any of the above substances is strictly prohibited and illegal. Use, possession, or sale of these substances may also result in legal action. The university will remain cognizant of its responsibility in civil matters.

It should be noted that the presence of empty containers with drug residue, roaches, buds/stems, paraphernalia, or items designed for the use of drugs in or about residence rooms, halls, and/or university grounds is prima facie evidence of use, consumption, and/or transportation of drugs.
If drugs or drug paraphernalia are found in a common space, the rebuttable presumption will be that all student tenants are responsible for possession and/or use of illegal drugs.

Any student involved with drugs is encouraged to consult Health Services for help. Information given to a university health care provider or Counselor is privileged, and the provider cannot voluntarily disclose it to anyone or be compelled to testify about it in court or elsewhere. Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

The university's actions in all cases of drug violations will be guided by a concern for the emotional and physical welfare of the student involved and for maintaining a suitable educational environment for all members of the university community.

Please refer to the Jacksonville State University Alcohol and Other Drug Policy for additional guidance.

Dumping/Littering. No one shall intentionally dispose of trash of any kind anywhere except a designated trash receptacle.

Dumping/Littering-related violations include, but are not limited to:

- Dropping and/or leaving objects such as aluminum cans, cardboard boxes, or plastic bottles on the ground indefinitely or for others to dispose of as opposed to disposing of them properly.
- Depositing, dumping, littering, or otherwise disposing of any refuse on university property, except in duty designated refuse depositories.
- Leaving trash outside the residence door or on a balcony.

Failure to Comply. Failure to comply with the direction of any university official, including a University Police Officer, when that official has been identified and is acting expressly within their authority to uphold university rules, regulations, or policy.

Failure to Comply-related violations include, but are not limited to:

- Failure to comply with a verbal or written directive given by a university official, including obligations associated with any disciplinary process or sanction(s).
- Failure to comply with reasonable and lawful requests or directives of university officials or law enforcement officers acting in the performance of their duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a university official performing their official duties.
- Failure to show proper student identification or other identification to any university official performing their official duties.
- Interfering with the normal operation of the teaching/learning environment.

Failure to Comply: Interim Protective/Restrictive Measure. Failure to comply with the established interim protective/restrictive measure that a university official authorized.

A person violates an interim protective/restrictive measure if they (1) have notice and (2) intentionally or unintentionally failed to comply with restrictions and or directives articulated in the written notice (e.g., No Contact Order, Interim Suspension) issued by a university official, faculty, or staff member.

A person who violates an interim protective/restrictive measure may be charged with "Failure to Comply: Interim Protective/Restrictive Measure" and may be subject to additional disciplinary actions and/or interim measures (e.g., Interim Suspension) as detailed in the written directive.

Notice: For these purposes, notice is generally given upon delivery of the written directive, either via email or in person.

Failure to Comply: Public Health/Emergency Management Directives. Students are required to comply with public health and emergency management directives issued by the university and/or by local, state, and federal officials.

Failure to Comply: Self-Reporting Policy. Students are required to self-report reportable offenses, including, but not limited to, any felony offense, misdemeanor offense, statutory infraction involving danger to another, moral turpitude, alcohol, or the illegal possession/use/distribution of drugs.

Please review Jacksonville State University's Student Self-Reporting Policy for additional guidance.

Fire Alarm. The instigation of false fire/explosion, emergency alarms, or bomb threats. Knowingly disregarding a fire alarm, bomb threat, or refusing to evacuate a building or a section of a building where a fire alarm is sounding or an order to evacuate has been issued, as well as entering a building while a fire alarm is sounding. This includes entering or exiting a fire escape, except during a fire drill or in the event of an actual fire.

Fire Safety Equipment. Tampering/misusing or damaging fire extinguishers, alarms, or other safety equipment. Tampering with smoke detectors includes removing the batteries, covering the smoke detectors, removing the smoke detectors, or otherwise disabling the smoke detectors.

Students are not permitted to tamper with a smoke detector, regardless of its sensitivity.

Any student found responsible for tampering with fire safety equipment, including smoke detectors, may be subject to a $300 fine per piece of equipment tampered with, as well as additional sanctions.

When tampered/disabled equipment is found in a common space, the rebuttable presumption will be that all student tenants are responsible for tampering with fire safety equipment.

Fraud. Intentionally deceiving someone to gain something or cause them to lose something. It can involve lying, concealing information, faking documents, or furnishing false information.

Fraud-related violations include, but are not limited to:

- Forging, altering, or misusing university property, including library material, private property on the campus, auto decals, identification cards, grade reports, or other personal identification instruments requested by an official.
- This includes using another student's ID card to get meals at the dining center and/or to access a residence hall.
- Alteration or misuse of university documents, identification, and keys/access cards (Jacksonville State University ID).
- Possession and/or use of identification that makes an individual appear older or misrepresents an individual as someone else.

Gambling. Playing or the act of betting on games or activities of chance for compensation. (e.g., money or something of value). Gambling on university premises or at university-sponsored or supervised functions for money or stakes is prohibited.

Gambling-related violations include, but are not limited to:

- Participating in contests of chance
- Illegal lottery
- Promoting or advancing gambling
- Gambling using university computing, networks, and/or facilities
- Possessing gambling devices or gambling records

Harassment. Action(s) which recklessly and/or intentionally endanger the mental or physical health of any individual, based on perceived or actual identities, that is persistent, severe, pervasive, unwelcome, and/or inappropriate conduct that actually or potentially interferes with an individual's ability to work or learn, including harassment based on a legally protected status.

Jacksonville State University prohibits harassment of students on any basis.

The University reserves the right to take disciplinary action for such conduct, regardless of whether it meets legal standards for discrimination or harassment.

Hazing. In alignment with Jacksonville State University's mission, the University is committed to preparing students to be competent, ethical professionals and engaged, responsible, global citizens. Hazing is antithetical to these values and poses a serious threat to students' well-being. Therefore, the University prohibits hazing in any form and is dedicated to preventing it within our campus community.

Hazing will not be tolerated. Student Groups/Organizations and individual students are prohibited from hazing in any form, both on and off University Premises.

"Hazing" is defined as "any non-accidental, costly aspect(s) of group induction activities that: (a) do not appear to be group-relevant assessments/preparations, and/or (b) are excessive, dangerous, or degrading in their application or constitute violations of local, state, or federal law or any other University policy, regardless of the consent of the participants.

Group induction activities are tasks, formally or informally required, to obtain or maintain membership and/or participatory legitimacy for new, prospective, or current members, and/or to attain progressive membership status and/or leadership positions within the organization (Adapted from Cimino, 2017).

Hazing-Complicity:
Hazing includes the observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers or leaders who are aware of planned hazing activities and who condone and/or fail to prevent that hazing from occurring, regardless of their participation.

Reporting Hazing. Any person with knowledge of any activity or conduct that may constitute hazing can report their concerns to the Dean of Students Office, Office of Community Standards, University Police Department, or by submitting a report online (Hazing Reporting Form).

Please refer to the Jacksonville State University Hazing Policy for more information.

Intimidation. Engaging in any action, including through electronic means, that a reasonable person would find to frighten, coerce, induce duress, or control another individual physically, mentally, or emotionally is prohibited.

"Intimidation" is the act of frightening, threatening, or coercing someone into doing something, or deterring them from taking action/doing something. It involves behavior that induces fear or apprehension, regardless of whether actual physical harm occurs

Intimidation-related violations include, but are not limited to:

- Any verbal or written communication (direct, indirect, or through a third party) by any method that constitutes intimidation as defined.
- Engaging in any act(s) that constitute intimidation as defined.

Invasion of privacy. The recording, filming, photographing, viewing, transmitting, or producing the image or voice of another person without that person's knowledge and express consent, while in an environment that is considered private.

The use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmitting, and/or distributing of any such recordings.

This policy pertains to areas on campus that are considered private or where there is an expectation of privacy, including but not limited to a residence, restroom, shower, office, locker room, or gym.

Pedestrian Safety. Failure to comply with applicable pedestrian safety laws, traffic control devices, University safety directives, or posted campus regulations while walking and/or operating a bicycle, scooter, or any motorized scooter/bicycle.

Students are expected to exercise reasonable care for their own safety and the safety of others and to comply with all applicable local, state, and federal laws, as well as University policies governing pedestrian movement and roadway use on University Premises.

Pedestrian safety-related violations include, but are not limited to:

- Crossing a roadway outside of a designated crosswalk when a crosswalk is available, and the action creates a risk to pedestrian and/or vehicular safety.
- Disregarding pedestrian control signals, traffic signals, or directions from law enforcement or university officials.
- Entering or crossing a roadway without exercising reasonable care for approaching traffic.
- Walking, standing, sitting, or otherwise remaining in a roadway in a manner that obstructs the safe flow of vehicular traffic.
- Engaging in conduct that interferes with the safe movement of pedestrians, bicycles, scooters, or vehicles on university premises or at university-sponsored activities.

- Violating local, state, or federal pedestrian safety laws while on University Premises or in connection with a university activity.

Pets. For health and sanitary reasons, pets are not permitted in the residence halls, apartments, or any other university-owned and/or operated residential facility. Students are not allowed to "pet sit" or keep animals temporarily in University Housing facilities.

Exceptions:

- An approved Service Animal and/or Emotional Support Animal.
    - A resident requesting special accommodations must be registered with Disability Resources. The resident must have documentation submitted to HRL from Disability Resources. The request must be approved by Disability Resources before an approved emotional support or service animal may be brought on campus.
    - Care and supervision of the service or emotional support animal is the sole responsibility of the student who benefits from the animal's use.
    - The student with an Emotional Support Animal is required to maintain control of the animal at all times using a leash or harness when outside the private residential room..
    - Students must comply with Disability Resources: Service and Emotional Support Animals Policy.
- Fish in a properly maintained aquarium (ten gallons or less.)

Physical Harm. Infliction of, or threat of, physical harm to any person or their property, when it is disruptive or detrimental to the community.

Retaliation. Adverse action(s) against a person for participation in any portion of the referral or student conduct process, which includes, but is not limited to, serving as a witness in conduct hearings, reporting an alleged violation, and/or participating in an investigation. This includes making a referral for a student out of concern for their well-being.

Retaliation-related violations include, but are not limited to:

- Harassment
- Intimidation
- Coercion
- Discrimination
- Violence
- Threats of violence
- Property destruction
- Adverse educational or employment consequences
- Bullying.

Jacksonville State University has a zero tolerance for retaliation.

Retaliation may constitute illegal conduct, be considered an additional violation of Jacksonville State University policy, and result in disciplinary action.

Students may be found responsible for violating this policy regardless of the outcome of the referral or student conduct process.

Smoking/Tobacco. The university is tobacco-, smoke-, and vapor-free. Possession or use of tobacco or nicotine products in violation of university policy, law, or other violations of the University's Smoking/Tobacco Policy is prohibited.

Smoking-related violations include, but are not limited to:

- Smoking or using tobacco products, including cigarettes, smokeless tobacco, vapes, and electronic cigarettes, in any area of campus, including university housing.

- Possession and/or use of tobacco or nicotine products in violation of any University policy and/or any applicable law.
- The unauthorized sale of cigarettes and other tobacco/nicotine products is prohibited anywhere on university property.

It should be noted that the presence of ashes in or about residence rooms, halls, and/or university buildings creates a rebuttable presumption that a student has violated the university's Smoking/Tobacco policy.

Any student found responsible for violating this policy, regardless of where the incident occurred, while living in university housing, may be subject to a fine and/or additional sanctions.

If evidence of smoking is found in a common space, the rebuttable presumption will be that all student tenants are responsible for violating the smoking policy.

Please refer to the Jacksonville State University Tobacco Use Policy for additional guidance.

Soliciting. No student or non-student entity may sell, solicit, survey, or publicize on University Premises without the prior written approval of the University.

Student Contractual Agreement. All students or student organizations planning to conduct programs on or off the University Premises and require a contractual agreement with non-university agencies must obtain permission from the Dean of Students.

Student Posting. Posters, banners, or any other printed material may only be displayed on bulletin boards inside authorized University-operated buildings or on authorized buildings. Trash receptacles are specifically unauthorized display areas.

Theft. Students are prohibited from attempting to take or to steal/take property, services, or merchandise that does not belong to them.

Theft-Property: Theft or attempted theft. Theft is defined as the wrongful taking and carrying away of another's personal goods or property.

Theft-Services: Theft or attempted theft of services occurs when someone obtains valuable services through deception, force, threat, or other means without providing compensation.

Theft-Retail (Off University Premises): Theft, shoplifting, or attempting to steal merchandise from any retail location/store without paying for it.

Theft-Retail (On University Premises). Theft, shoplifting, or attempting to steal merchandise from any retail location/store, including any Jacksonville State University retail location/store (including but not limited to Micro Market(s), Campus Bookstore, and Food Service Locations), without paying for it. If a student provides a guest or another student access to a Micro Market and that guest or student steals or shoplifts merchandise, the student may be held responsible.

Any student found responsible for the violation of Theft-Retail (On Campus Premises) may be subject to:

- Upon first offense, a $150 fine, store access revoked until the end of the current semester, and additional sanctions.
- Upon a second offense, a $300 fine, store access revoked for a period of one (1) year, and additional sanctions.
- Upon a third offense, an additional $300 fine, store access permanently revoked, and a student may be suspended from the university or university housing for a period of at least one (1) year.

Threats. All hostile and/or threatening behavior, and/or aggressive acts towards another person that a reasonable person would interpret as threatening or endangering to the health, safety, or well-being of another are prohibited.

> **"Threats"** are expressions of intent to cause physical or mental harm to a person or to cause damage to the property of others or the university. A threat may be direct, indirect, conditional, or veiled. An expression of intent constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent.
>
> **"Aggressive Acts"** are acts that do not rise to the level of a physical attack, but that a reasonable person would interpret as being a threat to personal safety (i.e., physical intimidation, throwing objects, pounding on a desk or door, pointing a finger in a person's face, etc.). It may also include behaviors that may indicate someone may act out aggressively (i.e., infatuation with violence and statements of threats towards others).

Threat-related violations include, but are not limited to:

- Act(s) that alarm or seriously disrupt another person's ability to participate in any aspect of university life.
- Engaging in any act(s) that constitute threats or aggressive acts as defined.

Trespassing. Wrongful and/or any unauthorized entry onto University Premises, including the residential halls, or the property of another. Students may not violate an administrative trespass issued by a university official or a criminal trespass order issued by the University Police Department.

Unauthorized Use of Jacksonville State University's Name. Non-recognized student organizations are prohibited from using the university's name or attempting to use it without the university's express written consent.

Unauthorized Entry into Water Feature Areas. To ensure safety and to protect university property from damage, tampering with, or unauthorized entry into any campus area with a water feature, such as a fountain, pond, creek, or pool, for any reason, during any season is prohibited. Individuals or groups entering the water in any way or placing any objects, substances, or chemicals into the water are strictly prohibited. Such actions can jeopardize the safety of the individual and the water feature's components, systems, and the surrounding area.

> Any individual found responsible for violating this policy may be subject to a $500 fine, the cost of repairs, educational sanctions, additional sanctions, and/or a University Police Department criminal trespass order.

Vandalism. The willful or unintentional destruction, damage, or defacement of property. This policy covers university-owned property and property of others.

Violation of University Policy. A student violates, attempts to violate, or assists in violating any Jacksonville State University Policy or Regulation.

Violation of the Law. A student violates, attempts to violate, or assists in violating any local, state, federal, or international law.

Sexual Misconduct

Referrals for alleged violations of sexual misconduct will be resolved in accordance with specific policies and procedures outlined in the Jacksonville State University Sex-Based Harassment and Misconduct Policy. If the Sex-Based Harassment and Misconduct Policy does not apply, by definition or alleged conduct, the student conduct procedures outlined in this policy will be followed to address all other alleged sexual misconduct.

The definitions and prohibited behaviors outlined in the Jacksonville State University Sex-Based Harassment and Misconduct Policy will be applied alongside the procedures and prohibited conduct mentioned here when the Sex-Based Harassment and Misconduct Policy is not applicable—either by definition or due to the nature of the alleged conduct. This may occur, for example, if the Title IX Office/Sex-Based Harassment and Misconduct Policy does not cover the incident's location (off University Premises).

The Jacksonville State University Sex-Based Harassment and Misconduct Policy is available on the Title IX website at JSU.EDU/titleix.

Discrimination. Any distinction, preference, advantage, or detriment to a person or group based on race, color, national origin, gender, gender identity, marital status, pregnancy status, sexual orientation, age, religion, disability, predisposing genetic characteristics, military status, or domestic violence victim status.

Intimate Partner Violence: A pattern of coercive behaviors that serve to exercise control and power in an intimate relationship, as defined below. The coercive and abusive behaviors can be physical, sexual, economic, psychological, verbal, and/or emotional in nature. This includes any behaviors that intimidate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married. Intimate partner violence includes acts of relationship violence, domestic violence, or dating violence.

> **Intimate Partner Violence-Dating Violence:** Any act of violence, including but not limited to physical, sexual, psychological, and verbal violence, sexual or physical abuse, or threat of such abuse, which occurs between individuals who are or have been in a social relationship of a romantic or intimate nature. Dating Violence can occur as a single act or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship.
>
> In determining the existence of such a relationship, the following will be considered:
>
> - length of the relationship
> - type of relationship
> - the frequency of interaction between the persons involved in the relationship.
>
> Dating violence does not include acts covered under the definition of domestic violence.
>
> **Intimate Partner Violence-Domestic Violence:** Any violent felony, non-violent felony, or misdemeanor crime or threatened act of violence against the impacted person committed by (1) a current or former spouse or intimate partner; (2) a person with whom the Complainant shares a child; or (3) a person cohabitating with the impacted person as a spouse or intimate partner. Domestic violence also includes behavior that seeks to establish power and control over the impacted person by causing them to fear violence against themselves or another person. Such behavior may take the form of harassment, property damage, intimidation, violence, or a threat of violence to oneself or a third party. It may involve one act or an ongoing pattern of behavior.
>
> **"Intimate Relationship (intimate partner)"** is determined based on the individual's statement and consideration of the type and length of the relationship, as well as the frequency of interaction between the persons involved. This relationship may be characterized by some or all of the following: emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity and knowledge about each other's lives. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature. However, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context constitutes a romantic or intimate relationship.

Quid Pro Quo Harassment. Conditioning, explicitly or implicitly, the provision of a benefit, opportunity, privilege, participation, favorable treatment, or avoidance of a detriment on another individual's participation in unwelcome sexual conduct. Quid Pro Quo Harassment occurs when a person uses an actual or perceived position of authority, influence, leadership, control, or power to obtain sexual conduct from another person.

Examples of Quid Pro Quo Harassment include, but are not limited to, the following:

- Offering, promising, or providing favorable treatment, benefits, privileges, opportunities, or advantages in exchange for unwelcome sexual conduct.
- Threatening, implying, or causing negative consequences, exclusion, loss of status, loss of opportunities, or other adverse treatment because an individual refuses unwelcome sexual conduct.
- Conditioning membership, participation, leadership opportunities, social inclusion, housing opportunities, organizational benefits, team-related benefits, or other University-related activities on an individual's submission to unwelcome sexual conduct.
- Using a position of authority or influence within a student organization, athletic team, residence hall, academic group, mentoring relationship, or other University-affiliated activity to solicit, pressure, or obtain unwelcome sexual conduct.
- Offering or withholding recommendations, endorsements, introductions, privileges, or other benefits within a University program, organization, or activity based on an individual's willingness to engage in unwelcome sexual conduct.

Sexual Assault. Any sexual act (forcible or nonforcible) directed against another person, without the consent of the person, including instances where the impacted person 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;
    - Step-parent or step-child;
    - Sibling;
    - Aunt/uncle or nephew/niece.
- **Statutory Rape:** Sexual intercourse with a person who is under the age of 16

Sexual Exploitation. Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute Sexual Assault or Sexual Harassment.

Sexual exploitation-related violations include, but are not limited to:

- Recording, photographing, transmitting, viewing, possessing, displaying, publishing, sharing, or distributing intimate or sexual images, videos, audio recordings, or sexual information without the knowledge or consent of all parties involved; voyeurism (i.e., spying on others who are in intimate, private, or sexual situations).
- Creating, generating, altering, manipulating, or distributing intimate or sexual images, videos, or recordings of another person through artificial intelligence (AI), digital editing, deepfake technology, or other technological means without that person's knowledge and consent, including content that falsely depicts a person as nude, partially nude, or engaged in sexual activity.
- Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed, or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.

- Making, sharing, posting, streaming, storing, or otherwise distributing any image, photograph, video, audio recording, or digitally created depiction of another person when that person is nude, partially nude, engaged in sexual activity, or depicted in a sexualized manner without the knowledge and consent of the person depicted or recorded.
- Threatening, coercing, blackmailing, or attempting to compel another person to provide intimate images, sexual content, or sexual acts, or threatening to distribute such content without consent.
- Exposing one's genitals to another person without the consent of that person.
- Intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and STI prevention prior to or during sexual contact that significantly increases the likelihood of STI contraction and/or pregnancy by the nonconsenting party.
- Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed.
- Trafficking persons for sexual purposes.
- Causing another person to become incapacitated with the intent of making that person vulnerable to nonconsensual Sexual Assault or Sexual Exploitation.

"Deepfake" is digitally created, altered, manipulated, or synthetic audio, image, video, or other media generated through artificial intelligence, machine learning, or similar technologies that falsely depict an identifiable person as saying, doing, appearing in, or participating in conduct, events, or activities that did not actually occur.

Sexual Harassment. Unwelcome sexual conduct, including sexual advances, requests for sexual favors, sexual comments, or other verbal, nonverbal, written, electronic, visual, or physical conduct of a sexual nature that is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, denies, or deprives an individual of the ability to participate in or benefit from a University program, activity, or educational environment.

Sexual Harassment includes, but is not limited to, the following:

- Repeated unwelcome sexual comments, jokes, gestures, remarks, or propositions directed toward another person.
- Making unwelcome comments about an individual's body, appearance, sexual activity, sexual orientation, gender identity, or gender expression.
- Sending, posting, displaying, transmitting, or distributing unwelcome sexual messages, images, videos, memes, recordings, or other sexually suggestive content through electronic, digital, social media, or other communication methods.
- Repeatedly requesting dates, romantic involvement, sexual activity, or sexual favors after being informed that such attention is unwelcome.
- Engaging in unwelcome sexual advances, touching, physical contact, or sexually suggestive behavior that does not otherwise constitute Sexual Assault.
- Displaying, sharing, or distributing sexually explicit, degrading, or offensive materials in a manner that interferes with another person's educational environment.
- Directing sexually degrading, humiliating, intimidating, or hostile conduct toward another person based on sex, gender, sexual orientation, gender identity, or gender expression.
- Engaging in a pattern of unwelcome conduct of a sexual nature that creates an intimidating, hostile, abusive, or offensive educational, living, working, or social environment.

Stalking. 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.

"Consent" is defined in the Jacksonville State University Sex-Based Harassment and Misconduct Policy found on the Title IX website, JSU.EDU/titleix.

Student General Procedural Assurances

The following is a list of procedures generally provided to any student participating in the University disciplinary process. Each case presents a unique set of facts and circumstances. Except for the right to receive notice and an opportunity to be heard, none of the procedures listed below is guaranteed. Similarly, additional procedures not listed below may apply or be available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

The Office of Community Standards may elect to consolidate multiple reports or complaints based on their underlying nature to increase efficiency.

Student General Procedural Assurances-Witness(es)

1. A witness can request to be accompanied by one (1) support person of their choice in a disciplinary proceeding. The support person will not activity participate in the proceedings and cannot address the hearing officer(s), hearing board, or others participating in the conduct process.
2. A witness may request information about victim advocacy, counseling, mental health, or medical services available on and off campus.
3. Witnesses have the ability to report retaliation or harassment that may result from participating in the conduct process.
4. A witness may request the status of proceedings throughout the process, subject to applicable federal and state privacy laws.
5. A witness may have the opportunity to introduce documents and present information during the hearing.
6. A witness may request the opportunity to answer questions posed by the alleged student outside of their physical presence.

   The Assistant Director of Community Standards or their designee will determine whether such a request will be granted. Other procedures may be provided on a case-by-case basis to protect the safety and well-being of the university community.
7. In the case of sexual misconduct violations or physical assault cases, impacted parties will receive timely notification of any decision made, including appeal results.
8. When reasonable, a witness may be granted a change in living assignment, academic arrangement, or other measures (determined on a case-by-case basis) necessary to prevent unnecessary or unwanted contact.

Please note that none of the procedures listed above are guaranteed to a witness. Additionally, procedures not listed below may be applicable or available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

Student General Procedural Assurances-Alleged Student

1. The alleged student will receive notification of the alleged violation, including the date, time, and place of any meeting or hearing regarding the alleged violation(s).
2. In a disciplinary proceeding, the Alleged student may be accompanied by one (1) advisor of their choice, and at their own expense. Advisors may only consult with the alleged student and are not permitted to speak on their behalf or address the hearing officer(s) or hearing board.
3. The alleged student may request a postponement of a disciplinary proceeding if circumstances warrant it.

   A postponement will usually only be granted in cases involving an academic or medical situation. The decision to postpone a disciplinary proceeding rests with the hearing officer or designee from the Office of Community Standards. The hearing officer reserves the right to hear the case in absentia if the alleged student refuses to show up.
4. The alleged student may request access to any information that may be used during any administrative proceeding as permitted under the Family Educational Rights and Privacy Act (FERPA). Access to materials will be provided before a hearing upon written request to the Office of Community Standards. In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.
5. The alleged student has the opportunity to introduce documents, call witnesses, and present information during their hearing. This opportunity is accompanied by the obligation to provide the name of and rationale for each witness in writing, at least two (2) business days in advance of a meeting or hearing, to the Hearing Officer.
   a. In cases where retaliation is a legitimate safety concern, the Office of Community Standards may limit the opportunity to call or examine witnesses.
   b. In cases where retaliation is a legitimate safety concern, evidence may be redacted to protect the identity of witnesses.
   c. The presentation of information is not unlimited. The Hearing Officer may at any time direct the student to move on from irrelevant or redundant witnesses, documents, facts, or arguments.
   d. Both parties have the right not to have irrelevant prior sexual history or sexual character admitted as evidence in a campus hearing. In addition, moral character evidence is generally not considered relevant evidence.
6. The alleged student will not typically be compelled to be a witness against themself. However, if a student decides not to participate in the hearing or does not provide additional information, the Hearing Officer or board will render a decision without that information.
7. The alleged student will receive a finding of “responsible,” “not responsible,” or “no finding” based on the preponderance of the information, and will be notified of such decision in writing. The burden of proof is a “more likely than not” standard.
8. The alleged student may appeal the decision of a disciplinary proceeding in accordance with the University's Appeal procedures, which are outlined in the “Appeals” section of the Code of Student Conduct.

Please note that none of the procedures listed above are guaranteed to a Respondent other than receiving notice and an opportunity to be heard. Additionally, procedures not listed below may be applicable or available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

Student General Procedural Assurances-Complainants and/or Impacted Individuals

1. Complainants may be accompanied in a disciplinary proceeding by one (1) advisor of the student's choosing, at the student's own expense. Advisors may only consult with the complainant and are not permitted to speak on the complainant's behalf or address the hearing officer(s) or hearing board.
2. Complainants can decide whether to notify local law enforcement authorities and/or to file a report with the Office of Community Standards.
3. Complainants may request information about victim advocacy, counseling, mental health, or medical services available on and off campus.
4. Complainants have the ability to report retaliation or harassment that may result from reporting acts of misconduct.
5. Complainants may request the status of proceedings throughout the process, subject to applicable federal and state privacy laws.
6. Complainant may have the opportunity to introduce documents, call witnesses, and present information during the hearing. This opportunity is accompanied by the obligation to provide the name and rationale for each witness in writing, at least two (2) business days in advance of the meeting or hearing, to the Hearing Officer.
    a. In cases where retaliation is a legitimate safety concern, the Office of Community Standards may limit the opportunity to call or examine witnesses.
    b. In cases where retaliation is a legitimate safety concern, evidence may be redacted to protect the identity of witnesses.
    c. The presentation of information is not unlimited. The Hearing Officer may at any time direct the student to move on from irrelevant or redundant witnesses, documents, facts, or arguments.
    d. Both parties have the right not to have irrelevant prior sexual history or sexual character admitted as evidence in a campus hearing. In addition, moral character evidence is generally not considered relevant evidence.
7. Complainants may request the opportunity to answer questions posed by the respondent outside of the respondent's physical presence. The Assistant Director of Community Standards or their designee will determine whether such a request will be granted. Other procedures may be provided on a case-by-case basis to protect the safety and well-being of the university community.
8. Complainants have the opportunity to submit (orally or in writing) an impact statement to any conduct body, should the respondent be found responsible for one or more of the alleged violations.
9. In the case of sexual misconduct violations or physical assault cases, complaining parties will receive timely notification of any decision made, including appeal results.
10. When reasonable, complainants may be granted a change in living assignment, academic arrangement, or other measures (determined on a case-by-case basis) necessary to prevent unnecessary or unwanted contact.

Please note that none of the procedures listed above are guaranteed to a complainant. Additionally, procedures not listed below may be applicable or available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

Resolutions Procedures

Notice to the University/Office of Community Standards

The institution may receive notice of an allegation or potential violation of this or other related policies in several ways, including, but not limited to:

- The filing of an incident report with the Office of Community Standards, including self-reporting.
- Any Responsible University Official is made aware of any potential violation of this or other related policies.
- Any Responsible University Official observes any potential violation of this or other related policies.

Residential Student Conduct

The Office of Housing Operations and Residence Life (HRL) Professional Staff and Graduate Staff serve as official designees of the Office of Community Standards and may act as Administrative Hearing Officers for residential student conduct matters. This authority includes adjudicating HRL-related violations of the Code of Student Conduct, violations of Housing Operations and Residence Life policies and procedures (including, but not limited to, the Guide to Residence Living), violations of other applicable University policies, and failures to comply with housing-related directives, expectations, or requirements communicated by Housing Operations and Residence Life staff or other University Officials acting within the scope of their responsibilities.

HRL designees may facilitate and resolve cases through the Prescribed Resolution Process, the Expedited Resolution Process when originating from a residential conduct matter, the Informal Resolution Process, and the Formal Resolution Process through Administrative Hearings, as outlined in this policy. HRL designees are authorized to determine responsibility and assign appropriate educational, restorative, and disciplinary sanctions within the scope of their delegated authority. HRL designees shall follow standardized sanctioning guidelines established by the Office of Community Standards.

In carrying out these responsibilities, HRL designees shall adhere to the procedures and standards established by the Office of Community Standards and the University. The Office of Community Standards is responsible for overseeing all residential conduct proceedings conducted by HRL designees and is responsible for ensuring that designees receive appropriate training, apply University policies consistently and equitably, uphold students' rights throughout the resolution process, and maintain compliance with all applicable University regulations and procedures.

HRL official designees include, but are not limited to:

- Directors / Assistant Directors
- Residence Life Coordinators (RLCs)
- Assistant Residence Life Coordinators (ARLCs)

Amnesty

Amnesty is granted on a case-by-case basis by the Office of Community Standards and/or a designee, who will consider the specific circumstances and the totality of the situation.

Medical Amnesty Policy

- A bystander or a reporting individual acting in good faith that seeks **immediate and appropriate medical assistance** for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may not be subject to the Code of Student Conduct for violations, including but not limited to, violations of alcohol and/or drug use policies occurring at or near the time of the incident in question. Any Student receiving aid also qualifies for amnesty. Amnesty records remain internal and non-disciplinary.

Steps to Medical Amnesty:

- Call 911, so appropriate emergency personnel (police, fire, and ambulance) can respond.
- Remain with the individual needing treatment and cooperate with emergency officials, as long as it is safe to do so.
- Notify and meet with appropriate university officials after the incident and cooperate with any university investigation that may ensue.

The policy does not protect repeated, flagrant, or serious violations of the Code of Student Conduct or other university policies (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Good Samaritan Amnesty Policy

A bystander or a reporting individual acting in good faith that discloses any incident of violence, including hazing, domestic violence, dating violence, stalking, or sexual assault, to university officials or law enforcement may not be subject to the Code of Student Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident in question. Amnesty records remain internal and non-disciplinary.

Steps to Good Samaritan Amnesty:

- Call 911 or report the incident to the appropriate University Official(s) if there is an ongoing safety concern or a person who needs medical attention. The student must ensure that it contacts the appropriate emergency personnel (police, fire, and ambulance) so they can respond.
- Remain on the scene and cooperate with emergency officials, as long as it is safe to do so.
- Notify and meet with appropriate university officials after the incident and cooperate with any university investigation that may ensue.

The policy does not protect repeated, flagrant, or serious violations of the Code of Student Conduct or other university policies (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Preliminary Inquiry

Upon receiving notice of an alleged violation of this or other University Policies involving a student, the Office of Community Standards (or designee), in consultation with the appropriate University departments, will conduct a preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of University Policies. This initial assessment will include a review of the information reported.

This may include, but is not limited to:

- Interview(s) with the person(s) who made the report.
- Interview(s) with Student Group/Organization member(s) and/or the Student Group/Organization Representative.
- Review the prior conduct history of the Student Group/Organization and relevant members.
- Gather information that would validate or invalidate elements of the report.
- Review of any materials related to the report.

If a determination is made that the alleged violation(s) warrant a more comprehensive investigation or response, the Office of Community Standards or designee will notify the student in writing, outlining the alleged violations, the available resolution options, and scheduling an investigative meeting (if applicable). This notification will also be sent to other individuals (e.g., the students' advisor) and/or departments, when applicable.

The report is documented and administratively closed if the Office of Community Standards or designee determines that no investigation is necessary. The Office of Community Standards or designee may or may not, at their discretion, notify the student of the information received and that the matter is closed. In a case where a student is notified, the Office of Community Standards or its designee may, at its discretion, maintain the confidentiality of any reporting party.

Resolution Options

Upon notice of a potential violation, the Office of Community Standards or a designee will assess the allegations to determine available resolution options for addressing the alleged policy violations.

The determination of the resolution model will include consideration of the following:

- The severity of the alleged violations
- The risk of harm to other persons
- The conduct history and the current status of the alleged student
- Any other relevant factors.

The available resolution options are determined on a case-by-case basis by the Office of Community Standards and/or a designee, who will consider the severity of the alleged violation(s), the specific circumstances of the incident, and the totality of the situation.

The Office of Community Standards may elect to consolidate multiple reports or complaints based on their underlying nature to increase efficiency.

The Office of Community Standards and/or a designee retains the right to refer a case to a different resolution process as deemed necessary.

The available Resolution options include Early Resolution, Prescribed Resolution, Expedited Resolution, Informal Resolution, and Formal Resolution.

Early Resolution

In certain cases, the Office of Community Standards or its designee may determine that there is insufficient evidence to proceed with an investigation, and/or that the information collected during an investigation, even if true, would not constitute a policy violation. Early resolution is not a determination of responsibility and is not recorded as a prior determination of such.

In these cases, the Office of Community Standards or its designee may meet with the alleged student and other relevant parties to discuss behavioral expectations and/or suggest proactive educational and/or developmental measures to support the student.

When an incident/report is resolved through an Early Resolution, the Office of Community Standards or designee retains the right to reopen the matter and proceed with investigation and/or adjudication if the University receives additional information and/or reports related to the matter.

Prescribed Resolution Process

In certain cases, the Office of Community Standards or its designee, upon reviewing the allegations, report, and evidence, may determine, using a preponderance of the evidence, that there is sufficient evidence to support a policy violation(s) and will refer the case to be resolved using the Prescribed Resolution Process. This process is often used for lower-level violations.

In these cases, the Office of Community Standards or a designee will send a notice letter to the alleged student and any other appropriate parties outlining the charge(s), determination, sanction(s), and rationale.

Upon receipt of this letter, the alleged student may do one of the following:

- **Accept the determinations and Sanction(s)** – in this case, the student will follow the directives outlined in the determination letter that will be sent following completing the Prescribed Resolution Form/notice, and the case will be considered closed once any sanctions are completed.; or
- **Decline to accept the determinations and outcomes** – in this case, the matter will be addressed using an alternative resolution process. (A notice letter will be sent with more information after completing the Prescribed Resolution Form/notice.

The alleged student must notify the Office of Community Standards of their choice from the options above by completing the Prescribed Resolution Form/Notice within five (5) business days of receipt of the notice.

If no response is received, a second notice will be sent. If the alleged student fails to notify the Office of Community Standards of their choice a second time, the case will be closed "In Absentia." The determinations and sanctions as outlined will be recorded as accepted, and notice of such will be sent to the student and other relevant parties. The alleged student will be responsible for adhering to the sanctions outlined in the notice letter.

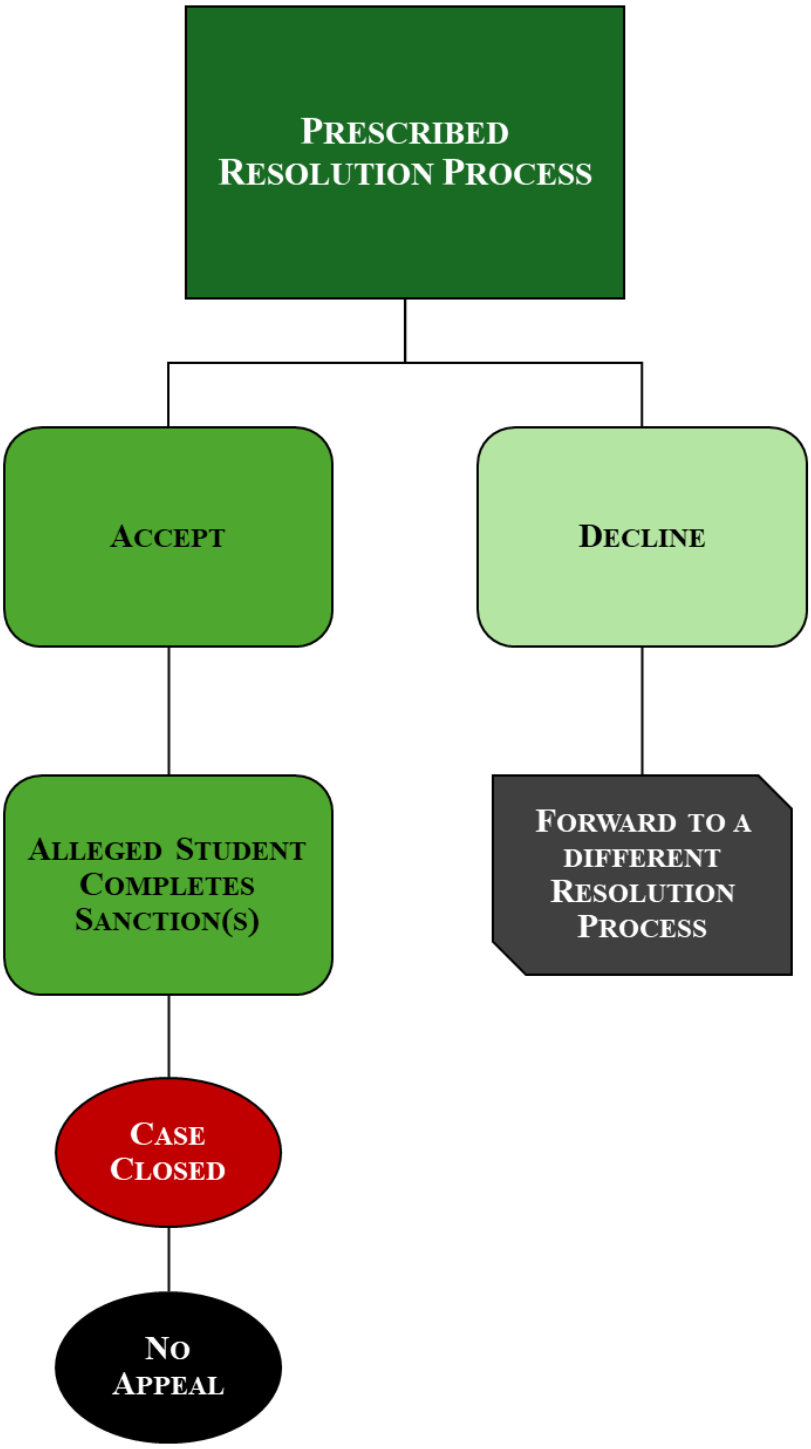
In any case that is resolved in absentia, regardless of the resolution process, the student will retain the right to appeal the determination and/or the assigned sanctions.

The Office of Community Standards or designee will oversee the completion of Sanctions. The alleged student will follow the directives outlined in the notice letter, and the case will be considered closed once the sanctions are completed. If the student fails to successfully complete any assigned sanctions or fails to complete the sanctions by the determined due date, as outlined in the notice letter, the student will have a hold placed on their student account pending the completion of the sanction(s), and may be subject to additional disciplinary actions at the discretion of the Office of Community Standards or designee.

In certain cases that might otherwise constitute a Prescribed Resolution Process, the Office of Community Standards or designee may determine that a different resolution option is warranted.

Determinations of responsibility and the assigned sanctions made through the alleged student's acceptance of a Prescribed Resolution are final and cannot be appealed.

Prescribed Resolution Process Flow Chart



Investigative Meeting

In cases where the Informal Resolution, and/or the Formal Resolution is an option based on the totality of the circumstances or in cases that require more information regarding the reported prohibited conduct, the Office of Community Standards or designee will schedule an Investigative Meeting with the alleged student, impacted person(s), and/or any witness(es).

The Investigative Meeting provides an opportunity for the alleged student and other appropriate parties (if applicable) to discuss the nature of the allegations, the rights and responsibilities of the student, the resolution options available to the involved parties based on the nature of the allegations, and the specific steps involved in the different resolution options. The Investigative Meeting provides an opportunity for the involved parties to share their perspectives on what happened and to provide evidence that might be helpful in the investigation. The alleged student and/or impacted party may also have the opportunity to select their preferred resolution option during the meeting.

The Resolution options available to the involved parties will be determined by the Office of Community Standards or its designee, as deemed appropriate.

The Office of Community Standards or designee will make the final determination on the resolution option to be used in investigating and adjudicating the alleged violations.

Expedited Resolution Process

In cases where the Informal Resolution and/or the Formal Resolution are available based on the totality of the circumstances or in cases that began with a Prescribed Outcomes Process, but the alleged student declines to accept the determinations and sanctions, the alleged student may choose to accept accountability by accepting responsibility for the alleged violation(s). When an alleged student elects the Expedited Resolution Process, they waive their right to pursue an alternative resolution process and knowingly and voluntarily waive the right to appeal the determination of responsibility.

The alleged student will be found "Responsible" for the alleged violation(s), and the Office of Community Standards or designee will determine and assign outcome(s) based on the type and level of the violation(s), disciplinary history, and the totality of the situation.

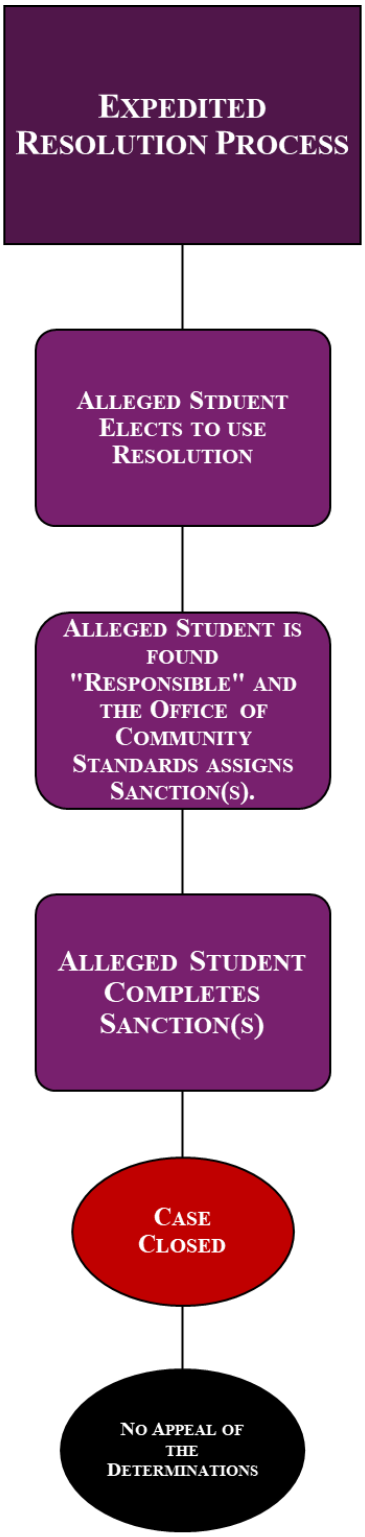
The Office of Community Standards will communicate sanction(s) in writing via a Notice Letter sent to the student's University email account. The letter will list the assigned sanction(s), including the length of any active status, the details for completing the sanction(s), and the due date.

The alleged student will follow the directives outlined in the notice letter, and the case will be considered closed once the sanctions are completed.

The Office of Community Standards or designee will oversee the completion of Sanctions. The alleged student will follow the directives outlined in the notice letter, and the case will be considered closed once the sanctions are completed. If the student fails to successfully complete any assigned sanctions or fails to complete the sanctions by the determined due date, as outlined in the notice letter, the student will have a hold placed on their student account pending the completion of the sanction(s), and may be subject to additional disciplinary actions at the discretion of the Office of Community Standards or designee.

Determinations of responsibility made through the Expedited Resolution Process are final and cannot be appealed. However, the student retains the right to appeal the assigned outcomes.

Expedited Resolution Process Flow Chart



Informal Resolution Process

If deemed practical based on the totality of the circumstances, the Office of Community Standards or designee may propose an Informal Resolution.

The Informal Resolution Process is typically used when more than one student is involved, and the Informal Resolution Process Agreement can achieve the goals of addressing the prohibited behavior, repairing any harm caused, preventing reoccurrence of the prohibited behavior, and/or educating and supporting all involved parties.

In some cases, an Informal Resolution can be utilized between the alleged student and the Office of Community Standards when deemed appropriate and practical based on the totality of the circumstances

The process of an Informal Resolution Process:

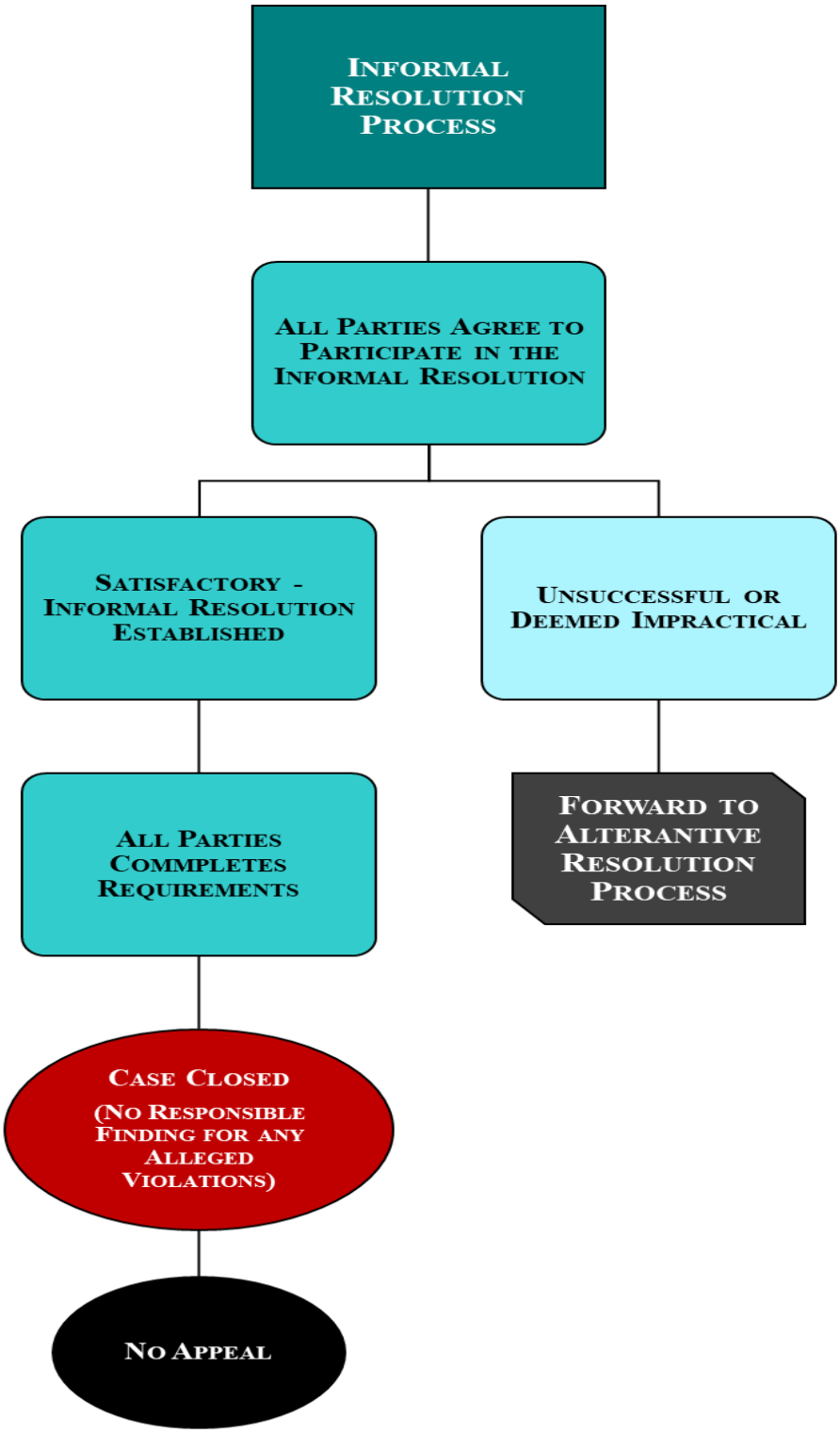
- All parties voluntarily sign the agreement to participate in an Informal Resolution Agreement
- The Requirements of the Informal Resolution Agreement are determined
- All parties voluntarily sign the Informal Resolution Agreement with all listed requirements
- The Informal Resolution Agreement is accepted by the Office of Community Standards and established
- The Informal Resolution Agreement requirements are completed
- The case is closed without a "Responsible" finding/determination of any alleged violations

If deemed practical and safe, the Office of Community Standards or its designee, and any involved individual(s), may voluntarily agree to an informal resolution agreement that constructively resolves the issues. By accepting the terms of the informal resolution agreement, the parties waive their rights to a formal hearing and to appeal. Should any party violate the terms of the informal resolution agreement, an alternative resolution process may be initiated.

If a satisfactory agreement is not reached after discussion with all involved parties, if the university or the involved parties believe that the conduct cannot be effectively addressed through the Informal Resolution Agreement, if the efforts are unsuccessful, any party no longer wants to continue, or at any time deemed impractical by the Office of Community Standards or designee, an alternative resolution process will be initiated.

During the Informal Resolution Agreement Process, no party will be determined responsible for any alleged misconduct. The Informal Resolution Agreement Process will be initiated with an agreement that lists the requirements of all parties and is signed by all the involved individual(s) and the Office of Community Standards or designee. Upon completion of the requirements, the case will be closed.

Informal Resolution Process Flow Chart



Formal Resolution Process

The Office of Community Standards or a designee may determine that a formal resolution process is necessary at any point during the conduct process. The Office of Community Standards or designee will notify the alleged student and other relevant parties that a Formal Resolution Process is being initiated.

The Office of Community Standards, typically the Assistant Director or designee, will serve as the Hearing Officer overseeing the Formal Resolution Process.

The Office of Community Standards retains final authority to determine responsibility and/or assign sanctions.

The Hearing Officer will determine, on a case-by-case basis, whether to proceed with an Administrative Hearing or a Panel Board Hearing.

Administrative Hearing Officer/Hearing Officer:

A University Official, generally from the Office of Community Standards, trained to adjudicate violations, who oversees the resolution process of a conduct case.

Hearing Officer duties include, but are not limited to:

- Ensure that the conduct procedures, resolution process, and/or assignment of sanctions are consistent with university policies and procedures.;
- Manage the hearing's logistics to coordinate schedules, paperwork, and reports;
- Speak for the body in all exchanges with counsel, parties, and others (except when the bodies are engaged in general conferences with their advisor present);
- Oversee and control the proceedings to maintain order;
- Instruct persons before the hearing on the appropriate procedures;
- Declare the rulings and orders of the hearing;
- Ensure proper completion and filing of all papers

The Hearing Officer shall have discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just process and decision.

The Conduct procedures can be effective only to the extent that the cooperation of all participants assures an orderly and fair exchange of information. All parties appearing before the various hearing bodies are expected to show consideration for one another so that the fact-finding and analysis may proceed reasonably and reliably. The Hearing Officer shall have the authority to remove any participant (including advisors and witnesses) from the hearing or to inform any disorderly and disruptive person(s) that if their behavior does not subside, such acts may result in disciplinary action against the offenders.

Formal Resolution Process Hearing Types

Administrative Hearing—Administrative hearings are coordinated and conducted by the Hearing Officer, who determines whether the alleged student has violated the Code of Student Conduct and assigns appropriate sanctions. The Hearing Officers make their determinations using the Preponderance of Information/Evidence standard of proof as defined herein.

Panel Board Hearing—The Hearing Officer coordinates the Panel Hearing, advises the Hearing Board, and ensures that proper procedures are followed during the Panel Hearing. The Hearing Officer can participate in the hearing (i.e., asking questions). The Hearing Board Panel will comprise three (3) members: three (3) trained university officials (staff or faculty), or two (2) trained university officials and one (1) trained university student, when available. One University Official will serve as the Hearing Chair. The hearing board Panel will determine whether the alleged student is found responsible for violating the Code of Student Conduct by a simple majority vote, and no panel member may abstain from voting. If an alleged student is

found “Responsible” for one or more violations, the hearing board members will recommend sanctions for the assigned violation(s). The Hearing Board members make their independent determination using the Preponderance of Information/Evidence standard of proof as defined herein.

Investigation

The Hearing Officer or designee(s) will complete any needed investigation. The Hearing Officer will typically complete any investigation within thirty (30) business days from the date the Notice of Investigation is sent or the date the case is referred to the Formal Resolution Process, unless exigent circumstances arise.

Hearing Notice

Upon completion of the investigation, the Office of Community Standards or its designee will send notice (including the time, date, and location of the hearing) to the alleged student and any other relevant parties at least five (5) days before any Formal Resolution hearing (Panel or Administrative Hearing).

Access to Information/Evidence

Administrative Hearing: If the case is resolved through an Administrative Hearing, the Hearing Officer will review all evidence with the alleged student during the hearing in a manner deemed appropriate.

> The alleged student may request access to any information that may be used during any administrative proceeding as permitted under the Family Educational Rights and Privacy Act (FERPA). Access to materials will be provided before a hearing upon written request to the Office of Community Standards. In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.
>
> The Hearing Officer will make the final determination of the relevance of any information gathered during the investigation. They can exclude any information found during the investigation or provided if deemed irrelevant and/or redundant.
>
> In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.

Panel Hearing: If the case is resolved through a Panel Hearing, the Hearing Officer will prepare a written investigation report. The Hearing Officer will provide the alleged student with the investigative report at least two (2) days before the Panel Hearing.

> The Hearing Officer will make the final determination of the relevance of any information gathered during the investigation. They can exclude any information found during the investigation or provided if deemed irrelevant and/or redundant.
>
> In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.

Hearing Type Change Request

The alleged student may request an Administrative Hearing or Panel Hearing in writing to the Office of Community Standards. If a hearing is scheduled and the alleged student requests the alternative hearing type, they must submit a written request to the Office of Community Standards at least three (3) business days before the scheduled hearing.

Determination of Responsibility

Notice will be sent to the alleged student and any relevant parties, via a Notice Letter outlining the determination, rationale, and any assigned sanctions if applicable, within ten (10) business days of the hearing.

A determination is independently made for each alleged prohibited conduct violation; the possible findings are "Responsible," "Not Responsible," or "No Finding" based on the preponderance of the information.

> **The Assistant Director of Community Standards, or designee, retains the sanctioning authority for Administrative and Panel Hearings. At their discretion, the Assistant Director of Community Standards may modify the assigned sanctions to promote fairness and better meet the student's needs. The Assistant Director of Community Standards may adjust or extend any due dates associated with the assigned sanctions. They are not required to accept the Hearing Board's recommendation.**

Privacy

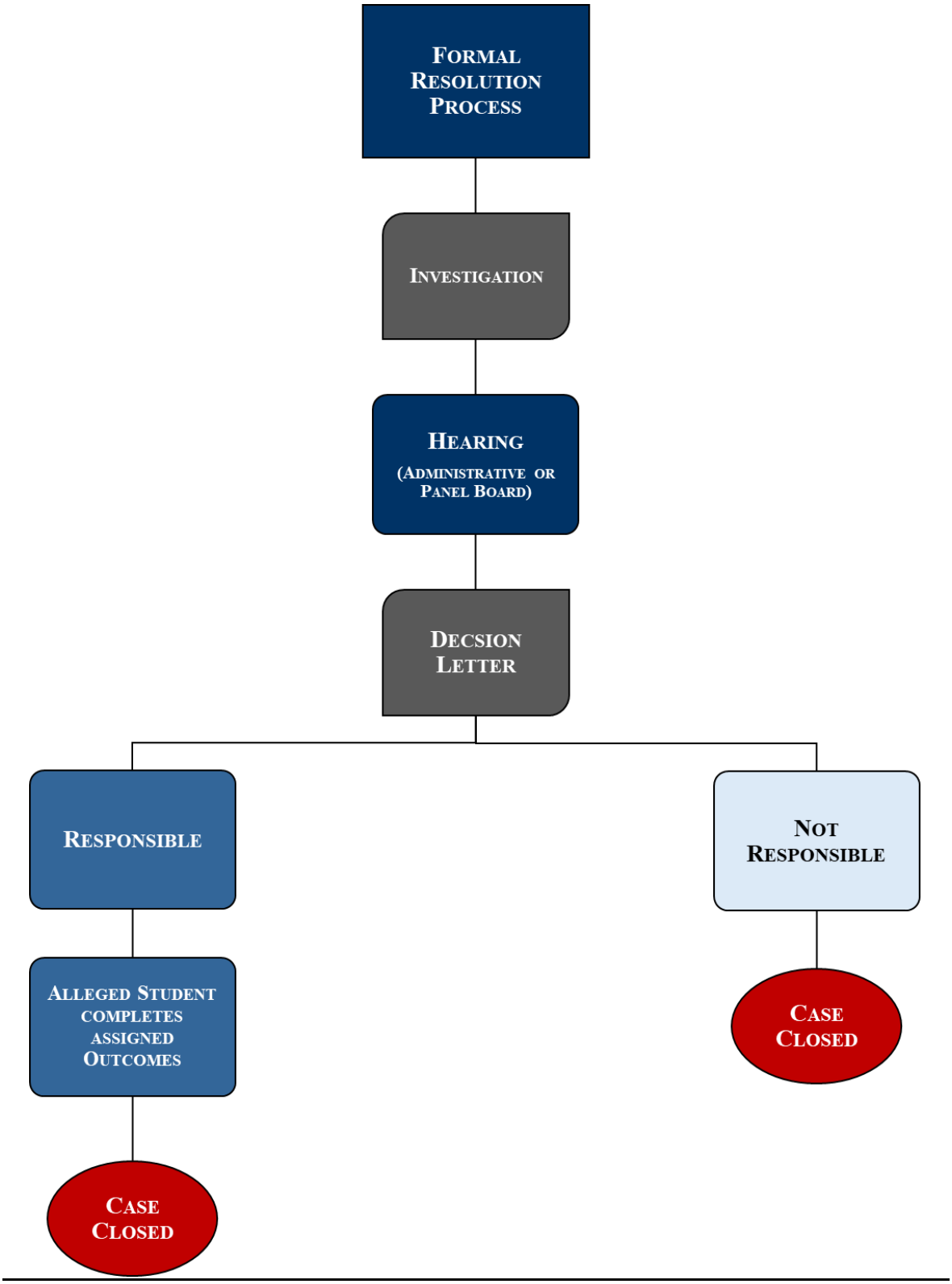
Private information is not confidential and can be shared when applicable and/or necessary. The information shared is limited, and measures are taken to protect sensitive information. Information related to a report of prohibited conduct will only be shared with those university officials or individuals who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals are expected to be discreet and to respect and safeguard the privacy of all individuals involved in the process. Any information shared will be in accordance with the Family Educational Rights and Privacy Act (FERPA). Jacksonville State University will limit the disclosure as much as possible and will maintain privacy to the greatest extent possible.

University Officials participating in the conduct process will not share information discussed or the documents presented outside the process to protect the privacy of all individuals involved.

Individuals involved are expected to exercise discretion to minimize information sharing and respect the privacy of all parties. Providing materials (e.g., Investigative Report, Incident Report, evidence, etc.) to any other party not expressly participating in this process may be considered retaliatory and is not permitted.

In cases resolved by a Hearing Board, confidence is placed in the character and judgment of the board members, and they should hear, examine, and consider all information relevant to the specific issues before the body. Members should feel free to require the counsel of the board advisor, the university, the complainant, or the respondent to explain the information presented. Members are expected to commit themselves diligently and in good faith to the business of the board and to disqualify themselves, if necessary.

Formal Resolution Process Flow Chart



Interim Measures

Regardless of the Resolution method, university-issued interim measures may be necessary. Depending on the nature of the alleged misconduct, interim actions may be taken as deemed necessary for the reasonable operation of Jacksonville State University. The Office of Community Standards, or its designee, and other designated university officials may impose interim measures.

In cases where it is determined that certain continued operations or the presence or the alleged student constitutes a reasonable threat of harm to themselves, individuals, or the campus community, damage to University Premises, or disruption to the educational mission of the University, the Office of Community Standards or designee may issue interim measures.

Interim Measures: Interim measures include support, accommodations, protective measures, and/or restrictive directives intended to protect the safety and well-being of the parties and/or the university community.

Upon issuance of an interim measure, the Office of Community Standards or designee will notify the student and other appropriate parties in writing.

Under its Student Code of Conduct process, Jacksonville State University will respond quickly to emergencies to protect the safety of the campus community.

The issuing university official retains the right to review and modify any interim measures as they see fit and in response to changing circumstances.

Supportive Interim Measures/Accommodations

Impacted Individuals and/or the reporting student have the right to request supportive measures and interim accommodations from the Office of Community Standards (e.g., a No-Contact Order, Emergency Housing, etc.).

Any interim measure/accommodation will be issued at the discretion of the Officer of Community Standards or its designee.

Types of Interim Measures:

Below are some of the Interim Measures the Office of Community Standards or designees may implement. ***This list is not exhaustive.***

Interim Accommodations- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for, and the terms of, any interim measures and accommodations that directly affect them.

Interim Loss of Privileges- In certain circumstances, the Office of Community Standards or designee has the authority to restrict a student or recognized student organization from participating in certain university activities or events (on or off campus) or access to specific buildings or grounds of Jacksonville State University to protect the safety and well-being of the university community or specific individuals involved in the alleged incident.

Interim Suspension- In certain circumstances, the Assistant Director of Community Standards or designee has the authority to suspend a student or recognized student organization from the university on an interim basis, pending a disciplinary hearing. A student or organization will be suspended on an interim basis to ensure the safety and well-being of community members and/or Jacksonville State University property, to ensure the student's own physical or emotional safety and well-being, or to protect the community if the student poses a threat to the normal operation of the university.

Interim Suspensions may include the withdrawal of any or all university privileges and services, including class attendance, examination participation, athletics participation, and utilization of university premises and facilities.

Depending on the circumstances and at the sole discretion of the Office of Community Standards or its designee, students placed on interim suspension may still be allowed to attend classes (e.g., online). The Office will attempt to work with students on interim suspension so that their academic careers and on-campus living arrangements remain uninterrupted as much as reasonably practicable. However, in most cases, when a student is placed on interim suspension, the incident is very serious and poses a significant risk to the student and/or the university community. Such widespread risks usually far outweigh the temporary protective measure of an interim suspension, which prohibits students from being physically present on university property.

Interim Housing Suspension- In certain circumstances, the Office of Community Standards or its designee (e.g., the Director of Housing and Residence Life) has the authority to suspend a student from all residential communities on an interim basis, pending a hearing. A student may be interim suspended from all residential communities to ensure the safety and well-being of members and/or Jacksonville State University property, to ensure the student's own physical or emotional safety and well-being, or to protect the community.

Interim No Contact Order- No Contact Orders are designed to prevent students involved in a campus conduct process from communicating with each other, helping minimize further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved.

Interim Measure Procedures

Determination of Interim Measures

Once a report has been filed, immediate action may be necessary to protect the individual(s) involved or the university community. Where the allegation of prohibited conduct has not been adjudicated on the merits, an Interim Measure may be imposed. In determining whether an Interim Measure is appropriate, the Office of Community Standards and/or other university officials may conduct a continuing threat and danger assessment.

In determining whether an individual poses a continuing threat to the community, the following factors may be considered:

- Whether the accused has a history of violent behavior or is a repeat offender.
- Whether the accused has failed to comply with prior interim measures, such as a No Contact Order, or with court orders, such as an Order of Protection.
- Whether the incident represents an escalation of their conduct
- The increased risk that the accused will commit additional acts and/or acts of violence.
- Whether the accused used a weapon or force.
- Whether the Reporting Individual is a minor.
- Whether the report or investigation reveals a pattern of perpetration at a given location or by a particular individual or group.

Notice

The Office of Community Standards or its designee will promptly inform the recipient of the interim measure. The Notice will outline the interim measure and its scope. Notice is generally a written directive sent via email or delivered in person. Interim Measures become effective upon delivery of the notice.

Violating a Protective Measure

A person violates an interim protective/restrictive measure if they (1) have notice, as addressed above, and (2) intentionally or unintentionally failed to comply with restrictions articulated in the written directive (e.g., "No Contact Order," "Interim Suspension.") issued by a university official.

A person who violates an interim protective/restrictive measure may be charged with "failure to comply" and may be subject to additional/modified interim measures and/or disciplinary actions.

Reviewing Interim Measures

The student who was issued an Interim Measure may submit a written petition to the Office of Community Standards within five (5) business days of receiving the notice of the interim measure for an administrative review of the decision to impose the interim measure.

The petitioning student must include an explanation of the reason for their request and any supporting information, and/or documentation. Requests without a basis or sufficient information, or review requests that are considered frivolous in nature, will not be reviewed. General complaints will not automatically be construed as a petition to review an interim measure.

This Review of an Interim Measure procedure only addresses interim measures issued in the context of a disciplinary proceeding, as defined by the Code of Student Conduct.

Upon receipt of a petition with supporting documentation, the Office of Community Standards or its designee will review the petition and make a determination based on the totality of the circumstances.

> Additional university officials may be consulted before a decision is rendered on the petition. The review is not a hearing on the merits of the underlying allegations but merely a review to determine what, if any, interim measures are appropriate.

The review may result in the continuance, removal, and/or modification of the interim measures, including modifications that may be more restrictive than the initial measures.

The University will notify the petitioning student in writing of the review outcome within ten (10) business days of receiving the written petition. This notification will include the University's decision and the rationale for that decision.

> **The issuing university official retains the right to review and modify any interim measures as they see fit and in response to changing circumstances.**

Sanctions

The Office of Community Standards may take any action it deems necessary for the reasonable operation of Jacksonville State University. The following sanctions may be imposed upon any student found responsible for a violation(s) of the Code of Student Conduct. The Office of Community Standards or its designee may impose additional sanctions not listed below, as it deems fit.

A student may receive sanctions as a result of the disciplinary process. Sanctions are designed to address the behavior, repair any harm caused, prevent recurrence, and, when possible, are educational and/or supportive.

> **Sanction:** An outcome imposed for the violation of the Code of Student Conduct. Generally, sanctions are educational in nature and intended to modify the student's behavior and build awareness of personal responsibility and community standards. Sanctions may also be given to protect the University community and preserve a safe educational environment for all members.

Type of Sanctions:

Sanctions may include, but are not limited to:

1. **Warning**- an official written warning. Any additional or repeated instances of prohibited conduct may result in additional disciplinary action.
2. **Disciplinary/Housing Probation**- Probation serves to notify a student that they must avoid any further violations for a specified period of time to avoid additional disciplinary action. Disciplinary Probation may include restrictions on privileges and/or additional requirements. A student on probation is not in good standing with the University. If a student on probation is found responsible for any subsequent violations, the sanctions may escalate.

3. **Deferred University/Housing Suspension**- A University or Housing Suspension as defined below that has been deferred pending the successful completion of a determined period of time without any further violations and/or the completion of assigned sanctions.

   The decision to place a suspension into deferred status is at the discretion of the Office of Community Standards or its designee. It will be considered only if the student's presence on campus is not deemed a threat.

   If a student on deferred suspension status is found responsible for any subsequent violations and/or does not successfully complete the assigned sanctions as outlined in the notice letter, the suspension will take effect immediately, without appeal.

4. **Housing Suspension**- Action that excludes the student from residing in any University-owned or operated housing facility. An administrative trespass for the buildings, grounds, and parking lots of all residential living facilities of Jacksonville State University is included with a Housing Suspension.

5. **University Suspension**- Action that excludes the student from registration, class attendance, residence in university-owned or managed housing, and use of university facilities for a specified period of time. The suspension typically includes a trespass from all university property during the designated suspension timeframe. Should a suspended student be found on university property, further disciplinary action may be warranted.

   A suspension may be deferred pending the successful completion of a determined period of time without any further violations and/or the completion of assigned sanctions. This decision is at the discretion of the Office of Community Standards or its designee and will be considered only if the student's presence on campus is not deemed a threat. Should the student be readmitted, further incidents of misconduct will result in additional suspension periods or dismissal from the university. Additionally, failure to comply with the terms and conditions of a suspension may result in an extension of the suspension period or further disciplinary action.

   A suspension will take place once the appeal timeframe or process is complete. In the event of a suspension, students are encouraged to consult with Student Accounts and the University Registrar regarding possible tuition and fee refunds. The Office of Community Standards has no authority in financial matters.

   A notation may be placed on a student's transcript indicating a disciplinary suspension. After the suspension term and any other sanctions have ended, the suspension transcript notation will be removed. Upon completion of the suspension period and fulfillment of all disciplinary requirements, the student must comply with all academic admission standards in effect to register.

6. **Dismissal**- The permanent loss of the privilege of registration, class attendance, and residence in university-owned or managed housing. This action also permanently withdraws the privilege to use university facilities or property. A student who has been dismissed is not eligible for readmission. Any dismissed student will not be entitled to any refund of tuition or fees. A notation will be placed on a student's transcript indicating disciplinary dismissal. Dismissal typically includes a trespass from all university property. Should a student who is dismissed from the university be found on university property, further disciplinary action may be warranted.

7. **Educational Sanction-** An order requiring the student to complete a program/task(s) designed to assist the student in learning more about how their behavior impacted themselves and/or the community. Some examples include, but are not limited to, educational seminars, treatment programs for alcohol or drug use/abuse, or other programs/tasks.

Education Sanctions may include, but are not limited to:

- **Web-Based Course**- A web-based course that is educational. Course topics may include, but are not limited to, Healthy Relationships, Communication Skills, Alcohol and Drug Misuse Prevention, Fire Safety, Wellness, Personal Development, and Hazing Prevention.
- **Research Project**- A paper/project on a related topic meant to educate and inform the student(s).
- **Reflection Paper**- A reflection paper with the purpose to give the student an opportunity to reflect on their experience, consider the decisions they made and what they have learned, and consider how they want to move forward. This is not meant to be punitive, but rather a chance for personal insight and growth.
- **Brief Alcohol Screening and Intervention for College Students (BASICS)**- is an evidence-based, harm-reduction program designed to help college students (typically ages 18–24) evaluate their drinking habits in a non-judgmental, confidential setting. It aims to motivate students to reduce alcohol use to decrease the negative consequences of drinking, reveal discrepancies between the students' risky drinking behavior and their goals and values, and promote safer decision-making through individual motivational interviews and personalized feedback.
- **Individualized College Health for Alcohol and Marijuana Project (iCHAMP)**- is an evidence-based, harm-reduction program designed to help college students (typically ages 18–24) evaluate their substance use habits in a non-judgmental, confidential setting. It aims to motivate students to reduce marijuana/cannabis use to decrease the negative consequences of use, reveal discrepancies between the student's behavior and their goals and values, and promote safer decision-making through individual motivational interviews and personalized feedback.
- **New Pathways**- A program facilitated by Counseling Services, which is psycho-educational and involves individualized assessment and completion of Canvas Course Modules. The aim is to reduce the use of Alcohol and/or Drug use.

8. **Fine (Disciplinary/Housing)**- A monetary penalty imposed on a student
9. **Loss of Privileges**- The withdrawal of a privilege (e.g., Guest/Visitation privileges, Access to a building or service, etc.)
10. **No Contact Order**- No Contact Orders are designed so that students involved in a campus conduct process do not communicate with each other to help minimize further altercations.

Sanctions Chart

The following are the typical sanctions used based on the type of prohibited conduct and the number of times it has been violated.

Alcohol Charge	1st Violation	2nd Violation	3rd Violation
Fine	$150	$300	$300
Education	Web-Based Course	BASICS (Program Fee)	New Pathways (Program Fee)
Additional Sanction	Warning/ Housing Probation	Housing Probation/ Deferred Housing Suspension	Deferred Housing Suspension/ Housing Suspension

Drug Charge	1st Violation	2nd Violation	3rd Violation
Fine	$150	$300	$300
Education	Web-Based Course	iCHAMP (Program Fee)	New Pathways (Program Fee)
Additional Sanction	Warning/ Housing Probation	Housing Probation/ Deferred Housing Suspension	Deferred Housing Suspension/ Housing Suspension

Fire Safety Equipment	1st Violation	2nd Violation
Fine	$300 fine per tampered equipment	$300 fine per tampered equipment
Education	Web-Based Course	
Additional Sanction	Warning/ Housing Probation/ Deferred Housing Suspension	Housing Probation/ Deferred Housing Suspension/ Housing Suspension

Smoking/Tobacco	1st Violation	2nd Violation	3rd Violation
Fine	$150	$300	$300
Additional Sanction	Warning/ Housing Probation	Housing Probation/ Deferred Housing Suspension	Deferred Housing Suspension/ Housing Suspension

Retail Theft-On Campus	1st Violation	2nd Violation	3rd Violation
Fine	$150	$300	$300
Additional Sanction	Web-Based Course	Revoke Store Access (One Year)	Revoke Store Access (Permanently)
Additional Sanction	Revoke Store Access (Remainder of Semester)	Housing Probation/ Deferred Housing Suspension	Deferred Housing Suspension/ Housing Suspension

Sanctions may be imposed on any student found responsible for violating the Code of Student Conduct.

Any student found responsible for violating any of the listed prohibited conduct, regardless of where the incident occurred, while living in university housing, can be subject to the listed sanctions.

The Office of Community Standards may implement other sanctions not listed.

The listed sanctions may be modified based on the severity of the incident and other relevant factors.

A Student found responsible for multiple charges may be subject to separate fines for each charge arising from the same documented incident.

Appeals

The following appeal procedures are outlined and considered after a decision regarding responsibility has been made. The purpose of an appeal is to ensure that the original findings of fact, the reasoned integration of them, and the imposition of the Outcomes are consistent with University policies and procedures.

Requests for Appeal

The appeal will be submitted in writing to the Office of Community Standards using the **Appeal Submission Form** found on the Office of Community Standards website at **jsu.edu/community-standards/**.

The appeal must be submitted within five (5) business days (or, for the New Evidence grounds for appeal, 30 days) from the delivery of the Outcomes Letter.

All appeals must be based on the grounds outlined in this policy. Discontentment with a particular finding and/or the assigned sanction(s) is not a valid reason for appeal.

An appeal will not be considered unless it is submitted on the Appeal Submission Form and received within the allotted time.

It is the sole responsibility of the appealing student to provide information to support the grounds for an appeal. The appeal must include a full statement of asserted information to support one or more bases of the appeal as outlined under "Grounds for Appeal" below. If there is insufficient information to support one or more of the bases for the appeal, the appeal must be denied.

Documentation to submit with the request, by the type of grounds for the appeal, may include, but is not limited to:

1. **New Evidence:** A statement explaining why the determination should be appealed. A summary of the new evidence, how it was previously unknown or unavailable, and its potential impact should be included, and if applicable, provide that new evidence.
2. **Procedural Error:** A statement explaining why the determination should be appealed. A summary of the procedural error(s), the potential impact on the hearing and/or the determination, and any available evidence of the procedural error(s).
    - Any challenge for bias should include: a) what the bias was, b) how the bias manifested itself, c) how the bias significantly impacted the outcome, and d) any available supporting evidence of bias.
3. **Appeal of the Outcome(s):** A statement explaining why the outcome(s) are either too lenient or too severe and do not adequately fit the nature of the violation and/or the totality of the circumstances, and/or a summary of why the Student Group/Organization could not reasonably complete them within the allotted timeframe. Any available supporting evidence should also be included.

The appeals process allows for only one appeal per Student Group/Organization. The Student Group/Organization can not submit multiple appeals.

If another party is involved in the matter (e.g., Impacted Individual), the involved party will receive a copy of the submitted appeal and will have five (5) business days to submit a response to the Appeals Officer.

If the appeal involves any member of the conduct process (e.g., a challenge of bias by an investigator or hearing officer), the Appeals Officer may share all or part of the appeal with the party in question to allow them to respond. They will be required to respond within five (5) business days.

Appeals Officer & Appeals Panel

No person involved as an original hearing officer(s) and/or hearing board can serve as the Appeals Officer or on the Appeals Panel.

The Associate Vice President for Student Affairs, or designee, will serve as the Appeals Officer. The Appeals Officer will ensure that appropriately trained university officials are appointed to the Appeals Panel. The Appeals Panel will consist of three (3) University Officials.

Appeal Procedures

Decisions will be made by a simple majority vote, and no member of the three (3) appeals panel members may abstain from voting.

The Appeals Panel will first review and determine if the requests adequately meet the grounds for appeal. It is the sole responsibility of the appealing party or Student Group/Organization to provide information to support the grounds for an appeal. The appeal must include a full statement of asserted information to support one or more grounds of the appeal.

If there is insufficient information to support one or more of the listed grounds for the appeal, the appeal must be denied.

Appeals that have sufficient information to support one or more of the listed grounds for the appeal will be reviewed by the Appeal Panel.

Appeals are not intended to be full re-hearings of the original allegation(s). In most cases, appeals are confined to a strictly limited review of the matters being appealed.

The Appeals Panel may review any relevant material, including but not limited to:

- The Determination and/or Outcome(s) documentation
- Investigative Report
- All pertinent evidence
- Any audio/video recording(s)
- Witness statements
- Incident reports
- Prior violations and/or Outcomes against the Student Group/Organization
- Any other relevant documentation/materials

Upon the completion of the review, the Appeals Panel may:

1. Affirm the original finding(s) and of the assigned Outcome(s)
2. Affirm the original finding(s) but grant an appeal of the Outcome(s) – Determine the Outcome(s) are inconsistent and/or inappropriate. The Outcome(s) may be modified as outlined below.
    - The Appeals Panel and/or Appeals Officer may modify the Outcome(s) or
    - The Appeal Panel and/or Appeals Officer will make recommendations and request the Office of Community Standards and/or Hearing Officer(s) to modify the Outcome(s) and submit a more consistent and appropriate outcome(s).
3. Grant the appeal and remand the case to the Office of Community Standards and/or Hearing Officer(s) to correct procedural errors or factual deficits and/or to conduct a new hearing. The appeals panel will provide instructions to further investigate, clarify findings, conduct a new hearing, and/or remedy procedural errors.
    - **Factual Deficits:** refers to missing, weak, or inaccurate evidence necessary to make a determination of responsibility.
    - **Procedural Error:** refers to a failure to follow established policies and procedures, or requirements, often affecting the fairness, validity, or outcome of a process.
4. Grant the appeal, and the Appeals Panel and/or Appeals Officer will do one of the following:
    - Make a recommendation to reverse the original finding and dismiss all findings of responsibility.
    - Reverse the original finding and remand the case to the Office of Community Standards and/or Hearing Officer(s) to conduct a new hearing.

Dismissal will only occur when there is insufficient information to support a finding of responsibility.

Grounds for Appeal

New Evidence: New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or the assigned sanction(s)/outcome(s).

> If a witness was not requested, refused to testify, or participate in the investigation, and now the appealing party or person wishes to have their testimony submitted as new evidence, that testimony will not be considered "new evidence" under this ground. The Office of Community Standards and/or the Appeals Officer may determine whether to send the matter back for further investigation based on this appeal request.

Procedural Error: A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).

> A mere allegation of bias may not be sufficient to meet this ground for appeal.

Appeal of the Outcome(s): The Outcome(s) imposed are inconsistent with the violation(s). The Outcome(s) are either too lenient or too severe and do not adequately fit the nature of the violation and/or the totality of the circumstances, and/or the Outcome(s) are of such nature that the Student Group/Organization could not reasonably complete them within the allotted timeframe.

> Discontentment with a particular finding and/or the assigned outcome(s) is not a valid reason for appeal.

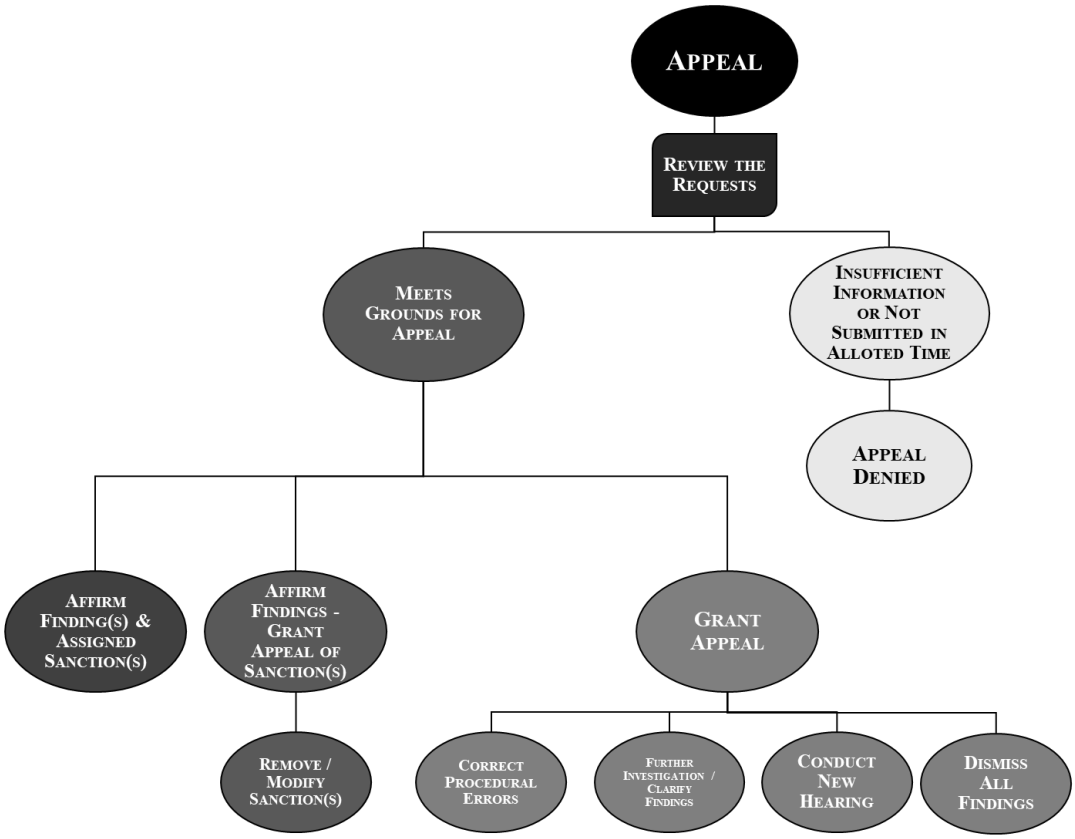
Appeal Conclusions

The Appeals Officer will notify the Student Group/Organization in writing by electronic mail of the determination. Generally, the Appeals Panel will adjudicate the appeal within fifteen (15) business days of receiving the complete appeal or, if applicable, from receiving any response(s) to the appeal. If the Appeals Officer requires additional time, they will notify the student.

The appeals process only allows for one appeal per student or student organization. A student cannot submit more than one appeal. The appeals process only affords one level of appeal. Once an appeal is decided, further appeals are not permitted.

The Appeals Panel's decision is final.

Appeal Process Flow Chart



Appeal Rights by Resolution Process Chart

Resolution Process	Determinations	Assigned Sanction(s)	Notes
Early Resolution	Not Applicable	Not Applicable	
PRESCRIBED RESOLUTION (ACCEPTED)	No	No	
Expedited Resolution	No	Yes	
Informal Resolution	Not Applicable	Not Applicable	
Formal Resolution	Yes	Yes	
In Absentia	Yes	Yes	Any case that is resolved in absentia, regardless of the resolution process, will retain the right to appeal the determination and/or the assigned outcomes.

No = The student does not have the right to appeal
Yes = The Student does have the right to appeal

Related Jacksonville State University Policies & Resources

Related University policies can be located in the Student Handbook (jsu.edu/studentaffairs/handbook), the University's Policies and Procedures Manual, the Office of Community Standards website (jsu.edu/community-standards/), the Title IX website (jsu.edu/titleix/), and/or the Jacksonville State University website (JSU.EDU).

Resources

Jacksonville State University and the Office of Community Standards are dedicated to fostering a safe, inclusive, and supportive environment. We are committed to supporting our students in every aspect of their academic and personal journeys. A wide range of on and off-university premises resources and support services are available to students. The well-being and success of students are our top priorities, and we are here to support you on your journey at Jax State.

For more information on available resources, please visit the Resources Page on the Office of Community Standards website or contact the Office of Community Standards (jsu.edu/community-standards/) via email, phone, or in person.

Office of Community Standards
301-A Angle Hall
256.782.8080
communitystandards@jsu.edu
https://www.jsu.edu/community-standards/index.html

Title IX
319 Angle Hall
256.782.5769
titleix@jsu.edu
https://www.jsu.edu/titleix/index.html

Dean of Students Office
402 Theron Montgomery Building
256.782.5491
https://www.jsu.edu/studentlife/index.html

Counseling Services
147 Trustee Circle
256.782.5475
https://www.jsu.edu/counseling/index.html

Department of Public Safety/University Police
Salls Hall
601 Forney Ave
256.782.5050
https://www.jsu.edu/police/

Health Center
1701 Pelham Rd S
256.782.5310
https://www.jsu.edu/studenthealth/index.html

Additional Resources

Hotlines and Online Resources for Crisis Intervention, Support, and Referrals

1. Sexual Violence & Relationship Violence

Legal Momentum: https://www.legalmomentum.org/our-resources

Pandora's Project: https://pandys.org/about-sexual-assault/

LGBTQ Domestic Violence Project: http://www.glbtqdvp.org/

RAINN: https://www.rainn.org/get-help

Safe Horizons: http://www.safehorizon.org/

Please note that these hotlines are for crisis intervention, resources, and referrals. They are not reporting mechanisms. Disclosure during a call to a hotline does not provide the university with any information.

2. Relationships

Love is Respect: www.loveisrespect.org

Break the Cycle: www.breakthecycle.org

One Love Foundation: https://www.joinonelove.org/

Iwannaknow: www.iwannaknow.org

Day One: www.dayoneny.org

Futures Without Violence: www.futureswithoutviolence.org

3. Men

1 in 6: www.1in6.org

Male Survivor: www.malesurvivor.org

Men Can Stop Rape: www.mencanstoprape.org/

National Domestic Violence Hotline: 800.799.SAFE (7233)

The Movember Foundation: https://us.movember.com/

4. LGBTQ

LGBTQ National Help Center: 888.843.4564, https://lgbthotline.org/

The Trevor Project: www.thetrevorproject.org

FORGE: http://forge-forward.org/

The Fenway Institute: http://fenwayhealth.org/

Trans Lifeline: 877.565.8860, https://www.translifeline.org/

5. Mental Health

If you are having thoughts of suicide, please reach out to the Suicide and Crisis Lifeline by dialing 988 for help. Please view the additional crisis prevention resources below:

Active Minds: https://www.activeminds.org

Boys Town Crisis and Suicide Hotline: 800.448.3000

Half of Us: www.halfofus.com

Self Abuse Finaly Ends (S.A.F.E.) ALTERNATIVES: 800.DONT.CUT (366.8288), https://selfinjury.com/

Self-Injury Outreach and Support: www.sioutreach.org

Substance Abuse & Mental Health Services Administration (SAMHSA): 800.662.4357, www.samhsa.gov

National Eating Disorder Association (NEDA): 800.931.2237, www.nationaleatingdisorders.org

Crisis Text Line (Confidential Reporting)
Text HOME to 741741 for free, 24/7 crisis support in the US National Suicide and Crisis Lifeline (988)

People can call or text 988 or chat at 988lifeline.org for themselves or if they are worried about a loved one who may need crisis support. 988 serves as a universal entry point so that no matter where you live in the United States, you can reach a caring, trained counselor who can help. 988 offers 24/7 access to trained crisis counselors who can help people experiencing mental health-related distress. That could be:

Thoughts of suicide

Mental health or substance use crises

Emotional distress

And other reasons to connect (46 seconds)

Alcohol and/or Substance Use

The use and/or abuse of illegal drugs, tobacco, and alcohol carries possible health risks to the individual user as well as the campus community and the community at large. Substance use risk reduction strategies are an important way to keep our campus healthy and safe. Please do not hesitate to seek help if you are a victim of a crime, even if you have violated the University's Alcohol and/or Drug Policies. You will be treated with dignity and care throughout the reporting process, regardless of the circumstances of the assault.

Alcohol and Risk Reduction*

What to know

·

Do the math:

- o one drink = 12 oz. of regular beer
- o one drink = 4 to 5 oz. of wine
- o one drink = 1.5 oz. of hard alcohol

· Binge- or problem-drinking is defined as consuming five or more drinks on one occasion.

· Any amount of alcohol can impair judgment—more so under certain conditions.

· Our body metabolizes approximately one alcoholic drink per hour—there is no way of speeding it up.

· Drinking while engaging in sexual behavior can increase risk for sexual assault, transmitting STIs, and unplanned pregnancies.

· Alcohol is a drug—it is an addictive substance that changes our brain chemistry and can cause chemical dependency.

How to be safe

· When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together. Make sure at least one member of the group remains sober and will look out for others.
· If you choose to drink, know your limits and stick to them. Have one drink with alcohol and the next one without alcohol.
· If someone has passed out, do not leave them alone. Turn them on their side and call 911; do not assume they will "just sleep it off".
· Trust your instincts about uncomfortable situations. Be aware of your surroundings at all times.
· Don't allow yourself to be isolated with someone you do not know or trust.
· State your limits clearly. Do not be afraid to say "No" and/or walk away if you feel pressured, coerced, or even just uncomfortable.
· Educate yourself about Date Rape Drugs. Do not leave your beverage unattended or accept a drink from an open container. Do not drink anything with an unusual taste or appearance. If someone acts extremely drunk after only one or two drinks, they may have been drugged. Call 911 or take them to the hospital.

Plan ahead

· Eat before you drink anything
· Ask a friend to keep an eye on you
· Set a limit on how many drinks you're going to have
· Never leave your drink unattended
· Prepare to say no if others offer you drinks
Credited: Sindecuse Health Center, Western Michigan University. www.mwich.edu

Alcohol and/or Substance Abuse and Abusive Relationships*

If you are in an abusive relationship, drugs and alcohol can make an unhealthy situation worse. Abusive partners may get a person drunk or high to increase their vulnerability. Emotions may be stronger or change quickly, and a bad situation may escalate more quickly. It may be harder to take action to escape a bad situation (because you/your ride is unable to drive, it's difficult to remember your safety plan, etc.).

Further, abusive partners frequently do not accept responsibility for their actions and blame drugs or alcohol for their unhealthy behavior. Drugs and alcohol do affect a person's judgment and behavior, but they are not a reason for violent behavior. Watch out for these common excuses:

· "I didn't mean what I said. I was drunk."
· "I would never hit you sober."
· "Drinking turns me into a different person. That's not who I really am." It's important to remember that when a person is intoxicated or under the influence of drugs, their actions still reflect their personality. If someone is violent when they are drunk or high, it's probably just a matter of time until they are abusive when they're sober.

Credited: Love is Respect. www.loveisrespect.org.

Addiction*

Addiction is another very serious health risk associated with the use of alcohol or other substances. Addiction is a primary, progressive, chronic, and potentially fatal disease. Some people think addiction is about a lack of willpower — that someone with a drug or alcohol problem doesn't want to get better and could easily quit if they really tried. That couldn't be further from the truth. Addiction is far more complex and less forgiving than many people realize.

Signs and symptoms of addiction may include:
· Drinking or using substances for the relief of withdrawal symptoms

· Increased tolerance or reverse tolerance (drug sensitization)

· Feeling guilt, shame, or remorse (as a result of behavior while under the influence of alcohol or other drugs)

· Anxiety, depression, or other mental health diagnosis

· Concern from family and/or friends about drinking or drug use

· Decline in work performance or loss of interest in hobbies and daily activities

· Inability to remember what happened when drinking (blackouts)

· Financial difficulties, including making sacrifices for the purchase of drugs

· Having problems with the law through increasingly risky behaviors and impaired judgment

· Denial or not being aware that a problem exists

· Much time dedicated to the use of a substance (obsession)

· Use that continues despite known health problems that have developed from use

Credited: Start Your Recovery. https://startyourrecovery.org/ 26.

Resources & Hotlines

Below are some on- and off-campus resources.

- Title IX Coordinator (Shelby Scott)
  301 Angle Hall
  256.782.5769
- Counseling Services (Confidential Reporting)
  147 Trustee Circle
  256.782.5475
- Health Center (Confidential Reporting)
  1701 Pelham Road South, Jacksonville, AL 36265
  256.782.5310
- Department of Public Safety
  Salls Hall
  Forney Avenue, NW
  256.782.5050
- The Gordie Center https://gordie.studenthealth.virginia.edu
- Start Your Recovery www.StartYourRecovery.org
- Personalized Feedback Inventory for Alcohol, I'm a Student (360proof.org)
- College Drinking- Changing the Culture, https://www.collegedrinkingprevention.gov/
- National Institute on Alcohol Abuse and Alcoholism, https://www.niaaa.nih.gov/alcohol-health
- National Helpline for Substance Abuse Referral Services 1.866.684.6303
- National Clearinghouse for Alcohol and Drug Info 1.800.SAY.NO.TO (729.6686)
- Referral Services 1.877.726.4727
- Poison Control Info 1.800.336.6997

Harassment

Tips:

- **Speak up at the time.** You want the harasser to know you find their behavior offensive or unwelcome. State clearly that you don't like what was said or done, and you want that behavior to stop.
- **Tell someone about it.** Even if you are not sure, you will report the incident and tell someone what happened. Discuss it openly with others. Find out if others have been harassed by the same person.
- **Keep records**. Keep a diary or log of what is happening to you. Include dates, places, direct quotes, and names of other people who were present. Save any letters, cards, or notes sent to you. Let someone read your records. Keep everything in a safe place.

- **Get a witness.** Ask someone to watch you when the harasser is around. Most advances are made when the harasser thinks no one is watching.
- **Seek advice or counseling.** Students often feel powerless, angry, guilty, or fearful when they are subjected to harassment. There are often concerns about personal safety, loss of privacy, and the threat of possible retaliation if the situation is reported.

Harassment undermines the self-confidence, well-being, and peace of mind of the individual who is offended, and it damages the spirit of trust and collegiality that is central to our university community. No matter when or where the harassment occurred, support and referral resources are available at the university.

Additional Resources

- Title IX Coordinator (Shelby Scott)
  301 Angle Hall

  256.782.5769
- Counseling Services (Confidential Reporting)
  147 Trustee Circle
  256.782.5475
- Department of Public Safety
  Salls Hall
  Forney Avenue, NW
  256.782.5050
- "Fighting Harassment at School and Work." AC Online, https://www.affordablecollegesonline.org/college-resource-center/workplace-campus-harassment/

Sexual Assault Reduction

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

1. Make your limits known as early as possible.
2. If you find yourself in a position where another is exceeding your permissible limits by being sexually aggressive, tell the aggressor "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of any sexual aggressor.
4. Call for help or find someone nearby and ask for help.
5. Take affirmative control of your alcohol intake or drug use. Drugs and alcohol lower your normal inhibitions and may make you vulnerable to someone who views you as drunk or high and gives that person an opportunity to take advantage of the situation.
6. Friends take care of friends! Take care of your friends and ask that they take care of you. A friend will challenge you if you are about to make a mistake, just as you should challenge them in a reverse situation. You should respect each other when they do.

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

1. Clearly communicate your intentions to your prospective sexual partner and give them a chance to relate their intentions and expectations to you.
2. Understand and respect all personal boundaries.

3. Do not make assumptions about consent, about one's sexual availability, about whether they are attracted to you, about how far you can go, or about whether they are physically or mentally capable of giving consent. If there are questions, if you are uncertain, or if there is ambiguity, you do not have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline or boundaries for sexual behaviors with which they are comfortable.
5. Do not take advantage of someone's drunkenness or drugged state, even if they did it to themselves. Intoxication, even if voluntary, can negate the effectiveness of consent and cause a sexual encounter to be without consent and potentially illegal.
6. Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender or size. Consent obtained through coercion is not deemed effective and may cause any contact to be considered non-consensual and potentially illegal. Do not abuse that power.
7. Understand that consent has limits, and consent to some forms of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Prior sexual relations with someone should not be assumed to indicate that the individual has or will consent to current or future sexual activity.
9. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

The most important thing a victim of sexual assault or domestic violence can do is tell someone, whether that be the police, a friend, a rape crisis center, a counselor, a family member, or a staff member. Do not isolate yourself, don't feel guilty, don't blame yourself, and don't just ignore it. Sexual assault, whether by a stranger or by someone you know, is a violation of your body and your trust. The organizations and departments listed below can provide or arrange for immediate support and response, including assistance with personal safety concerns.

- **Title IX Coordinator (Shelby Scott)**
  301 Angle Hall
  256.782.5769

- **Counseling Services (Confidential Reporting)**
  147 Trustee Circle
  256.782.5475

- **Health Center (Confidential Reporting)**
  JSU South Complex
  1701 Pelham Road South, Jacksonville, AL 36265
  256.782.5310

- **Department of Public Safety/University Police Department**
  Salls Hall
  Forney Avenue, NW
  256.782.5050

- **Jacksonville Police Department**
  911 Public Safety Drive SW
  Jacksonville, AL 36265
  256.435.1075 or 911

- **Calhoun County Sheriff's Office**
  400 West 8th Street
  Anniston, AL 36201
  256.236.6600 or 911

- **Rape Response (Emergency/Trauma) (Confidential Reporting)**
  Sexual Assault Nurse Examiner facility offers exams 24 hours a day, 7 days a week.
  Birmingham, AL
  205.323.7273
- **Northeast Alabama Regional Medical Center (Emergency/Trauma) (Confidential Reporting)**
  400 East 10th Street (south on Highway 21/Quintard Avenue; one block east on 10th Street)
  Anniston, AL 36207
  256.235.5121
- **2nd Chance, Inc. (Confidential Reporting)**
  Shelter and Support
  Crisis Line: 256.236.7233 Office: 256.236.7381
- **Alabama Coalition Against Domestic Violence (Confidential Reporting)**
  Hotline: 1.800.650.6522
- **One Love Foundation (Confidential Reporting)**

  https://www.joinonelove.org/learn/help_a_friend/
  Text LOVEIS to 22522 to text with a peer advocate regarding unhealthy relationships
- **Crisis Text Line (Confidential Reporting)**
  Text HOME to 741741 for free, 24/7 crisis support in the US
- **National Sexual Violence Crisis Hotline (Confidential Reporting)**
  1.800. 656.HOPE (4673)

Stalking

Stalkers can be unpredictable and dangerous. Whether through in-person or through the use of technology, stalkers use a variety of strategies to invade the lives of their victims. Most stalkers use multiple tactics and can escalate their behavior(s) at any time. You have no control over the stalker's behavior and are not responsible for what they do. However, it can be helpful to consider steps you might take to keep yourself and loved ones safe. This process is called safety planning.

Though victims can make safety plans on their own, it is often helpful to work with a trained professional such as an advocate, victim assistance provider, or even a law enforcement officer. You can find these people in local domestic violence and rape crisis programs, victim assistance programs within state and county prosecutors' offices, and in police departments. For help locating someone trained in safety planning in your area, contact Victim Connect (855.4.VICTIM/855.484.2846). The guidance below is intended for general informational purposes only and is not designed to replace a personalized safety plan created with the assistance of a professional. The suggestions below are also not exhaustive. You are the expert on your own life, and you know best what options might be possible or feasible.

Safety Planning: Basic Considerations

• Trust your instincts. Many victims of stalking feel pressured by friends or families to simply ignore the stalker's behavior or "just tell them off." Stalkers are dangerous, and your fear is justified.

• Your safety plan should evolve, change, and adapt as the stalking situation changes.

• As much as possible, don't only plan around what has already happened – also think about what might happen next (for example, "if X happens, I will do Y")

• Consider or try to anticipate how the stalker may react to any changes you may make, so you can further plan for your safety. Stalkers often escalate their behavior when the victim reacts (for example, if you block them on social media, they might start showing up at your home).

• Victims must balance their need to live normal lives with their safety concerns. Only you can decide what tradeoffs are realistic and appropriate for you.

General Safety Strategies – Consider:

• Working with a local domestic violence shelter or victim services program to develop a safety plan.

• Notifying the police, especially if you feel you are in any immediate danger. You can explain to the police why some actions that might seem harmless (like the stalker driving by your house or leaving you a gift) are causing you fear.

• Ceasing any further communication with the stalker. Many stalkers perceive any contact, even negative contact, as reinforcement (more information on this below).

• Keeping a log of every stalking incident

Credited. SPARC. https://www.stalkingawareness.org/

Additional Resources.

- Community Standards (Paige Rochus)
  301-A Angle Hall
  256.782.5769
- Counseling Services (Confidential Reporting)
  147 Trustee Circle
  256.782.5475
- Department of Public Safety
  Salls Hall
  Forney Avenue, NW
  256.782.5050
- Stalking and Harassment Assessment and Risk Profile (SHARP).
- Stalking Prevention Awareness & Resource Center (SPARC) https://www.stalkingawareness.org/
- Victim Connect. Victim.connect.org (855.4.VICTIM/855.484.2846).

Risk Assessment and Risk Reduction

While you can never completely protect yourself from crime, there are some things you can do to help reduce your risk of harm.

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Make sure your cell phone is with you and charged, and that you have taxi money.
- Do not allow yourself to be isolated with someone you do not trust or someone you don't know.
- Lock doors, including car doors, and when in the vicinity of your car, have your key ready in your hand.
- Before entering an Uber, Lyft, or taxi, make sure the child safety lock is off.
- When you go out, have a plan, including transportation home. Go with others, arrive together, check in with each other, and leave together.
- Drink Responsibly. Try not to leave any beverages unattended or accept drinks from someone you do not know or trust. If you are drinking alcohol, know your limits and how much you can consume without losing control or awareness of what's going on around you.
- Have a buddy system. Do not be afraid to let a friend know if something makes you uncomfortable or if you are worried about your or your friend's safety.

- Previous consent does not imply current consent - No means no.
- Do not prop outside or suite doors open. Always lock your room door.
- Report lost I.D. cards immediately to your Residence Advisor (RA) and Department of Public Safety.
- Do not open the door if you do not know the person. Report any suspicious persons or activities to the RA or University Police immediately.
- Think twice about what you put on Facebook. When you use social media to share where you are or where you are going, friends can find you, but others may be able to track you as well. Use common sense and ask yourself—would you give this information to a stranger? If not, then don't share it online.
- Your safety takes priority over someone else's hurt feelings.
- Get yourself to a safe place. Call 911 or local Police. University Police 256.782.5050
- Download the Cocky Watch app on your cellular device.

For the most up-to-date Code of Student Conduct, please visit the Office of Community Standards website at JSU.EDU/Community Standards

Jacksonville State University Code of Student Organization Conduct

2026-2027

Purpose

The Office of Community Standards supports the Jacksonville State University mission by remaining student-centered and educational in its disciplinary procedures. The Code of Student Organization Conduct publicly sets expectations of all Student Groups/Organizations to uphold standards and demonstrate respect within the University community.

The process outlined below is designed to support students and Student Groups/Organizations who may have engaged in misconduct through an educational and restorative approach. The Office of Community Standards upholds the institution's general mission and goals while recognizing and respecting the rights, privileges, and responsibilities of all students at Jacksonville State University.

The Office of Community Standards strives to ensure that the conduct process is procedurally sound, consistent, fair, transparent, and accessible to students and the campus community, resulting in a just outcome that holds students accountable for their behavior. The resolution procedures and outcomes are designed to address the behavior, repair any harm caused, prevent recurrence, and/or provide education and support.

The mission of the Office of Community Standards and the Student Organization Conduct system at Jacksonville State University is to transform potential incidents of misconduct into opportunities for education and student development. Our goal is that, as students and/or Student Groups/Organizations progress through the conduct process, they will emerge as better-educated and more well-rounded members of the University's community and become more effective global citizens.

Philosophy

The philosophy of the Office of Community Standards is educational, aiming to facilitate reconciliation among students and/or Student Groups/Organizations. This restorative justice philosophy is best achieved through cooperation between students and/or Student Groups/Organizations who engage in misconduct and the administrator holding them accountable. The hopeful benefit of this philosophy is a transformative learning experience for everyone involved.

Statement of Values

Professional Responsibility: Jacksonville State University must balance the students' developmental and educational needs with its obligation to protect the safety and welfare of the Jax State community. In situations where a student's and/or Student Groups'/Organizations' behavior poses a risk to themselves or others, Jacksonville State University personnel must take action consistent with applicable laws, regulations, and policies.

Nondiscrimination: Protect human rights and promote appreciation of diversity and multicultural practice at Jacksonville State University.

Equal & Consistent Treatment: Treat all students impartially and accept them as individuals with rights and responsibilities. Seek to create and maintain a campus climate that fosters learning, personal growth, and development. Follow the procedural guidelines outlined in Jacksonville State University's Code of Student Organization Conduct when enforcing the Code of Student Organization Conduct.

Confidentiality: Confidentiality is maintained for all privileged communications and for educational and professional records considered confidential. Information is shared only in accordance with institutional policies and relevant statutes, where informed consent is given, or when required to prevent personal harm to oneself or others.

Respect: An opportunity for every student and university employee to be treated with respect and dignity, with freedom of speech and an open exchange of ideas.

Scope of Authority

Jacksonville State University's conduct system has the authority to handle all non-academic disciplinary matters. The university reserves the right to discipline students, Student Groups/Organizations, and Recognized Student Organizations (RSOs) for acts of misconduct that occur on or off Jacksonville State University Premises. (Including at University or Organization-sponsored events)

The Code of Student Organization Conduct applies to all Student Groups/Organizations, regardless of whether they are recognized by the University. The conduct expectations outlined in this policy for Registered Student Organizations (RSOs) also apply to any Student Group/Organization as defined in this policy.

The Code of Student Organization Conduct may be applied to behavior conducted online, via email, or other electronic media. Organization members should also be aware that online postings, such as blogs, web postings, chats, and social networking sites, are in the public sphere and not private. These postings can subject an organization to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly seek this information, but may take action if it is brought to the attention of the Office of Community Standards.

At its discretion, the university may pursue disciplinary action against an organization, even if the organization's members are also subject to criminal proceedings. The university reserves this right, regardless of whether criminal charges are pending, reduced, or dismissed. The university's disciplinary procedures are administrative proceedings, not criminal or civil in nature. As a result, formal evidence rules and procedures similar to those used in civil or criminal trials are not applicable.

As Jacksonville State University community members, organization members are expected to abide by all local, state, federal, and international laws. Referrals received from any university or police authority, regardless of location, are subject to possible disciplinary proceedings for the accused and/or the organization.

Organizations are responsible for the conduct of members in relation to the organization from the time of application for recognition until the organization is no longer recognized by the university. Violations of the Code of Student Organization Conduct during the academic year, between academic terms, or during periods of suspension or dismissal will be addressed. This Code shall apply to an organization, even if the organization disbands while a disciplinary matter is pending.

The Code of Student Organization Conduct applies to guests of the organization, and the organization may be held accountable for its guests' misconduct. Visitors to and guests of the University may seek resolution of violations of the Code of Student Organization Conduct committed against them by an organization and/or its members.

Individual students who are members of an organization remain subject to the Code of Student Conduct as individuals and may be held individually accountable for behaviors attributed to the organization. Individuals who are members of an organization may, through their actions, subject the organization to disciplinary action under this Code, regardless of whether those individuals are also adjudicated under the Code of Student Conduct. For additional information, please refer to the Jacksonville State University Code of Student Conduct found in the Student Handbook or on the Community Standards website at jsu.edu/community-standards.

Revisions to the Code of Student Organization Conduct

This Code shall take effect on June 1st each year. It is the general duty of all persons affiliated with Jacksonville State University to advise the Office of Community Standards of modifications that should be considered to improve the fairness and effectiveness of the system. In consultation with University Administration, the Office of Community Standards will be responsible for identifying and considering any proposed revisions to the Code of Student Organization Conduct. The Code of Student Organization Conduct will be reviewed and updated annually by the Office of Community Standards. The updated policy will be published annually.

JACKSONVILLE STATE UNIVERSITY HAS THE AUTHORITY TO MODIFY THE CODE OF STUDENT ORGANIZATION CONDUCT AS NECESSARY.

Accessibility

The leadership of Recognized Student Organizations and all students at Jacksonville State University have access to a digital copy of the Code of Student Organization Conduct on the Office of Community Standards website at jsu.edu/community-standards. The Code of Student Organization Conduct is also published in the Student Handbook. Students who are part of a student group/organization are responsible for having read and abiding by the provisions of the Code of Student Organization Conduct.

Reporting

To make any reports of prohibited conduct, hazing, or concerning behavior, you can use the Incident Reporting Forms found on the Office of Community Standards website or contact the Office of Community Standards directly by phone at 256-782-8081, 256-782-8080, by email communitystandards@jsu.edu, or in person at 301-A, Angle Hall.

Title IX Incident:
To report any incident or concern regarding sexual discrimination, sexual harassment, quid pro quo harassment, sexual assault, dating violence, domestic violence, stalking, and/or related retaliation, individuals can use the Report a Title IX Concern or Title IX Incident Form found on the Title IX website, JSU.EDU/titleix, or contact the Title IX Office directly at 256-782-5769 or titleix@jsu.edu.

Please call 9-1-1 or the University Police at (256)782-5050 if you need emergency assistance.

Reporting Limitations:
There is no time limit for reporting violations of the Code of Student Organization Conduct; however, the longer someone waits to report an offense, the more challenging it may be for the Office of Community Standards to obtain information and witness statements and to make determinations regarding alleged violations. The Office of Community Standards is limited to the Scope of Authority as outlined herein.

Anonymous Reporting:
Although anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond. Those who are aware of misconduct are encouraged to report it promptly to the Office of Community Standards and/or the Department of Public Safety/University Police Department.

Statement of Freedom of Expression

The campus grounds, properties, and facilities of Jacksonville State University are devoted to and maintained for the purpose of providing higher education to Students and for the use and enjoyment of the Campus Community and are not places of unrestricted or unregulated public access. As such, the University reasserts the right to properly govern access to and the use of its property in such a way as to protect Students, faculty, staff, and persons lawfully on or using university facilities, as well as for the protection and preservation of institutional assets.
The University, however, is committed to protecting the free speech rights of Students, faculty, staff, and invited guests. The purpose of the policy is to respect the Campus Community's rights to free speech and expressive activity while preserving public health, safety, and welfare; the normal educational and business uses of the campus; protecting University property; and safeguarding the rights of others to legitimately use and enjoy the campus.

While the University will not regulate the content of lawful speech, assembly or related activity, the University may regulate the time, place, and manner of free speech and expressive activities in order to prevent unreasonable interference with or disruption of its educational and business functions, normal or scheduled uses of University property by the Campus Community, as well as to protect public health, safety, and welfare.

For additional information, please refer to the University's Campus Use and Protection of Free Speech Policy in the Policies and Procedures Manual.

Definitions

Administrative Hearing: A process in which the facts of an alleged violation of the Code of Student Organization Conduct are presented to the Hearing Officer(s) to determine if a violation(s) occurred and if Outcome(s) are appropriate.

Administrative Hearing Officer: A University Official, generally from the Office of Community Standards, trained to adjudicate violations, who determines whether a Student Group/Organization is responsible for violating the Code of Student Organization Conduct.

Advisor: A person who attends the conduct procedure(s) to support a Student Group/Organization during the conduct process. Advisors may only confer with the organization's member(s) they are advising and cannot speak on behalf of the organization's member(s). An Advisor can be any person chosen by the student/member, and any financial responsibility for this Advisor shall rest with the student. A student/member may only have one advisor present during the conduct procedures. Advisors cannot serve as witnesses. If an organization needs assistance finding an advisor, the Office of Community Standards will provide this information upon request. An individual charged in the same fact pattern related to the alleged Student Group/Organization may not serve as an advisor.

> The "potted plant" rule applies to Advisors throughout the investigation and disciplinary process. While a FERPA release may allow university officials to answer general questions about a matter, university officials will not meet with Advisors separately or discuss particulars of the investigation with them. Any inquiries should come directly from the student or the organization. Further, Advisors may not speak on their party's behalf or otherwise interfere with meetings or proceedings. Advisors must be accompanied by their respective parties when viewing any evidence.
>
> If the Hearing Officer determines that an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, an Advisor may be prohibited from continuing to serve in their role. In cases of unreasonable delays caused by an Advisor, the Hearing Officer may elect to hold meetings or proceedings in their absence. The affected party may be permitted to obtain a substitute Advisor.

Alleged Individual or Alleged Student Group/Organization: A student or organization alleged to have violated the Code of Student Conduct, the Code of Student Organization Conduct, and/or other university policies.

> **All terms (Accused Individual/Student Group/Organization, Alleged Student/Student Group/Organization, or Respondent) are interchangeable, including any other term used to reference an individual or organization responding to a report of a violation and the subject of an investigation or disciplinary proceeding.**

Amnesty: A policy that protects students from formal disciplinary action for certain violations when seeking help for themselves or others, typically during emergencies. (e.g., Medical Amnesty, Good Samaritan Amnesty, etc.)

Appeals Officer: The Associate Vice President for Student Affairs, or their designee, will serve as the Appeals Officer, ensuring that the Appeals Panel is properly trained and equipped with relevant information to adjudicate received appeals.

Appeals Panel: The Appeals Panel will be composed of three (3) university officials (faculty or staff) trained to adjudicate violations of the Code of Student Organization Conduct.

Appeal Process: A process designed to review and ensure the integrity of the decisions made by the Hearing Officer(s) or Hearing Board.

Additional information on the appeals process, including grounds for appeal, can be reviewed in the "Appeals" section of the Code of Student Organization Conduct.

Business Day: A day when the University is under normal operation and administrative offices are open and operating, excluding weekends, observes public and/or University holidays, and University emergency closers (e.g., weather day). (Typically, Monday through Friday)

Bystander: A person who observes a crime, an impending crime, a conflict, misconduct, or unacceptable behavior.

Bystander Intervention: The safe and positive actions a bystander takes to prevent harm or intervene when a risk is posed to another person. Bystander intervention includes recognizing situations of potential harm, identifying safe and effective intervention options, and taking action to intervene.

Complainant/Reporting Individual: A person who makes a referral to the Office of Community Standards alleging that a violation of the Code of Student Organization Conduct has occurred. The university may make a report when there is evidence that this policy has been violated. The complaint does not have to be made by an Impacted Individual.

Complicit: Involved in or knowing about a crime, conduct, or activity that violates the Code of Student Conduct and/or Code of Student Organization Conduct, without intervening and/or reporting.

Faculty/Staff Advisor: A member of the University faculty or staff assigned to a student group/organization, who provides guidance and support to a student organization, assisting with planning, operations, and leadership development. The Faculty/Staff Advisor can serve as the Student Group/Organization's advisor during the conduct process.

Faculty Member: A person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

Family and Educational Rights and Privacy Act (FERPA): A federal law regarding the privacy of student records and the obligation of the institution, primarily in the areas of release of the records and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.)

For additional information, please refer to the Office of the Registrar website "FERPA Information."

Hazing: Any non-accidental, costly aspect(s) of group induction activities that: (a) do not appear to be group-relevant assessments/preparations, and/or (b) are excessive, dangerous, or degrading in their application or constitute violations of local, state, or federal law or any other University policy, regardless of the consent of the participants. Group induction activities refer to tasks that are formally or informally required to obtain or maintain membership and/or participatory legitimacy for new, prospective, or current members, and/or to attain progressive membership status and/or leadership positions within the organization.

For additional information, please refer to the University's Hazing Policy in the Policies and Procedures Manual.

Hearing Board/Panel Hearing: A process in which the facts of an alleged violation of the Code of Student Organization Conduct are presented to a Hearing Board Panel to determine if a violation(s) occurred and make outcome/sanction recommendations when appropriate.

Hearing Board Members/Panel: A Hearing Panel will comprise three (3) members: three (3) trained university officials (staff or faculty), or two (2) trained university officials and one (1) trained university student, when available. The panel will determine whether a student is responsible for violating the Code of Student Organization Conduct.

Hearing Board Chair: A university official (staff or faculty) member of the Hearing Board who is responsible for facilitating and managing the Hearing Panel process.

Hearing Board Officer: A University Official, generally from the Office of Community Standards, who advises the Hearing Board and ensures proper procedures are followed during the Panel Hearing. The Hearing Officer oversees administrative hearings and ensures that proper procedures are followed. The Hearing Officer can participate in the hearing (i.e., asking questions). The Hearing Officer has final authority to determine responsibility and/or to assign outcomes.

Hold: A temporary status applied to a student's educational records that prevents them from registering for classes, making registration changes, accessing enrollment, and other services.

Impacted Individual: a person who was directly impacted by the alleged prohibited conduct. The impacted individual is not always the same person as the complainant.

In absentia: a Latin phrase meaning "in absence" or "while absent". In absentia is used to close a case without the physical presence of the alleged student or student group/organization representative.

> **Any case closed "In Absentia" will retain the right to appeal the determinations and/or the assigned outcomes regardless of the case resolution process used.**

Informal Resolution: A process, other than a formal disciplinary proceeding, by which the Office of Community Standards or designee and the involved parties may voluntarily and mutually agree upon terms and conditions to address a violation of the Code of Student Conduct.

Interim Measures: Interim measures encompass support, accommodations, protective measures, and/or restrictive directives aimed at safeguarding the safety and well-being of the parties and/or the university community.

Additional information can be reviewed in the "Interim Measures Section" of the Code of Student Organization Conduct.

Inter/National Organizational Governing Body: Any known or designated association or body affiliated with any Student Group/Organization. Examples include national headquarters of Greek-letter organizations, national governing bodies of sports organizations, and national honor societies.

Mid-Level Violation: In the University conduct process, a mid-level violation refers to a subsequent violation or a first-time violation(s) of lesser severity. The Prescribed Process resolution is not often offered for a Mid-Level Violation(s). (Generally, a Tier 2 Violation)

Minor Violation: In the University conduct process, a minor violation is a first-time or less-serious violation of the Code of Student Organization Conduct, with less severe potential outcomes. These violations often involve unintentional or non-malicious actions that have a limited impact on individuals or the community. (Generally, a Tier 1 to Tier 2 Violations)

No Contact Order: No Contact Orders are designed to prevent students involved in the conduct process from communicating with each other, thereby minimizing the likelihood of further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved.

Notice: A formal letter provided to a student or the student organization representative during the conduct process by the University (Office of Community Standards) that provides information about allegations, conduct procedures information, meeting/hearing information, interim measures, and/or decision and outcomes assigned when applicable.

Outcome: A measure imposed for violating the Code of Student Organization Conduct. Generally, outcomes are educational and intended to modify the organization's behavior and to build awareness of responsibility and community standards. Outcomes may also be given to protect the University community and preserve a safe educational environment for all members.

Pre-Hearing Conference (or Meeting): A meeting with the Hearing Officer or designee where a student can learn more about the conduct process and ask questions about the hearing and/or conduct process. Pre-hearing meetings are for discussing procedures only. The meeting is not for reviewing the facts, evidence, or the substantive nature of a conduct referral.

Preponderance of Information/Evidence: A standard of proof that indicates that the information provided shows that "more likely than not" a violation did or did not occur. This is the standard of proof for all alleged violations of the Code of Student Organization Conduct. The preponderance standard is lower than the standard of "beyond a reasonable doubt," which is used in criminal court cases. If the evidence presented meets this preponderance standard, then the accused should be found responsible.

Prima Facie Evidence: Prima facie is Latin for "at first sight" or "on the face of it." Prima facie evidence is evidence that appears to be enough to support a claim at first glance. "Prima facie evidence of use" means there is enough initial evidence to suggest something was used, even if it's not conclusive.

Prohibited Conduct: Any alleged conduct or acts of misconduct, as defined in these policies, that may give rise to an investigation and a judicial or disciplinary proceeding.

Recognized Student Organization (RSO): A Registered Student Organization (RSO), as defined in this policy, is a Student Group/Organization that has complied with the formal requirements for recognition and registration with Jacksonville State University.

For more information on RSOs, visit the Dean of Students Office website at jsu.edu/studentlife.

Reporting Individual/Complainant: A person who makes a referral or report to the Office of Community Standards, alleging that a violation of the Code of Student Conduct has occurred. The university may make a report where there is evidence that this policy has been violated.

> **The terms are interchangeable, including any other term used to reference an individual who reports an alleged violation of the Code of Student Conduct.**

Retaliation: Adverse action(s) against a person for participation in any portion of the referral or student conduct process, which includes, but is not limited to, serving as a witness in conduct hearings. This includes making a referral for a student out of concern for their well-being. Retaliation includes harassment, intimidation, coercion, or otherwise discriminating against an individual, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Rights and Responsibilities: The policies outlined in the Student Handbook are available for reference at any time. Students are responsible for being aware of and adhering to university policies to avoid violating them. Additionally, students have a responsibility to Jacksonville State University to report any known violations of the Code of Student Conduct and/or the Code of Student Organization Conduct, thereby maintaining proper order and respect in the university community. With an allegation of violating the Code of Student Conduct and/or the Code of Student Organization Conduct, all students have rights as listed herein and are afforded to any alleged student or any Student Group/organization upon first notification of an allegation.

Significant/Severe Violation: In the University conduct process, a significant violation refers to violations where a violation is the same type of prohibited conduct that is repeated multiple times by the same student or student group/organization, or violations that cause or potentially cause serious harm, or are a serious, extreme, and/or life-threatening violation(s). (Generally, a Tier 3 Violation)

Special University Program: Any academic, student service-related, student life, athletics, or other university program where a student voluntarily submits to and can be held accountable for violations of additional rules of conduct or program rules.

Sponsored Event: Sponsored events, whether on or off University Premises, include, but are not limited to:

Any event that the RSO registers with the University or otherwise notifies the University that it is sponsoring/hosting

Any event that meets the criteria of an event that should be registered with the University or that the RSO should have otherwise notified the University

Any event that the University determines may qualify as a sponsored event, based on, but not limited to, the following factors: the nature of the event, the number of RSO members in attendance, and the level of organization and advertising undertaken by RSO members.

Staff Member: An individual employed by the university in roles that support the university's mission but are not directly involved in teaching or research. They are typically engaged in administrative, operational, and support functions.

Student: Any individual who has applied to the university and/or is taking courses at Jacksonville State University on a full-time, part-time, or non-degree seeking basis. This definition encompasses all enrolled students, including those in remote locations (e.g., online, study abroad). Student status lasts until the conferral of a degree or certificate, or until the individual is permanently separated from the university for academic or non-academic reasons. Also included are those individuals who are not officially enrolled for a particular semester but have a continuing relationship with the university.

Student Group/Organization: An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the institution.

Student Group/Organization Representative: The University will generally direct communication to the student on file with the Dean of Students Office, who is the elected or appointed leader of the RSO (e.g., president or team captain). However, the Student Group/Organization may request that any student member serve as the official representative; the University has the authority to designate the Student Group/Organization Representative.

Support Person: A person who attends a meeting or hearing with a witness. The support person is present solely for support and does not actively participate in the proceedings.

If the Hearing Officer determines that the Support Person’s conduct is distracting, disruptive, undermines the integrity of this policy, or interferes with the proceedings, the Support Person may be prohibited from continuing to serve in their role.

Witness: A person present at the time of an incident who sees parts or all of the activities that take place during the incident, or relevant information that leads to an incident. A witness may be requested to speak to the hearing officer or hearing board panel and provide information about the incident. An involved party or the University may also request that a witness attend a hearing to provide information about the particular incident. Witnesses cannot serve as advisors.

Character witnesses are not allowed or taken into consideration when determining responsibility or outcome(s).

The Hearing Officer or Hearing Chair of a board hearing will evaluate the relevancy of witness information.

Witness statements can be accepted in lieu of the witness's attendance at the hearing. The statement must be emailed directly to the Hearing Officer from the witness using only their official Jacksonville State University email accounts.

University Official: Any individual who is employed, contracted with, or appointed and performs administrative or professional responsibilities within the scope of their authority by the university (e.g., Faculty, Staff, etc.).

University Premises: The premises of Jacksonville State University, including all land, buildings, facilities, and other property in the possession of, owned, leased, licensed, managed, or controlled by the university (including adjacent streets and sidewalks, online networks, and domains).

Prohibited Conduct

The behaviors listed below apply to members of a Student Group/Organization. As stated, individual students who are members of a Student Group/Organization are still subject to the Code of Student Conduct and may be held individually accountable for behaviors attributed to the Student Group/Organization. Individuals who are members of a Student Group/Organization may, through their actions, subject the Student Group/Organization to disciplinary action under this Code, whether or not those individuals are also adjudicated under the Code of Student Conduct.

Please refer to the Jacksonville State University Hazing Policy, Code of Student Conduct, and Sex-Based Harassment and Misconduct Policy for information on misconduct subject to these policies.

Abuse of Process. The Student Group/Organization, or someone acting on behalf of a Student Group/Organization, violates this Code by directly or indirectly abusing, interfering with, or undermining the fairness, integrity, or proper functioning of the University's investigation and/or conduct process.

Abuse of Process-related violations include, but are not limited to:

- Failure to comply with official correspondence from a Hearing Officer or university official;
- Falsifying, distorting, or misrepresenting information or colluding to do the same in the investigation/adjudication process;
- Destroying or concealing information;
- Attempting to discourage an individual's proper participation in the investigation/adjudication process;
- Harassing or intimidating (verbally or physically) any person involved in the conduct processes before, during, and/or following proceedings (including up to, throughout, and after any outcome);
- Unauthorized disclosure of a reporting party's identifying information;
- Failing to comply with a temporary measure or other sanction/outcome;
- Distributing or otherwise publicizing materials created or produced during an investigation as a part of these policies or procedures, except as required by law or as expressly permitted by the University, Office of Community Standards, and/or a designee; or
- Influencing or attempting to influence another person to commit abuse of process.

Aiding in Academic Misconduct. The Student Group/Organization aids, abets, organizes, approves, or otherwise participates in behaviors that would constitute cheating, plagiarism, misrepresentation (e.g., having another Student Group/Organization member check into a class or take an exam), and/or other forms of Academic Misconduct as outlined in the Jacksonville State University Scholars' Code**.** Evidence of a violation of this policy must demonstrate systemic participation and/or knowledge of misconduct by members of the Student Group/Organization.

Alcohol. The Student Group/Organization is responsible for any activities or events it sponsors or endorses, whether on or off University Premises. If the Student Group/Organization aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute a violation of any applicable local, state, federal, or provincial laws or any university policies (e.g., Alcohol and Other Drug Policy, etc.) would constitute a violation of this policy.

- The organization, its members, and guests must comply with all applicable federal, state, provincial, and local laws.
- Consumption should neither infringe on the rights of others to study nor negate any normal activity.
- Alcohol possession and consumption on campus is permitted only for students of legal age (21).
- No person under the legal drinking age may transport, possess, consume, provide, or be provided with alcoholic beverages.
- It is prohibited to serve, provide, or knowingly allow alcohol to individuals under 21.

- It is prohibited to serve alcohol to someone who is visibly intoxicated or to pressure someone to consume alcohol.
- The consumption of alcohol stronger than 15% alcohol by volume ("ABV") is prohibited on campus (except when served by a license and insured third-party vendor).
- The organization, members, or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games. Drinking games are prohibited on University Premises, in residential buildings, or at Sponsored Events.
- It is unlawful and prohibited to use or possess identification that makes an individual appear older or misrepresents an individual as someone else.
- No person may transport or consume open containers of alcoholic beverages in public areas.
- Common sources of alcohol that are not being served by an insured and licensed third-party vendor are prohibited. This includes, but is not limited to, bulk quantities, "tap" systems, kegs, beer balls, punch bowls, and punch served out of a cooler or another unusual container.
- Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

Alcohol-Event/Risk Management:
Student Groups/Organizations must comply with all applicable federal, state, provincial, and local laws and University Policies (e.g., Alcohol and Other Drug Policy) for any activity, parties, or event sponsored or endorsed by the Student Group/Organization, on or off university premises.

- Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.), or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
- An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

Attendance by non-members at any event where alcohol is present must:

- be by invitation only.
- utilize a guest list system.
- not knowingly allow a minor(s) (under 18) to attend the event.
- not exceed the local fire or building code capacity of the chapter's or organizational premises or the host venue.
- must not exceed the 3-to-1 rule. (No more than three (3) guests for every one (1) present member of the student group/organization hosting the event/party).
- ensure reusable drinking containers/cups must be empty upon entry to the event.
- have a system to manage and monitor any alcohol brought for BYOB events.
- have an event guest check-in.

<u>BYOB alcohol for the event:</u>

- can only be brought by guests over 21
- must be unopened/sealed and checked in at the bar (no glass, nothing above 15% ABV)
- must be within reasonable limits of alcohol brought per person

<u>At the guest check-in, the Student Group/Organization must:</u>

- check each guest's identification.
- verify each guest is on the list.
- distinguish guests under 21 from guests who are over 21 years old.

The Social Event Planning Guide and other resources are available on the Dean of Students Office website and can be used by Student Groups/Organizations when planning an event.

Alcohol-New Member Process:
Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance-free. No alcohol may be present if the event or activity is related to new member activities, meetings, or initiation into an organization

For additional information, please refer to the Jacksonville State University Alcohol and Other Drug Policy.

Assault. No Student Group/Organization member(s) or guest shall engage in assault. Assault is a threat of bodily harm coupled with an apparent ability to cause harm.

Assault-related violations include, but are not limited to:

- Inflicting bodily harm upon any person.
- Taking any action for the purpose of inflicting harm upon any person.
- Threatened use of force upon any person.
- Subjecting another person to unwanted physical contact.
- Slapping, kicking, shoving, or otherwise striking another person.

Attempt. The Student Group/Organization or its members attempt to engage in conduct that, if completed, would violate any rule or policy applicable to the university. The Student Group/Organization may be charged with and found responsible for the prohibited conduct, which, if completed, would have violated a University policy.

Bribery. The Student Group/Organization offers or accepts anything of value in exchange for favorable treatment by a university official, UPD, or other official. Forms of bribery may include gifts, monetary payments, property, various goods, privileges, services, and favors. Evidence of a violation of this policy must demonstrate systemic participation and/or knowledge of misconduct by more than 1-2 Student Group/Organization members participating in the violation.

Bullying/Cyberbullying. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute bullying and/or cyberbullying, which are defined as repeated and/or severe behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Bullying/Cyberbullying-related violations include, but are not limited to:

- Unwanted teasing
- Stalking or Cyberstalking
- Physical violence
- Public humiliation
- Social exclusion
- Rumors or the spreading of falsehoods

Damage/Destruction of Property. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any action that causes damage or is intended to cause damage to the university's property, the property of a member of the university community, or other personal or public property.

Disorderly Conduct. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any conduct that is disruptive, lewd, or indecent, with or without the intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, which breaches the peace of the community.

Disorderly Conduct-related violations include, but are not limited to:

- Engages in fighting or violent, tumultuous, or threatening behavior.

- Makes unreasonable noise.
- In a public place, uses abusive or obscene language or makes an obscene gesture.
- Without lawful authority, disturbs any lawful assembly or meeting of individuals.
- Obstructs vehicular or pedestrian traffic or a transportation facility.
- Congregates with other people in a public place and refuses to comply with a lawful order of law enforcement to disperse.

Drugs. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute a violation of any applicable local, state, federal, or provincial laws or any university policies (e.g., Risk Management Policy, Alcohol and Other Drug Policy, etc.) would constitute a violation of this policy.

Drug-related violations include, but are not limited to:

- The organization, members, and guests must comply with all federal, state, provincial, and local laws regarding illegal drugs and controlled substances.
- No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances at any time.
- Any event or activity related to the organization must be substance-free. No drugs may be present at any event, activity, meeting, or initiation into an organization. Including any activity related to the new member joining process.
- The organization, members, or guests must not permit, encourage, coerce, glorify, or participate in the use of any drug(s).

"Drugs" are considered to be any mind-altering substances, regardless of legality, including but not limited to opiates, barbiturates, amphetamines, cannabis, hallucinogens,

Banned substances include, but are not limited to, the following:

- Controlled substances, as defined by state law, require a prescription but are obtained without a physician's order, such as methedrine (speed), amphetamines (Ritalin, Adderall, etc.), antidepressants (Prozac, etc.), sedatives and barbiturates, tranquilizers, and pain killers (Valium, Vicodin, etc.).
- Narcotics, such as morphine, heroin, codeine, ketamine, and cocaine in any form.
- Chemical substances and organic substances, such as LSD (Acid), cannabis, hashish, THC, Peyote buttons, mescaline, DMT, DOM, STP, psilocybin, or psychedelic mushrooms, etc.
- Designer drugs, including but not limited to synthetic cannabis (K2, Spice, herbal potpourri).

"Designer Drugs" and illegal steroids, except for legally authorized doses for medical purposes.

It should be noted that the presence of empty containers with drug residue, roaches, buds/stems, paraphernalia, or items designed for the use of drugs in or about residence rooms, halls, and/or university grounds is prima facie evidence of use, consumption, and/or transportation of drugs.

Any student involved with drugs is encouraged to consult Health Services for help. Information provided to a university healthcare provider or Counselor is privileged and cannot be voluntarily disclosed to anyone, nor can they be compelled to testify in court or elsewhere. Other members of the staff or students may also assist with drug problems; however, students should be aware that they are not necessarily bound by confidentiality.

The university's actions in all cases of drug violations will be guided by a concern for the emotional and physical welfare of the student involved and for maintaining a suitable educational environment for all members of the university community.

Endangerment. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any activity that constitutes physical abuse or could endanger the safety, health, or well-being of other individuals or groups, or would cause a reasonable apprehension of such harm. For the purposes of this policy, Endangerment would include observing activities that might endanger the safety, health, or well-being of individuals by Student Group/Organization members in a position to intervene but who fail to do so.

Failure to Comply. The Student Group/Organization, member(s), or the representative fails to comply with the direction of any university official who has been identified and is acting expressly within their official duties or authority to uphold university rules, regulations, or policies.

Failure to comply-related violations include, but are not limited to:

- Failure to comply with a verbal or written directive given by a university official, including obligations associated with any disciplinary process or outcomes.
- Failure to comply with an Interim Protective/Restrictive Measure issued by a University Official.
- Failure to comply with reasonable and lawful requests or directives of university officials or law enforcement officers acting in the performance of their duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a university official, including any law enforcement officer.
- Failure to show proper student identification or other identification to any university official or any law enforcement officer performing their official duties.
- Interfering with the normal operation of the teaching and learning environment.

Fire Safety Equipment. A Student Group/Organization member is prohibited from tampering with, misusing, or damaging fire extinguishers, alarms, or other safety equipment on University Premises, at an event sponsored or endorsed by an organization, or within University-owned residences used solely by an RSO. Tampering with smoke detectors includes removing the batteries, covering them, removing them, or otherwise disabling them (e.g., using fog machines).

Harassment. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any action(s) which recklessly and/or intentionally endanger the mental or physical health of any individual or group, based on perceived or actual identities, that is persistent, severe, pervasive, unwelcome, and/or inappropriate conduct that actually or potentially interferes with an individual's ability to work or learn, including harassment based on a legally protected status.

Jacksonville State University prohibits harassment of students on any basis.

The University reserves the right to take disciplinary action for such conduct, regardless of whether it meets legal standards for discrimination or harassment.

Hazing. In alignment with Jacksonville State University's mission, the University is committed to preparing students to be competent, ethical professionals and engaged, responsible, global citizens. Hazing is antithetical to these values and poses a serious threat to students' well-being. Therefore, the University prohibits hazing in any form and is dedicated to preventing it within our campus community.

Hazing will not be tolerated. Student Groups/Organizations and individual students are prohibited from hazing in any form, both on and off University Premises.

"Hazing" is defined as "any non-accidental, costly aspect(s) of group induction activities that: (a) do not appear to be group-relevant assessments/preparations, and/or (b) are excessive, dangerous, or degrading in their application or constitute violations of local, state, or federal law or any other University policy, regardless of the consent of the participants.

Group induction activities are those tasks formally or informally required to obtain or maintain membership and/or participatory legitimacy for new, prospective, or current members and/or to attain progressive membership status and/or leadership positions within the organization" (Adapted from Cimino, 2017).

Hazing-Complicity:
Hazing includes the observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers or leaders who are aware of planned hazing activities and who condone and/or fail to prevent that hazing from occurring, regardless of their participation.

Reporting Hazing. Any person with knowledge of any activity or conduct that may constitute hazing can report their concerns to the Dean of Students Office, Office of Community Standards, University Police Department, or by submitting a report online (Hazing Reporting Form).

Please refer to the Jacksonville State University Hazing Policy for more information.

Retaliation. The Student Group/Organization or member(s) aids, abets, incites, organizes, approves, or otherwise participates in any adverse action(s) against a person for participation in any portion of the referral or student conduct process, which includes, but is not limited to, serving as a witness in conduct hearings. This includes making a referral for a student out of concern for their well-being.

Retaliation-related violations include, but are not limited to:

- Harassment
- Intimidation
- Coercion
- Discrimination
- Violence
- Threats of violence
- Property destruction
- Adverse educational or employment consequences
- Bullying.

Sexual Misconduct. Any form of sexual harassment or sexual misconduct, including, but not limited to, sexual assault, stalking, dating violence, intimate partner violence, domestic violence, and sexual exploitation.

The Student Group/Organization aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute Sexual Misconduct and/or would violation of the Jacksonville State University Sex-Based Harassment and Misconduct Policy is a violation of this policy.

Referrals for alleged violations of sexual misconduct will be resolved in accordance with specific policies and procedures outlined in the Jacksonville State University Sex-Based Harassment and Misconduct Policy. If the Sex-Based Harassment and Misconduct Policy does not apply, by definition or alleged conduct, the conduct procedures outlined in this policy will be followed to address all other alleged misconduct under the University Sex-Based Harassment and Misconduct Policy.

Please refer to the Jacksonville State University Sex-Based Harassment and Misconduct Policy for more information.

Unauthorized Activity. Non-recognized student organizations are prohibited from participating in or attempting to participate in activities reserved for recognized student organizations. Student organizations that have been suspended or dismissed are considered unaffiliated with the university.

Unauthorized Use of Jacksonville State University's Name. Non-recognized student organizations are prohibited from using the university's name or attempting to use it without the university's express written consent.

Violation of the Student Code of Conduct. The Student Group/Organization or its member(s) aids, abets, incites, organizes, approves, or otherwise participates in any activity that violates, attempts to violate any prohibited conduct outlined in the Code of Student Conduct.

Please refer to the Jacksonville State University Code of Student Conduct for more information.

Violation of any University Policy. The Student Group/Organization or its member(s) aids, abets, incites, organizes, approves, or otherwise participates in any activity that violates, attempts to violate any Jacksonville State University Policy (e.g., Guide to Residence Living, etc.).

Student Group/Organization General Procedural Assurances

The following is a list of procedures generally provided to any student group or organization participating in the University disciplinary process. Each case presents a unique set of facts and circumstances. None of the procedures listed below is guaranteed, except for the right to receive notice and an opportunity to be heard. Additionally, procedures not listed below may be applicable or available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

The Student Group/Organization Representative will receive notification of the alleged violation, as well as the date, time, and location of any procedural or resolution meeting regarding the alleged violation(s).

During all procedural/resolution meetings, the Student Group/Organization Representative may be accompanied by one (1) advisor of their choice, and at their own expense.

The Student Group/Organization Representative may request access to any information used during any resolution proceedings outlined below when appropriate and as permitted under the Family Educational Rights and Privacy Act (FERPA). In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.

When appropriate, the Student Group/Organization Representative will have the opportunity to introduce documents, call witnesses, and present information during any resolution proceedings outlined below.

The Student Group/Organization will have other procedural options based on the type of resolution procedure used, as outlined below.

Resolutions Procedures

Notice to the University/Office of Community Standards

The institution may receive notice of an allegation or potential violation of this or other related policies in several ways, including, but not limited to:

- The filing of an incident report with the Office of Community Standards, including self-reporting.
- Any Responsible University Official is made aware of any potential violation of this or other related policies.
- Any Responsible University Official observes any potential violation of this or other related policies.
- Any Responsible University Official is aware of a student group/organization's climate or culture that may indicate a probability of violations of this or any other related policies.

Amnesty

Amnesty is granted on a case-by-case basis by the Office of Community Standards and/or a designee, who will consider the specific circumstances and the totality of the situation.

Self-Reporting of Prohibited Conduct

Student Group/Organization leadership is encouraged to immediately report any violations committed by members of their Student Group/Organization of this or other University policies to the Office of Community Standards. This report should provide a detailed description of the events that transpired, the names of all individuals involved, and any internal disciplinary actions taken by the Student Group/Organization. If the Student Group/Organization chooses to self-report behavior in this manner, the Office of Community Standards or a designee may investigate the individual(s) implicated in the report, but not the student group/organization. Unless information discovered during any investigation suggests that the incident was aided, abetted, sanctioned, or organized by the Student Group/Organization, the investigation may be limited to the individuals implicated in the self-report, rather than the Student Group/Organization. However, if information is uncovered during any investigation suggesting that the Student Group/Organization aided, abetted, sanctioned, or organized the event, the Office of Community Standards or its designee may initiate a formal investigation of the Student Group/Organization. The student(s) and/or the student group/organization must cooperate with the University Official(s) during the entire conduct process.

Students who make a complaint under this policy or who participate in an investigation related to this policy will not be charged with other minor University policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the incident(s) under investigation (i.e. students forced to consume alcohol as part of a hazing incident will not be charged with violations of the University's alcohol policy) as long as those behaviors do not represent a threat to the health, safety or well-being of others. The University reserves the right to follow up with students regarding those issues, as appropriate, in a non-disciplinary setting.

In some cases, a Self-Report will not be addressed through an investigation of individual students or the student group/organization, and the Office of Community Standards and/or a designee may provide only educational and supportive measures.

Amnesty may not be given to a student for serious/severe violations like violence, sexual assault, or repeated misconduct.

Medical Amnesty Policy

A bystander or a reporting individual acting in good faith that seeks **immediate and appropriate medical assistance** for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may not be subject to the Code of Student Organization Conduct for violations, including but not limited to, violations of alcohol and/or drug use policies occurring at or near the time of the incident in question.

Steps to Medical Amnesty:

- Call 911, so appropriate emergency personnel (police, fire, and ambulance) can respond.
- Remain with the individual needing treatment and cooperate with emergency officials, as long as it is safe to do so.
- Notify and meet with appropriate university officials after the incident and cooperate with any university investigation that may ensue.

The policy does not protect repeated, flagrant, or serious violations of the Code of Student Organization Conduct or other university policies (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Good Samaritan Amnesty Policy

A bystander or a reporting individual acting in good faith that discloses any incident of violence, including hazing, domestic violence, dating violence, stalking, or sexual assault, to university officials or law enforcement may not be subject to the Code of Student Organization Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident in question.

Steps to Good Samaritan Amnesty:

- Call 911 or report the incident to the appropriate University Official(s) if there is an ongoing safety concern or a person who needs medical attention. The organization must ensure that it contacts the appropriate emergency personnel (police, fire, and ambulance) so they can respond.
- Remain on the scene and cooperate with emergency officials, as long as it is safe to do so.
- Notify and meet with appropriate university officials after the incident and cooperate with any university investigation that may ensue.

The policy does not protect repeated, flagrant, or serious violations of the Code of Student Organization Conduct or other university policies (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Preliminary Inquiry

Upon receiving notice of an alleged violation of this or other University Policies involving a Student Group/Organization, the Office of Community Standards (or designee), in consultation with the appropriate University departments, will conduct a preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of University Policies. This initial assessment will include a review of the information reported.

This may include, but is not limited to:

- Interview(s) with the person(s) who made the report.
- Interview(s) with Student Group/Organization member(s) and/or the Student Group/Organization Representative.

- Review the prior conduct history of the Student Group/Organization and relevant members.
- Gather information that would validate or invalidate elements of the report.
- Review of any materials related to the report.

If a determination is made that the alleged violation(s) warrant a more comprehensive investigation or response, the Office of Community Standards or designee will notify the Student Group/Organization in writing to outline the alleged violations, the resolution options based on the alleged violations, and to schedule an educational conference (if applicable). This notification will also be sent to other individuals (e.g., Advisor), departments, and/or the Inter/National Organizational Governing Body when applicable.

The report is documented and administratively closed if the Office of Community Standards or designee determines that no investigation is necessary. The Office of Community Standards or designee may, at their discretion, notify the Student Group/Organization of the information received and that the matter is closed. In these cases, the Office of Community Standards or designee may choose, at their discretion, to maintain the confidentiality of any reporting party.

Resolution Options

Upon notice of a potential violation, the Office of Community Standards or a designee will assess the allegations to determine available resolution options for addressing the alleged policy violations.

The determination of the resolution model will include consideration of the following:

- The severity of the alleged violations
- The risk of harm to other persons
- The conduct history and the current status of the Student Group/Organization
- Any other relevant factors.

The available resolution options are determined on a case-by-case basis by the Office of Community Standards and/or a designee, who will consider the severity of the alleged violation(s), the specific circumstances of the incident, and the totality of the situation.

The Office of Community Standards may elect to consolidate multiple reports or complaints based on their underlying nature to increase efficiency.

The Office of Community Standards and/or a designee retains the right to refer a case to a different resolution process as deemed necessary.

The available Resolution options include Early Resolution, Prescribed Resolution, Expedited Resolution, Partnership Resolution, Informal Resolution, and Formal Resolution.

Early Resolution

In certain cases, the Office of Community Standards or its designee may determine that there is insufficient evidence to proceed with an investigation, and/or that the information collected during an investigation, even if true, would not constitute a policy violation. Early resolution is not a determination of responsibility and is not recorded as a prior determination of such.

If the behavior may constitute a violation of policies of inter/national governing bodies with which the Student Group/Organization is affiliated, and the Office of Community Standards or designee is aware of this affiliation, the Office of Community Standards or designee may, at their discretion, forward the information to the appropriate body (e.g., Interfraternity Council (IFC): Judicial Committee).

In these cases, the Office of Community Standards or its designee may meet with the Student Group/Organization representative and other relevant parties to discuss behavioral expectations and/or suggest proactive educational and/or developmental measures to support the Student Group/Organization.

When an incident/report is resolved through an Early Resolution, the Office of Community Standards or designee retains the right to reopen the matter and proceed with investigation and/or adjudication if the University receives additional information and/or reports related to the matter.

Prescribed Resolution Process

In certain cases, the Office of Community Standards or its designee, upon reviewing the allegations, report, and evidence, may determine, using a preponderance of the evidence, that the information constitutes a policy violation(s) and will refer the case to be resolved using the Prescribed Resolution Process. This process is often used for lower-level violations that typically fall under tier 1 of the Violations Rubric.

In these cases, the Office of Community Standards or a designee will send a decision and outcome notice letter to the Student Group/Organization representative and any other appropriate parties, outlining the charge(s), determination, outcome(s), and rationale.

Upon receipt of this letter, the Student Group/Organization may do one of the following:

- **Accept the determinations and outcomes** – in this case, the Student Group/Organization will follow the directives outlined in the outcomes letter, and the case will be considered closed once the outcomes are completed.; or
- **Decline to accept the determinations and outcomes** – in this case, the matter will be addressed using an alternative resolution process, and an educational conference notice will be sent to the Student Group/Organization representative.

The Student Group/Organization must notify the Office of Community Standards of their choice from the options above within five (5) business days of receipt of the notice letter.

If no response is received, a second outcome notice letter will be sent. If the Student Group/Organization fails to notify the Office of Community Standards of their choice a second time, the case will be closed "In Absentia," and the determinations and outcomes will be recorded as accepted, and notice of such will be sent to the organization and other relevant parties. The Student Group/Organization will be responsible for adhering to the outcomes outlined in the notice letter.

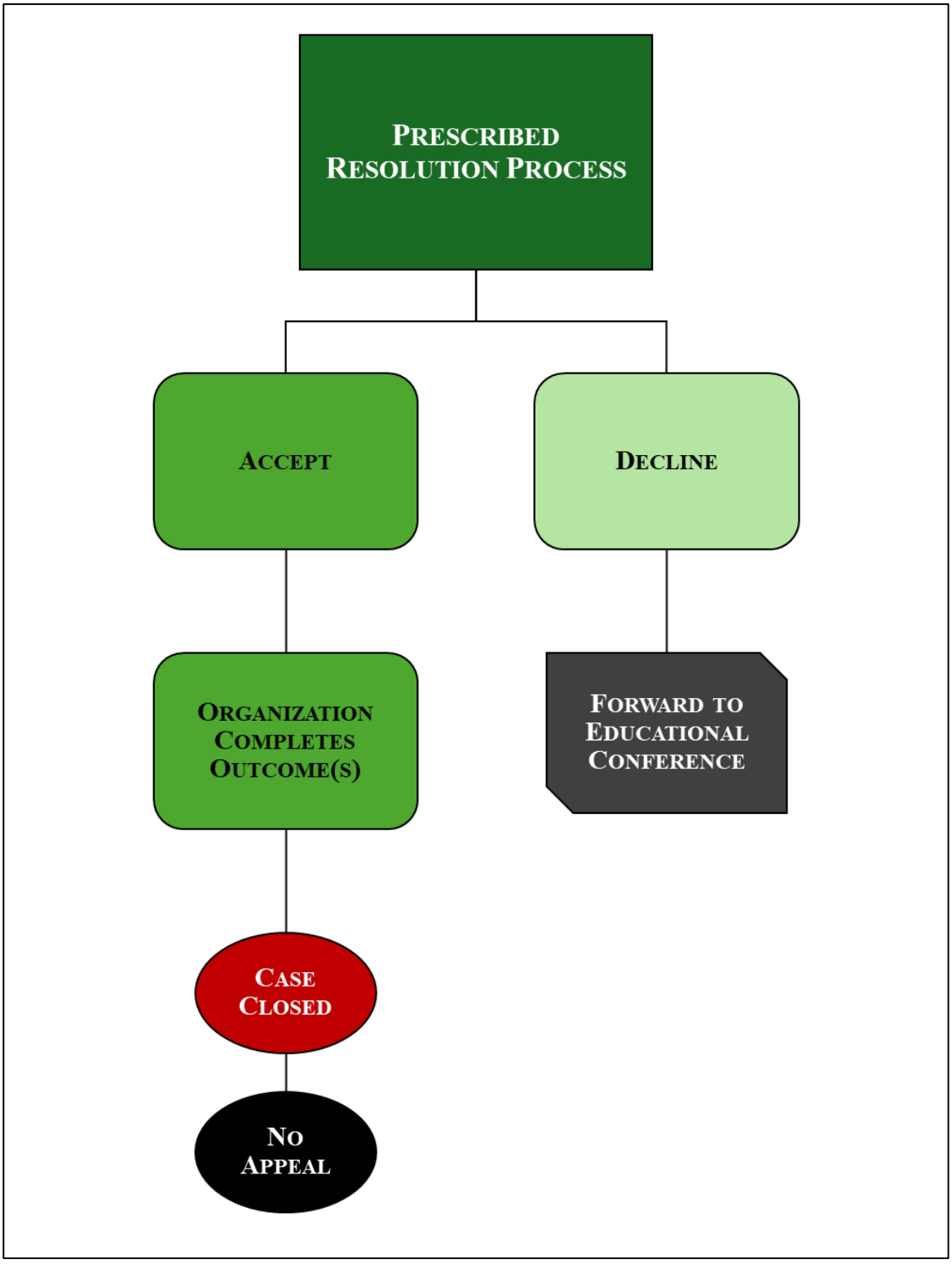
In any case that is resolved in absentia, regardless of the resolution process, the student will retain the right to appeal the determination and/or the assigned outcomes.

The Office of Community Standards or designee will oversee the completion of Outcomes. The Student Group/Organization will follow the directives outlined in the outcomes notice letter, and the case will be considered closed once the outcomes are completed. If the Student Group/Organization fails to successfully complete any assigned Outcomes or fails to complete the outcome by the determined due date, as outlined in the notice letter, the Student Group/Organization will be placed on social suspension pending the completion of the Outcome(s), and may be subject to additional disciplinary actions at the discretion of the Office of Community Standards or designee.

In certain cases that might otherwise constitute a Prescribed Resolution Process, the Office of Community Standards or designee may determine that a different resolution option is warranted.

Determinations of responsibility and the assigned outcomes made through the Student Group/Organization accepting a Prescribed Resolution are final and cannot be appealed.

Prescribed Resolution Process Flow Chart



The Educational Conference

In cases where the Partnership Resolution, Informal Resolution, and/or the Formal Resolution is an option based on the totality of the circumstances or in cases that began with a Prescribed Outcomes Process but the Student Group/Organization declines to accept the determinations and outcomes, the Office of Community Standards or designee will schedule an Educational Conference with the Student Group/Organization representative and other relevant parties.

The Educational Conference provides an opportunity for the Student Group/Organization Representative and other appropriate parties (if applicable) to discuss the nature of the allegations, the rights and responsibilities of the Student Group/Organization, the resolution options available to the Student Group/Organization based on the nature of the allegations, and the specific steps involved in the different resolution options. The Student Group/Organization will have the opportunity to select their preferred resolution option during the meeting.

In the event that the Student Group/Organization requires additional time to select a preferred resolution option, they will be given three (3) business days following the Educational Conference to notify the Office of Community Standards or its designee of the preferred resolution option.

The Resolution options that may be available to the Student Group/Organization, as deemed appropriate, to select as their preferred resolution are an Expedited Resolution, an Informal Resolution Process, the Partnership Resolution Process, and/or a Formal Resolution Process. Each process is described below.

Participation in the Educational Conference is voluntary; if the student group/organization does not attend, the Office of Community Standards or designee will proceed with the process and determine the resolution to be used in the absence of participation and the preferred process selection from the Student Group/Organization.

The Office of Community Standards or designee will make the final determination on the resolution option to be used in investigating and adjudicating the alleged violations.

Expedited Resolution Process

In cases where the Partnership Resolution, Informal Resolution, and/or the Formal Resolution are available based on the totality of the circumstances or in cases that began with a Prescribed Outcomes Process but the Student Group/Organization declines to accept the determinations and outcomes, the Student Group/Organization may choose to accept accountability by accepting responsibility for alleged violation(s). When a Student Group/Organization elects the Expedited Resolution Process, they waive their right to pursue an alternative resolution process.

The Student Group/Organization will be found "Responsible" for the alleged violation(s), and the Office of Community Standards or designee will determine and assign outcome(s) based on the type and level of the violation(s), disciplinary history, and the totality of the situation, with or without an outcome meeting as determined if necessary.

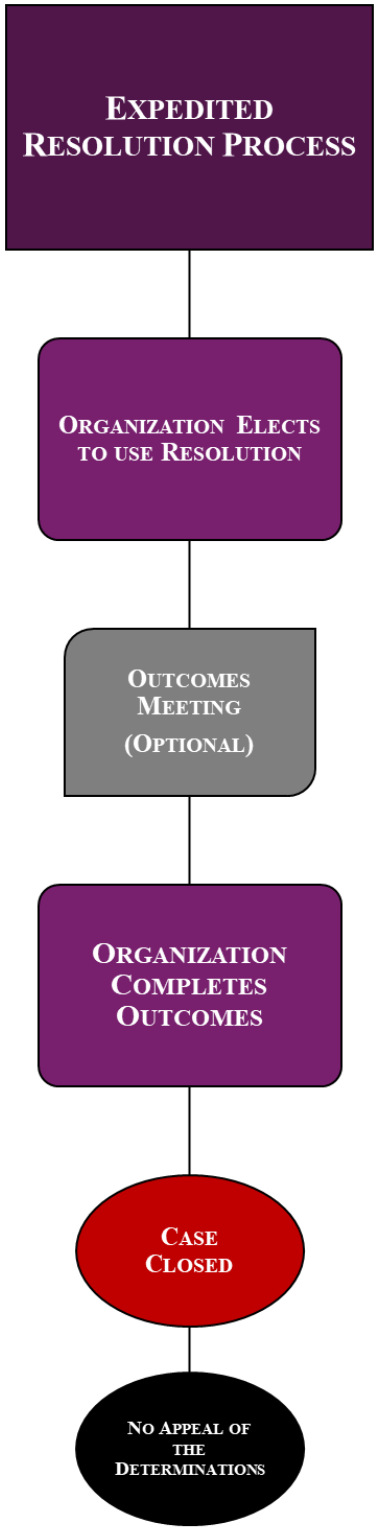
The Office of Community Standards will communicate outcomes in writing via an Outcomes Notice Letter, no more than ten (10) business days following the Outcomes Meeting when utilized or the date the Student Group/Organization chose to resolve the case through the Expedited Resolution Process, to the Student Group/Organization Representative and other parties as applicable. The letter will list the assigned Outcomes, including the length of any active status, the details for completing the Outcome(s), and the due date.

The Student Group/Organization will follow the directives outlined in the outcomes notice letter, and the case will be considered closed once the outcomes are completed. Failure to complete the outcome(s) may result in additional disciplinary action.

The Office of Community Standards or designee will oversee the completion of Outcomes. If the Student Group/Organization fails to successfully complete any assigned Outcomes or fails to complete the outcome by the determined due date, as outlined in the Outcomes Notice Letter, the Student Group/Organization will be placed on social suspension pending the completion of the Outcome(s), and may be subject to additional disciplinary actions at the discretion of the Office of Community Standards or designee.

Determinations of responsibility made through the Expedited Resolution Process are final and cannot be appealed. However, the Student Group/Organization retains the right to appeal the assigned outcomes.

Expedited Resolution Process Flow Chart



Informal Resolution Process

If deemed practical based on the totality of the circumstances, the Office of Community Standards or designee may propose an Informal Resolution.

The Informal Resolution Process is typically used when more than one Student Group/Organization is involved, or a Student Group/Organization and other parties are involved, and the Informal Resolution Process Agreement can achieve the goals of addressing the prohibited behavior, repairing any harm caused, preventing reoccurrence of the prohibited behavior, and/or educating and supporting all involved parties.

In some cases, an Informal Resolution can be utilized between the Student Group/Organization and the Office of Community Standards when deemed appropriate and practical based on the totality of the circumstances

The process of an Informal Resolution Process:

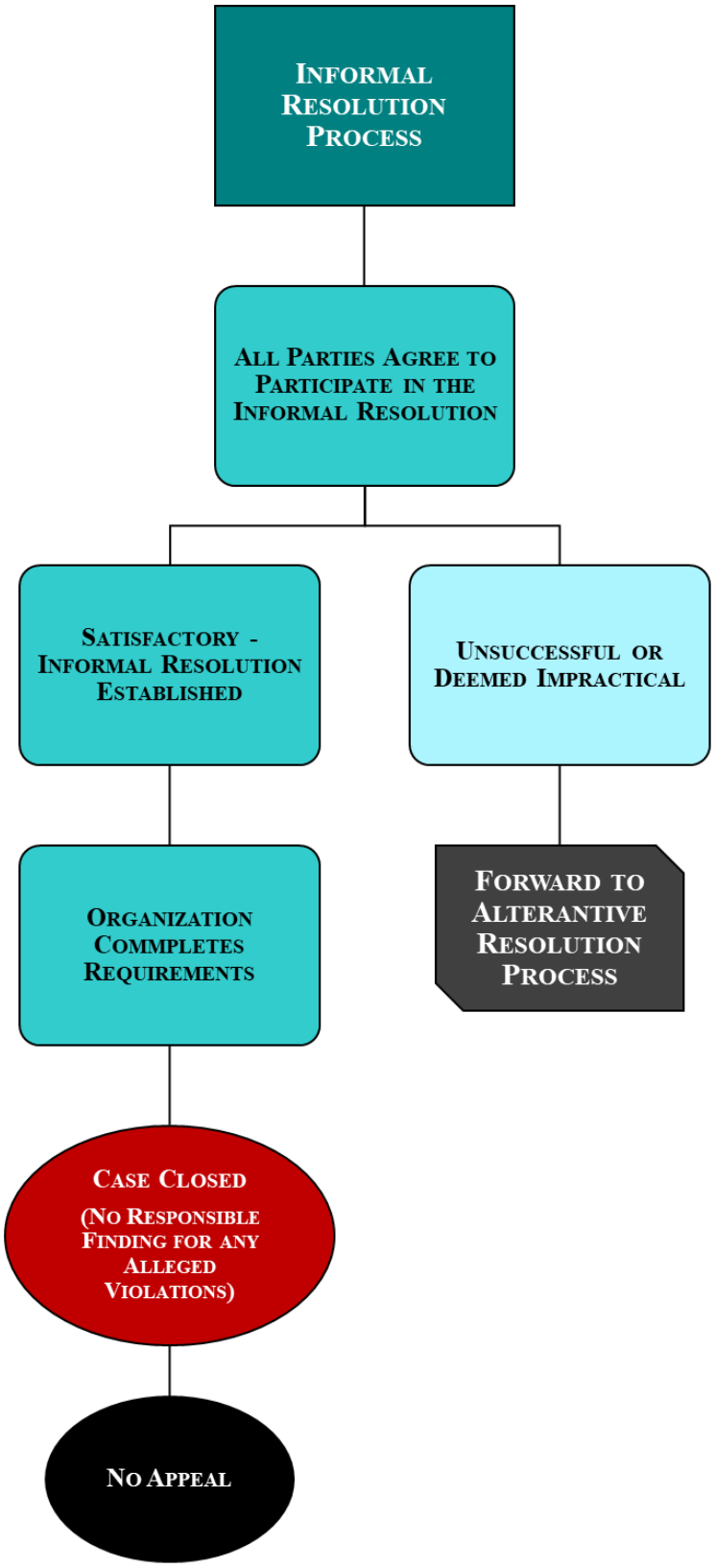
- All parties voluntarily sign the agreement to participate in an Informal Resolution Agreement
- The Requirements of the Informal Resolution Agreement are determined
- The Informal Resolution Agreement with all listed requirements is voluntarily signed by all parties
- The Informal Resolution Agreement is accepted by the Office of Community Standards and established
- The Informal Resolution Agreement requirements are completed
- The case is closed without a "Responsible" finding/determination of any alleged violations

If deemed practical and safe, the Office of Community Standards or its designee, the Student Group/Organization Representative(s), and any involved individual(s) may voluntarily agree upon an informal resolution agreement that constructively resolves the issues. By accepting the terms of the informal resolution agreement, the parties waive their rights to a formal hearing and to appeal. Should any party violate the terms of the informal resolution agreement, the formal complaint process may be initiated.

If a satisfactory agreement is not reached after discussion with the Student Group/Organization Representative(s) and any involved individual(s), If the university or the parties(s) believes that the conduct cannot be effectively addressed through the Informal Resolution Agreement, if the efforts are unsuccessful, or at any time deemed impractical by the Office of Community Standards or designee the Partnership Resolution Process or Formal Resolution Process may be initiated.

During the Informal Resolution Agreement Process, neither party will be determined responsible for any alleged misconduct. The Informal Resolution Agreement Process will be initiated with an agreement that lists the requirements of all parties and is signed by the Student Group/Organization Representative(s), any involved individual(s), and the Office of Community Standards or designee. Upon completion of the requirements, the case will be closed.

Informal Resolution Process Flow Chart



Partnership Resolution Process

The Student Group/Organization is given the opportunity to conduct an internal investigation.

The Partnership Process will include the following:

The Office of Community Standards or designee will, in consultation with the Student Group/Organization representative and other appropriate parties, develop an investigation scope and timeline based on the nature of the allegations.

The Student Group/Organization must conduct an investigation and submit a written investigative report within the agreed-upon timeline, barring exigent circumstances as determined by the Office of Community Standards or designee, or as otherwise specified in writing by the University.

A Partnership Resolution Process Investigative Report Template will be available to the Student Group/Organization.

The report should be detailed and specific, including the names of specific individuals involved in the alleged violation.

The Investigative Report will include the Student Group/Organization's determinations on the alleged violation(s) based on the findings of the investigation.

The determination options:

- **No Policy Violation(s)** (Not Responsible); or
- **No Policy Violation–Individual Violations Only** (The Student Group/Organization determines that the group/organization is not responsible for any alleged violations, but there are potential individual violations.); or
- **Responsible–Fully Accepted** (The Student Group/Organization determines they are responsible for all of the alleged violations); or
- **Responsible–Partially Accepted** (When there is more than one alleged violation and the organization determines they are responsible for one or more of the violations but not all of the alleged violations)

The report should be typed and submitted electronically or in person to the Office of Community Standards.

The Office of Community Standards or its designee will review the investigative report and make a determination.

The report determination options:

- **Complete Report** – The Office of Community Standards or designee agrees that the report is complete; or
- **Insufficient/Incomplete Report –** The Office of Community Standards or designee determines that the report is incomplete or the information provided is insufficient. The Office of Community Standards will provide the group/organization with feedback, instructions for the investigation, guidance on completing the report, and a new deadline to resubmit the corrected report. A new determination will be made on the report. In some cases, the case will be referred to the Formal Resolution Process.
- **Inaccurate Report** – The Office of Community Standards or designee determines that the Student Group/Organization has intentionally provided inaccurate or incomplete information, obstructed the process, or is otherwise non-compliant or uncooperative. The case will be referred to the Formal Resolution Process.

Once the Office of Community Standards or designee has determined that the report is complete, the Office of Community Standards will make a determination of the Student Group/Organization's determinations on the alleged violation(s).

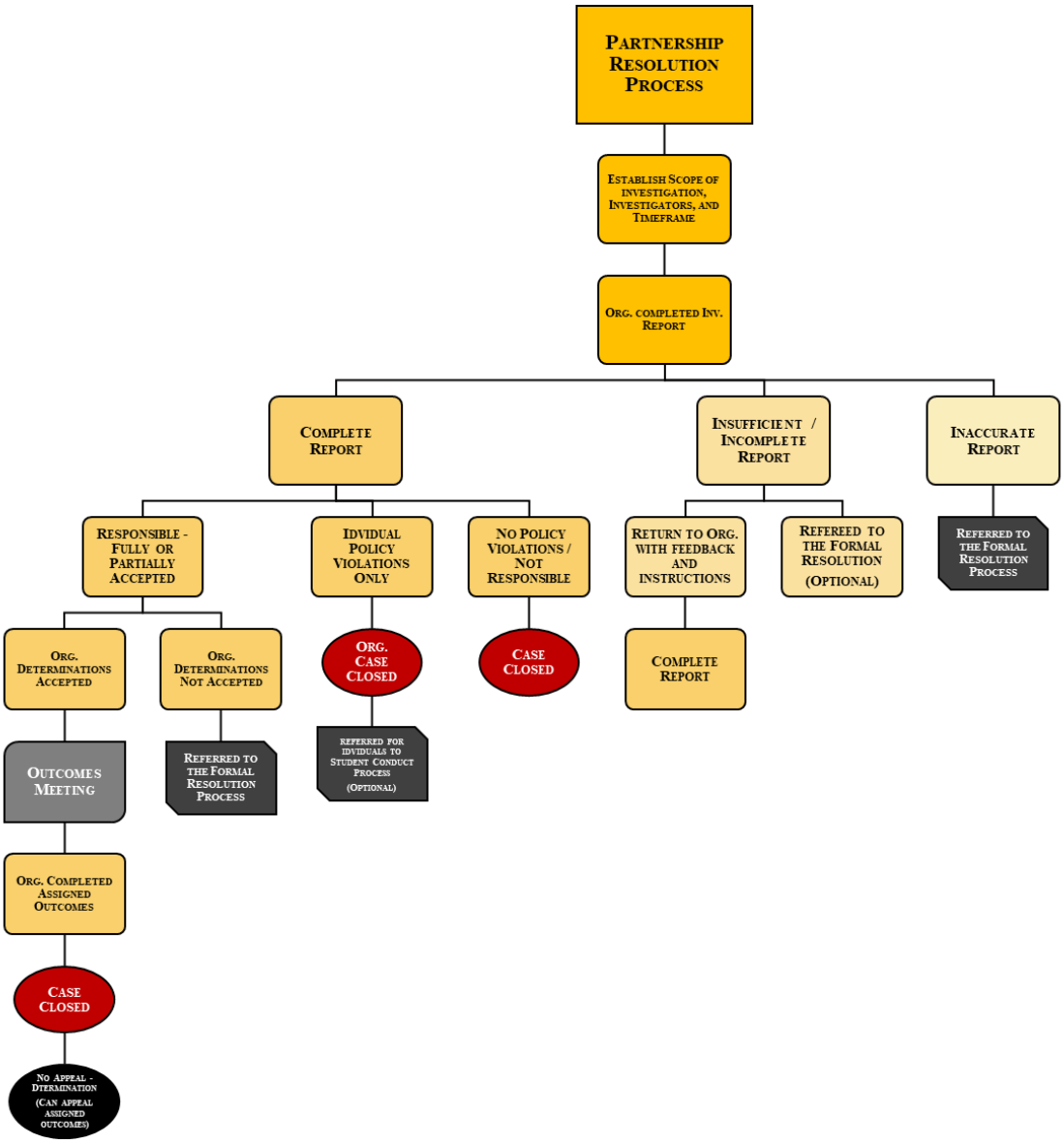
The determination options:

- **No Policy Violation** – If the Student Group/Organization report determines that no policies were violated by the Student Group/Organization. The Office of Community Standards or designee will make one of the following determinations:
    - The Office of Community Standards or designee may accept the determinations from the report and will close the case with a "Not Responsible" finding for the alleged violation(s); or
    - The Office of Community Standards or its designee may not accept the determinations from the report and will proceed with investigating and adjudicating the matter under the Formal Resolution Process.
- **Responsible—Fully Accepted or Partially Accepted** – If the Student Group/Organization report determines that the Student Group/Organization was responsible for all the alleged policy violation(s) or was responsible for some but not all of the policy violation(s) that were alleged, the Office of Community Standards or designee will make one of the following determinations:
    - The Office of Community Standards or designee may accept the determinations from the report and will move forward to the outcomes meeting/process; or
    - The Office of Community Standards or its designee may not accept the determinations from the report and will proceed with investigating and adjudicating the matter under the Formal Resolution Process.

If individual students are identified at any point in the partnership process as potentially violating any University policies, they may be referred to individual adjudication as outlined in the Code of Student Conduct.

Determinations of responsibility made through the Partnership Process are final and cannot be appealed. However, the Student Group/Organization retains the right to appeal the assigned outcomes.

Partnership Resolution Process Flow Chart



Formal Resolution Process

The Office of Community Standards or a designee may determine that a formal resolution process is necessary at any point during the process. The Office of Community Standards or designee will notify the Student Group/Organization representative and other relevant parties that a Formal Resolution Process is being initiated.

The Office of Community Standards, typically the Assistant Director or designee, will serve as the Hearing Officer who oversees the Formal Resolution Process for Student Group/Organization Conduct Cases.

The Office of Community Standards retains final authority to determine responsibility and/or assign outcomes.

The Hearing Officer will determine, on a case-by-case basis, whether to proceed with an Administrative Hearing or a Panel Hearing.

Formal Resolution Process Hearing Types

Administrative Hearing—Administrative hearings are coordinated and conducted by the Hearing Officer, who determines whether the Student Group/Organization has violated the Code of Student Organization Conduct and assigns appropriate outcomes. The Hearing Officers make their determinations using the Preponderance of Information/Evidence standard of proof as defined herein.

Panel Board Hearing—The Hearing Officer coordinates the Panel Hearing, advises the Hearing Board, and ensures that proper procedures are followed during the Panel Hearing. The Hearing Officer can participate in the hearing (i.e., asking questions). The Hearing Board (three (3) trained university officials, one serving as the Hearing Chair) determines whether the Student Group/Organization is responsible for violating the Code of Student Organization Conduct by a simple majority vote, and no panel member may abstain from voting. If a student group/organization is found "Responsible" for one or more violations, the hearing board members will make recommendations for the assigned outcomes. The Hearing Board members make their independent determination using the Preponderance of Information/Evidence standard of proof as defined herein.

Investigation

The Hearing Officer will complete any needed investigation. The Hearing Officer will typically complete any investigation within thirty (30) business days from the date the Notice of Investigation is sent or the date the case is referred to the Formal Resolution Process, unless exigent circumstances arise.

In the event that exigent circumstances arise requiring a delay beyond thirty (30) business days, the University will notify the Student Group/Organization representative and relevant parties of the delay, including the reasons for the delay and the anticipated timeline for completing the investigation.

Hearing Notice

Upon completion of the investigation, the Office of Community Standards or its designee will send notice (including the time, date, and location of the hearing) to the Student Group/Organization representative and any other relevant parties at least five (5) days before any Formal Resolution hearing (Panel or Administrative Hearing).

Access to Information/Evidence

Administrative Hearing: If the case is resolved through an Administrative Hearing, the Hearing Officer will review all evidence with the alleged student group/organization during the hearing in a manner deemed appropriate.

The Hearing Officer will make the final determination of the relevance of any information gathered during the investigation. They can exclude any information found during the investigation or provided if deemed irrelevant and/or redundant.

In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.

Panel Hearing: If the case is resolved through a Panel Hearing, the Hearing Officer will prepare a written investigation report. The Hearing Officer will provide the Student Group/Organization representative with the investigative report at least two (2) days before the Panel Hearing.

The Hearing Officer will make the final determination of the relevance of any information gathered during the investigation. They can exclude any information found during the investigation or provided if deemed irrelevant and/or redundant.

In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.

Hearing Type Change Request

The Student Group/Organization may request an Administrative Hearing or Panel Hearing in writing to the Office of Community Standards. If a hearing is scheduled and the Student Group/Organization requests an alternative hearing type, they must submit a written request to the Office of Community Standards at least three (3) business days before the scheduled hearing.

Determination of Responsibility

Notice will be sent to the Student Group/Organization Representative and relevant parties, via a Decision Notice Letter outlining the determination and rationale, within ten (10) business days of the hearing.

A determination is independently made for each alleged prohibited conduct violation; the possible findings are “Responsible,” “Not Responsible,” or “No Finding” based on the preponderance of the information.

The Decision Notice Letter will provide information (including date, time, and location) of an Outcomes Meeting.

Privacy

Private information is not confidential and can be shared when applicable and/or necessary. The information shared is limited, and measures are taken to protect sensitive information. Information related to a report of prohibited conduct will only be shared with those university officials or individuals who “need to know” in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals are expected to be discreet and to respect and safeguard the privacy of all individuals involved in the process. Any information shared will be in accordance with the Family Educational Rights and Privacy Act (FERPA). Jacksonville State University will limit the disclosure as much as possible and will maintain privacy to the greatest extent possible.

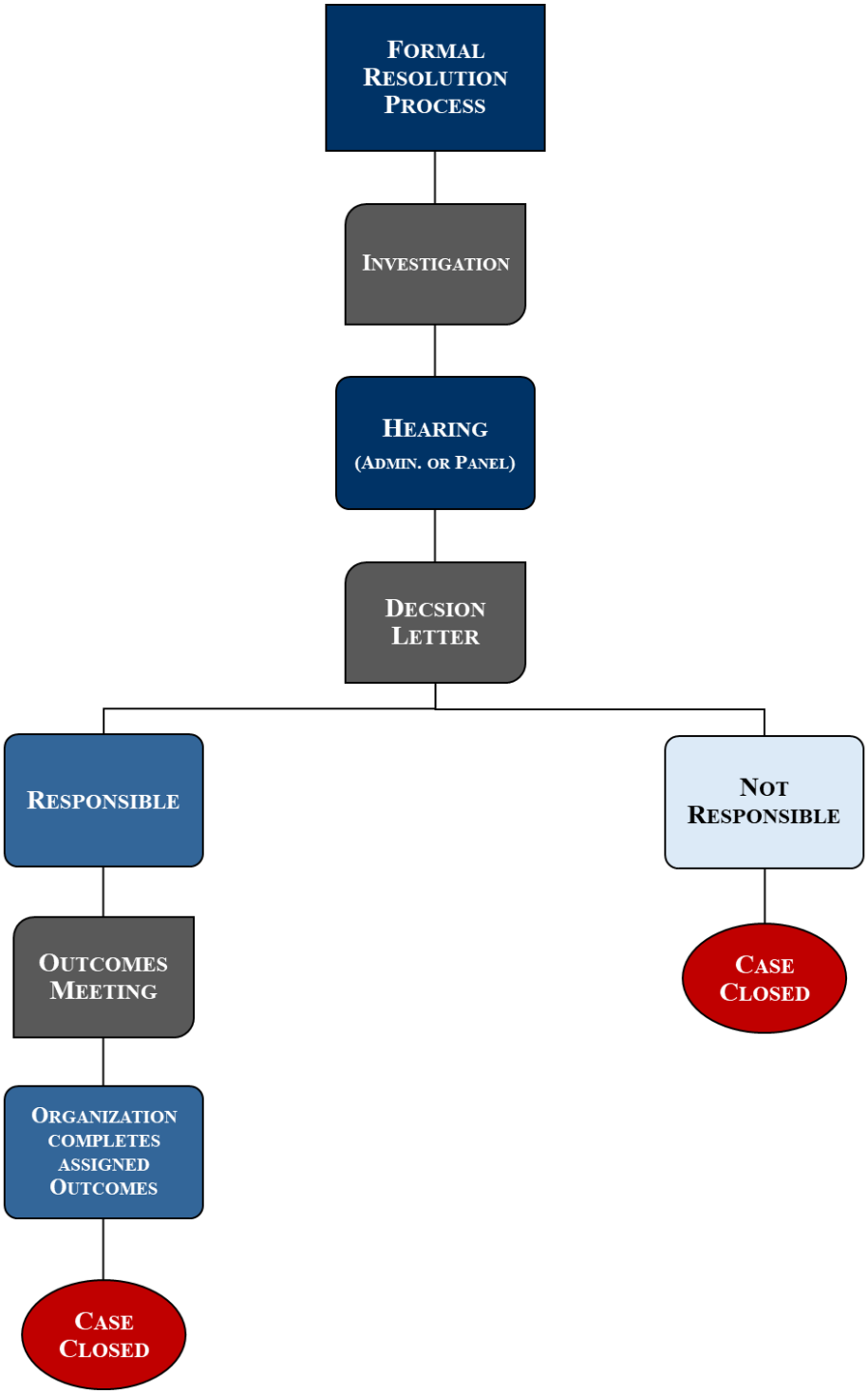
University Officials participating in the conduct process will not share information discussed or the documents presented outside the process to protect the privacy of all individuals involved.

Individuals involved are expected to exercise discretion to minimize information sharing and respect the privacy of all parties. Providing materials (e.g., Investigative Report, Incident Report, evidence, etc.) to any other party not expressly participating in this process may be considered retaliatory and is not permitted.

In cases resolved by a Hearing Board, confidence is placed in the character and judgment of the board members, and they should hear, examine, and consider all information relevant to the specific issues before the body. Members should feel free to require the counsel of the board advisor, the university, the

complainant, or the respondent to explain the information presented. Members are expected to commit themselves diligently and in good faith to the business of the board and to disqualify themselves, if necessary.

Formal Resolution Process Flow Chart



Formal Resolution: General Procedural Assurances

The following is a list of procedures generally provided to any student group or organization participating in the University disciplinary process. Each case presents a unique set of facts and circumstances. None of the procedures listed below is guaranteed, except for receiving notice and an opportunity to be heard. Additionally, procedures not listed below may be applicable or available to the student. The Hearing Officer determines what procedures are available on a case-by-case basis.

1. The Student Group/Organization Representative will receive notification of the alleged violation, including the date, time, and place of any meeting or hearing regarding the alleged violation(s).
2. During the formal hearing, the Student Group/Organization Representative may be accompanied by one (1) advisor of their choice, and at their own expense.
3. The Student Group/Organization Representative may request access to any information that may be used during any administrative proceeding as permitted under the Family Educational Rights and Privacy Act (FERPA).
    - Access to materials will be provided before a hearing upon written request to the Office of Community Standards.
    - In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner that prevents identification.
4. The Student Group/Organization Representative has the opportunity to introduce documents, call witnesses, and present information during their hearing. This opportunity is accompanied by the obligation to provide the name of and rationale for each witness in writing to the Hearing Officer at least three (3) business days in advance of a meeting or hearing.
    - In cases where retaliation is a legitimate safety concern, the Office of Community Standards may limit the opportunity to call or examine witnesses.
    - In cases where retaliation is a legitimate safety concern, evidence may be redacted to protect the identity of witnesses.
    - The presentation of information is not unlimited. The Hearing Officer may at any time direct the student to move on from irrelevant or redundant witnesses, documents, facts, or arguments.
    - All parties have the right not to have irrelevant prior sexual history or sexual character admitted as evidence in a conduct hearing.
    - Moral character evidence is generally not considered relevant evidence.
5. The Student Group/Organization Representative will receive a finding of "Responsible," "Not Responsible," or "No Finding" based on the preponderance of the information, and will be notified of such decision in writing. The burden of proof is the Preponderance of Information/Evidence standard: "more likely than not."
6. The Student Group/Organization Representative may appeal the decision of a disciplinary proceeding in accordance with University Appeal procedures, which are outlined in the "Appeals" section of the Code of Student Organization Conduct.

The Office of Community Standards may elect to consolidate multiple reports or complaints based on their underlying nature to increase efficiency.

The Outcomes Meeting

At the conclusion of the applicable resolution process (including any appeals process), the Office of Community Standards will provide notice to the Student Group/Organization Representative (including date, time, and location) of an Outcomes Meeting. An Outcomes meeting is not guaranteed and will not be utilized for the Early Resolution, Prescribed Resolution, or Informal Resolution processes, and may or may not be utilized for the Expedited Resolution Process.

The purpose of this meeting is to determine the outcomes necessary to effectively address the behavior and repair any harm caused by the Student Group/Organization related to the violation(s). It will include requesting input from the Student Group/Organization Representative and other parties as applicable.

At the conclusion of the outcomes meeting, the Office of Community Standards or designee will make the final determination of the outcomes, taking into account the Hearing Board's recommendations for cases resolved through a Formal Resolution (Panel Hearing) and input from the Student Group/Organization, when provided.

The Office of Community Standards will communicate outcomes in writing via an Outcomes Notice Letter, no more than ten (10) business days following the date of the Outcomes Meeting, to the Student Group/Organization Representative and other parties as applicable. The letter will list the assigned Outcomes, including the length of any active status, the details for completing the Outcome(s), and the due date.

The Office of Community Standards or designee will oversee the completion of Outcomes. The Student Group/Organization will follow the directives outlined in the outcomes notice letter, and the case will be considered closed once the outcomes are completed. If the Student Group/Organization fails to complete any assigned Outcomes successfully or fails to complete the outcome by the determined due date, as outlined in the Outcomes Notice Letter, the Student Group/Organization will be placed on social suspension pending the completion of the Outcome(s), and may be subject to additional disciplinary actions at the discretion of the Office of Community Standards or designee.

The Outcomes implemented at the conclusion of the disciplinary process may include Status, Educational, or Structural Outcomes.

Interim Measures

Regardless of the Resolution method, university-issued interim measures may be necessary. In cases where it is determined that certain continued operations of a Student Group/Organization constitute a reasonable threat of harm to individuals or the campus community, damage of University Premises, or disruption to the educational mission of the University, the Office of Community Standards or designee may issue interim measures, up to and including an interim suspension of all Student Group/Organization activities, pending final disposition of the matter. Upon issuance of an interim measure, the Office of Community Standards or designee will notify the Student Group/Organization representative and other appropriate parties in writing.

Below are some of the Interim Measures the Office of Community Standards or designees may implement. ***This list is not exhaustive.***

Interim Social Suspension—The Student Group/Organization is not permitted to host any social events or programs, including, but not limited to, socials, mixers, bands, DJs, or any other activity that may appear to violate the guidelines.

Interim Suspension—A Student Group/Organization may be placed on an interim suspension pending investigation of the allegations. Interim suspension generally refers to all organizational operations or activities and will remain in effect throughout the university's investigation, unless otherwise notified by the Office of Community Standards.

The issuing university official retains the right to review and modify any interim measures as they see fit and in response to changing circumstances.

Reviewing Interim Measures

The Student Group/Organization may submit a written petition for an administrative review within five (5) business days of receiving the notice of the interim measure to the Office of Community Standards for a review of the decision to impose the interim measure.

The petitioning Student Group/Organization must include an explanation of the reason for their request and any supporting information, and/or documentation. Requests without a basis or sufficient information, or review requests that are considered frivolous in nature, will not be reviewed. General complaints will not automatically be construed as a petition to review an interim measure.

This Review of an Interim Measure procedure only addresses interim measures issued in the context of a disciplinary proceeding, as defined by the Code of Student Organization Conduct.

Upon receipt of a petition with supporting documentation, the Office of Community Standards will review the petition and make a determination based on the totality of the circumstances. Please note that additional university officials may be consulted before a decision is rendered on the petition. The review is not a hearing on the merits of the underlying allegations but merely a review to determine what, if any, interim measures are appropriate.

The review may result in the continuance, removal, and/or modification of the interim measures, including modifications that may be more restrictive than the initial measures. The issuing university official retains the right to review and modify any interim measures as they see fit and in response to changing circumstances.

The University will notify the Student Group/Organization Representative in writing of the review outcome within ten (10) business days of receiving the written petition. This notification will include the University's decision and the rationale for that decision.

Outcomes

A Student Group/Organization may receive outcomes as a result of the disciplinary process. Assigned Outcomes are designed to address the behavior, repair any harm caused, prevent recurrence, and be educational and supportive.

The Outcomes implemented at the conclusion of the disciplinary process may include Status, Educational, or Structural Outcomes.

Status Outcomes

Status Outcomes may include, but are not limited to:

- **Restriction of Privileges:** Restriction of Privileges precludes a Student Group/Organization from participating in certain activities or may require a Student Group/Organization to forfeit specific privileges. A Student Group/Organization under a status of Restriction of Privileges is not in good standing with the University (e.g., Social Suspension).
- **Additional Requirements:** A measure or stipulation assigned to the Student Group/Organization that is implemented to monitor progress and/or a prevention measure of further similar behaviors from occurring. (e.g., follow-up meetings).
- **Warning:** A Warning is given to notify a Student Group/Organization that their behavior and conduct have been inconsistent with the University's expectations. A warning has no immediate effect upon a Student Group/Organization's status. Once given a warning, a Student Group/Organization should expect different Outcomes to result from subsequent violations, when/if similar behaviors occur.
- **Disciplinary Probation:** Disciplinary Probation serves to notify a Student Group/Organization that it must avoid any further violations for a specified period of time to avoid additional disciplinary action. Disciplinary Probation may include restrictions on privileges and/or additional requirements. Student Groups/Organizations on probation are not in good standing with the University. If a Student Group/Organization on probation is found responsible for any subsequent violations, the outcomes may escalate.
- **Deferred Suspension:** Deferred Suspension is a status for a specified period of time. If the deferred suspension is revoked due to any subsequent violation resulting in a responsible finding under the Code of Student Organization Conduct, the suspension for the Student Group/Organization may take effect immediately, without the right to appeal. Deferred Suspension may include Restriction of Privileges and/or additional requirements. Student Groups/Organizations on deferred suspension are not in good standing with the University.
- **Suspension:** Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the University's registration of the Student Group/Organization for a stated or an indeterminate period of time, cessation of University funding, restriction of all operations at the University, and restriction of use of University resources. If the Student Group/Organization also holds a charter from a inter/national organizational governing body, the University may also request that the inter/national organizational governing body revoke the charter of the Student Group/Organization.

A Student Group/Organization placed on Suspension is prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off University Premises. A suspended Student Group/Organization may not solicit or initiate the recruitment of any new members. Suspension may also include the forfeiture of other specifically listed privileges. Suspension should be for a specific, determined period of time and will include a written return agreement outlining specific conditions for return. The Suspension may be delayed at the discretion of the Office of Community Standards or designee.

If the Student Group/Organization dissolves or loses recognition as a result of organizational conduct and then attempts to seek recognition under a different organizational name, the University reserves the right to deny the request for recognition or withdraw recognition. This conclusion may be based on any of multiple

factors, including but not limited to overlapping membership, similarity of purpose, and the timing of the dissolution or prior loss of recognition, and the request for new recognition.

Continued operation of the Student Group/Organization after suspension or loss of recognition will result in a violation of Failure to Comply and may result in additional outcomes or restrictions, up to and including an extension of the Suspension beyond the terms originally outlined in the initial Outcomes Letter and/or Return Agreement.
A Student Group/Organization that has completed a period of suspension and has met conditions for return as outlined in the Return Agreement may seek reinstatement by complying with the registration requirements of the Dean of Students Office.

For more information on the requirements, please refer to the Dean of Students Office – Student Organizations Website at jsu.edu/studentlife/.

Educational Outcomes

Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other Outcomes determined to help develop the Student Group/Organization's culture and community.

The Office of Community Standards or designee will determine Educational Outcomes after consultation with the appropriate University Office(s) and/or other appropriate stakeholders as necessary.

Structural Outcomes

Structural Outcomes are related to the structure, membership, or governance of the organization. Structural outcomes, developed in collaboration with the inter/national organizational governing body (if applicable), may include, but are not limited to, changes to Student Group/Organization operating procedures, a review of Student Group/Organization membership and leadership, an external review of the Student Group/Organization, and adjustments to Student Group/Organization advisor support.

Structural Outcomes may be included alongside any Status and Educational Outcomes, but only after consultation with the appropriate University department(s), the Student Group/Organization inter/national governing body (if applicable), the Student Group/Organization representative, Student Group/Organization advisors, and/or other appropriate stakeholders as necessary.

Violation Rubric

The purpose of this rubric is to establish the preferred resolution process for various types of organizational misconduct. Not all violations may be listed, and the Resolution Procedures are determined on a case-by-case basis and at the discretion of the Office of Community Standards or its designee.

	Tier 1 – Prescribed Process	***Tier 2 – Partnership Process***	***Tier 3 - Formal Resolution Process***
Violation/ Prohibited Conduct	Minor Alcohol Violations Minor Drug Violation Fire Safety Equipment Unauthorized Activity Unauthorized Use of Jacksonville State University's Name Minor Violation of University Policies	Minor Abuse of Process Aiding in Academic Misconduct Mid-Level Alcohol Violations Mid-Level Assault Attempt Bribery Damage/Destruction of Property Disorderly Conduct Mid-Level Drug Violation Mid-Level Endangerment Harassment Hazing (cases not involving substantial threat to physical or emotional harm, i.e., errand running, cleaning) Violation of University Policy Mid-Level Violation of the Law	Abuse of Process Significant Alcohol Violations Assault Biased Incident Bullying/Cyberbullying Dangerous Weapons and Firearms Significant Drug Violations Endangerment Hazing (cases involving substantial threat to physical or emotional harm, including forced/coerced alcohol consumption) Retaliation Sexual Misconduct Violation of the Law Repeat or egregious violations of this policy

Appeals

The following appeal procedures are outlined and considered following the outcome of a case, after a decision regarding responsibility has been determined. The purpose of an appeal is to ensure that the original findings of fact, the reasoned integration of them, and the imposition of the Outcomes are consistent with University policies and procedures.

Requests for Appeal

The appeal will be submitted in writing to the Office of Community Standards using the Appeal Submission Form found on the Office of Community Standards website at jsu.edu/community-standards/.

The appeal must be submitted within five (5) business days (or, for the New Evidence grounds for appeal, 30 days) from the delivery of the Outcomes Letter.

All appeals must be based on the grounds outlined in this policy. Discontentment with a particular finding and/or the assigned outcome(s) is not a valid reason for appeal.

An appeal will not be considered unless it is submitted on the Appeal Submission Form and received within the allotted time.

It is the sole responsibility of the appealing student/organization to provide information to support the grounds for an appeal. The appeal must include a full statement of asserted information to support one or more bases of the appeal as outlined under "Grounds for Appeal" below. If there is insufficient information to support one or more of the bases for the appeal, the appeal must be denied.

Documentation to submit with the request, by the type of grounds for the appeal, may include, but is not limited to:

1. **New Evidence**: A statement explaining why the determination should be appealed. A summary of the new evidence, how it was previously unknown or unavailable, and its potential impact should be included, and if applicable, provide that new evidence.
2. **Procedural Error:** A statement explaining why the determination should be appealed. A summary of the procedural error(s), the potential impact on the hearing and/or the determination, and any available evidence of the procedural error(s).
    - Any challenge for bias should include: a) what the bias was, b) how the bias manifested itself, c) how the bias significantly impacted the outcome, and d) any available supporting evidence of bias.
3. **Appeal of the Outcome(s):** A statement explaining why the outcome(s) are either too lenient or too severe and do not adequately fit the nature of the violation and/or the totality of the circumstances, and/or a summary of why the Student Group/Organization could not reasonably complete them within the allotted timeframe. Any available supporting evidence should also be included.

The appeals process allows for only one appeal per Student Group/Organization. The Student Group/Organization can not submit multiple appeals.

If another party is involved in the matter (e.g., Impacted Individual), the involved party will receive a copy of the submitted appeal and will have five (5) business days to submit a response to the Appeals Officer.

If the appeal involves any member of the conduct process (e.g., a challenge of bias by an investigator or hearing officer), the Appeals Officer may share all or part of the appeal with the party in question to allow them to respond. They will be required to respond within five (5) business days.

Appeals Officer & Appeals Panel

No person involved as an original hearing officer(s) and/or hearing board can serve as the Appeals Officer or on the Appeals Panel.

The Associate Vice President for Student Affairs, or designee, will serve as the Appeals Officer. The Appeals Officer will ensure that appropriately trained university officials are appointed to the Appeals Panel. The Appeals Panel will consist of three (3) University Officials.

Appeal Procedures

Decisions will be made by a simple majority vote, and no member of the three (3) appeals panel members may abstain from voting.

The Appeals Panel will first review and determine if the requests adequately meet the grounds for appeal. It is the sole responsibility of the appealing party or Student Group/Organization to provide information to support the grounds for an appeal. The appeal must include a full statement of asserted information to support one or more grounds of the appeal.

If there is insufficient information to support one or more of the listed grounds for the appeal, the appeal must be denied.

Appeals that have sufficient information to support one or more of the listed grounds for the appeal will be reviewed by the Appeal Panel.

Appeals are not intended to be full re-hearings of the original allegation(s). In most cases, appeals are confined to a strictly limited review of the matters being appealed.

The Appeals Panel may review any relevant material, including but not limited to:

- The Determination and/or Outcome(s) documentation
- Investigative Report
- All pertinent evidence
- Any audio/video recording(s)
- Witness statements
- Incident reports
- Prior violations and/or Outcomes against the Student Group/Organization
- Any other relevant documentation/materials

Upon the completion of the review, the Appeals Panel may:

1. Affirm the original finding(s) and of the assigned Outcome(s)
2. Affirm the original finding(s) but grant an appeal of the Outcome(s) – Determine the Outcome(s) are inconsistent and/or inappropriate. The Outcome(s) may be modified as outlined below.
    - The Appeals Panel and/or Appeals Officer may modify the Outcome(s) or
    - The Appeal Panel and/or Appeals Officer will make recommendations and request the Office of Community Standards and/or Hearing Officer(s) to modify the Outcome(s) and submit a more consistent and appropriate outcome(s).
3. Grant the appeal and remand the case to the Office of Community Standards and/or Hearing Officer(s) to correct procedural errors or factual deficits and/or to conduct a new hearing. The appeals panel will provide instructions to further investigate, clarify findings, conduct a new hearing, and/or remedy procedural errors.
    - **Factual Deficits:** refers to missing, weak, or inaccurate evidence necessary to make a determination of responsibility.
    - **Procedural Error:** refers to a failure to follow established policies and procedures, or requirements, often affecting the fairness, validity, or outcome of a process.
4. Grant the appeal and the Appeals Panel and/or Appeals Officer will do one of the following:

- Make a recommendation to reverse the original finding and dismiss all findings of responsibility.
- Reverse the original finding and remand the case to the Office of Community Standards and/or Hearing Officer(s) to conduct a new hearing.

Dismissal will only occur when there is insufficient information to support a finding of responsibility.

Grounds for Appeal

New Evidence: New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or the assigned sanction(s)/outcome(s).

> If a witness was not requested, refused to testify, or participate in the investigation, and now the appealing party or person wishes to have their testimony submitted as new evidence, that testimony will not be considered "new evidence" under this ground. The Office of Community Standards and/or the Appeals Officer may determine whether to send the matter back for further investigation based on this appeal request.

Procedural Error: A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).

> A mere allegation of bias may not be sufficient to meet this ground for appeal.

Appeal of the Outcome(s): The Outcome(s) imposed are inconsistent with the violation(s). The Outcome(s) are either too lenient or too severe and do not adequately fit the nature of the violation and/or the totality of the circumstances, and/or the Outcome(s) are of such nature that the Student Group/Organization could not reasonably complete them within the allotted timeframe.

> Discontentment with a particular finding and/or the assigned outcome(s) is not a valid reason for appeal.

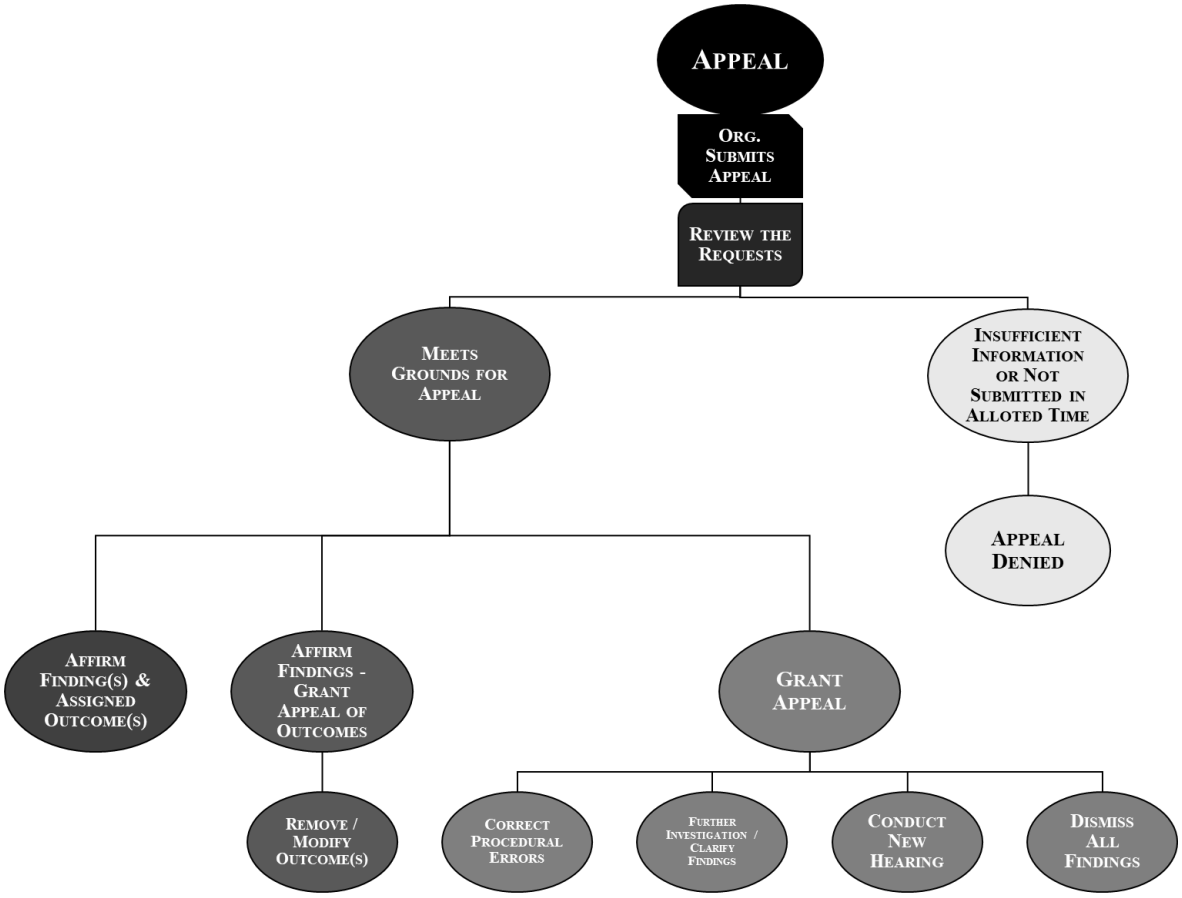
Appeal Conclusions

The Appeals Officer will notify the Student Group/Organization in writing by electronic mail of the determination. Generally, the Appeals Panel will adjudicate the appeal within fifteen (15) business days of receiving the complete appeal or, if applicable, from receiving any response(s) to the appeal. In instances where the Appeals Officer requires additional time, they will notify the Student Group/Organization Representative.

The appeals process only allows for one appeal per student or student organization. A student cannot submit more than one appeal. The appeals process only affords one level of appeal. Once an appeal is decided, further appeals are not permitted.

The Appeals Panel's decision is final.

Appeal Process Flow Chart



Appeal Rights by Resolution Process Chart

Resolution Process	Determinations	Assigned Outcomes	Notes
Early Resolution	Not Applicable	Not Applicable	
Prescribed Resolution (Accepted)	No	No	
Expedited Resolution	No	Yes	
Informal Resolution	Not Applicable	Not Applicable	
Formal Resolution	Yes	Yes	
In Absentia	Yes	Yes	Any case that is resolved in absentia, regardless of the resolution process, will retain the right to appeal the determination and/or the assigned outcomes.

No = The Student Group/Organization does not have the right to appeal

Yes = The Student Group/Organization does have the right to appeal

Related Jacksonville State University Policies & Resources

Related University policies can be located in the Student Handbook (jsu.edu/studentaffairs/handbook), the University's Policies and Procedures Manual, the Office of Community Standards website (jsu.edu/community-standards/), the Title IX website (jsu.edu/titleix/), and/or the Jacksonville State University website (JSU.EDU).

Resources

Jacksonville State University and the Office of Community Standards are dedicated to fostering a safe, inclusive, and supportive environment. We are committed to supporting our students in every aspect of their academic and personal journeys. A wide range of on and off-university premises resources and support services are available to students. The well-being and success of students are our top priorities, and we are here to support you on your journey at Jax State.

For more information on available resources, please visit the Office of Community Standards website's Resources Page or contact the Office of Community Standards (jsu.edu/community-standards/) via email, phone, or in person.

Office of Community Standards
301-A Angle Hall
256.782.8080
communitystandards@jsu.edu
https://www.jsu.edu/community-standards/index.html

Title IX
319 Angle Hall
256.782.5769
titleix@jsu.edu
https://www.jsu.edu/titleix/index.html

Dean of Students Office
402 Theron Montgomery Building
256.782.5491
https://www.jsu.edu/studentlife/index.html

Counseling Services
147 Trustee Circle
256.782.5475
https://www.jsu.edu/counseling/index.html

Department of Public Safety/University Police
Salls Hall
601 Forney Ave
256.782.5050
https://www.jsu.edu/police/

Health Center
1701 Pelham Rd S
256.782.5310
https://www.jsu.edu/studenthealth/index.html

For the most up-to-date Code of Student Organization Conduct, please visit the Office of Community Standards website at JSU.EDU/Community Standards*The Jacksonville State University Code of Student Organization Conduct is adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.*

Student Self Reporting

Purpose

Jacksonville State University is committed to maintaining a safe campus. The timely identification of persons that pose a potential risk to other members of the JSU community is essential in that effort.

Policy

A student must disclose any arrest, charge, or conviction for any of the criminal offenses designated below (state, federal or municipal)—excluding minor traffic violations that do not result in an arrest, injury, or risk of injury to others—that occur after the student is first admitted to the university. Disclosure shall be made within five (5) business days of the subject even. It should be made to the Assistant Director of Community Standards, Suite # 301A, Angle Hall,(256) 782-8080, on a form to be promulgated by that office. This disclosure obligation applies whether the subject event occurred inside or outside the State of Alabama and regardless of whether the university is in session at the time. Reportable offenses shall include any felony offense or any misdemeanor offense involving danger to another, moral turpitude, or the illegal possession / use / distribution of illegal drugs or prescription medication. Reportable offenses include but are not limited to the following:

- Murder
- Burglary
- Criminal Solicitation
- Robbery
- Conspiracy
- Theft
- Assault
- Receiving Stolen Property
- Reckless Endangering
- Forgery
- Vehicular Assault
- Issuing a bad check (negotiating a worthless check)
- Unlawful Imprisonment
- Unlawful use of a credit card
- Kidnapping
- Endangering the welfare of a child
- Interference with custody
- Hate Crime
- Arson
- Illegal carrying of a concealed deadly weapon
- Any offense in which the main component deals with a sexual offense, including any offense involving child pornography
- Illegal Possession of a deadly weapon instrument
- Illegal use of a deadly weapon or dangerous
- Domestic violence
- Any offense dealing with the illegal possession, use, sale, distribution or trafficking of controlled substances, illegal drugs, or prescription medication
- Violation of a protection from abuse order
- Making a terrorist threat
- Driving a vehicle or operating a watercraft under the influence of alcohol or drugs
- Leaving the scene of an accident
- Resisting arrest or attempting to elude a law enforcement official
- Stalking

Failure to comply with this disclosure obligation may be deemed a violation of the Student Code of Conduct.

The Assistant Director of Community Standards is responsible for this policy.

The Jacksonville State University Student Self Reporting Policy can be reviewed for more information.

Jacksonville State University Scholars' Code

Purpose
Academic integrity is essential for building a community of trust in the university setting and for fostering excellence in teaching, research, and learning. It is necessary for students to complete scholarly and academic assignments with integrity and honesty and to avoid any instances of academic misconduct. The University recognizes that the open exchange of ideas plays a vital role in the academic endeavor, and students are generally encouraged to engage in conversations with their teachers and classmates about their courses, their research, and their assignments. Even so, it is important for scholars to maintain academic integrity in all aspects of their work, clearly noting when they have relied upon or incorporated the work of others, and they must avoid all instances of lying, cheating, or misrepresenting their work.

To ensure academic honesty, the university's Scholars' Code serves as a means by which the course instructor can work with students in an educational and restorative manner while also securing the academic integrity of the university.

To that end, the policy consists of the following aspects:

- Violations
- General Process and Procedures for Honoring and Maintaining the Scholar's Code
- Recommended Levels of Sanction
- Appendix A: Scholar's Code Administrative Hearing and Scholar's Code Panel Processes
- Appendix B: Appeals Process
- Appendix C: Definitions

Violations:
In a university community, true knowledge can be gained only through honest means. Therefore, all academic dishonesty is expressly prohibited, whether in the traditional classroom or in online or hybrid settings.

Common instances of violations include, *but are not limited to*, the following:

- Using online sources and programs—such as artificial intelligence, ChatGPT, and other generative AI—to produce content without proper acknowledgment or authorization.
- Using or providing unauthorized materials or 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.
- Falsifying class attendance records or providing false reasons for an absence in a required class meeting or scheduled examination.
- Taking an examination in the place of another student.
- Making unauthorized changes in any reported grade or on an official academic report form.
- Plagiarizing, 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.
- Falsifying research or data.

General Process and Procedures for Honoring and Maintaining the Scholars' Code

Student responsibility: If a student suspects that a violation of the Scholars' Code has occurred, they will notify the professor.

Course instructor responsibility: The course instructor must report any offense when it is clear there was an intent to defraud and when the course instructor has taken action because of the offense, such as assigning a zero to the assignment or lowering the course grade. The course instructor will report via the Academic

Integrity Reporting Form. The student should then be informed of the infraction, provided with all relevant evidence (HonorLock, Turnitin, witness statement, etc.), and informed of any penalty imposed.

In situations where it is unclear if the Scholars' Code was violated or if there was an attempt to defraud, the course instructor should initiate a meeting with the student within five business days of noticing the potential violation. If no action was taken because there was no violation or intent to defraud, then no report by the course instructor is required (e.g., a student misunderstanding instructions or expectations).

Repeat/Egregious Offenses Processes: Egregious offenses and repeat or multiple offenses will receive increased scrutiny and may trigger a review through the Scholars' Code Administrative Hearing or Scholars' Code Panel processes (Appendix A), which will determine possible further sanctions.

Appeals: Students have the right to appeal imposed sanctions. Students should contact the Dean of the affected college and request a Scholars' Code Administrative Hearing (see Appendix A).

Recommended Levels of Sanction

In general, course instructors should follow the best practices suggested by their specific department and employ their own best judgment when assigning sanctions for violations of the scholar's code. Suggested/possible sanctions are listed below:

- Minor Offense: The student may receive a reduced grade on the assignment, an opportunity to revise the assignment, failure of the assignment, additional coursework, and/or a reduced overall course grade. The course instructor in whose course the offense occurred will determine the sanction for a minor offense. The student may be required to attend an Academic Integrity Workshop. The student may be referred for disciplinary action through the Office of Community Standards for additional sanctions, including community service and counseling.
- Repeat Offenses/ Moderate Offense: The course instructor may impose sanctions ranging from failure on the assignment, a reduced course grade, and/or an "F" in the course. Additionally, a Scholars' Code Administrative Hearing or a Scholars' Code Panel may conduct a review to determine if additional sanctions above those imposed by the course instructor are merited. The student will be required to attend an Academic Integrity Workshop. The Scholars' Code Administrative Hearing or the Scholars' Code Panel may refer the student to the Office of Community Standards for further disciplinary action.
- Repeat Offenses/ Major Offense: The course instructor may impose sanction of an "F" in the course. Additionally, the matter may be subject to further review via the Scholars' Code Administrative Hearing or the Scholars' Code Panel to determine if additional sanctions above those imposed by the course instructor are merited. The student will be required to attend an Academic Integrity Workshop. The Scholars' Code Administrative Hearing or the Scholars' Code Panel may refer the student to the Office of Community Standards for further disciplinary action.

Referral to Office of Community Standards

The Department Head and/or course instructor, in consultation with the Dean, may directly refer the matter to the Office of Community Standards for major offenses or where the potential sanction could be suspension or expulsion. Additionally, the Hearing Officer and/or the Scholars' Code Panel may refer students to the Office of Community Standards for additional sanctions, including but not limited to, community service, disciplinary probation, research projects, self-reflection questions, counseling, suspension, expulsion, and/or removal from Academic College or Major.

The Office of Community Standards will seek input from the Scholars' Code Panel and/or the Dean of the College as appropriate. Please refer to the Code of Student Conduct for additional information on the student conduct process.

APPENDIX A: SCHOLARS' CODE ADMINISTRATIVE HEARING AND SCHOLARS' CODE PANEL PROCESSES

In cases of repeat offenses or egregious academic misconduct, the Dean of the impacted College or their designee (hereafter called the Hearing Officer) may convene a Scholars' Code Hearing or a Scholars' Code Panel, depending on the severity of the alleged academic misconduct and the Hearing Officer's ability to adjudicate the proceedings.

Scholars' Code Administrative Hearing

The student will receive written notice that a Scholars' Code Administrative Hearing has convened to review the matter. The student may provide a written statement or additional evidence to the Hearing Officer within five (5) business days of receiving this notice. The Hearing Officer will contact the student to schedule a hearing (in person or via Teams) to provide them with the opportunity to provide a written or verbal statement and answer clarifying questions. A Scholar's Code Administrative Hearing is generally conducted in the presence of the Hearing Officer. Students will have an opportunity to hear the evidence being offered against them and present witnesses and relevant evidence. In addition, students may be accompanied by an advisor of their choice. During the hearing, the Hearing Officer will have an opportunity to question the student and any participating witnesses. The Hearing Officer may add or amend the violation based on information uncovered during the Scholars' Code Hearing. If the student chooses not to participate in this process, the Hearing Officer will review the available information before issuing a decision based on the preponderance of the evidence.

The Hearing Officer may also elect to refer the matter to a Scholars' Code Panel based on uncovered information. At the conclusion of the hearing, the Hearing Officer may make a determination based on the totality of the circumstances, available evidence, and the preponderance of the evidence.

Scholars' Code Panel

For cases that require adjudication beyond the Scholar's Code Administrative Hearing (such as in particularly egregious cases of misconduct or in cases where the Hearing Officer feels unable to reach a verdict), a Scholar's Code Panel may be convened. A Scholars' Code Panel will be composed of two faculty members and one student. Students will have an opportunity to hear the evidence being offered against them and present witnesses and relevant evidence. In addition, students may be accompanied by an advisor of their choice.

During the panel's hearing, the members of the Scholars' Code Panel will have an opportunity to question the student and any participating witnesses. The Hearing Officer may also ask questions as appropriate. The Hearing Officer may add or amend the violation based on information uncovered during the hearing.

The Dean of the college or designee shall serve as the Hearing Officer for the Scholar's Code Panel. The Hearing Officer should attend and advise the Scholars' Code Panel at all hearings. The Hearing Officer or Panel shall have discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just decision. The primary responsibility for maintaining order lies with the Hearing Officer. However, all members of the Panel have a duty to assure an orderly and fair proceeding.

Findings

A simple majority vote by the Scholars' Code Panel will determine the findings. Based on the totality of the circumstances, available evidence, and the preponderance of the evidence, the Scholars' Code Panel will make a finding of responsibility and recommend sanctions to the Hearing Officer.

The Hearing Officer maintains sanctioning power to ensure fairness and consistency and will account for mitigating and aggravating factors. The Hearing Officer will generally provide a written decision letter to the student within 15 business days. Under certain circumstances, the Hearing Officer may need additional time to review the presented evidence before making a determination.

APPENDIX B: APPEALS PROCESS

The student will have the right to appeal sanctions resulting from an Administrative Hearing or a Panel hearing. Students wishing to appeal a sanction issued by a course instructor should contact the Dean of the affected college and request a Scholar's Code Administrative Hearing (detailed in Appendix A).

Students wishing to appeal the verdict of the Scholar's Code Administrative Hearing or Panel hearing must follow this process: Within five (5) business days of notification of sanctions from the Hearing Officer (or in the case of reason #1 below, 30 days), a student must submit in writing their grounds for appeal, outlining the specific issues and rationale for the appeal. The Provost or designee will function as the Appeals Coordinator for matters implicating this policy. If an appropriate appeal has been submitted, the Appeals Coordinator will appoint an Appeals Panel composed of three faculty/staff members. Requests for an appeal will only be considered for one or more of the following reasons:

1. **Information not previously available.** Information not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different finding(s).
2. **Procedural error.** Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to, failure to adhere to outlined guidelines or perceived Hearing Officer bias (or bias by a Panel member) based on factors other than the Hearing Officer's decision and rationale for such decision.
3. **Inconsistent Finding or Sanction**. The finding and/or sanction is inconsistent with the weight of the information. The sanction is either too lenient or too severe and does not fit the violation and totality of the circumstances. Discontentment with a particular finding is not a valid reason for appeal.

The Appeals Panel will review all documentation of the offense and sanctions from the course instructor and the Scholars' Code hearing and will return their decision to the student within fifteen (15) business days of receipt of the request for appeal.

The Appeals Panel decisions shall be made by a simple majority vote. No member may abstain from voting. For additional information regarding the Appeals Process, please refer to the Code of Student Conduct. The decision of the Appeal Panel is final. There is not a second level of appeal to the Provost or the President of the University.

APPENDIX C: DEFINITIONS

Advisor: During any meeting or proceeding under this policy, students may be accompanied by an Advisor of their choice, including but not limited to a faculty member, family member, friend, or third party. The "potted plant" rule applies to Advisors throughout this process. Advisors may not speak on the student's behalf, individually meet or correspond with the course instructor, or otherwise interfere with the process. Where an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, they may be prohibited from continuing to serve in their role. Where there are unreasonable delays due to an Advisor, the meetings or proceedings may be held in their absence. The affected party will be permitted to obtain a substitute Advisor.

Appeals Coordinator: The Provost (or designee) will function as the Appeals Coordinator and ensure that the Appeals Panel is appropriately trained and equipped with relevant information to adjudicate the received appeal.

Appeals Panel: The Appeals Panel will be composed of three (3) university officials (university staff or faculty) who have been trained to adjudicate violations of the Scholars' Code.

Hearing Officer: The Dean of the impacted College or designee will function as the Hearing Officer and determine whether to convene a Scholars' Code Administrative Hearing or a Scholars' Code Panel. The Hearing Officer retains the sanctioning authority for both Administrative Hearings and Panel hearings.

Preponderance of the Evidence: A standard of proof that indicates that the information provided leads an administrative Hearing Officer or Scholars' Code Panel to decide that "more likely than not" a violation did or did not occur. This is the standard of proof for all alleged violations of the Scholars' Code. The preponderance standard is lower than the standard of "beyond a reasonable doubt," which is used in criminal court cases. If the evidence presented meets this preponderance standard, then the accused should be found responsible.

Respondent: A student who has allegedly violated this policy.

Scholars' Code Administrative Hearing: A process in which the facts of an alleged violation of the Scholars' Code are presented to a Hearing Officer to determine if a violation(s) took place and if sanction(s) are appropriate.

Scholars' Code Panel: A group of trained faculty who determine if a student is responsible for a violation(s) of the Scholars' Code. The Dean of the impacted college (or designee) will advise the panel as the Hearing Officer and may sit in on the adjudications of the panel to ensure proper procedures are followed.

Witness: Any person having relevant, direct knowledge of the alleged violation. Witnesses shall not present character evidence.

Definitions of Levels of Offenses

The following levels of offense provide specific examples of academic dishonesty in three categories: collaboration, cheating, and plagiarism.

Minor Offenses: In general, minor offenses involve errors in judgment that, in the course instructor's professional opinion, violate academic integrity, such as:

- Minor Collaboration example: A student copies part of the work of another student exactly on an assignment on which collaboration is allowed but copying is not.
- Minor Cheating example: A student is caught glancing at another exam, but there is no evidence of premeditation or collaboration between those students.
- Minor Plagiarism example: A student indicates that the source of information is not original but does not follow proper citation procedures.

Moderate Offenses: In general, moderate offenses are unpremeditated dishonest acts that directly affect only one student, such as:

- Moderate Collaboration example: A student paraphrases or copies a sentence (or two) without citing the source or provides an improper citation.
- Moderate Cheating examples: A student cheats, or facilitates the cheating of another student, on an examination (in cases where there is no evidence of premeditation). A student tries to gain an advantage in an exam by removing reserved materials from a lab or library to have additional study time at home.
- Moderate Plagiarism example: A student paraphrases or copies a portion of a document without citing the source or provides an improper citation.

Major Offenses: In general, major offenses are premeditated dishonest acts or dishonest acts that directly affect the offenders and/or other students' grades, such as:

- Major Collaboration examples: A student poses as, or facilitates another person posing as, someone else during an exam. A student requests or receives payment for unauthorized academic content: A student directs another student on how to evade detection.

- Major Cheating example: A student cheats or facilitates the cheating of another student on an examination in a way that is premeditated (e.g., using a cheat sheet, a prearranged system of sharing answers, a prearranged system of accessing unauthorized academic content, or some similar method that was planned in advance).
- Major Plagiarism example: A student places their name on a written assignment they did not write.

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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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)*

9. 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.

10. 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)**
Eligibility	Nonprofit, Educational	Accredited, Nonprofit, Educational, Governmental
Activity	Face-to-face	Digital transmission
	Teaching	controlled by, or under the actual supervision of the instructor;
Works Covered	All works	Nondramatic literary & musical works and limited portions of other works; display of all works

Limitations	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.
Where	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
Who	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 with 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 people 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 concerns. Students needing confidential assistance responding to alcohol and/or drug concerns 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, and the Common Ground Recovery Group.

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 Cannabis):* 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 cannabis. 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 and/or 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 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.

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 Assistant Director of Community Standards and/or 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. The current contact information is as follows:

Shelby Scott, Title IX Coordinator
Jacksonville State University
Angle Hall, Suite 319
700 Pelham Road North
Jacksonville, AL 36265
(256) 782-5769
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, 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.

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
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

FULL POLICY

The full Jacksonville State University Sex-Based Harassment and Misconduct Policy, including reporting options, prohibited conduct, resources, supportive measures, and grievance procedures can be found on the Jacksonville State University Title IX Website.