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THE TUSKEGEE

PURPOSE

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

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

Vice President for Student Affairs and Enrollment Management

Dean of Students

Director of Student Life and Development

Assistant Director of Student Life and Development

Title IX Coordinator

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

UNIVERSITY MISSION

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

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

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

SPECIAL ELEMENTS OF THE UNIVERSITY'S MISSION

Instruction:

We focus on education as a continuing process and lifelong endeavor for all people.

We provide a high quality core experience in the liberal arts.

We develop superior technical, scientific, and professional education with a career orientation.

We stress the relationship between education and employment, between what students learn and the changing needs of a global workforce.

Research:

We preserve, refine, and develop further the bodies of knowledge already discovered.

We discover new knowledge for the continued growth of individuals and society and for the enrichment of the University's instructional and service programs.

We develop applications of knowledge to help resolve problems of modern society.

Service:

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

We engage in outreach activities to assist in the development of communities as learning societies.

LAND GRANT MISSION

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

UNDERGRADUATE PROGRAM

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

The more specific aims of the undergraduate program are to:

Present the process of education as a lifelong experience;

Insure that students have a strong grasp of language usage-written and oral, mathematical as well as literary;

Deepen students' knowledge of history and the cultural heritage;

Develop students' sense of civic and socially responsible use of time and of knowledge;

Understand and appreciate the importance of moral and spiritual values to enable students to not only pursue careers but to lead lives that are personally satisfying and socially responsible; and

Equip students with strong research interests and skills and deep commitments to the professions.

GRADUATE AND PROFESSIONAL PROGRAMS

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

SUMMARY

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

PROFILE OF TUSKEGEE UNIVERSITY

Tuskegee University is a co-educational, privately controlled yet state-related

education.

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

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

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

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

Historical Sketch

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

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

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

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

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

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

Tuskegee University Today

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

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

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

REGISTRATION

AND

ENROLLMENT

OFFICE OF THE REGISTRAR

REGISTRATION AND ENROLLMENT PROCESS

Registration

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

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

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

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

Deadlines for officially withdrawing from the University:

First Semester Tuesday before Thanksgiving recess

Second Semester Third Friday in April
Summer Session Third Friday in July

Administrative Withdrawal

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

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

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

Administrative Closing of a Student's Academic Record

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

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

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

Re-enrollment

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

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

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

Office of the Registrar
Tuskegee University
ATTN: Re-Enrollment
136 Kresge Center
Tuskegee, AL 36088
334-727-8505 Office
334-727-8232 FAX

E-mail: <u>leftwich@mytu.tuskegee.edu</u>

Class Attendance

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

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

Unofficial Drop

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

Classroom Conduct

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

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

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

OTHER REGISTRAR SERVICES

Release of Records

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

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

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

Enrollment Verification

The Office of the Registrar is the only office authorized to verify student enrollment. Students may request a letter of verification of enrollment from this office to be mailed, faxed or picked up, per the student's instruction. Special verification and/or loan deferment forms must also be submitted to the

Registrar's Office for processing. There is **no charge** for this service.

Transcript Requests

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

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

DIVISION

OF

STUDENT

AFFAIRS

DIVISION OF STUDENT AFFAIRS

The mission of the Division of Student Affairs is to advance and encourage the learning, personal development and success of students

ADMISSIONS AND ENROLLMENT MANAGEMENT

Ground Floor – Margaret Murray Washington Hall Monday-Friday, 8:00 a.m. - 4:30 p.m., 800-622-6531 334-727-8500/ 8289 334-727-5750 (FAX) Admissions@mytu.tuskegee.edu

The overall mission of the Office of Admissions and Enrollment Management is to strategically plan, implement and evaluate services and programs, which facilitate enrollment and student success. Specifically, the mission of the Office of Undergraduate Admissions is to recruit, admit, and serve an eligible, diverse student

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

General Requirements for International Students

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

Officially sealed high school/ college transcripts from students from English speaking countries.

Students applying from non-English speaking countries are to submit

opportunities available to prospective students.`

CAMPUS TOURS

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

CAREER DEVELOPMENT AND PLACEMENT SERVICES CENTER (CDPS)

Third Floor - Carnegie Hall Monday-Friday, 8:00 a.m. - 4:30 p.m. 334-727-8294/ 8146

Mission Statement

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

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

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

Veterans Affairs

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

Testing Center

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

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

DEAN of STUDENTS

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

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

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

The Dean of Students is expected to promote a campus climate that supports the intellectual, social, psychological, cultural and physical development of all students and strive to provide quality programs and servic

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

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

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

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

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

HOUSING

West Commons Club House 8:00 a.m. - 4:30 p.m. 334-724-4617/ 4100 or 888-887-5468

The University Commons Apartments

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

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

At check-in time residents must be financially cleared (paid in full). Residents will sign their lease and receive their keys upon check-in and will receive a copy of the rules and regulations and fine sheet. Tenants are required to inventory the contents and condition

JUDICIAL AFFAIRS

Suite 206 – Kresge Center Monday-Friday, 8:00 a.m. - 4:30 p.m. 334-727-8026

Tuskegee University Judicial System and Codes of Conduct

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

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

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

Standards and procedures have been established by the University to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the university community. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of promoting responsible citizenship. Hearings and appeals conducted as part of this process are not courts of law. The University Judicial System is not intended to simulate courts of law. The Boards are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to

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

KEY TERMS OF REFERENCE AND DEFINITIONS

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

Definitions:

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

Accuser - the University or person who charges the accused.

Arson - the deliberate unauthorized setting of a fire.

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

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

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

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

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

<u>Judicial Affairs Officer</u> - the person authorized to administer the University's Judicial System.

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

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

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

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

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

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

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

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

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

of any university document or records, misuse of the University's computer system to gain access to restricted information, or knowingly furnish false information to the University; whether by a prospective student in connection with prospective student's application for admittance to the University or by an enrolled student.

14. Making a false report concerning a

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

Capital Offenses

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

- 1. *Interference with University functions. Participating in any effort to prevent or disrupt a class or other University function or to seize or occupy any University building or part thereof; or to violate the right of an audience to listen at a University function.
- 2. *Fire and fire safety systems-related offenses. Unauthorized setting of fires, unauthorized tampering with any fire alarms or fire safety and/or emergency equipment or vehicle.
- *Possession of weapons and explosives. The possession or use of explosives, incendiary materials, fireworks, firearms or weapons, such as mace or pepper spray, on University property is absolutely prohibited. The knowing

- contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/ her life or personal safety or to cause that person substantial emotional distress. Stalking includes: (a) repeatedly following or harassing another person; (b) contacting a person after being asked or ordered not to contact the person.
- 8. *Sexual Assault and Sexual Violence include any type of sexual conduct or contact that is non-consensual, forced or coerced. It includes rape, molestation, incest and some types of sexual harassment. Rape may include stranger rape, acquaintance/ date rape and multiple/ gang rape.
- 9. *Domestic Violence / Dating Violence constitutes the intentional acts of physical, emotional, verbal and/ or sexual abuse that a current or former intimate or dating partner uses as a part of a pattern of coercive behaviors to obtain and/ or maintain power and control over the victim.
- 10. *Killing a human being.
- 11. *Any attempt to commit any of the above stated offenses.
- *Possession of illegal drugs or drug paraphernalia. The possession, consumption, manufacture, sale or distribution of narcotics, other illegal drugs or drug paraphernalia on university premises or at a university-sponsored or university-related activity is strictly prohibited. This includes any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, cocaine, date rape drug (i.e., Rohypnol or Roofies, GHB, or Ketamine) and other dangerous drugs classified as illegal by federal or state law, county or city ordinances, including but not limited to those governing alcohol beverages and drugs (Alcohol Policy).

Note: Students residing in a campus facility and who are appealing a disciplinary sanction for violation(s) of the Codes of Conduct classified as a capital offense must immediately vacate the residen(e)-6(las)2356 ab.176e()Tj952 Tc 0.199 ed GHBJ-0.0009 80(drug)-15(p)

as stringent as suspension or expulsio

- 2. Hearings shall be closed and the contents of such hearings are confidential in nature. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.
- 3. Allowing the presence of any person at the hearing shall be at the discretion of the chairperson of the judicial body and the Judicial Affairs Officer.
- 4. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each

Tuskegee University is a

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

TUPD may, solely at their discretion, secure weapons for non-students seeking to

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

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

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

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

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

Codes of Rights and Responsibilities

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

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

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

STRUCTURES AND PROCESS OF TH

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

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

Initiation of Judicial Proceedings

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

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

Judicial Appeals Board and Process

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

Section 1: Judicial Appeals Board Review and Membership

forward the appeal letter and supporting documentation, including the student's file, to the Judicial Board. The Judicial Officer or the Judicial Appeals Board will be responsible for contacting the student(s)/ organization(s) requesting an appeal. The complainant or respondent shall be contacted and invited to present in person his/ her appeal

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

Students should report to the Office of Judicial Affairs (or call 334-727-8613/8026) for assistance and information regarding the University Judicial System and related

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

STUDENT COMPLAINTS

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

In cases where that may not be possible, the student complaint procedures can assist in facilitating a resolution. These procedures began by the student completing and submitting the <u>Student Complaint Form</u>. All complaints must be written and initiated using this form to be addressed.

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

Please note that complaints take time to investigate, especially when multiple parties are involved. Upon resolution, the student complaint form is returned to the Office of the Vice President for Student Affairs and Enrollment Management which will communicate the decision to the student. This policy applie

Below are the steps take to resolve a complaint:

The University obligation to maintain a safe and nondiscriminatory environment.

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

Grades

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

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

Step 1 Student submits written statement to the instructor's College Dean, setting forth his/ her complaint, efforts to resolve it, and supporting evidence or justification for the complaint.

Students Who Wish to Appeal Sanction of University Judicial Hearing Board Students can appeal the decision of any judicial hearing. An appeal may be filed, "if and only if a university policy or a university regulation has been violated, or the student's due process rights have been violated.

- Step 1 If a student is found guilty of a violation of the Codes of Conduct, s/ he may appeal by writing a letter of appeal to the Judicial Appeals Board and submitting it to the judicial officer.
- Step 2 The Vice President for Student Affairs and Enrollment Management will appoint a Judicial Appeals Board to

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

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

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

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

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

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

Central Residence Hall Judiciary Board

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

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

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

Discipline

In extreme cases where a resident has repeated, documented offenses that threaten the safety and welfare of other residents, Residence Life Staff and/ or the Residence Hall itself, the Central Residence Hall Judiciary Bo

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

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

Student Responsibilities

Community Fines

Community fines will be imposed when, in the common areas of the Residence Hall, it cannot be determined who caused losses

student property.

Permanently and fixed furniture cannot be moved. NOTE: If any student is identified as having damaged residence hall property (i.e., light fixtures, furniture, emergency exit doors, etc

If you notice a suspicious person in any public area of your hall, (corridors, laundry rooms, etc.), notify the Front Desk immediately. Do not confront strangers.

In an emergency, shout "HELP," "POLICE," or "FIRE."

Certain violations of the Codes of Conduct are subject to fines in addition to other appropriate sanctions.

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

federal and/ or state criminal prosecution.

Internet Service

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

Telephone Service for Resident Students

Incoming collect calls are not permitted because they are billed to the University,

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

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

Penalties and Sanctions are as follows:

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

Room and Property Inspection

For safety and health reasons, Residence Life and Development staff members, as well as Campus Police personnel,

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

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

STUDENT HEALTH SERVICES

Suite 235 – John A. Kenney Hall Monday-Friday, 8:00 a.m.-4:30 p.m. 334-727-8641

Fax: 334-724- 4437

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

Clinical Services

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

Health Education

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

Health Insurance Plan

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

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

Charges and Billing

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

Health Information Requirements

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

Medical Emergencies

Students must call 9411 on campus for ALL MEDICAL EMERGENCIES.

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

Referral Services and Transportation

Referral services are provided, if indicated, to most of the area hospitals, medical specialists, clinics and other health facilisTd()Tj/C2_01Tc0.1811Tw .18.83 -1.1991d[(specialiU(b50

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

Student Government Association

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

Officers of the SGA are elected by the student body that includes the following: President; Vice President; Judicial Advisor; Treasurer; Student Coordinator; five (5) Senators-At-Large; and five (5) Judicial Board Members. Officers of the SGA serve for one year. The vice president of the Student Government Association serves as president of the Student

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

The Campus Digest

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

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

Fundraising

Permission to participate in fundraising acti

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

Advisors to Students Organizations

Every registered student organization must have an advisor(s) selected by the registered organization and approved by the Director of Student Life and Development and the Vice-President for Student Affairs and Enrollment Management. Co-advisors are strongly recommended. The primary advisobelias aeconomerate Tuskegi6(pment2.17 sr)-2(lop06(is

- 4. Intake activities may not be conducted during regularly scheduled class hours.
- 5. Students who are not enrolled at the University may not participate in Intake activities on campus without the permission of the Vice President for Student Affairs and Enrollment Management. Students who are enrolled at the University may not travel to other universities to complete Intake activities without the permission of the Vice President for Student Affairs and Enrollment Management.
- 6. Organizations may not impose fina

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

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

Hazing specifically includes, but is not limited to:

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

Organizations may not ask or allow prospective members to:

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

Student

Government

Association

Constitution

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

ARTICLE VI-LEGISLATIVE BRANCH

Section 1

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

Section 2 - Functions and Powers of the Student Senate

- A. The Student Senate shall comply in full with all duties and powers established for the Student Senate in this Constitution.
- B. No legislation passed by the Student Senate shall be constructed to limit or modify any of the powers granted under this constitution except by constitutional amendment.
- C. The Student Senate shall be chaired by the SGA Vice President, hereafter called President of the Senate, who will call a meeting at least once each month, and at other times when voted on, or petitioned by one-third of the Senate.
- D. The Senate may pass bills that have been vetoed by the President of the SGA with a two-thirds majority vote of the entire membership of the Student Senate.
- E. The Senate shall have full representation on the multi boards as designated by the University.
- F. A majority vote of a quorum of the Student Senate (25% of eligible senators) shall be required for adoption of motions or passage of bills unless otherwise specified in this constitution.
- G. The Student Senate has the final authority in the adoption of the recommended SGA budget breakdown as proposed by the Executive Branch and as approved by the Vice President of Student Affairs and Enrollment Management. The budget will consist of the fiscal year allocation as determined by the University Budget Committee as approved.
- H. The Senate shall have the power to grant, revoke, and review charters to student organizations as recommended by the Student Coordinator and approved by the Vice President of Student Affairs and Enrollment Methalogienge of the essaule benefit in popular tance re0.0 logated all the estate of the essaule benefit in the

President Pro Tempore who shall act as President of the 0r3J0.0gInd[in the

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

- L. The Senate shall adopt rules of which to govern its self by. No rule of the Senate shall be constructed to limit or modify and powers granted under this Constitution.
- M. Hereafter the adoption of this Constitution, each year of the Senate shall be titled in numerical order (i.e., 1st Student Senate, 2nd Student Senate).

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

ARTICLE VII-JUDICIAL BRANCH

Section 1 - Powers and Duties

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

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

Section 4 – Qualifications

- A. Student Judicial Board members shall be duly registered, full-time undergraduate students at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. Student Judicial Board members shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. Student Judicial Board members shall

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

Student Coordinator of Clubs and Group Activities

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

Student Judicial Advisor

- A. The Student Judicial Advisor shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.
- B. The Student Judicial Advisor shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.
- C. The Student Judicial Advisor shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.

Oath

- A. The President, Vice-President, Student Judicial Advisor, Student Coordinator of Clubs and Group Activities, and Treasurer shall, upon taking office, take the office oath to be administered to them by the President of Tuskegee University: "1, _____, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as to the best of my ability. So help me God."
- B. Any other Cabinet member shall, upon taking office, take the following oath to be administered by the SGA President: "1,, do solemnly swear (or affirm) that 1 will support, obey, and defend the Constitution of the Student Government Association, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as to the best of my ability. So help me God."

Section 2 - Duties

A. President

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

8.	То	develop	the	operating	budget	for	SGA	and	submit	the	same	budget	to

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

C. Student Coordinator of Clubs and Group Activities

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

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

ARTICLE IX - STUDENT ELECTIONS AND TERM OF OFFICE

Section 1 - The Elections Commissioner and Committee

A. Duties

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

Section 2 - Positions Filled by Campus-Wide Elections

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

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

- A. The following Sophomore, Junior, and Senior Class positions shall be filled through a class-wide election: President, Vice President, Secretary, Treasurer, Class King, and Class Queen.
- B. All candidates shall have the following credit hours approved by the

ARTICLE X - IMPEACHMENT and CONVICTION

Section 1 - The Role of the Senate

Section 1 - Term of Office

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

Section 2 - Resignations

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

Section 3 - Filling of Vacancies Caused by Lack of Candidates

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

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

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

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

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

Section 5 - Executive Branch

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

Section 6 - Leave of Absence

In the event that an officer of the SGA needs to leave the campus for a period of more than five (5) days, a leave of absence shall be required; and officers shall comply with

MISS TUSKEGEE

UNIVERSITY

PROCEDURES

MANUAL

I. APPLICATION PROCESS

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

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

C. RUN-OFF

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

D. INSTALLATION

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

IV. DUTIES AND RESPONSIBILITIES OF MISS TUSKEGEE UNIVERSITY AND COURT

A. ATTIRE

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

B. CONDUCT

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

C. PUBLIC A PPEA RANCES

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

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

President's Address to New Students

Fall Convocation

Scholarship Convocation

Parents' Weekend functions

Charter Day/ Homecoming Convocation

George Washington Carver Convocation

Founders' Day Convocation

President's Essay Contest and Awards Program

Other functions deemed appropriated by the

Advisory Committee

2. Football Games

All Home Games

Tuskegee-Morehouse Classic

Labor Day Classic*

Turkey Day Classic (Tuskegee vs. Alabama State*)

*When the game is scheduled

Other games as determined by the Advisory

Committee football season

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

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

H. SPECIAL PROJECTS

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

I. ADVISORY COMMITTEE

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

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

V. GROUNDS FOR DISQUALIFICATION

- 1. Refusal to perform duties, inappropriate behavior (both on and off campus), and/ or violation(s) of the Student Code of Conduct will result in a recommendation to the University Judicial Board
- 2. Refusal to follow rules and regulations of the <u>Tuskegee University Student</u> Handbook.
- If Miss Tuskegee University or a member of her Court engages in any form
 of inappropriate conduct, as defined by the <u>Student Handbook</u>, that bring
 disfavor to Tuskegee University; Miw -0093 T11 Tc 0.4823 Tw 16903 0 Td[issu0(s)k(

MR. TUSKEGEE

UNIVERSITY

PROCEDURES

MANUAL

I. APPLICATION PROCESS

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

П.

Α.

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

D. INSTALLATION

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

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

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

- A. ATTIRE
 - 1. Mr. Tuskegee University and Gentlemen shall wear properly cleaned and pressed clothing at all times.
 - 2. Shorts or cut-offs are not allowed, unless it is required attire (e.g., P.E. class or aerobics). Walking shorts are permissible. (Good judgment is to be used at all times.)
 - The Director and/ or Assistant Director of Student Life and Development and the Advisory Committee are responsible for selecting and coordinating the wardrobe for Mr. Tuskegee University Gentlemen wardrobe for University engagements.
- B. CONDUCT
 - Mr. TU and his Gentlemen shall exemplify professional conduct at all times including personal outings. Any unprofessional conduct by Mr. Tuskegee University or his Gentlemen (as outlined in the <u>Tuskegee University</u> <u>Student Handbook</u>) will result in immediate disqualification. One will have the right to appeal to the Tuskegee University Judicial Board.
 - 2. Mr. Tuskegee University and Gentlemen shall not:
 - a. Use alcoholic beverages or illegal drugs
 - b. Smoke in public
 - c. Exhibit any physical contact or affection in public (except brief handshakes and hugs)
 - d. Use of profane or obscene language in public
 - e. Work in nightclubs, ABC stores, or any place that serves alcoholic beverages.
 - f. TUSKEGEE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY OR ALL REQUIREMENTS, SHOULD CONDITIONSMAKE IT NECESSARY.

C. PUBLIC A PPEA RANCES

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

- 1. They shall attend the following on- campus functions:
- President's Address to New Students
- Fall Convocation
- Scholarship Convocation
- Parents' Weekend functions
- Charter Day/ Homecoming Convocation
- George Washington Carver Convocation
- Founders' Day Convocation
- President's Essay Contest and Awards Program
- Other functions deemed appropriate by the Advisory Committee
 - 2. Football Games
- All Home Games
- Tuskegee-Morehouse Classic
- Labor Day Classic*
- Turkey Day Classic (Tuskegee vs. Alabama State)*
 *When the game is scheduled
 Other games as determined by the Advisory
 Committee during football season
- a. Lodging and appropriate restaurants will be selected by the advisory committee when deemed necessary for out210 Tc 0 Tw 12

F. EXPERIENCES

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

G. SPECIAL PROJECTS

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

VI. ADVISORY COMMITTEE

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

- A. Counsel and advise
- B. Make recommendations
- C. Assist and support programs and activities implemented by Mr. Tuskegee University and his Gentlemen
- D. Be supportive of scheduled appearances and engagements
- E. Serve as chaperones when needed

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resign is made.

ELECTIONS PROCEDURES ADDENDUM

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

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

HOUSING

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

PARTICIPATION IN EXTERNAL PAGEANTS and CONFERENCES

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

National Pan-Hellenic Council of Tuskegee University

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

Preamble

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

Constitution

Article I - Name

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

Article II - Purpose & Objectives

Section 1. Purpose

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

Section 2. Objectives

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

Article III - Membership and Term of Office

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

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

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

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

Section 3. Delegates selected by their respective organizations are elected for the entire academates exaction for the least to the large that in form the continuous continuous

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equally, and to help transact the business of

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

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

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

Article VI - Dues

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

Section 2. The penalty for an 0.0197 Tt yen 09 Tc 25(e)-60 n27 Tc 0.0807 Tw h60 n8y ecoeademo05 T

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

Article IX - Membership Intake Activities

Section 1.

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

Section 2.

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

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

Section 3.

A schedule of the membership intake calendar must be secured/received from the office of Student Life and Developent envelopents (f) and pub (so) prof(f) a. 8568 0 0 12 448.2 490.98 Tm [(se)-5(me)-476

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

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

Article X - Membership of New Organizations

Section 1.

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

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

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

Section 2.

Application for Admission:

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

Section 3.

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

Article XI - Parliamentary Procedure

Section 1.

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

Section 2.

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

Section 3.

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

Article XII - By Laws

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

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

Section 7.

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

Section 8.

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

Section 9.

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

Section 10.

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

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

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

ALABAMA HAZING LAW § 16-1-23. Hazing

A. Hazing is defined as follows:

- 1. Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or
- 2. Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do so or seriously offer, threaten, or attempt to do physical violence to any student of an

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

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

POSITION STATEMENT ON ALCOHOLIC BEVERAGES

- No alcoholic beverages should be present at any Membership Intake Program or activity of the chapter, neither on nor off campus.
- No organization, nor individual chapter method, should permit, tolerate, encourage, or participate in "drinking games."
- With less than half of the members of the average fraternity or sorority chapter of an age to legally consume alcoholic beverages, the University advises that alcoholic beverages not be purchased through the chapter treasury, nor purchased by individual members of the chapter for other members or guests.
- The fraternity or sorority, with its important responsibility for the development annious significance of the development annious significance of the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity or sorority, with its important responsibility for the development of the fraternity of the fr

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

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

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

GENERAL STUDENT SERVICES

THE OFFICE OF INTERNATIONAL PROGRAMS

GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

Registration with the Office of International Programs

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

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

Application for Foreign Exchange

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

Social Security Card

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

Social Security Administration

6.85.0350Td@231\fi/1\ft

issued to you by the Social Security

Hours of Operation:

Monday - Friday

8:00 a.m. - 4:00 .pm.

Closed Saturdays, Sundays and some holidays

Alabama Department of Public Safety Driver License Division 1220 Fox Run Parkway Opelika, AL 36801

You must take with you:

- Your Passport
- Form I 20/Form D/S 2019
- Form I 94
- Social Security Card
- Previous license or other ID
- Good standing letter from The Office of International Programs /
 International Student Advis59Td0231\(\frac{1}{2}\)/TT11Tf0.0231e95c0.240Td[4(o)6(us)\(\frac{1}{2}\)J/C2\(\frac{1}{2}\)1Tf0Tc3.90T

Coordination of international visitors and conferences with students

United States Citizenship and Immigration Services (USCIS)

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

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

Important Immigration Documents

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

Passport a travel document issued by the government of the student showing the bearer's identity, origin and nationality. If possible, the passport includes the student tracking number (SEVIS number) for the student and program. This document is to be retained by the student at all times and not surrendered upon temporary departure from the United States, as it is needed for re entry after a temporary absence.

Form DS 2019 Certificate of Eligibility for Exchange Visitor Status. The Exchange Visitor Program brings

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

Other Important Information

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

• Carry a full course of study (minimum of twelve (12) semester

TUSKEGEE UNIVERSITY LIBRARY SERVICES www.tuskegee.edu/libraries 334 727 8894

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

The fundamental purpose

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

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

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

Hours of Operation:

Sunday Closed

Monday Thursday 9:00 a.m. 5:30 p.m. Friday 8:00 a.m. 4:30 p.m.

Saturday Closed

Engineering Library 334 727 8901

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

Hours of Operation:

 Sunday
 2:00 p.m.
 6:00 p.m.

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

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

Saturday Closed

T. S. Williams Veterinary Medical Library 334 727 8307

The T. S. Williams Veterinary Medical Library is located on the main entry level of Patterson Hall, College of Veterinary Medicine, Nursing and Allied #

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

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

Hours of Operation:

 Sunday
 2:30 p.m.
 11:00 p.m.

 Monday Thursday
 8:00 a.m.
 11:00 p.m.

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

 Saturday
 9:30 a.m.
 6:00 p.m.

The libraries are closed on University holidays and breaks. Hours will be reduced during interim periods and summer 1

Tusk egee University Legacy Museum
Second Floor Room 44 200 – John A. A. 1 1

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

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

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

Schedule of Major Activities

Sundays

8:30 a.m. Religious Education (Sunday School)

Martin Luther King Commons Room

University Chapel

OFFICE OF THE BURSAR

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

Student Budget

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

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

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

Payment Policies

Methods of payments acceptable to Tuskegee University for the payment of tuition and fees include: **cashiers**, **certified**, **travelers**, **personal checks and money orders** made payable to Tuskegee University, as well as American Express, Visa, Master Card and Discover Cards. **Personal checks must be imprinted with the name**, **street address** (post office boxes <u>are not</u> acceptable), **and telephone number of the maker**. The check may not exceed a limit of \$12,000. If the cost of tuition and fees exceeds the \$12,000 limit, two personal checks would have to be written, so as not to exceed the \$12,000 TfIK77.73w e

http://www.tuskegee.edu/academics/academic_services/bursar/making_a_payment_using_tigerweb.aspx.

Questions about this procedure change may be E-mailed to <u>bursar@mytu.tuskegee.edu</u>, using a current or new student Tuskegee University E-mail address.

Check Cashing Policy

Checks made payable to Tuskegee University should not include extra money which the student would need immediately, since the student may not receive any refund due until at least five (5) working days after date of deposit.

ATM machines are located on the first floor of the Kresge Center (Visa, Plus, Cirrus, Mastercard and American Express) and in the Kellogg Conference Center (Star, Plus, MasterCard, Cirrus, Visa, Discover, American Express, Quest and Armed Forces).

Identification Card

All students are issued an identification card upon registration at Tuskegee University. Photographs for the identification card may be taken weekly in the Food Service Center temporarily located in Chambliss Business House.

It is a violation of University policy and the Code of Conduct to use the identification card of another student.

Students must carry their identification card with them at all times and present the card to University officials upon request. Tuskegee University Police Department (TUPD) personnel reserve the right to detain students who fail to produce identification cards until such time as the student's enrollment status and identity have been verified. Consistent with the University's on-going concern for ensuring the safety and security of our campus community, a policy has been adopted mandating the universal display of Identification (ID) cards by students, faculty and staff while on campus. All ID cards must be displayed by clip or chain, and must be presented to university officials or TUPD personnel upon request. Initial ID cards will be provided at no charge. Appropriate sanctions will be imposed for violations of this policy.

The identification card is required for students to:

- Eat in the University cafeteria (residential students)
- Vote in campus elections

- Participate in Student Union activities
- Use the campus library check-out service
- Gain admission to class when requested by an instructor
- Gain admission to campus athletic events
- Pick up transcripts, enrollment verifications or any student records information from the Registrar's Office.
- Receive Service in Campus Technology
 Receive service from the Cashier's and Bursar's Offices

A fee of \$30.00 is charged for replacement identification cards.

TUSKEGEE UNIVERSITY ONESTOP CENTRAL

Tuskegee University OneStop Central, located in Margaret Murray Washington Hall, is the centralized location where undergraduate students receive assistance with conducting business—traditionally housed in separate offices--in an integrated, collaborative, student-centric, customer-oriented manner. Its mission is to provide

higher learning attach to those services, which enable students to more effectively accomplish their educational goals.

The responsibility for the administration of Auxiliary Services at Tuskegee University is vested in the Director. The office has responsibilities for University Mail Services, centralized Laundromat, vending operations, faculty/staff and graduate students housing and special activities, coordination of the use of University facilities by outside groups and other assignments by the Vice President for Finance and Chief Business Officer. Since the purpose of these services is to support the educational program of the University, educational values are stressed whenever possible. By relating functions to the total education of the student, employees in Auxiliary Services can and do make valuable contributions to student life on campus.

FOOD SERVICES

Tompkins Hall

334-727-8256

A food service contractor operates the food services at Tuskegee University, serving a variety of nutritionally balanced and attractively prepared meals.

All students who live in campus residence halls are required to participate in the Board Program and be on the seven-day meal plan. ID cards for the regular Board Plan can only be used in Tompkins Hall and are not transferable. Meals are also available on a cash-per-meal basis.

Hours of Service for Board Plan

Monday-Friday

 Regular Breakfast
 7:00 a.m. - 8:30 a.m.

 Continental Breakfast
 8:30 a.m. - 11:00 a.m.

 Lunch
 11:00 a.m. - 1:00 p.m.

 Deli
 1:00 p.m. - 4:00 p.m.

 Dinner
 4:00 p.m. - 7:30 p.m.

Saturday

Brunch 10:30 a.m. - 2:00 p.m. Dinner 4:00 p.m. - 6:00 p.m.

Sunday

Brunch 10:30 a.m. - 2:00 p.m.
Dinner 4:00p.m. - 6:00 p.m.

Boarding Cards

The Food Service Department issues a computer

Option 2: 150 points and 25 meals

(Meals and points can be used anytime during the school year)

Meal Plan D: Points and Meals

\$210.00*

Option 1: 30 meals

Option 2: 120 points

(Meals and points can be used anytime during the school year).

Additional points can be added to any plan at any time in 50-point increments.

*Prices are subject to change periodically

Diet Restrictions

Students who are on special diets must have their doctors send their prescriptions directly to: The Office of the Vice President for Finance and Chief Business Officer, Tuskegee University, 116 Kresge Center, Tuskegee, AL 36088. The prescription should include a list of foods they should eat and how they should be prepared.

Students who have these special dietary needs are counseled by the General Manager to ensure that they are familiar with their diet plan. These students must present their meal cards to the cashier upon arrival at the cafeteria and report to the supervisor or manager in charge.

For additional information, write or call Thompson Hospitality c/o Tuskegee University, P. O. Box 870838, Tuskegee, AL 36083 (Phone 334-727-8256).

Student Mail Services

Rear Lower Level-Adams Hall

334-724-4394

Hours of Operation:

Monday-Friday 11:00 a.m.- 3:45 p.m.

Closed Saturdays and Sundays

The student mail service is located in Adams Hall, (rear) lower level; where all student mail will be delivered. It is important that all students have their mail addressed exactly as follows:

YOUR NAME
TUSKEGEE UNIVERSITY
BOX ____ (YOUR BOX NUMBER)
TUSKEGEE, AL 36088

It is necessary that all residence hall and campus apartment students have mailboxes. No mail will be delivered to the residence halls. On-campus students will be assigned If a student transfers or moves off-campus and does not return the mailbox key, a \$210.00 fee will be assessed (\$60 for key replacement and \$150.00 for locking system replacement).

For off-campus students, should they wish to retain an on-campus mailbox; the fee is \$30.00 per student per semester. No mailbox fee is charged for summer program residents.

Window services include stamps (domestic and international), small package mailing and priority mailing. Money order service is not available.

Note: Important mail should be sent certified, express or registered. CASH SHOULD NOT BE SENT IN THE MAIL! Students should notify relatives and friends of their mailing address immediately, so their mail will not be delayed.

To pick up postal packages, window service hours are:

Monday-Friday 11:00 a.m. - 3:45 p.m.

Closed Saturdays and Sundays

LAUNDRY SERVICES

Tuskegee University does not provide personal laundry service; but a coin-operated, centrally located Laundromat is provided for students' convenience. A bill changer is available in the Laundromat and will accept 1's, 5's, 10's and 20's. The Laundromat is opened 24-hours per day.

All washers will be turned off promptly 30 minutes before closing time to allow time to dry. Patrons should not attempt to wash or dry after these hours, as the cycle will not be completed before the Laundromat closes. The University Laundromat is for the convenience of the Tuskegee University family and should not be used by anyone else.

For students' convenience, a 24-hour study room is located inside the Laundromat. A Tuskegee University ID card is required for access.

C STORE

The C Store is a convenience for the University community.

Hours of Operation:

Monday Friday 9:00 a.m. 12:00 a.m. Saturday Sunday 10:00 a.m. 1200: a.m.

POLICE DEPARTMENT

The Tuskegee University Police Department (TUPD) provides 24-hour coverage of th	е

University parking permits are not transferable. A separate hangtag must be purchased for each vehicle. Hangtags must be visibly displayed on the rear view mirror of the vehicle. If the vehicle driven does not have a rearview mirror, contact the University Police Department for proper instructions on how to display the hangtag. The University prohibits the transfer of a parking permit to a vehicle to which it was not intended. Operators found guilty of transferring hangtags will be denied campus parking privileges. An individual with a lost or stolen permit must report such an incidence within 24 hours of its occurrence.

3

) Visitors should chave permits displayed on the driver's bside of the fr3s1T2o-7(dun95a(si(o)-2(r of the driver))

d. Retired University Employees
e. Visitors
f. Lost or Damaged Permit
g. Motorcycle Operators
h. Reserved Space
i. Vendors

No Charge
\$10.00 Each
\$10.00 Annually
\$115.00 Annually

- parking zones. No parking zones are indicated by signs and/ or yellow stripping. Violators will be ticketed and/ or booted or towed.
- L. Vehicles without an appropriate permit will not be allowed on campus at any time.
- M. Temporary parking permits are required for all replacement vehicles while registered vehicles are being repaired.
- N. Reserved parking will be enforced 24 hours a day/ 7 days a week.
- O. Vehicle audio systems <u>must not</u> be played at loud levels in areas where classrooms and offices are located.

Traffic Violations and Fines

Traffic fines are payable within ten (10) school days of the date the citation was issued. Failure to pay fines within ten (10) school days of the citation being issued could result

Permissible Political Activity Authorized on Campus

Purpose: To regulate and set parameters on political activities authorized on the campus of Tuskegee University, so that they are conducted orderly, equitably, and are not disruptive to the learning environment of the University.

Procedure:

1. Campaigning for student campus leadership positions is an acceptable practice, so long as su

CITY

OF

TUSKEGEE

THE CITY OF TUSKEGEE

Tuskegee, Alabama, home of Tuskegee University, is located approximately 40 miles east of Montgomery, Alabama, the State Capitol. Tuskegee's population, according to the 2010 census, is estimated at 9,865. It is the largest community, and one of three incorporated towns in a predominantly rural area. The City of Tuskegee has a strong city manager/ mayor/ council form of government and operates its own light, water and wastes utilities. Tuskegee is called, "the cradle of African-American aviation" in America and is home of the famous 99th Pursuit Squadron. It is also the birthplace of civil rights legend, Rosa Parks, "Fly Jock" Tom Joyner and Grammy and Academy Award-winner, Lionel Richie.

Visitors will find Tuskegee a beautiful city with topography of rolling hills, spruce pines, lakes, streams and meadows. "The Oaks," home of Booker T. Washington, founder and first president of Tuskegee University, and the George Washington Carver Museum are popular tourist attractions maintained by the U.S. Department of Interior's National Park Service. "Grey Columns," an ante-bellum mansion near the campus, currently serves as the home of the president of Tuskegee University.

CIVIC AND SERVICE CLUBS

Tuskegee has an abundance of civic and service organizations in the area, including, but not limited to the Lions and Optimists Clubs, the Jaycees, Rotary International, Tuskegee Civic Association and American Red Cross; the Tuskegee-Macon Chamber of Commerce; and, the American Association of University Women.

TRANSPORTATION AND MEDIA

Tuskegee is served by five truck lines and one major bus line. It has a local airport, Moton Field, located five miles east of the city, with a 5,000-foot lighted runway, fuel availability, tie-down and terminal facilities. Charter flight and private plane storage facilities are available. Moton Field also boasts the Tuskegee Airmen Museum. Interstate 85, U.S. Highways 80 and 29, and Alabama Highways 15 and 81 are routed through the city.

Tuskegee has one weekly newspaper, The Tuskegee News, and the Montgomery Advertiser, Atlanta Constitution, Birmingham News, Montgomery-Tuskegee Times, Midway Voice, and the Columbus Ledger-Enquirer are among newspapers serving the area.

CHURCHES

In the Tuskegee area, there are approximately 130 protestant churches representing most major denominations, one Roman Catholic Church and two mosques for those of the Islamic faith (Muslims).

APPENDICES

Student's time of Enrollment and which falls within the responsibility or control of the University.

It is the policy that Tuskegee University develops and maintains processes for the good faith review and resolution of all student complaints that will:

Encourage informal resolution of alleged violations at the lowest unit level;

Allow for a formal resolution mechanism if not resolved formally; and Provide for appeal to final decision maker.

The final decision of appeal following an appeal is not appealable further within the University. The purpose of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of undergraduate and graduate students are addressed fairly and are resolved promptly.

To review the Student Complaints and Procedures Policy in full, visit: https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Student%20Affairs/StudentComplaintPolicy-updated1.pdf

JOINT STATEMENT ON STUDENT RIGHTS AND FREEDOMS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution

within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Freedom to Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's programs. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, or national origin. Thus, within the limits of its facilities, each college and university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protections Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student

assembly, and right of petition that other citizens enjoy; and as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizens both on- and off-campus.

Institutional Authority and Civil Penalties.

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/ her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional actions should be independent of community pressure.

Procedural Standards in Disciplinary Proceedings

regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/ her, that he/ she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no Honor Codes offering comparable guarantees:

Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulation should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct published in advance through such means as a student handbook or a generally available body of institutional regulations.

Investigation of Student Conduct

- 1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls or apartments controlled by the institution, an appropriate and reasonable authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects of information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
- 2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by an institutional representative to coerce admissions of guilt or information about conduct of other suspected persons.

Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, nor his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or University property, or for reasons which may reflect unfavorably upon the image of the academic community.

Hearing Committee Procedures

The Tuskegee University policies included in this section of the Handbook are those that may be most important to students. These policies should in no way be taken for all of the policies of Tuskegee University. For other policies, students should refer <u>Academic Regulations and Procedures</u>, the <u>Tuskegee University Bulletin</u>, and the various areas to which the policy in question may relate.

DISCLOSURE OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (The Buckley Amendment) requires the college or university to: (1) inform students, on an annual basis, of the location, types and content of "education records: being maintained on them; (2) provide student access rights; and (3) obtain written consent of student prior to releasing personally identifiable data. (The term, "education records," will be made available to all students during the Fall registration and to new students during the Spring and Summer sessions.)

ACCESS TO STUDENT RECORDS

Any student who is or has been in attendance at Tuskegee University has the right to inspect and review his "education records" within a reasonable time (not to exceed 45 days) after making a request. However, the following records are not subject to review:

- 1. Financial records of the student's parents or any information contained therein.
- 2. Confidential letters and statements of recommendation.
- Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity. However, the student may have an appropriate professional review such records.
- Records of law enforcement agencies.
- 5. Records kept by educational personnel that remain in the sole possession of the makers.
- 6. Any record containing information on two or more individuals.
- 7. Any record to which the student has waived his right to access.

Students have these additional rights:

- 1. To obtain copies of "educational records" at a reasonable cost.
- 2. To receive institutional response to reasonable requests for explanations and

- interpretations of the records.
- 3. To challenge the contents of their "educational records."
- 4. To authorize the release of "educational records" to a third party(ies). ("Party" means an individual, agency or organization). The third party(ies) must not permit any other party(ies) to have access to information without the written consent of the student.
- 5. To waive (specifically and in writing) their right of access to confidential recommendations and other information in the "education records."

For further information regarding student records, students may contact the Office of the Registrar.

EXTENDING INVITATIONS TO SPEAKERS

The General Policy

Groups are allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community.

Financial Arrangements

The financial arrangements for prospective speakers, including honoraria and/or travel and living expenses, should be cleared by the sponsor(s) prior to finalizing the invitation.

The Administration of the Policy

The primary, but not exclusive, responsibility for implementation and observation of this policy and the standards contained herein rests with sponsoring groups and individuals who desire to invite a formal speaker shall notify the proper authority in writing at least ten (10) days before the invitation is issued. In case of students and student groups, the Dean of Students shall be notified. Non-student Tuskegee University groups and/ or individuals shall notify the Provost (in case of faculty) or the Vice President for Business and Fiscal Affairs (in the case of staff). Failure to respond to written notifications within five (5) days shall be construed as approval. Prior notice on the university's weekly or semester calendar shall be deemed sufficient to cover situations involving class and professional settings, informal gatherings, or meetings of

chartered organizations.

Specific Expectations

- Courtesy should be accorded all invited speakers. Orderly walkouts and orderly sign displays are permissible.
- 2. The University strongly disapproves of destruction of property, lawlessness, activities which endanger the life, limb, and general welfare of individuals.
- 3. All off-campus public announcements and news releases inviting off-campus people to activities on the campus should be cleared through the Office of Communications, Public Relations and Marketing. Arrangement to have representatives of public communication media on the campus or at activities involving the University elsewhere should be cleared through the Office of Communications, Public Relations and Marketing.

PROTEST DEMONSTRATIONS, CIVIL, AND POLITICAL ACTIVITIES

General Policy

Tuskegee University recognizes the right of students, staff and faculty, acting on their own responsibility, to engage in such activities as protest demonstrations, **civil and political actions**. They may exercise their rights as citizens of the community, state and nation, provided they do so as individuals and do not indicate that they are representing the University.

Guidelines for Implementation

- 1. It is expected that off-campus activities be organized and followed in accord with established civic or other appropriate legal regulations governing marches and similar activities and that any regulated agreements made with law enforcement officials will be honored. The Dean of Students, or representatives of the Division of Student Affairs, should be advised at least 24 hours in advance of sponsorship and plans for any protest activities off-campus.
- 2. On-campus informal rallies or informal gatherings involving students should be cleared in writing with the Office of the Dean of Students.
- Similar activities involving staff and faculty should be cleared through the Office
 of the Vice President for Business and Fiscal Affairs or the Office of the Provost,
 respectively. Such clearance must be obtained in writing at least two hours
 before the activity is held.

- 4. Generally, neither Tuskegee University nor local law enforcement officers are able to provide adequate and effective protection of individuals or groups who participate in nighttime off-campus activities. Participants in such activities are especially reminded that they do so at their own personal risk and are subject to civil law.
- 5. Individuals who engage in unlawful acts are subject to civil prosecution. University officials are prepared to apprise students of legal counsel and may offer other assistance. However, Tuskegee University will extend normal cooperation to public officials in the exercise of their duties.
- The direct or clearly implied provocation to physical violence or property damage by Tuskegee University students, staff or faculty members is considered a serious breach of responsibility and a threat to the safety of the Tuskegee University community.
- 7. Any individual, upon positive identification, who assists, participates, organizes, instigates and/ or leads protest demonstrations, or civil and political actions that fail to observe these guidelines will be subject to such disciplinary action as may be deemed appropriate in the situation.

DISCIPLINARY POLICIES

Cases Involving Civil Charges

Individuals who engage in unlawful acts are subject to civil prosecution. University officials are prepared to apprise students of legal counsel and may offer other assistance. However, Tuskegee University will extend normal cooperation to public officials in the exercise of their public duties.

No University disciplinary body shall under ordinary circumstances hear a student's case and no charge shall be brought against a student for being arraigned by civil authorities. If a student is found guilty by the civil authorities, he/ she may be subject to disciplinary action by the judicial systems of Tuskegee University. However, if any charge(s) is made by any member of the University community against a student, this charge(s) will be heard by the appropriate judicial body.

Under unusual circumstances, where action

University property. This authority shall be vested in the Dean of Students or a designee and subject to subsequent appeal.

Loss of Office Privileges

Any elected student official charged with committing a felony will immediately relinquish the duties of that office and, if tried and convicted, will immediately resign

- Outside selling agencies should make personal contacts only on the invitation of the individual faculty or staff member. It is preferred that such appointments be after the regular working day and at the home of the faculty or staff member who wishes to make the contact. However, the final determination of the time and place of appointment is left with the faculty or staff member, so long as there is no interference with the work program of the individual or his/ her associates at the University.
- 2. Special demonstrations for student groups or merchandise, particularly student groups, are not permitted in residence halls.
- The solicitation of funds, advertisements, or gifts of any kind from faculty, staff and students at Tuskegee University must be authorized by the Office of University Advancement.

The University community may help by advising the Office of Business and Fiscal Affairs of any apparent variations from the policy governing solicitations and sales on campus.

Tuskegee University is committed to providing an academic climate and regulations and procedures necessary to assist students in progressing sequentially and effectively toward their educational goals. The knowledge and observation of academic regulations enhance the educational process. Each student is given a copy of the <u>Tuskegee University Academic Regulations and Procedures for Undergraduates</u>. Students are responsible for becoming familiar with the regulations and are expected to comply with them.

(a) To encourage the development on all campuses of security policies and procedures.

SEC. 104. DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

- (a) Disclosure Requirements.-Section 485 of the Act (200 U.S.C. 1092) as amended by section 103 and 104) is further amended by adding at the end thereof the following new subsection:
- (b) Disclosure of Campus Security Policy and Campus Crime Statistics-(1) Each eligible institution participating in any program under this title shall on Sept. 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992 and each year thereafter, prepare, publish, ailany dsq5-4m[ransgw-6(m[rEC)6(t3609(licy)2l)5(i14.7)14f0 Tc 0 Tw 12 0 08.44 O1anTw

WAIVER OF HEARING AND PLEA OF BEING IN VIOLATION

DATE:	CA SE #		
ACCUSED (Name):			

PLEA OF NOT BEING IN VIOLATION

CA SE #			
NAME OF ACCUSED:			
ID#			
ALLEGED VIOLATION(S):			
I,violation to charge(s) of violating	ng campus Codes of Co		plea of not in
I request () an initial hearing of the cha () an appellate review of the connection with charges brou Conduct in Case #	findings and recommendation from the first first from the first fr	nendations of the H iolations of the ca	_
I affirm that I have read and understanding signature below.	ystem, as evidenced	by my initials and	signature on the
Signature of Accused		_	
Date	<u> </u>		
Witness		_	
Date			

STATEMENT OF UNDERSTANDING: JUDICIAL RIGH

UNIVERSITY SEXUAL VIOLENCE HEARING BOARD STATEMENT OF UNDERSTANDING JUDICIAL RIGHTS

CASE #	_
Ι,	, hereby confirm that the Judicial Affairs
to a hearing and to app affirm that the following	ained to me the procedure for my hearing. I understand my right heal, if necessary, as stated in the <u>Student Handbook</u> . I specifically ng rights were explained to me, as evidenced by my initials uring the course of my appearance before the appropriate
I understand my	right to be represented by an attorney.
I understand my	right to call witnesses and offer evidence on my behalf.
· ·	right to ask for a postponement of the judicial proceeding, in and present evidence or witness testimony on my behalf.
brought against receiving the deci	
	the Judicial System of Tuskegee University is regulated by quirements of the

SUPPORTING STATEMENT OF ACCUSED

(Statement to be obtained from each accused student)

CA SE #
Name of Accused Student:
Statement Narrative: (Specify names, witnesses and/or other supportive evidence to verify you statement)
I,, as evidenced by my signature below, do
declare, and/ or affirm, that the above statement is factual/ truthful to the best of my knowledge.
Signature of Accused

JUDICIAL AFFIRS SUPPLEMENTAL STATEMENT

Case #	Date
Name of Person Making Statement	
	(Please print.)
Student ID #	
	ain all details concerning the incident. It is if it is as possible, listing names, witnesses, and/or
any other evidence to support/ verify the	
Initials	

SUPPLEMENTAL STATEMENT (continued) Page 2		

CAMPUS ALERT

Greek Organizations

The	temporary	private	use	of	areas	around	Gree
							-

CAMPUS ALERT

Homecoming

This is that special time in the academic year when graduates, friends, and family members return to the campus to continue the Tuskegee Experience. Be joyous in the celebration of Homecoming, but be courteous and safe in doing so. Keep the following in mind.

- Be cordial and friendly to peers and guests.
- Make our guests (your guests) feel welcome.
- Refrain from loitering outside the concert site.
- Comply with Campus Traffic and Safety regulations and report violators who do not.
- Enjoy the football game, cheer for the "Golden Tigers," but be sportsmanlike throughout.
- Respect the property of others and report violators to the Office of Campus Safety and Security.
- Refrain from the use of alcoholic beverages and controlled substances and report used of same.

OPEN HOUSE VISITATION OF RESIDENCE HALLS IS PROHIBITED AT ALL TIMES, INCLUDING HOMECOMING.

Dean of Students		

CAMPUS ALERT

Halloween Activities

Students are encouraged to:

- Avoid crowds and remain in the safety of the residence halls.
- As always, group travel is advised. Avoid walking in poorly lighted areas--on or off campus.
- Vandalism and destruction of University of personal property will be subject to immediate and stern disciplinary action.
- Be aware of and report those who participate in food fights, egg-throwing or throwing of any objects that could cause injury to others.

Dean of Students	