



2025–2026

# STUDENT HANDBOOK

Jacksonville State University

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For Police Emergencies Call: 256.782.5050 OR 911

For Non-Emergencies Call: 256.782.8888

## **JSU Mission Statement**

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

## **Definition of a Learning-Centered Community**

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

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

## **JSU Strategic Plan Commitments**

### **Discover**

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

### **Engage**

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

### **Reach**

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

## **Institutional Accreditation**

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

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

## Course Scheduling & Registration

### Course Listings

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

Title	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times
<a href="#">First Year Experience</a>	101	010	0	12483	Fall 2025	<a href="#">Chandler, Taylor Marie</a> (Primary)	S M T W T F S 01:45 PM - 02:45 PM

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

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

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

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

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

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

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

**Instructional Method:** Instructional Method refers to the way the class is taught; for example, on-campus, online, field based, etc.

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

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

**Time:** Time refers to the hours the class meets. If TBA is listed, then the location, days, and/or time had not been assigned at the time the schedule was created, or the course is online.

**Days of the Week (Days):** The days a course will meet are indicated by the first letter of each day, M for Monday, etc. The only exception is Thursday which is indicated by the letter "R."

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

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

### Course Scheduling

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

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

### Grade Point Average

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

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

To calculate GPA:

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

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

38 Quality Points Earned = 2.92  
13 GPA Hours

## Four Steps to Registration

**1**

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

**2**

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

**3**

Prior to meeting with your academic advisor, review the Class Schedule using Schedule Planner through your *MyJaxState* account. Refer to the JSU Catalog online for information on the general studies curriculum, coursework in your major, and course scheduling.

**4**

With your completed schedule, approved by your academic advisor, you may register via the Internet. For specific instructions on when and how to register, go to [Registration Information - Office of the Registrar \(jsu.edu\)](http://www.jsu.edu/bursar/index.html)

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

For more payment information, please visit: <http://www.jsu.edu/bursar/index.html>



## Academic Advisor

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

### WHO IS MY ADVISOR?

- Go to <http://www.jsu.edu>
- Select *MyJaxState*
- Enter your Username and Password
- Select JSU Navigate
- In the “Your Success Team” box, bottom right of screen, your primary advisor is listed as ACAD
- If you cannot find your advisor, email [advising@jsu.edu](mailto:advising@jsu.edu) for assistance.

### WHEN TO SEE YOUR ACADEMIC ADVISOR

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

### HOW TO SEE YOUR ACADEMIC ADVISOR

- Know the location of your advisor’s office
- Schedule an appointment with your advisor through JSU Navigate
- If it is necessary to drop in without an appointment, be prepared and patient
- The first and last weeks of the semester, as well as the early registration period, are usually the busiest for your advisor. If possible, avoid these times if a longer conference is needed
- Prepare course list and generate schedules in Registration before meeting with your advisor

## *MyJaxState*

Students can register for classes, drop, or add classes, check their balance, make credit card payments on their account, and receive midterm and final grades from any device with Internet capabilities.

### Register for Classes

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

Refer to [Registration Information - Office of the Registrar](#) for additional registration information.

### GEM Electronic Mail (Office 365)

All JSU students are assigned a JSU email address when they are accepted for admission. You may access your email account at <http://gem.stu.jsu.edu> or by logging into your *MyJaxState* account at <http://my.jsu.edu>. It is important to check your JSU email to receive important information from various university departments.

#### CHECKLIST TO ENSURE CONFIRMATION OF CLASSES/HOUSING

- ❖ Know your exact charges. Go online to <http://my.jsu.edu>
- ❖ Know the confirmation due dates. Go online to <http://www.jsu.edu/bursar/PaymentGuidelines.html>
- ❖ Pay online or at the Office of Student Accounts window to ensure confirmation of your classes, university housing, and other charges. Always be sure to include your student number when paying by check or money order. Visa, Master Card, and Discover are accepted.
- ❖ If you need to use your financial aid for the payment deadline, review your charges minus your scheduled financial aid. Pay the difference between your total charges and scheduled aid if applicable.
- ❖ Make sure you have done everything necessary to apply for and accept financial aid. APPLY EARLY. The deadline to apply for JSU competitive scholarships is February 1.
- ❖ Submit your housing application and the \$200.00 non-refundable application fee online by the April 1st priority deadline. Students must be accepted to JSU before applying. Your assignment will be sent to your *MyJaxState* email account. All fees must be paid prior to check in. For more housing information, please go to [www.jsu.edu/housing](http://www.jsu.edu/housing).

#### **Please Note:**

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

## Pay Registration/Housing Confirmation Costs

### 1. Office of Student Accounts

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

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

### 2. Financial Aid Office

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- a) Federal Pell Grants
- b) Federal Supplemental Grants
- c) State Grants
- d) Institutional Scholarships
- e) Federal Stafford Loans
- f) Federal PLUS Loans
- g) Entitlement Assistance
  - Vocational Rehabilitation
  - Tuition Assistance (JSU employees only)

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

### 3. Loans/Outside Scholarships

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

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

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

## Campus Services

### Office of Admissions

Kelly Martin, Director

304 Theron Montgomery Building

Telephone: 256.782.5268

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

The Office of Admissions is responsible for all undergraduate admission processing and recruitment. This includes collection of applications and fees, high school and college transcripts, and standardized tests for admission. This office also manages the On-Campus ACT.

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

### Bookstore

Kristi Webster, Manager

Theron Montgomery Building

2<sup>nd</sup> Floor

Telephone: 256.782.5283

Email: [kwebster@bncollege.com](mailto:kwebster@bncollege.com)

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

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

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

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

Hours of operation for fall/spring terms: Monday – Friday

8:00 AM – 5:00 PM

Hours of operation for summer term: Monday – Thursday

8:00 AM – 4:30 PM

Friday

8:00 AM – 12:00 PM

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

### **Community Standards**

Paige Rochus, Assistant Director

301-A Angle Hall

Telephone: 256.782.8080

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

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

The office is responsible for supporting students through the student conduct process, students who want to report a policy violation, and students who report or display concerning behavior.

When a student is reported for violating the Student Code of Conduct, the office investigates the incident, gathers evidence, interviews involved parties, and renders disciplinary sanctions as necessary. The Office of Community Standards' mission is to turn potential incidents of misconduct into opportunities to facilitate education and student development.

### **Counseling Services**

Lola Johnston, Director

147 Trustee Circle

Telephone: 256.782.5475

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

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

### **Dean of Students Office**

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

402 Theron Montgomery Building

Telephone: 256.782.5491

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

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

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

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

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

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

Salls Hall

Non-emergency: 256.782.8888

Emergency: 256.782.5050 or 911

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

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

Students, faculty, and staff are encouraged to update their phone contact information on their *MyJaxState*

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

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

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### **Dining Services**

Scott Williams, General Manager  
Becky Key, Administrative Assistant

Jax State Dining Hall  
Telephone: 256.782.7242

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

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### **Drop/Add Procedures**

Dean's Office

College of Student's Major  
Website: [Registration Information](#)

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

Students wishing to add classes must do so by a specific date (see Academic Calendar online at [Academic Calendar - Office of the Registrar](#)). Students may drop classes by the Internet only through a specific date (see Academic Calendar online at [Academic Calendar - Office of the Registrar](#)).

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

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### **Enrollment Partnerships and Marketing**

TBD, Associate Director

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

The mission of the Office of Enrollment Partnerships and Marketing is to increase the enrollment of students in underrepresented populations through partnerships with external constituents, including businesses, community organizations, and educational institutions.

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### **Financial Aid**

Charlotte Cole, Director

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

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

### **Grade Appeal**

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

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

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

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

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

Submit your housing application and the \$200.00 non-refundable application fee online by the April 1 priority deadline. Students must be accepted to Jacksonville State University before applying. Your assignment will be sent to your *MyJaxState* email account. All fees must be paid prior to checking in. For more information, please go to [www.jsu.edu/housing](http://www.jsu.edu/housing).

### **Houston Cole Library**

John-Bauer Graham, Dean of Library Services

Houston Cole Library  
8<sup>th</sup> Floor  
Telephone: 256.782.5255  
Email: [jgraham@jsu.edu](mailto:jgraham@jsu.edu)

The Houston Cole Library provides information services and resources to support the scholarly and informational needs of the university community. The collection offers access to more than 1.5 million volumes, millions of journal articles available through over 450 online databases, tens of thousands of eBooks, and more than a million microform and multimedia materials which are all selected to support the university curriculum. The library is open 93.5 hours per week during the fall and spring semesters and 77.5 hours per week during the summer semesters on the following schedule:

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

The library offers extended hours during final exams during the fall and spring semesters. During these extended hours, the library is open until 1:00 AM Sunday – Thursday.

Library services include course reserves, which are assigned course readings, both print and electronic, submitted by faculty; interlibrary loan; group study rooms; an online library catalog; electronic resources; quiet study floor (3rd floor); and centralized reference/research assistance. Course reserves and books may be checked out at the Circulation Desk in the Lobby. Librarians are available to help with the use of the library either at the Reference Desk in the Lobby or on the individual subject floors. Students may check out laptops and other equipment through the George E. Whitesel Multimedia Lab on the 6th floor. Various software such

as Adobe Creative Cloud and other audio/video recording and imaging editing are also available in the George E. Whitesel Multimedia Lab on the 6th floor. The Houston Cole Library is a wireless access point and houses the Student Success Center on the 2nd floor and the Technology Support Center on the 9th floor. Additionally, the library houses an IT computer lab on the 10th Floor.

### **Human Resources**

Allison Casey, Director

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

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

### **Identification Card**

Jesse Thornburg, Manager

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

#### Fall/Spring

Monday – Friday: 8:00 AM – 4:30 PM

#### Summer

Monday – Friday: 8:00 AM – 4:30 PM

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

### **International House and Programs**

Ingrid Galinat, Director

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

The International House and Programs provides support for international students studying at JSU, American students studying abroad, faculty exchange programs with universities in other countries, international partnerships and international recruitment. International students are provided with information and assistance in such areas as student and scholar related immigration regulations, student employment regulations, driver's license, international student insurance, travel, and visa requirements as well as in matters of student life on campus. International students and U.S. students participating in the International House programs are provided with volunteer opportunities and opportunities to engage in cultural activities and educating the JSU community on global education. A major goal is to internationalize the JSU campus, and help international students fully participate in the American experience and make American students' global citizens through study abroad and the international house.

### **jsuRIDE**

Luane Evans, Coordinator Transportation

The Rock House  
Telephone: 256.782.8637  
Email: [transportation@jsu.edu](mailto:transportation@jsu.edu)

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



**Fall/Spring**

Monday – Thursday: 7:00 AM – 9:00 PM

Friday: 7:00 AM – 4:30 PM

**Summer**

Monday – Friday: 7:00 AM – 4:30 PM

**Mail Center**

Jesse Thornburg, Manager

Theron Montgomery Building

4<sup>th</sup> Floor

Telephone: 256.782.5290

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

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

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

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

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

**Veteran and Military Services**

Justin Parker, Director

117 Angle Hall

Telephone: 256.782.8839

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

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

**Online@JSU**

Chris Casey, Director

[jsu.edu/online](http://jsu.edu/online)

Telephone: 256.782.8172

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

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

**Printing Services**

Nick Howard, Manager

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

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

**Registrar's Office**

Emily White, Registrar

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

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

**FERPA Waiver**

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

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

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**RMC/JSU Health Center**

TBD, CRNP  
Bayleigh Liveoak, Clinic Coordinator

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

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The JSU Health Center is a primary health care facility providing outpatient medical services as well as promoting preventive health measures to currently enrolled students, staff, and faculty. Prior to enrollment, new students are required to register with Mediat. The Mediat Immunization Portal is accessible via your MyJaxState. All health information and vaccination records must be submitted via Mediat prior to arrival on campus.

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**Student Accounts**

Alice Wudarczyk, Assistant Controller

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

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

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

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

**A POSTMARK IS NOT ACCEPTABLE FOR MEETING YOUR PAYMENT DEADLINE.** Your complete payment must be in the Office of Student Accounts no later than the published due date. In the event a student fails to satisfy a financial obligation to the university and the debt is referred to an outside attorney or agency for collection, in addition to the debt (principal plus applicable interest), the student will be responsible for all costs, charges, and expenses incurred by the university, including attorney's fees and/or collection agency fees and expenses, not to exceed thirty percent (30%) of the debt, plus litigation expenses and court costs, if applicable. Debts owed to the university may be referred to an outside agency for collection as accounts, or where litigation has concluded, as judgement. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgement obtained in favor of the university will accrue interest at the rate set by Alabama law for unpaid judgements. By providing your telephone number to JSU, you agree and give express consent that the university or anyone working on their behalf, including third party vendors, may contact you at the number provided by manually dialing the number or by using automated dialing technology.

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**Student Government Association**

Abbie Beatty, Assistant Dean of Students &

Dean of Students Office

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SGA Advisor

402 Theron Montgomery Building  
Telephone: 256.782.5068  
Email: [studentlife@jsu.edu](mailto:studentlife@jsu.edu)

The Student Government Association (SGA) is designed to promote the welfare of the student community by providing an avenue for student expression, social activities, multicultural programming, and student services. All students are members of the SGA. Opportunities for involvement are available through the Senate and numerous committees. The university considers the SGA a vehicle of learning and education. The SGA promotes cultural diversity within the university community through programs and activities to develop leadership skills as well as to increase awareness of diverse cultures and backgrounds.

### **University Recreation**

Dominic DiMauro, Director

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

University Recreation (UREC) empowers individuals to discover wellness experiences that improve overall well-being by offering exceptional programs and services. The Recreation and Fitness Center features strength training and cardio equipment, a 3-court gymnasium, a multi-activity court, three fitness studios, two racquetball courts, an indoor and outdoor pool, gaming lounge, and climbing wall. Services include Weekly Fitness Classes, Intramural Sports, Sport Clubs, and Adventure Recreation Trips.

Hours of operation during the fall and spring semesters are typically:

Monday – Thursday: 5:00 AM – 11:00 PM  
Friday: 5:00 AM - 9:00 PM  
Saturday: 9:00 AM - 9:00 PM  
Sunday: 12:00 PM - 9:00 PM

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

### **Withdrawal Procedures**

Registrar's Office

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

Students no longer wishing to attend classes in a term/part-of-term must officially withdraw from the semester through the Registrar's Office. If an official withdrawal is not processed, a failing grade is assigned to each course in which the student is currently registered. Refunds are given based on specific dates listed on the Academic Calendar: <https://www.jsu.edu/registrar/academic-calendar/index.html> You may withdraw by completing the Withdrawal from Term Form located in your *MyJaxState* account.

Hardship Withdrawals are only considered for serious extenuating circumstances that prevent a student from continuing or completing coursework occurring when it is past the Last Day to Drop a class or Withdraw and incompletes or other arrangements with instructors are not feasible. More information and the Hardship Withdrawal Application can be found at the following link:  
<http://www.jsu.edu/studentaffairs/hardshipwithdrawal.html>

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**Student Success Center**

Dr. Timothy King, Vice Provost, Student Success

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

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

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**Academic, Athletic & Career Advising**

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

- Academic Advising
- Athletic Academic Advising
- Career Advising

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

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**Academic Standards**

Debra James, Director Academic Support and Success

- Learning Development Plans
- Academic Needs Assessment
- Reinstatement

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

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**College to Career Initiatives**

Jennifer Gault, Director

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

Student Success Center  
185 Merrill Hall  
Email: [jkgault@jsu.edu](mailto:jkgault@jsu.edu)  
Telephone: 256.782.5297

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**Disability Resources**

Dr. Sean Creech, Assistant Vice Provost  
for Learning Support Resources

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

Student Success Center  
Houston Cole Library  
1<sup>st</sup> Floor  
Email: [sccreech@jsu.edu](mailto:sccreech@jsu.edu)  
Telephone: 256.782.5264

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**First- & Second-Year Experience**

Keaton Glass, Director

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

Student Success Center  
Houston Cole Library  
Ground Floor  
Email: [kglass@jsu.edu](mailto:kglass@jsu.edu)  
Telephone: 256.782.5493

- Fall Immersion Program
- EdReady Math & English Placement

### **Lead Learning Specialist**

Dr. Yolanda McCants, Lead Learning Specialist	Student Success Center
<ul style="list-style-type: none"> <li>• Intensive academic support for student athletes</li> <li>• Study Zone organization</li> <li>• Study Table supervision</li> </ul>	Houston Cole Library 2nd Floor 201
	Email: <a href="mailto:ymccants@jsu.edu">ymccants@jsu.edu</a>
	Telephone: 256.782.5841

### **Student Athlete Academic Success**

Rachel Hass, Director	Student Success Center
<ul style="list-style-type: none"> <li>• Academic advising for student athletes</li> <li>• Success coaching for student athletes</li> <li>• Eligibility</li> </ul>	Houston Cole Library 2nd Floor 201B
	Email: <a href="mailto:rhass@jsu.edu">rhass@jsu.edu</a>
	Telephone: 256.782.5774

### **Student Success Technology**

Kimberly Hudgins, Coordinator Retention Technology	Student Success Center
<ul style="list-style-type: none"> <li>• JSU Navigate</li> <li>• JSU Navigate Coordinated Care Team</li> <li>• Cocky Bot 🐓 SMS Chatbot Messaging</li> </ul>	Houston Cole Library 2nd Floor
	Email: <a href="mailto:kmegill@jsu.edu">kmegill@jsu.edu</a>
	Telephone: 256.782.8302

### **Success Coaching**

Debra James, Director Academic Support & Success	Student Success Center
<ul style="list-style-type: none"> <li>• Success Coaching</li> </ul>	Houston Cole Library 2nd Floor
	Email: <a href="mailto:dmjames@jsu.edu">dmjames@jsu.edu</a>
	Telephone: 256.782.8224

### **Success Courses**

Dr. Sean Creech, Assistant Vice Provost for Learning Support Resources	Student Success Center
<ul style="list-style-type: none"> <li>• Student Success Courses</li> </ul>	Houston Cole Library 1st Floor
	Email: <a href="mailto:screech@jsu.edu">screech@jsu.edu</a>
	Telephone: 256.782.5264

### **Supplemental Instruction**

Alysia Pace, Coordinator	Student Success Center
<ul style="list-style-type: none"> <li>• Supplemental Instruction study sessions</li> </ul>	Houston Cole Library 2nd Floor
	Email: <a href="mailto:alpace@jsu.edu">alpace@jsu.edu</a>
	Telephone: 256.782.8225

### **Testing Services**

Geraldine Mendiola, Coordinator	Student Success Center
<ul style="list-style-type: none"> <li>• Accommodated Testing</li> <li>• Exam proctoring</li> <li>• Make up exams</li> <li>• CLEP</li> <li>• ACT Work Keys</li> <li>• Educational Interpreter Performance Assessment Exam</li> <li>• National Occupational Competency Testing Institute</li> <li>• ProV Exam</li> <li>• DANTES Subject Standardized Test (DSST)</li> <li>• National ACT</li> <li>• Residual ACT</li> </ul>	Houston Cole Library Ground Floor
	Email: <a href="mailto:testingservices@jsu.edu">testingservices@jsu.edu</a>
	Telephone: 256.782.8378

### **Transfer & Adult Student Learning Support**

Director, Sharee Hutchinson <ul style="list-style-type: none"> <li>• Programs and services for Transfer and Adult Learners</li> <li>• Transfer &amp; Adult Student Success Coach</li> <li>• Transfer &amp; Adult Student Learning Specialist</li> </ul>	Student Success Center Houston Cole Library 6 <sup>th</sup> Floor Email: <a href="mailto:hutchinson@jsu.edu">hutchinson@jsu.edu</a> Telephone: 256.782.8343
<b>Tutoring</b> Candi Burton-Momon, Coordinator <ul style="list-style-type: none"> <li>• Appointment tutoring</li> <li>• Drop-in tutoring</li> <li>• Tutor.com (online tutoring)</li> </ul>	Student Success Center Houston Cole Library 2 <sup>nd</sup> Floor Email: <a href="mailto:cburtonmomon@jsu.edu">cburtonmomon@jsu.edu</a> Telephone: 256.782.8306

## Student Government Association



**President** [sgapres@stu.jsu.edu](mailto:sgapres@stu.jsu.edu)

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**Vice President of Student Senate** [sgavpss@stu.jsu.edu](mailto:sgavpss@stu.jsu.edu)

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**Vice President of Organizational Affairs** [sgavpoa@stu.jsu.edu](mailto:sgavpoa@stu.jsu.edu)

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**Vice President of Student Activities** [sgavpsa@stu.jsu.edu](mailto:sgavpsa@stu.jsu.edu)

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**Vice President of Public Relations** [sgavppr@stu.jsu.edu](mailto:sgavppr@stu.jsu.edu)

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**SGA Advisor: 256.782.5068**

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

### **Executive Branch**

The SGA President presides over the Executive Branch, which is comprised of the Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, and Vice President of Public Relations. The executive officers hold daily office hours and meet weekly at various times in the SGA office. As a student, you are invited to meet with your officers at any time to share opinions and ideas.

### **Legislative Branch**

The Vice President of Student Senate oversees the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 30 voting students who make up the Student Senate.

The Vice President of Organizational Affairs assumes responsibility for all procedures of the Organizational Council. The VPOA is also responsible for overseeing the Allocations Committee.

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

### **Judicial Branch**

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

### **Student Activities Council**

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

*All registered students are automatically members of the Student Government Association. To become more actively involved, go by the Dean of Students Office in Room #402 Theron Montgomery Building.*

## **Constitution of the Jacksonville State University Student Government Association**



## **Preamble**

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

## **Article I Name of Organization**

This government shall be known as the Jacksonville State University Student Government Association, hereafter referred to as the SGA.

## **Article II Declaration of Purpose**

The purpose of the SGA shall be:

1. To protect and defend the rights and responsibilities of the university to the students and the students to the university.
2. To represent and provide a sound democratic student government, to promote student interest in the decision-making processes of Jacksonville State University, and to foster a spirit of unity among students.
3. To present views and strive towards a better understanding between administration, faculty, and students.
4. To fulfill, to the best of our ability, the wants and needs of the entire student body.
5. To develop, coordinate, and execute activities and services for the benefit of the students.
6. To facilitate due process in an attempt to advance the academic and social standards of the university and awareness of the responsibilities inherent with membership in the university community and provide input for judicial procedures.
7. To provide the students with the means to vote for their representative officials through general elections.
8. To cultivate and maintain leadership among the students.

## **Article III Membership and Benefits**

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

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

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

## **Article IV General Organization**

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

## **Article V The Executive Branch**

**Section 1.** All Executive power shall be vested in the Student Executive Board, which shall consist of the President, the Vice-President of Student Senate, the Vice-President of Student Activities, the Vice-President of Organizational Affairs, and the Vice President of Public Relations.

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

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

**Section 4.** The SGA President shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The SGA President shall have the following powers and duties:

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

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

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

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

1. To appoint Student Activities chairpersons in conjunction with the consent of the Student Senate.
2. To call and preside over the meetings of the Student Activities Council.
3. To organize a training session for the Student Activities chairpersons.
4. To assume responsibility for all student activities sponsored by the SGA.
5. To attend Student Executive Board meetings as called by the President.
6. To assume responsibility for all Student Activities Council procedures.
7. To meet regularly with Student Affairs staff designed to work with the SGA and any other university officials when necessary to coordinate activities.
8. To perform such duties as the SGA President might request of him/her.

**Section 7. The SGA Vice President of Organizational Affairs** shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The SGA Vice President of Organizational Affairs shall have the following powers and duties:

1. To maintain accurate records of budget expenditures and to ensure compliance with the approved annual budget.
2. To present a weekly report to the Student Executive Board on the status of Student Government accounts.
3. To present a monthly report to the Senate on the status of Student Government accounts, as prescribed by status.
4. To ensure that all allocations requests are processed in a timely manner.
5. To attend all Student Executive Board meetings as called by the President.
6. To ensure that all allocation regulations are complying.
7. To appoint an Organizational Affairs Head with the majority consent of the Student Senate.
8. To maintain an official record of recognized student organizations.
9. To work in accordance with the Dean of Students Office, which is responsible for all relations with university-recognized organizations.
10. To assume all responsibility for all procedures of the Organizational Council.
11. To call and preside over the meetings of the Organizational Council.
12. To coordinate and review all bills and resolutions which come from the Organizational Council for Student Senate review.
13. To report all news announcements, events, and advertisements to the Vice President of Public Relations for inclusion on the SGA Calendar.
14. To advise the SGA Vice President of the Student Senate on all matter's university recognized organizations.
15. To perform such duties as the SGA President might request of him/her.

**Section 8. The Vice President of Public Relations** shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The Vice President of Public Relations shall have the following powers and duties:

1. To coordinate publicity for the SGA.
2. To design all printed materials, place all advertisements, and oversee all publicity for the SGA.
3. To work along with other members of the Executive Board and Student Activities Council Committee Chairpersons to develop publicity campaigns for programs and events.
4. To attend all Student Executive Board meetings as called by the President.
5. To perform such duties as the President might request of him/her.

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

## **Article VI Legislative Branch**

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

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

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

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

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

**Section 6.** A Presidential veto may be overridden by a two-thirds majority of the Student Senate.

## **Article VII Judicial Branch**

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

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

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

**Section 4.** The Student Judiciary Advocate shall work in conjunction with the Jacksonville State University Office of Community Standards and/or the Title IX Office.

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

### **Article VIII General Provisions**

**Section 1.** There shall be a council of student organizations, to be known as the Organizations Council. This council shall include the presidents, or such person as shall be appointed, of every student organization recognized by the Senate. The Council shall have the power to present bills to the Senate and other such powers as granted by statute.

**Section 2.** Every person elected or appointed, and every organization under the jurisdiction of this Constitution shall meet and maintain all qualifications as prescribed by statute.

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

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

**Section 5.** All meetings shall be conducted with decorum and in accordance with such rules of order as shall be established by statute, insofar as these rules do not conflict with this Constitution.

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

**Section 7.** The SGA President shall be succeeded by the Vice President of Student Senate. If the Vice President of the Student Senate (VPSS) is not able and (or) willing to be SGA President, then the Vice President of Student Activities (VPSA) shall proceed as SGA President. In the case that both VPSS and VPSA are not able and (or) willing to be SGA President the Vice President of Organizational Affairs (VPOA) shall proceed as SGA President. In the case that VPSS, VPSA, and the VPOA are not able and (or) willing to be SGA President the Vice President of Public Relations (VPPR) shall proceed as SGA President. In the case that all executive officers are not able and (or) willing to proceed as SGA President then a special election can be called by the Student Senate, with a two thirds constitutional majority vote. The election must take place two weeks from the date the special election was voted on. The special election process must not extend over two weeks.

**Section 8.**

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

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

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

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

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

## **Student Groups and Organizations**

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

1. Groups/Organizations will be required to always have a faculty/staff advisor.
2. Annual Paperwork will be submitted to the Dean of Students (or Assistant Dean of Students for Fraternity and Sorority Life for IFC, NPHC, and College Panhellenic Organizations)
  - a. Group/Organization Rosters
  - b. Chapter Leadership Updates
  - c. Assign an Organization Council Delegate to serve as the point of contact with the SGA.
  - d. Advisor Contact Information
  - e. Additional paperwork/requirements are required for IFC, NPHC, and College Panhellenic Organizations:
    - i. Chapters will submit a roster update form any time membership is extended, withdrawn, or resigned.
    - ii. At least one advisor will attend advisor certification training annually.
    - iii. New members/aspirants will attend a new member/aspirant orientation each semester.
    - iv. Hazing compliance forms will be submitted to the Assistant Dean of Students each semester.
    - v. All chapters will submit a new member/aspirant education plan approved by their Inter/National Office
    - vi. Chapter members and/or leadership will attend risk reduction training as offered by the Dean of Students Office
    - vii. Chapters will abide by policies set forth by their respective councils and their Inter/National Organization
3. Always Adhere to the JSU Student Code of Conduct and all JSU policies.
4. Members of group/organization shall attend annual student organization leadership training sponsored by the Dean of Students Office
5. Provide notice and details to the Dean of Student Office within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related to issues involving the organization or any of its members and the Inter/National Organization, if a national affiliation exists

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

### **Registered Student Organizations**

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

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

## Sororities and Fraternities

### Interfraternity Council (IFC)

Organization	President	Campus Advisor
Delta Chi	Josh Hawkins	Gina Mabry
Kappa Alpha Order	Charlie Jones	Andrew Parris
Kappa Sigma	Evan Connelly	Keaton Glass
Pi Kappa Alpha	Jaden Holland	Jacob Wooten
Pi Kappa Phi	Conner Harkins	Kaleb Littlejohn
Sigma Nu	Jose Orozco	Donja Dryden
Sigma Phi Epsilon	James Perrin	David Lyon

### National Pan-Hellenic Council (NPHC)

Organization	President	Campus Advisor
Alpha Kappa Alpha	A’Niah Ford	Diane Best
Alpha Phi Alpha	Rafael Portis	Darius Williams
Kappa Alpha Psi	Brian Daniels	Kevin Hoult
Omega Psi Phi	Gemir Scott	Stacey Gill
Delta Sigma Theta	Zy’Keria Johnson	Michelle Green
Sigma Gamma Rho	Christina Prior	Tekeisha Goggins
Phi Beta Sigma	Chase Mixon	Stacey Gill
Zeta Phi Beta	TBD	Tekeisha Goggins
Iota Phi Theta	Dwight Oatis	Ellis Collins

### Panhellenic Council (CPH)

Organization	President	Campus Advisor
Alpha Omicron Pi	Murphi Kee	Allison Casey
Alpha Xi Delta	Shelby Horton	Alexandra Black
Delta Zeta	Audrey Rich	Kim Delesandro
Phi Mu	Amelia Baker	Emily Lankford
Zeta Tau Alpha	Molly Graben	Leah Simmons

### Multicultural Council (MGC)

Organization	President	Campus Advisor
Alpha Psi Lambda	Oscar Juc-Ibarra	Marie Valentin

### Fraternity and Sorority Life Honor Societies

Organization	President	Campus Advisor
Order of Omega	Abby Swearinger	FranShay Garrett
Rho Lambda	Abby Swearinger	FranShay Garrett

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

## **Jacksonville State University Academic Grievance Process**

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

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

### **Basis for Academic Grievance**

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

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

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

The following steps provide a guideline for the grievance process.

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

**The complete policy may be found on the [Academic Grievance website](#).**



## Jacksonville State University Code of Student Conduct

2025-2026

### Purpose

The Office of Community Standards supports the Jacksonville State University mission by remaining student-centered and educational in its disciplinary procedures. The Code of Student Conduct is a way for the university to publicly expect all students (undergraduate, graduate, and non-degree seeking on campus or off campus) to maintain standards and respect for the university community.

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

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

### Philosophy

The philosophy of the Office of Community Standards is educational and attempts to have the Respondent reconcile with any potential victims and the greater community at large. This restorative justice philosophy is best achieved through cooperation between the offender and the administrator who is holding them accountable. The hopeful benefit of this philosophy is the transformational learning of everyone involved.

### Statement of Values

**Professional Responsibility:** Jacksonville State University must balance the developmental and educational needs of the student with its obligation to protect the safety and welfare of the academic community. In situations where the student's behavior poses a risk to self or others, Jacksonville State University staff must act consistently with applicable laws and regulations.

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

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

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

**Respect:** Opportunity for every student and university employee to be treated with respect and dignity, with the freedom of speech and open exchange of ideas.

## Statement of Freedom of Expression

All members of Jacksonville State University can enjoy the right to freedom of speech and expression. The right to free speech and expression does not include unlawful acts or activity that endangers or threatens to endanger the safety and/or well-being of any member of the Jax State community. In addition, it does not include any activity that materially and substantially interferes with the education or well-being of other students or the mission of Jacksonville State University. Jacksonville State University community members are encouraged to engage in opportunities of free speech and expression to be intellectually and culturally challenged and, therefore, better prepared to deal with the issues they encounter in a changing and diverse society. These encounters can occur with activities and discussions that embody courtesy, mutual respect, and charity.

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

## Scope of Authority

Jacksonville State University's conduct system has authority in all non-academic disciplinary matters. The university reserves the right to discipline students and recognize student organizations for acts of misconduct wherever they occur.

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

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

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

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

The Code of Student Conduct and all applicable processes apply to recognized student organizations. Student organizations shall be responsible for the conduct of members in relation to the organization from the time of application for recognition until they are no longer recognized by the university. Violations of the Code of Student Conduct during the academic year, between academic terms, or during periods of suspension or dismissal will be addressed.

The Code shall apply to an organization, even if the organization disbands while a disciplinary matter is pending. The reasonable observer standard is utilized when determining individual conduct vs. recognized student organization conduct.

## Definitions

**Accused Individual:** A student accused of an alleged violation of the Code of Student Conduct.

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

**Advisor:** A person who attends a hearing to support a student during the conduct process. Advisors may only confer with the student they are advising and cannot speak on a student's behalf. An Advisor can be any

person of the student's choosing, and the financial responsibility for this Advisor shall rest with the student. Students may only have one advisor during a conduct hearing. Advisors cannot serve as witnesses. If a student needs assistance finding an advisor, the Office of Community Standards will provide this information upon request. An individual charged in the same fact pattern related to the accused individual may not serve as an advisor.

The "potted plant" rule applies to Advisors throughout the investigation and disciplinary process. While a FERPA release may allow university officials to answer general questions about a matter, university officials will not meet with Advisors separately or discuss particulars of the investigation with them. Any inquiries should come directly from the student. Further, Advisors may not speak on their party's behalf or otherwise interfere with meetings or proceedings. Advisors must be accompanied by their respective parties when viewing any evidence.

If the Hearing Officer determines that an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, an Advisor may be prohibited from continuing to serve in their role. Where there are unreasonable delays due to an Advisor, the Hearing Officer may elect to hold meetings or proceedings absent their presence. The affected party will be permitted to obtain a substitute Advisor.

Where employees are involved in an investigation, the selection and availability of an advisor may be impacted by applicable collective bargaining agreements, contract requirements, legal requirements, and university policy.

**Administrative Hearing Officer or Conduct Officer:** University staff, faculty, or graduate students designated by the Assistant Director of Community Standards (or designee) and trained to adjudicate violations of the Code of Student Conduct.

**Affirmative Consent:** Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based on a participant's sex, sexual orientation, gender, gender expression, or gender identity.

The following are principles that apply to the above definition of affirmative consent:

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. When consent is withdrawn or can no longer be given, sexual activity must stop.
5. A person is incapable of affirmative consent when they are:
  - a. Less than sixteen years of age.
  - b. Mentally disabled (a person is mentally disabled when their normal cognitive, emotional, or behavioral functioning renders them incapable of appraising their conduct).
  - c. Incapacitated.
6. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.
  - a. A person is incapacitated when they are unconscious, passed out, asleep, involuntarily restrained, physically helpless, or otherwise unable to provide consent.
  - b. Capacity exists along a continuum ranging from sober, impairment, intoxication, incapacitation, to overdose/ alcohol poisoning. Impairment "under the influence" occurs with the ingestion of any drugs or alcohol, whereas intoxication "drunkenness" is similar to the drunk driving limit. Some signs of intoxication include but are not limited to mild impairment of speech, vision, coordination, reaction time, slurred speech, stumbling while walking, exaggerated motions, and excited language. A person *may* be able to give consent if they have been drinking or using drugs, depending on their capacity to make informed decisions free from pressure, coercion, and incapacitation.
  - c. Depending on the degree of intoxication, a person who is under the influence of alcohol, drugs, or other intoxicants may become incapacitated and therefore unable to consent. Incapacitation is a state beyond impairment "under the influence" or intoxication "drunkenness." Alcohol and

other drugs impact individuals differently and determining whether an individual is incapacitated requires an individualized determination-based on the totality of the circumstances.

- d. A person may be incapacitated if they were unaware of where they were at a relevant time, how they got there or why or how they became engaged in a sexual interaction. Incapacitation is the point at which an individual lacks the ability to appreciate the fact that the situation is sexual, or they cannot appreciate the nature/extent of the situation. Some signs of incapacitation may include the following: lack of control over physical movements, inability to walk or stand up without assistance, slurred or incomprehensible speech, confusion on basic facts, unsteady gait, bloodshot eyes, vomiting, black outs, incontinence, and/or disorientation. A person who is incapacitated may also be experiencing alcohol/drug overdose if they are puking while passed out, if they are unresponsive to pinching or shaking, and/or if their breathing is irregular, shallow, or has stopped, or if their skin is blue, cold, or clammy.
  - e. Affirmative consent cannot be gained by taking advantage of the incapacitation of another. In evaluating responsibility in cases of alleged incapacitation, the fact finder asks two questions: (1) did the Respondent know that the Complainant was incapacitated? If not, (2) should a sober, reasonable person in the Respondent's situation have known that the Complainant was incapacitated? If the answer to either of these questions is "yes," affirmative consent was absent.
  - d. If the fact finder determines based on a preponderance of information that both parties were incapacitated, the person who initiated the sexual activity alleged to be nonconsensual due to incapacity is at fault.
7. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- a. Examples of coercion and intimidation include using physically or emotionally manipulative conduct against the Complainant or expressly or implicitly threatening the Complainant or a third party with negative actions that would compel or induce a reasonable person in the Complainant's situation to engage in the sexual activity at issue. Examples of sexual coercion include statements such as "I will ruin your reputation," or "I will tell everyone, "Or "your career (or education) at Jacksonville State University will be over" or "I will post an image of you naked."
  - b. Examples of force or a threat of harm include using physical force or a threat, express or implied, that would place a reasonable person in the Complainant's situation in fear of physical harm to, or kidnapping of, themselves or another person.

**Appeals Coordinator:** The Title IX Coordinator, Assistant Director of Community Standards, or AVP of Student Affairs (or designee) will function as the Appeals Coordinator and ensure that the Appeals Panel is appropriately trained and equipped with relevant information to adjudicate the appeal received.

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

**Appeal Process:** A process designed to review and ensure the integrity of the process and decisions of a university hearing board or the decisions of an administrative Hearing Officer. Additional information on the appeals process, including grounds for appeal, can be reviewed in Section XV of the Code of Student Conduct.

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

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

**Code:** Refers to the Code of Student Conduct

**Complainant:** A person who makes a referral to the Office of Community Standards alleging that a violation of the Code of Student Conduct has occurred. Under certain circumstances, a university official may file a complaint on behalf of someone who experienced prohibited conduct but who cannot or will not themselves take a formal role of a Complainant. Generally, the university may bring a complaint where there is evidence that this policy has been violated.

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

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the individual's express permission or as otherwise permitted or required by law. Jacksonville State University is committed to protecting the confidentiality of Reporting Individuals and will work closely with Reporting Individuals to obtain confidential assistance regarding any incident of prohibited conduct as outlined in these policies.

During any portion of the complaint procedures, the parties shall not record, either by audio or video, the meetings, interviews, interrogations, or any portion of the process. However, parties will be granted access to the Incident Report, Investigative Report, and any accompanying evidence and materials by making an in-person appointment during normal business hours.

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

**FERPA:** Family Education Rights and Privacy Act- protects all Jacksonville State University students' records. The Information allowed to be released is called directory information and is defined in the catalog under Student Regulations/Information-General Information (<https://catalog.Jacksonville State University.edu/undergraduate/student-regulations-information>)

**Gender:** A socially constructed collection of traits, behaviors, and meanings that have been historically attributed to biological differences. The distinction between gender and sex reflects the usage of these terms: Sex usually refers to the biological aspects of maleness or femaleness, whereas gender implies the psychological, behavioral, social, and cultural aspects of being male or female (i.e., masculinity or femininity.) The term gender, as used throughout this policy, includes gender identity and gender expression.

**Gender Expression:** Outward behavior and appearances (e.g., hair, clothing, voice, body language) by which people manifest their gender identity.

**Gender Identity:** A person's deeply felt, inherent sense of being a boy, a man, or male; a girl, a woman, or female; or an alternative gender (e.g., genderqueer, gender non-conforming, gender neutral) that may or may not correspond to a person's sex assigned at birth or to a person's primary or secondary sex characteristics. Since gender identity is internal, a person's gender identity is not necessarily visible to others. When one's gender identity and biological sex are not congruent, the individual may identify along the transgender spectrum.

**Hearing Board:** A group of trained students and faculty/staff who determine if a student(s) is responsible for a violation(s) of the Code of Student Conduct (excluding cases of sexual misconduct). A chairperson will be responsible for facilitating and managing the adjudication process. The Assistant Director of Community Standards (or designee) will advise the hearing board as the Hearing Officer and may sit in on the adjudications of the board to ensure proper procedures are followed.

**Hold:** A temporary or permanent status of a student's educational records that prevents a student from being able to register for classes, make registration changes, access enrollment, and other services. Holds will be placed on student records and kept in the University Registrar's Office. A full description of record holds is available in Section XVI of the Code of Student Conduct.

**Informal Resolution:** A process, other than a formal disciplinary proceeding, by which the Assistant Director of Community Standards (or designee) and the Respondent may voluntarily and mutually agree upon terms and conditions to address a violation of the Code of Student Conduct.

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

**Investigator:** A person(s) who has been identified and trained to gather information in cases that involve alleged violations of the Code of Student Conduct. The investigator shall be a member of the university community and not an individual who is suspended or expelled or under any other conduct outcome. An individual charged with the same fact pattern related to the complaint may not serve as an investigator.

**Mediation:** Mediation is a process in which two individuals or groups meet to resolve a conflict with the facilitation and help of a neutral third party. Mediation sessions are generally one hour long and are conducted confidentially by the Office of Community Standards or affiliates.

**No Contact Order:** No Contact Orders are designed so that students involved in a campus conduct process do not communicate with each other to help minimize further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved.

**Persona Non Grata:** An individual is no longer permitted to be present on the university's owned, -leased, -operated, or -controlled property. Such individual may be issued an administrative trespass warning by university official or a criminal trespass by UPD.

**Pre-Hearing conference (or meeting):** A meeting with a professional staff member where a student can learn more about the conduct process, as well as ask any questions related to the actual hearing. Pre-Hearing meetings are to discuss processes and procedures only, and do not review the facts or substantive nature of a conduct referral.

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

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

**Privacy:** Information related to a report of prohibited conduct will only be shared with those university employees who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. The university will determine which employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly. Jacksonville State University will limit the disclosure as much as possible, even if the university determines that the request for confidentiality cannot be honored. Even university officials and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible.

Jacksonville State University may notify the parents or guardians of any dependent students who are Respondents regarding conduct charges or sanctions, particularly disciplinary probation, loss of housing, suspension, and dismissal.

**Privileged or Confidential Resources:** Individuals that, with very few exceptions, are confidential resources to those wishing to disclose alleged violations of the Code of Student Conduct, including but not limited to sexual misconduct. Such resources include licensed medical professionals, licensed mental health counselors, and clergy.

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

**Reporting Individual:** Encompasses the terms victim, survivor, Complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of an alleged violation of the Code of Student Conduct.

**Respondent:** A person who is alleged to have violated the Code of Student Conduct. Encompass the term Accused Individual and any other term used to reference an individual who is responding to a report of a violation and the subject of an investigation or a judicial or disciplinary proceeding. Includes the person accused of a violation who has entered the university's judicial or conduct process.

**Retaliation:** Adverse action against another person for reporting a violation. Retaliation includes harassment and intimidation, including but not limited to, violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

**Rights and Responsibilities:** While the policies are outlined in the Student Handbook and can be referred to at any time, students have a responsibility to know the policies and abide by them in order to avoid violating a policy. In addition, students have a responsibility to Jacksonville State University to report any known violations of the Code of Student Conduct to maintain proper order and respect in the university community. With an allegation of violating the Code of Student Conduct, all students have rights as listed herein and are afforded to any accused student upon first notification of an allegation.

**Sanction:** An outcome imposed for the violation of the Code of Student Conduct. Generally, sanctions are educational in nature and intended to modify the student's behavior as well as build an awareness of personal responsibility and community standards. Sanctions may also be given to protect the JSU community and preserve a safe educational environment for all members. More information on sanctions can be found in the Sanction Section of the Code of Student Conduct.

**Sanctioning Officer:** The Assistant Director of Community Standards and or designee retains the sanctioning authority for both Administrative Hearings and Panel Hearings.

**Sex (sex assigned at birth):** Sex is typically assigned at birth based on the appearance of external genitalia. When the external genitalia are ambiguous other indicators (e.g., internal genitalia, chromosomal and hormonal sex) are considered to assign a sex with the aim of assigning a sex that is most likely to be congruent with the child's gender identity. For most people, gender identity is congruent with sex assigned at birth; for TGNC individuals, gender identity differs in varying degrees from sex assigned at birth.

**Sex Discrimination:** Includes all forms of sexual misconduct by employees, students, or third parties against employees, students, or third parties. Students, university employees, and third parties are prohibited from harassing other students and/or employees, whether or not the incidents of harassment occur on the university campus, or whether or not the incidents occur during working hours.

**Sexual Orientation:** A component of identity that includes a person's sexual and emotional attraction to another person and the behavior and/or social affiliation that may result from this attraction. A person may be attracted to men, women, both, neither, or to people with other gender identities. Individuals may identify as lesbian, gay, heterosexual, bisexual, queer, among others. Sexual orientation does not always appear in such definable categories and instead occurs on a continuum.

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

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

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

**Student Organization (Registered):** A Registered Student Organization (RSO) is any number of students who have complied with the formal requirements for Jacksonville State University student organization recognition and registration. For more information on RSOs, visit the [Dean Students Office website](#).

**Transgender:** An umbrella term used to describe the full range of people whose gender identity and/or gender role do not conform to what is typically associated with their sex assigned at birth. While the term “transgender” is commonly accepted, not all TGNC people self-identify as transgender.

**Witness:** A person present at the time of an incident who attends a hearing to share information about a particular incident. Character witnesses are not allowed or taken into consideration when determining responsibility or sanction(s). The relevancy of witness information will be evaluated by the Hearing Officer or chairperson of a board hearing. Witness statements can be accepted in lieu of attending the hearing but must be emailed directly to the Hearing Officer from the witness using only official JSU email accounts. Witnesses cannot serve as advisors.

**University Official:** Any individual who is employed, contracted with, or appointed and performing administrative or professional responsibilities within the scope of the person’s authority by the university.

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



## **Prohibited Conduct**

Acts of misconduct or prohibited conduct are defined as any behavior that is inconsistent with university policy or as outlined in the Student Handbook/Code of Student Conduct or other university publications. Acts of misconduct are subject to the terms, conditions, and processes described herein. Acts of misconduct apply to anywhere the student may be when engaging in that conduct (on university-owned property, not on university-owned property, outside the state, country, etc.).

*Please refer to Jacksonville State University's **Sex-Based Harassment and Misconduct Policy** for misconduct subject to that policy.*

**Abuse of the Judicial System.** Abuse of the Judicial System includes, but is not limited to:

- Failure to obey the official correspondence by a Hearing Officer or university official.
- Falsification, distortion, or misrepresentation of information or testimony before a university official, staff member, and/or judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Institution of a judicial proceeding knowingly without cause by filing a false report or statement.
- Attempting to discourage an individual's proper participation in, or use of, the judicial system through intimidation or any other means.
- Attempting to influence the impartiality of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of the Hearing Officer, a member of a judicial body, or other university official prior to, during, and/or after a judicial proceeding.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.

### **Alcohol.**

- (1) **Alcohol Distribution.** Distribution, manufacture, or sale of alcohol in violation of university policy, law, or other violations of the University Alcohol Policy.
- (2) **Alcohol Use.** Possession or use of alcohol in violation of university policy, law, or other violations of the University Alcohol Policy.

Cases where injury, referral to a hospital, vandalism, use of a vehicle while under the influence, police involvement, or actions bringing discredit to the university will be referred to the conduct process.

Also, any impairment that can be attributed to the use of alcohol, possession of alcoholic beverage(s) in designated "dry areas," including hallways and common areas, or other violations of Jacksonville State University's Alcohol and Other Drug Policy. Drinking games are prohibited on campus, in residential buildings, or at student events.

It should be noted that the presence of empty alcoholic beverage containers in or about residence rooms, halls and/or university grounds is prima facie evidence of use, consumption, and/or transportation. Empty alcoholic beverage containers shall not be considered appropriate décor for residential facilities. Open containers of alcoholic beverages are generally not permitted in common areas and other public areas unless approval is granted by the Dean of Students.

Residents of University Housing are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. Residents above the age of 21 years old, living in university housing, shall not possess bulk quantities of alcohol (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event). Please refer to section VIII of the Code of Student Conduct, Jacksonville State University's Alcohol and Other Drug Policy, and the University's Housing policy for additional guidance regarding the use of alcohol in residential facilities.

Any student found responsible for violating this policy may be subject to a \$300 fine, educational sanctions, and additional sanctions. Aggravating factors, such as the presence of a weapon, threats, or a fight, may result in a \$300 fine and suspension from the university.

Students who are complicit may be subject to a \$150 fine, housing probation, and/or additional disciplinary action from the university.

**University Housing.** Any student found responsible for violating this policy, regardless of where the incident occurred, while living in university housing may be subject to a \$150 fine and additional sanctions, including education and a room change without a refund. Upon a second offense, an individual may be subject to a \$300 fine and additional sanctions such as education and a room change without a refund. Upon a third offense, a student may be suspended without a refund from university housing for a period of at least one (1) year and subject to an additional \$300 fine.

**Special University Programs.** Students found responsible for violating this policy may be subject to additional scrutiny if enrolled in a university program with a stricter alcohol use policy. The Assistant Director of Community Standards may notify the head of the department or program of a finding of responsibility. For these purposes, it is understood that students participating in the Fast Start Academy, the International House program, the education program, the nursing program, the social work program, and ROTC have agreed to oblige by additional program policies.

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

**Animal Cruelty.** Animal cruelty includes, but is not limited to, unethical treatment, abandonment, starvation, torture, neglect, and dog fighting.

**Arson.** Arson is the willful or malicious burning of property (such as a building), especially with criminal or fraudulent intent. Arson includes but is not limited to:

- Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
- Causing a fire, explosion, or unauthorized use of any potential incendiary device or equipment.

**Assault.** A threat of bodily harm coupled with an apparent ability to cause harm. Examples of violations regarding Assault include but are not limited to:

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

Any student found responsible for violating this policy may be subject to a \$300 fine, educational sanctions, and additional sanctions. Aggravating factors, such as the presence of a weapon, drugs, or alcohol or injuries resulting in hospitalization, may result in a \$300 fine and suspension from the university.

Students who are complicit may be subject to a \$150 fine, housing probation, and/or additional disciplinary action from the university.

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

**Biased Incident.** Bias related incidents including but are not limited to any violation of the Code of Student Conduct motivated in whole or in part by a consideration of race, sex (including gender identity), color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.

**“Hate Crime”** is an act in which a criminal offence is committed against persons, property, or community that is motivated in whole or in part, by the offender’s bias against a group or individual’s race, religion, ethnic/national origin, sex, gender identity, gender expression, age, political beliefs, disability, or sexual orientation. Biased incidents are those actions by an individual or group that is motivated by bias but do not rise to the level of a criminal offense.

The fact that the offender was biased against an individual’s race, religion, ethnic/national origin, gender, age, political beliefs, disability, or sexual orientation does not automatically mean that a hate

crime was committed. The act must have been motivated, in whole or in part, by a bias. Upon referral to judicial proceedings, the incident may be classified as a hate crime, a crime, prohibited conduct or violation under these policies and/or the Code of Conduct, a biased incident, or an act of free speech.

Any student found responsible for violating this policy may be subject to a \$300 fine, educational sanctions, and additional sanctions. Aggravating factors, such as the presence of a weapon, drugs, or alcohol or injuries resulting in hospitalization, may result in a \$300 fine and suspension from the university.

Students who are complicit may be subject to a \$150 fine, housing probation, and/or additional disciplinary action from the university.

**Bicycles/Motorized Scooters.** Bicycles or motorized scooters may not be kept or ridden anywhere inside residential, academic, or administrative buildings.

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

**Bullying.** Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more individuals. It is further defined as unwanted purposeful written, verbal, non-verbal, or physical behavior including, but not limited to, any threatening, insulting, or dehumanizing gesture by a student that has the potential to create an intimidating, hostile, or offensive educational/living environment or causes long-term damage, discomfort or humiliation; or to unreasonably interfere with another individual's school performance or participation; is carried out repeatedly; and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods

**Camping or Shelter Construction.** Constructing shelters or camps and sleeping outside on university-owned properties is prohibited.

**Complicity.** Aiding, helping, or otherwise assisting another in violating any rule applicable to the university. Complicity in any prohibited act(s) of the Code of Student Conduct, including the failure to remove oneself from incriminating situations and/or report the incident to proper authorities. One who is complicit may be referred to as an accomplice. A complicit student may be charged with and found responsible for the violation committed by another. Students are also responsible for the actions and behaviors of their guests.

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

**Damage to Property.** Any action that causes damage or which would tend to cause damage to the university property or property of a member of the university community or other personal or public property.

Any student found responsible for violating this policy may be subject to a \$100 fine, restitution of the fair market value of the damaged property, educational sanctions, and additional sanctions.

**Dangerous Weapons and Firearms.** No employees, students, or visitors are permitted to possess, store, display, or carry any dangerous instrument, including firearms, on campus and/or at university events.

Exceptions are outlined in the Jacksonville State University Dangerous Weapons and Firearms Policy. No other individual may possess a firearm on campus, except for a lawfully possessed firearm properly maintained in the individual's privately owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Any other use or possession of dangerous weapons, or firearms on campus must be authorized by the Director of Public Safety.

**“Dangerous weapon” means:**

- A firearm or any device, including paintball guns, that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, fluids, or other projectile, whether loaded or unloaded, including those devices powered by air, gas, explosion, or mechanical means. Realistic facsimiles of such items are also included in this definition
- any explosive device, including fireworks.
- any instruments/device that are designed or may be used as a weapon to injure or threaten another individual, including, but not limited to, non-culinary knives with a blade greater than four (4) inches

Any student found responsible for violating this policy may be subject to a \$300 fine, deferred housing suspension, educational sanctions, criminal prosecution, and/or disciplinary action from the university. Aggravating factors, such as the presence of drugs or alcohol, threats, or a fight, may result in a \$300 fine and suspension from the university.

Students who are complicit may be subject to a \$150 fine, housing probation, and/or additional disciplinary action from the university.

**Students who are aware of an unauthorized weapon on campus are strongly encouraged to notify the University Police Department and the Dean of Students immediately.**

**University Housing.** Students found responsible for violating the Dangerous Weapons and Firearms policy may be subject to a \$300 fine and deferred housing suspension. Upon a second offense, an individual may be subject to a housing suspension without a refund for at least one (1) year.

*Please review Jacksonville State University's **Dangerous Weapons and Firearms policy** for additional guidance.*

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

**Dishonesty.** Knowingly furnishing false information to any person, including university officials. Acts of dishonesty include but are not limited to, acts of manipulation, misrepresenting the facts or failing to disclose relevant information, impersonating a university official or designee, or engaging in other deceitful behavior. Conflicting or inconsistent statements and evidence may be considered evidence of dishonesty. Jacksonville State University recognizes the impact of trauma on a student's ability and willingness to be forthcoming and to recall information. The Assistant Director of Community Standards will consider the totality of the circumstances and consult other university officials when necessary.

Any student found responsible for violating this policy may be subject to a \$100 fine, educational sanctions, and additional sanctions.

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

intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- Disruption or obstruction of teaching, research, administration, or other university activities, including its public-service functions on or off campus, or other authorized non-university activities.
- Leading or inciting others to disrupt activities associated with the operations of the university.
- Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
- Material and substantial disruption of protected expressive activity

**Disorderly Conduct.** Conduct which is disruptive, lewd, or indecent, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, which breaches the peace of the community. Disorderly conduct may include any of the following:

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

#### **Drugs.**

- (1) **Drug Distribution.** Distribution, manufacture, or sale of drugs, narcotics, chemicals, and/or drug paraphernalia in violation of university policy, law, or other violations of the University Drug Policy.
- (2) **Drug Use.** Possession or use of drugs, narcotics, chemicals, and/or drug paraphernalia in violation of university policy, law, or other violations of the University Drug Policy.

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

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

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

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

The university’s action in all cases of drug violation will be guided by a concern for the emotional and physical welfare of the student involved and for the maintenance of a suitable educational environment for all members of the university community.

Drug violations include but are not limited to:

- Possession, sale, consumption, distribution, or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.

- Further, any items that can be utilized for or are designed for the use of drugs (i.e., bowls, bong, hookahs, etc.) are not allowed on campus property.

It should be noted that the presence of empty containers with drug residue, roaches, buds/stems, paraphernalia, or items designed for the use of drugs in or about residence rooms, halls, and/or university grounds is *prima facie* evidence of use, consumption, and/or transportation of drugs.

Any student found responsible for violating this policy may be subject to a \$300 fine, educational sanctions, and additional sanctions. Aggravating factors, such as the presence of a weapon, threats, or a fight, may result in a \$300 fine and suspension from the University.

Students who are complicit may be subject to a \$150 fine, housing probation, and/or additional disciplinary action from the University.

**University Housing.** Any student found responsible for violating this policy, regardless of where the incident occurred, while living in university housing may be subject to a \$150 fine and additional sanctions, including education and a room change, without a refund. Upon a second offense, an individual may be subject to a \$300 fine and additional sanctions such as education and a room change without a refund. Upon a third offense, a student may be suspended without a refund from university housing for a period of at least one (1) year and subject to an additional \$300 fine.

Where a student has received an official warning regarding *suspected drug use*, including but not limited to reported cannabis odor in or around their residence, a student may be found responsible for violating the university's drug use policy and subject to additional sanctions, including room change without a refund. Upon a second report of suspected drug use, a student may be subject to a \$150 fine, housing probation, and/or additional disciplinary action.

If drugs or drug paraphernalia is found in a common space, the rebuttable presumption will be that all student tenants are responsible for possession and/or use of illegal drugs.

**\*\*Please note that students found responsible for smoking, drug use, and/or tampering with fire safety equipment may be subject to separate fines associated with each individual charge originating from the same documented incident.**

**Special University Programs.** Students found responsible for violating this policy may be subject to additional scrutiny if enrolled in a university program with a strict drug use policy. The Assistant Director of Community Standards may notify the head of the department or program of a finding. For these purposes, it is understood that students participating in the Fast Start Academy, the International House program, the education program, the nursing program, the social work program, and ROTC have agreed to oblige by an additional code of conduct.

**Dumping/ Littering.** No one shall intentionally dispose of trash of any kind anywhere except a designated trash receptacle. Dumping or littering violations include but are not limited to:

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

**Failure to Comply.** Failure to comply with the direction of any university official when that official has been identified and is acting expressly within their authority to uphold university rules, regulations, or policy. Failure to comply with a verbal or written directive given by a university official, including obligations associated with any disciplinary process or sanction(s). and/or Interfering with the normal operation of the teaching/learning environment. Violations of Failure to Comply include but are not limited to:

- Failure to comply with reasonable and lawful requests or directives of university officials or law enforcement officers acting in the performance of their duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a university official or UPD officer.

- Failure to show proper student identification or other identification to any university official or UPD officer performing her/his official duties.

“**University Official**” refers to any member of the university's faculty, staff, or student employees who are carrying out assigned work responsibilities.

### **Failure to Comply**

- (1) **Failure to Comply- Interim Protective/Restrictive Measure.** Per the Code of Conduct, failing to comply with the directions of an authorized university official, faculty, or staff member may be construed as “failure to comply/abide.” In these policies, a person violates an interim protective/restrictive measure if they (1) have notice and (2) intentionally or unintentionally failed to comply with restrictions articulated in the written directive (e.g., “No Contact Order”, “Interim Suspension.”) issued by a university official, faculty, or staff member. A person who violated an interim protective/restrictive measure *may* be charged with “failure to comply/abide” and may be subject to additional interim measures (e.g., Interim Suspension) as detailed in the written directive.

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

- (2) **Failure to Comply- Public Health / Emergency Management Directives.** Students are required to comply with public health and emergency management directives communicated by the university, local, state, and federal officials and entities.
- (3) **Failure to Comply- Self Reporting Policy.** Students are required to self-report reportable offenses, including, but not limited to, any felony offense, misdemeanor offense, statutory infraction involving danger to another, moral turpitude, or the illegal possession/use/distribution of drugs.

*Please review Jacksonville State University’s Student Self-Reporting policy for additional guidance.*

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

Any student found responsible for tampering with a fire alarm may be subject to a \$300 fine and additional sanctions.

**Fire Safety Equipment.** Tampering/misusing or damaging fire extinguishers, alarms, or other safety equipment. Tampering with smoke detectors includes removing the batteries, covering the smoke detectors, removing the smoke detectors, or otherwise disabling the smoke detectors. Students are not permitted to tamper with a smoke detector, regardless of its sensitivity.

It should be noted that when the tampered equipment is in a common living space, the rebuttable presumption will be that all student tenants are responsible.

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

**University Housing.** Any student found responsible for tampering with fire safety equipment, including smoke detectors, while living in university housing may be subject to deferred housing suspension, a \$300 fine per tampered equipment, and additional sanctions, including a room change without a refund. Upon a second offense, an individual may be subject to an additional \$300 fine and immediately suspended without a refund from university housing for a period of at least one (1) year.

Where the tampered equipment is in a common living space, the rebuttable presumption will be that all student tenants are responsible, and all student tenants may be subject to an individual fine of \$300 per tampered equipment.

**\*\*Please note that students found responsible for smoking, drug use, and/or tampering with fire safety equipment may be subject to separate fines associated with each individual charge originating from the same documented incident.**

**Fraud.** Intentionally deceiving someone to gain something or cause them to lose something. It can involve lying, concealing information, faking documents, or furnishing false information. Fraud includes, but is not limited to:

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

**Gambling.** Gambling, including, but not limited to, contests of chance, illegal lottery and policies for money or something of value, promoting or advancing gambling, gambling using university computing/network facilities, possessing gambling devices or gambling records, is prohibited at the university.

Gambling on university property or at university-sponsored or supervised functions for money or stakes is prohibited.

**Harassment.** Action(s) which recklessly and/or intentionally endanger the mental or physical health of any individual and/or results in a cessation of normal activities and operations of the university. Any form of harassment and/or any form of harassment based on perceived or actual identities.

In addition to harassment based on legally protected status, Jacksonville State University prohibits harassment of students on any basis. The university defines harassment as persistent, severe, pervasive, unwelcome, and/or inappropriate conduct that actually or potentially interferes with a student's ability to work or learn.

The university reserves the right to take disciplinary action based on such conduct, whether or not it meets the legal standards of discrimination or harassment.

**Hazing.** Hazing will not be tolerated at Jacksonville State University, and both student organizations and individual students are prohibited from hazing. Hazing is prohibited in any form, both on campus and off campus.

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

**"Hazing"** is defined as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to,
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements,



- confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.”
- Alabama Code Section 16-1-23. Hazing prohibited; penalty.
- For the purposes of this regulation, hazing includes observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and who condone and/or fail to prevent that hazing from occurring, regardless of their participation.

*For more information, please refer to the Jacksonville State University Hazing Policy and Hazing website (Available June 2025).*

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

**Dating Violence:** Any act of violence, including but not limited to physical, sexual, psychological, and verbal violence, sexual or physical abuse, or threat of such abuse, which occurs between individuals who are or have been in a social relationship of a romantic or intimate nature. Dating Violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship, as defined below. In determining the existence of such a relationship, consideration will be given to the length, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence:** Any violent felony, non-violent felony, or misdemeanor crime or threatened act of violence against the Complainant committed by (1) a current or former spouse or intimate partner; (2) a person with whom the Complainant shares a child; or (3) a person co-habituating with the Complainant as a spouse or intimate partner. Domestic violence also includes behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such behavior may take the form of harassment, property damage, intimidation, and violence or a threat of violence to oneself (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

**Intimate Relationship (intimate partner):** The existence of an intimate relationship shall be determined based on the individual's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. This relationship may be characterized by some or all of the following: emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity and knowledge about each other's lives. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship.

**Invasion of privacy.** All forms of invasion of privacy including, but not limited to the recording, filming, photographing, viewing, transmitting, or producing the image or voice of another person without the person's knowledge and expressed consent while in an environment that is considered private. In such circumstances, the use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmission and/or

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

**Physical Harm.** Infliction of, or threat of physical harm to any person(s) or thing or their property (when disruptive or detrimental to the community).

**Pets.** Pets are not permitted in academic buildings or campus housing except for:

- Disability Resources approved Service Animals and Emotional Support Animals.
- A fish in a properly maintained aquarium (ten gallons or less) in a campus housing facility

**University Housing.** The resident must submit documentation from Disability Resources to HRL. Disability Resources must approve the request before bringing the approved emotional support animal or service animal on campus and follow all Housing's Rules and Regulations. Any student found responsible for violating this policy may be subject to a \$100 fine and additional sanctions. A second offense may result in immediate eviction.

*Students are expected to comply with Disability Resources Service and Emotional Support Animals Policy.*

**Retaliation.** Jacksonville State University has a zero tolerance for retaliation. Retaliation against anyone who has filed a report (discrimination, sexual harassment, or any violation against the Student Code of Conduct) or for their participation in any portion of the Student Conduct process in any way is prohibited.

Retaliation may constitute illegal conduct, be considered an additional violation of Jacksonville State University policy, and result in disciplinary action. Intimidation, coercion, threats, reprisals, or discrimination against any student or employee for complaining about harassment or discrimination or participating in an investigation of alleged harassment or discrimination constitute prohibited retaliatory conduct.

Students may be found responsible for violating this policy regardless of the outcome of the referral.

**“Retaliation”** is defined as adverse action against another person for reporting a violation, including, but not limited to,

- Harassment
- Intimidation
- Threats of violence
- Acts of violence
- Property Destruction
- Adverse educational or employment consequences
- Bullying

**Sexual Assault.** Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly known as “date rape” and “acquaintance rape”), fondling, statutory rape, and incest. Sexual assault is (1) sexual intercourse or (2) sexual contact (3) without affirmative consent.

1. Sexual intercourse: Sexual intercourse means any penetration, however slight, with any object or body part, as follows: (a) penetration of the vulva by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.
2. Sexual contact: Sexual contact means intentional sexual touching, however slight, with any object or body part, whether directly or through clothing, as follows: (a) intentional touching of the lips, breasts, buttocks, groin, genitals, inner thigh, or anus or intentionally touching another with any of these body parts; (b) making another touch anyone or themselves with or on any of these body parts; and (c) intentional touching of another's body part for the purpose of sexual gratification, arousal, humiliation, or degradation.
3. Affirmative consent (as defined above)

**Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent, which is 16 years old in the state of Alabama.

**Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute sexual assault or sexual harassment. Examples of sexual exploitation include but are not limited to the following:

- Recording, photographing transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge or consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations)
- Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.
- Making, sharing, posting, streaming, or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person depicted or recorded.
- Exposing one's genitals to another person without the consent of that person.
- Intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and STI prevention prior to or during sexual contact that significantly increases the likelihood of STI contraction and/or pregnancy by the nonconsenting party.
- Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed.
- Trafficking people to be sold for sex; and,
- Causing another person to become incapacitated with the intent of making that person vulnerable to non-consensual sexual assault or sexual exploitation.

**Sexual and Sex- Based Harassment:** Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when the conditions outlined in (1) or (2), below, are present.

Sex-Based Harassment is harassment based on gender, sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, nonverbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) or (2), below, are present.

1. Submission to or rejection of such conduct is either an explicit or implicit term or condition of benefits or detriments to a person's employment or academic standing (including, for example, grades, recommendations, promotions, quality of assignments, or compensation), or participation in any university programs or activities or is used as the basis for college decisions affecting the individual (often referred to as "quid pro quo" harassment).

2. The conduct has the purpose or effect of interfering with an individual's study and/or work performance or creating an intimidating, hostile, or offensive work and/or learning environment. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual's participating in or benefitting from the university's education or employment programs or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature, and severity of the conduct.
- Whether the conduct was physically threatening.
- The effect of the conduct on the Complainant's mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether there is a power differential between parties; and,

- Whether the conduct implicates concerns related to academic freedom or protected speech.

Although it is not possible to list all examples of conduct that constitutes sexual and gender-based harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual and gender-based harassment depending upon the totality of the circumstances, including the persistence and severity of the conduct and its pervasiveness:

- Sexual advances — whether they involve physical touching or not.
- Sexual epithets, jokes, references to sexual activity, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons, or other images.
- E-mail, instant messaging, voicemail messages, or postings on social networking sites or blogs containing sexual content or references.
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature.
- Making sexual comments or jokes about a person's pregnancy, calling a pregnant person sexually charged names, spreading rumors about their sexual activity, and making sexual propositions or gestures.
- Attempting or threatening to subject another person to unwanted physical contact.
- Repeatedly following another person in or about a public place or places, sending unwanted text messages, letters, email, and/or voicemails, or persistent pursuit of another person.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

**Sexual Misconduct.** Any form of sexual harassment or sexual misconduct including, but not limited to, sexual assault, stalking, dating violence, intimate partner violence, domestic violence, and sexual exploitation.

*Please refer to the Jacksonville State University [Sex-Based Harassment and Misconduct Policy](#) for more information.*

**Smoking/Tobacco.** The university is tobacco-, smoke-, and vapor free. Possession or use of tobacco or nicotine products in violation of university policy, law, or other violations of the University's Smoking/Tobacco Policy is prohibited. Smoking violations include but are not limited to,

- Smoking or using tobacco products, including cigarettes, smokeless tobacco, vapes, and electronic cigarettes, in any area of campus, including university housing.
- The unauthorized sale of cigarettes and other tobacco/nicotine products is prohibited anywhere on university property.

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

**University Housing.** Any student found responsible for violating this policy, regardless of where the incident occurred, while living in university housing may be subject to a \$150 fine and additional sanctions, including education and a room change, without a refund. Upon a second offense, an individual may be subject to a \$300 fine and additional sanctions such as education and a room change without a refund. Upon a third offense, a student may be suspended without a refund from university housing for a period of at least one (1) year and subject to an additional \$300 fine.

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

*Please refer to the Jacksonville State University [Tobacco Use Policy](#) for additional guidance.*

**Soliciting.** No student or non-student entity may sell, solicit, survey, or publicize on university property without the prior written approval of the Dean of Students.

**Stalking.** A course of conduct directed at a specific person that would cause a reasonable person to fear. Stalking involves repeated and continued harassment, which causes the targeted person to feel emotional

distress, including fear and apprehension. A stalker may or may not know the targeted person; the stalker could be a past partner or a stranger. Here are some examples of stalking behaviors:

- Pursuing or following.
- Non-consensual (unwanted) communications or contact- including face-to-face, telephone calls, voice messages, electronic messages, or unwanted gifts.
- Showing up at one's home or place of work unannounced or uninvited.
- Constantly calling and hanging up.
- Trespassing.
- Surveillance and other types of observation.
- Use social networking sites and technology to track you.

**Cyberstalking:** Using the Internet or other electronic means to harass someone.

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

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

#### **Theft.**

- (1) **Theft of Property.** Theft or attempted theft. Theft is defined as the wrongful taking and carrying away of the personal goods or property of another.
- (2) **Theft of Services.** Theft or attempted theft of services occurs when someone obtains valuable services through deception, force, threat, or other means and does not provide compensation.
- (3) **Retail Theft.** Theft, shoplifting, or attempting to steal merchandise from a Jacksonville State University retail location/store (including but not limited to Micro Market(s), Campus Bookstore, and Food Service Locations) without paying for it.

It should be noted that if a student provides access to a Micro Market to a guest or another student and that guest or student steals or shoplifts merchandise, the student may be held responsible.

**University Housing.** Any student found responsible for violating the Retail Theft policy may be subject to a \$150 fine and additional sanctions, such as education and access to the retail location revoked for the remainder of the semester. Upon a second offense, an individual may be subject to a \$300 fine, additional sanctions, such as access to the retail location revoked for one (1) year, and Housing Probation/Deferred Housing Suspension. Upon a third offense, a student may be suspended without a refund from university housing for a period of at least one (1) year, and additional sanctions, such as access to the retail location permanently revoked, and subject to an additional \$300 fine.

**Threats or intimidation.** All hostile, threatening, or intimidating behavior that, by its very nature, would be interpreted by a reasonable person to threaten or endanger the health, safety, or well-being of another.

Examples of such behavior may include, but are not limited to:

- Act(s) that alarm or seriously disrupt another person's ability to participate in any aspect of university life.
- Any verbal or written communication (direct, indirect, or through a third party) by any method that restricts or denies an individual's access to educational resources, university activities, and university-related opportunities.

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

**Unauthorized Use of Jacksonville State University's Name.** Non-recognized student organizations may not use the university's name or attempt to use the university's name without the university's express written consent.

**Unauthorized Activity.** Non-recognized student organizations are prohibited from participating in or attempting to participate in activities reserved for recognized student organizations. Student organizations that have been suspended or dismissed are considered organizations not recognized by the university.

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

Any individual found responsible for violating this policy may be subject to a \$500 fine, cost of repairs, educational sanctions, additional sanctions, as well as criminal trespass orders.

**Vandalism.** The willful or ignorant destruction, damage or defacement of property belonging to others has been defined as vandalism which is a detriment to the university community. This policy covers not only university-owned property, but that of others as well. Violations include but are not limited to, the willful or negligent destruction, damage, or defacement of property.

Any student found responsible for violating this policy may be subject to a \$100 fine, cost of repairs, educational sanctions, and/or additional sanctions.

**Violation of University Policy.** Violation of written university policy or regulations contained in any official publication or administrative announcement of Jacksonville State University (e.g., University Catalog, Guide to Residence Living, etc.).

**Violation of the Law.** Alleged or actual violation(s) of any local, state, federal, or international law.

### **Related Jacksonville State University Policies, Rules, and Regulations**

#### **Alcohol and Other Drug Policy**

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

The university offers an array of services for students who require help with alcohol and/or drug use issues. Students needing confidential assistance responding to alcohol and/or drug abuse problems are encouraged to speak with a counselor from Counseling Services, 147 Trustee Circle, 256-782-5475. Another confidential resource is the RMC/JSU Health Center, 256-782-5310. Besides individual sessions, Counseling Services provides educational programming through New Pathways, a psycho-educational program that includes both individual assessment and group participation, Collegiate Recovery Community (CRC), and Alcoholics Anonymous and Narcotics Anonymous.

#### **Student Self-Reporting**

#### **Duty to Cooperate - Students**

#### **Sex-Based Harassment and Misconduct Policy**

#### **Disciplinary Medical Amnesty Policy**

#### **Good Samaritan Amnesty**

#### **Dangerous Weapons and Firearms Policy**

#### **Campus Use and Protection of Free Speech**

#### **Hazing Policy**

#### **Tobacco Use**

**Academic Grievance Policy**

**Recognized Student Group and Organization Policies**

**Student Policies and Rights**

**Jacksonville State University Related Departments**

**The Office of Community Standards**

**Title IX**

**Disability Resources**

**Counseling Services**

### **Interim Measures: Protective/Restrictive Measures and Accommodations**

Depending on the nature of the alleged misconduct, interim actions may be taken as deemed necessary for the reasonable operation of Jacksonville State University. The Assistant Director of Community Standards or designee and other designated university officials, including the Director of Residence Life or designee, may impose interim measures. Examples include, but are not limited to, administrative trespasses from specific buildings or the entire campus, administrative no contact orders between individuals or groups, and alteration of academic or work schedules.

All accommodations or interim measures will be treated as confidential to the extent possible without impairing implementation. Parties have the right to request a prompt review of the need for certain protective and restrictive measures and accommodations. Below is a list of protective/restrictive measures and accommodations that can be authorized during and after the investigative proceedings. ***This list is not exhaustive.***

***Please refer to Jacksonville State University's [Sex-Based Harassment and Misconduct Policy](#) for information regarding supportive measures administered under that policy.***

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

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

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

The hearing will be held according to the procedure set forth in the Code of Student Conduct. In the event the student is found responsible for the violation that student was notified of, any sanction imposed shall take effect from the date of the interim suspension. The fact of interim suspension and subsequent disciplinary action shall become part of the student's disciplinary record. If the Hearing Officer or hearing board concludes that there is insufficient information to support a finding that the student committed a violation, no record of the interim suspension shall be maintained in the Office of Community Standards.

Depending on circumstances and at the sole discretion of the Office of Community Standards, students who are interim suspended may still be allowed to attend classes. The Office will attempt to work with students on interim suspension so that their academic career and on-campus living arrangements are uninterrupted as much as reasonably practical. However, in most cases where a student is interim suspended, the nature of the incident is usually very serious and poses a significant risk for the entire university community. Such widespread risks usually far outweigh the temporary, protective measure of an interim suspension, which prohibits students from physically being present on university property.

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



**Interim No Contact Order-** No Contact Orders are designed so that students involved in a campus conduct process do not communicate with each other to help minimize further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved.

### **Interim Measure Procedures**

#### **Notice**

The Assistant Director of Community Standards, or designee, and other designated university officials, including the Director of Residence Life or designee, will promptly inform the recipient of the interim measure of any actions undertaken that would directly impact them. Notice is generally given upon delivery of the written directive via email or in-person delivery. Notice may occur where involved individual(s) have actual or constructive knowledge of an interim measure. Interim Measures become effective when notice is provided.

#### **Violating a Protective Measure**

A person violates an interim protective/restrictive measure if they (1) have notice, as addressed above, and (2) intentionally or unintentionally failed to comply with restrictions articulated in the written directive (e.g., “No Contact Order,” “Interim Suspension.”) issued by a university official, faculty, or staff member. A person who violated an interim protective/restrictive measure may be charged with “failure to comply” and may be subject to additional interim measures (e.g., interim suspension) as detailed in the written directive.

#### **Interim Suspension Pending Resolution**

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

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

- Whether the accused has a history of violent behavior or is a repeat offender.
- Whether the accused has failed to comply with prior interim measures, such as a No Contact Order, or with court orders, such as an Order of Protection.
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking, acts of violence, or retaliation.
- The increased risk that the accused will commit additional acts of violence.
- Whether the accused used a weapon or force.
- Whether the Reporting Individual is a minor.
- Whether we possess other means to obtain evidence, such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

Interim Suspensions may include the withdrawal of any or all university privileges and services, including class attendance, examination participation, athletics participation, and utilization of university premises and facilities. The Assistant Director of Community Standards, or designee and other designated university officials, including the Director of Residence Life or designee, may issue an Interim Suspension.

### **Reviewing Interim Measures**

The Complainant and Respondent may submit a written petition within five (5) business days of notice of the interim measure to the Assistant Director of Community Standards, or the issuing university official for a review of the decision to impose an interim measure. The petitioning party must submit a petition explaining the reason for their request and include any supporting documentation. Petitions without a basis or sufficient information or petitions considered frivolous in nature will not be reviewed. This procedure only addresses interim measures issued in the context of a disciplinary proceeding, as defined by the Code of Student Conduct.

General complaints communicated verbally or via email will not automatically be construed as a petition to review an interim measure. The petitioning party should address questions about the process to the Assistant Director of Community Standards, or the issuing university official. The university official may inform the non-petitioning party that a petition has been filed and provide access to the petition to that party. The non-petitioning party may choose to submit a written response to the petition.

Upon receipt of a petition and accompanying responses, the Assistant Director of Community Standards, or the issuing university official will review the petition and make a determination based on the totality of the circumstances. A new continuing threat and danger assessment may be conducted when a student is petitioning to overturn an interim suspension. An interim suspension may be lifted if there is a change in circumstance or good cause.

The issuing university official retains the right to review and modify any interim measures as they see fit and in response to changing circumstances. Please note that additional university officials may be consulted before rendering a decision on the petition. A decision regarding the petition will be communicated via email. Should an interim measure be lifted, the Assistant Director of Community Standards, or the issuing university official may recommend and impose alternate reasonable and appropriate interim measures.

### **Student General Procedural Assurances**

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

The Assistant Director of Community Standards may elect to consolidate multiple reports or complaints due to the underlying nature of the complaints and to increase efficiency.

#### ***Respondents (accused students)***

1. Respondents will receive notification of the alleged violation and the date, time, and place of any meeting or hearing on the alleged violation(s).
2. In a disciplinary proceeding, respondents may be accompanied by an advisor (one) of the student's choosing and the student's own expense. Advisors may only consult with the respondent and are not permitted to speak on the respondent's behalf or address the hearing board or officers.
3. Respondents may request postponement of a disciplinary proceeding if circumstances warrant. A postponement will usually only be granted for an academic or medical situation. The decision to postpone a disciplinary proceeding rests with the hearing officer or designee from the Office of Community Standards. The hearing officer reserves the right to hear the case in absentia if the respondent refuses to show up.
4. Respondents may request access to any written information that may be used during any administrative proceeding as permitted under the Family Educational Rights and Privacy Act (FERPA). Access will be provided to materials before a meeting/hearing upon written request to the Office of Community Standards. In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in such a way as to prevent identification.
5. Respondents have the opportunity to introduce documents, call witnesses, and present information during their hearing. The opportunity to call witnesses is accompanied by the obligation to provide the name of and rationale for each witness in writing, at least two business days in advance of a meeting or hearing to the conduct officer. In cases where retaliation is a legitimate safety concern, the Office of Community Standards may limit the respondent's opportunity to call or examine witnesses. The presentation of information by the respondent is not unlimited. The hearing officer may, at any time, direct the respondent to move on from irrelevant or redundant witnesses, documents, facts, or arguments.
6. A respondent will not typically be compelled to be a witness against themselves. However, if a student decides not to participate in the hearing or does not provide additional information, the conduct officer or board will render a decision in the absence of this information.

7. Respondents will receive a finding of “responsible,” “not responsible,” or “no finding” based on the preponderance of the information and to be notified of such decision in writing. The burden of proof is a “more likely than not” standard.
8. Respondents may appeal the decision of a disciplinary proceeding in accordance with University Appeal procedures, which are outlined under section, Appeal Procedures, of the Code of Conduct.

***Complainants (reporting individuals)***

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

**In Cases of Violence.** Although not guaranteed or exhaustive, a Complainant who reports an alleged violation of violence will be provided information on university resources available for support and may be provided the following:

- The opportunity to make a request for a reasonable change in living assignment, academic arrangement, or other steps necessary to prevent unnecessary or unwanted contact- regardless of the outcome of the hearing.
- The opportunity to be informed, in writing, of the outcome of any administrative or board hearing decision and any sanction(s) that may have been assigned, including appeal results.

**Student Conduct Disciplinary Procedures /Resolutions**

**Informal Resolutions**

At their discretion and based on the totality of the circumstances, the Assistant Director of Community Standards, or designee reserves the right to propose an informal resolution. Before pursuing the formal complaint process, the Assistant Director of Community Standards, may meet with the involved individuals to discuss the problem or grievance. The student(s) may be accompanied by an advisor (1) of their choice at any meeting with the Assistant Director of Community Standards.

If deemed practical and safe, the Assistant Director of Community Standards, or designee and the involved individuals may voluntarily agree upon an informal resolution that constructively resolves the issues. By accepting the terms of the informal resolution, the involved individuals waive their right to a formal hearing and waive their right to appeal. Should the individual(s) violate the terms of the informal resolution, the formal complaint process may be initiated.

If a satisfactory resolution is not reached after discussion with the involved individuals or if these efforts are unsuccessful or deemed impractical, the formal complaint process may be initiated. If the university or the student(s) believes that the conduct cannot be effectively addressed through informal means, the formal complaint process may be initiated.

### **Administrative Hearings**

Administrative hearings are coordinated and held by the Assistant Director of Community Standards, or other university administrators, who act as Hearing Officers. Hearing Officers determine whether a Respondent is responsible for violating the Code of Student Conduct. Hearing Officers make their determination based upon a preponderance of the information standard. Hearing Officers, when also acting as the Sanctioning Officer, may assign sanctions as appropriate.

An Administrative Hearing is generally conducted in the presence of the Hearing Officer. The Respondent will have an opportunity to hear the evidence being offered against them and present witnesses and relevant evidence. In addition, students may be accompanied by an advisor (1) of their choice.

During the hearing, the Hearing Officer will have an opportunity to question the Respondent and any participating witnesses. The Hearing Officer may add or amend the violation based on information uncovered during the Administrative Hearing. The Hearing Officer may also ~~elect to~~ refer the matter to a Panel Hearing based on uncovered information.

At the conclusion of the hearing, the Hearing Officer may make a determination and assign sanctions. Based on the totality of the circumstances, available evidence, and the preponderance of information, the Hearing Officer will find the student "Responsible," "Not Responsible," or "No Finding" for each of the alleged violation(s). A "No Finding" is found when the Hearing Officer has insufficient evidence to make a determination. In those cases, the Hearing Officer retains the right to reopen the matter should new or additional evidence become available.

The Hearing Officer has the discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just decision. Where a student fails to attend an Administrative Hearing, the Hearing Officer retains the right to rule *in absentia*.

The Hearing Officer will generally provide a written decision letter to the Respondent within fifteen (15) business days. Under certain circumstances, the Hearing Officer may need additional time to review the presented evidence before making a determination. As such, the Hearing Officer may provide a response outside of this timeframe.

### **Panel Hearing**

At its discretion, the Office of Community Standards will refer cases that may result in suspension or dismissal to the hearing board for adjudication. A student may refuse a hearing board referral and request an administrative hearing by making this request in writing to the Office of Community Standards.

Panel Hearings shall have jurisdiction over all university-wide, non-academic regulations violations. The board shall comprise three faculty members, one of whom will act as the chairperson.

Any student engaging in the conduct process can request a Panel Hearing before a Hearing Board in place of an administrative hearing; however, board hearings are based on availability and cannot be assured. The request must be made in writing no later than twenty-four (24) hours before the administrative hearing. To request a panel hearing, email the Office of Community Standards or submit an in-person written request to the Assistant Director of Community Standards. In a panel hearing, any statements given will be subject to cross-examination. At their discretion, the Assistant Director of Community Standards may refer a case to a panel hearing based on the totality of the circumstances.

***The Assistant Director of Community Standards, or designee retains Administrative and Panel Hearings' sanctioning authority. At their discretion, the Assistant Director of Community Standards or the Title IX Coordinator may modify the assigned sanctions to promote fairness and better meet the student's needs. The Assistant Director of Community Standards and/or the Title IX Coordinator may adjust or extend any due dates associated with the assigned sanctions.***

**Hearing Officer.** The Assistant Director of Community Standards, Title IX Coordinator, or designee shall serve as the Hearing Officer. The Hearing Officer should attend and advise the Hearing Board at all hearings and may ask questions as appropriate.

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

The primary responsibility for maintaining order lies with the Hearing Officer, Hearing Board Advisor, or Hearing Board Chairperson. However, all members of the Hearing Board have a duty to ensure an orderly and fair proceeding. The Hearing Officer or Hearing Chairperson must ensure that presentations to the board are relevant and that issues raised by complaint, appeal, or petition are reasonably developed and addressed.

It is also the duty of the Hearing Officer or Hearing Board Advisor to,

- manage the hearing's logistics to coordinate schedules, paperwork, and reports;
- speak for the body in all exchanges with counsel, parties, and others (except when the bodies are engaged in general conferences with their advisor present);
- control the proceedings and maintain order;
- instruct persons before the hearing on the appropriate procedures;
- declare the rulings and orders of the hearing;
- ensure proper completion and filing of all papers;
- perform other duties as necessary.

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

**Findings.** A simple majority vote by the Hearing Board will determine the findings. Based on the totality of the circumstances, available evidence, and the preponderance of information, the Hearing Board may find the student “Responsible,” “Not Responsible,” or “No Finding” for each of the alleged violation(s). A “No Finding” is found when there is insufficient evidence to make a determination. In those cases, the Hearing Officer retains the right to reopen the matter should new or additional evidence become available.

If the Hearing Board finds a student ‘Responsible,’ it will recommend sanction(s) for that student. The Assistant Director of Community Standards will communicate the Board’s findings and the imposed sanction(s) to the student(s).

Apart from matters handled under Jacksonville State University’s Sex-Based Harassment Misconduct Policy and the Sexual Harassment Policy, the Assistant Director of Community Standards, or designee retains the sanctioning authority for Administrative Hearings and Panel Hearings. They are not required to accept any recommendation offered by the Hearing Board.

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

**Confidentiality.** Jacksonville State University's resolution process is confidential, and the hearing board must use discretion to minimize the sharing of information to respect the privacy of all parties involved. All matters revealed before the hearing board concerning identifiable individuals are strictly private and cannot be revealed.

#### **Special Procedures for Alleged Violations of Sexual Misconduct**

Referrals for alleged violations of Sexual Misconduct will be resolved by specific policies and procedures unique to other forms of resolution described in the comprehensive JSU Sex-Based Harassment and Misconduct Policy. If the Sex-Based Harassment and Misconduct Policy does not apply, by definition or alleged conduct, the procedures for all other misconduct will be followed to address the behavior.

*To facilitate the prompt adjudication of disciplinary cases, a special Hearing Committee may be appointed to hear the case upon the recommendation of the Assistant Director of Community Standards, or designee.*

## **Recognized Student Groups and Organizations Policies**

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

### **A. Risk Management Policy**

#### **Alcohol and Drugs\***

In any activity or event sponsored or endorsed by the organization, including those that occur on or off organizational premises:

- A. The organization, members, and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
- B. The organization, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.
- C. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring-your-own beverage ("BYOB") system.

*The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.*

- D. Common sources of alcohol, including bulk quantities, which are not being served by an insured and licensed third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- E. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- F. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- G. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor: however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
- H. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
- I. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
- J. The organization, members or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

*The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event except when served by a licensed and insured third-party vendor.*

#### **Assault**

No member or guest shall engage in assault, as defined by the university police, the Student Code of Conduct, and/or state law, in any activity or event sponsored or endorsed by an organization, including those that occur on or off organizational premises or JACKSONVILLE STATE UNIVERSITY property.

### **Dangerous Weapons and Firearms**

The organization and its members must comply with all federal, state, provincial, and local laws and university policies.

*For further information, please refer to Jacksonville State University's **Dangerous Weapons and Firearms Policy**.*

### **Hazing**

Hazing will not be tolerated at Jacksonville State University, and both student organizations and individual students are prohibited from hazing. Hazing is prohibited in any form, both on campus and off campus.

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

**“Hazing”** is defined as “any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to,
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - causing, coercing, or otherwise inducing another person to perform sexual acts;
  - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.”
  - Alabama Code Section 16-1-23. Hazing prohibited; penalty.

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

### **Sexual Misconduct**

The organization and its members must comply with all federal, state, provincial, and local laws and Jacksonville State University policies related to sexual misconduct. This includes, but is not limited to, definitions around consent, sexual misconduct, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation. Please refer the Jacksonville State University’s Sex-based and Sexual Misconduct policy for additional guidance.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any organizational activity or event is prohibited.

### **Retaliation**



The organization and Jacksonville State University have a zero tolerance for retaliation. Retaliation against anyone (member or non-member) who has filed or inquired about a report (discrimination, sexual harassment, or any violation of organizational or University policy and/or the Student Code of Conduct) or for their participation in any portion of the Student Conduct process in any way is prohibited.

Retaliation may constitute illegal conduct, be considered an additional violation of Jacksonville State University policy, and result in disciplinary action. Intimidation, coercion, threats, reprisals, or discrimination against any student or employee for complaining about harassment or discrimination or participating in an investigation of alleged harassment or discrimination constitute prohibited retaliatory conduct.

A student(s) may be found responsible for violating this policy regardless of the outcome of the referral.

“**Retaliation**” is defined as adverse action against another person for reporting a violation, including, but not limited to,

- Any behavior that is designed to punish an individual for their involvement in organizational or university disciplinary/conduct process.
- Harassment
- Intimidation
- Threats of violence
- Acts of violence
- Property Destruction
- Adverse educational or employment consequences
- Bullying

#### **B. Medical Amnesty Policy**

A bystander or a reporting individual acting in good faith that seeks **immediate and appropriate medical assistance** for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, **may not be subject** to the Code of Student Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident in question.

##### **Steps to Medical Amnesty.**

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

An organization may be eligible for mitigation of charges related to organizational policies. To be eligible for this potential mitigation, the organization will be required to meet in person or by phone with university officials. An organization may benefit from this policy more than once; however, repeated use of the policy may receive stricter scrutiny. For additional guidance, please refer to your organization’s crisis management plan.

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

#### **C. Good Samaritan Amnesty Policy**

A bystander or a reporting individual acting in good faith that discloses any **incident of violence**, including hazing, domestic violence, dating violence, stalking, or sexual assault, to university officials or law

enforcement **may not be subject** to the Code of Student Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident in question.

An organization may be eligible for mitigation of charges related to organizational policies. To be eligible for this potential mitigation, the organization will be required to meet in person or by phone with university officials. An organization may benefit from this policy more than once; however, repeated use of the policy may receive stricter scrutiny.

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

#### **D. Social Activities Policy**

Student Organizations can plan social activities throughout the calendar year as long as they are in compliance with the University's Alcohol and Drug Policy. Organizations should observe the period beginning 24 hours prior to the first final exam until the conclusion of the last final exam as "Exam Preparation Week." Organizations are prohibited from having any social activities during this time period.

#### **E. On-Campus Social Policy for Non-Residential Facilities**

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

1. All on-campus social events must be non-alcoholic unless approval is granted by the Dean of Students; \*.
2. Social events include any parties, mixers, or events that run into hours after 10 p.m.
3. All organizations must either have an advisor present or have obtained security through the Department of Public Safety for the duration of the event.
4. Should security be requested by the Department of Public Safety, guest lists must be utilized at the entrance door of all social events. The guest list must at least be a sign-in sheet for all attendees if there is no alcohol present\*. Attendees must have identification to verify their full name.
5. The guest list must be present when the event begins and must be available for submission to the Department of Public Safety. The guest list is not required for submission to Department of Public Safety prior to the social event.
6. At least one member of the organization must supervise the entrance during the entire social event.
7. At any time, the Department of Public Safety has the authority to immediately close the social event.
8. Security through the Department of Public Safety must be requested at least 10 working days prior to the social event.

\*If alcohol has been approved for the event, organizations must follow requirements of the alcohol and drug policy.

#### **F. Student Group and Organization Procedures**

Recognized Student Groups or Organizations are expected to abide by all the policies of the university and any local/state/federal/international laws. Alleged violation of university policy or law could result in disciplinary intervention to address the Student Organization behavior.

In situations where a National Organization exists to support the JSU chapter of a student group or organization, they will be contacted and may be engaged in university action, subject to National Headquarters determination. Because Student Organization misconduct is particularly unique, the Office of Community Standards, Title IX, and the Dean of Students Office has recognized various methods to adjudicate and/or address alleged misconduct, as listed below:

**Dismissal/drop the case-** this occurs when the university begins an investigation but determines the incident or alleged misconduct may be more appropriately addressed through the individual student conduct process,

**Informal Resolution-** this occurs when the student group or organization recognizes their responsibility in the misconduct initially and the alleged misconduct is not severe enough to warrant a group suspension or dismissal. Through this process, the University, Student Group Leadership and National Headquarters (when appropriate) will engage in a mediation to determine how the student group can correct or restore the behavior and/or harm done to the community.

**University Recognized Governing Body-** this occurs when the university determines the alleged misconduct may be more appropriately addressed through peer accountability. A university recognized governing council or board may have university approved internal disciplinary procedures that create an opportunity for peer accountability. In these cases, the procedures outlined by the university recognized governance will be followed as outlined in their bylaws.

**Formal Hearing-** this occurs when the investigation into the alleged misconduct reflects a more likely than not responsible finding that could result in student group suspension or dismissal. Another instance would permit this adjudication if the student group chose to not move forward with an informal resolution adjudication when offered to them by the Office of Community Standards, Title IX and/or the Dean of Students Office. When a Formal Hearing is the determined form of adjudication for alleged student group or organization misconduct, the following procedural assurances are afforded to the student group/organization:

1. Group/Organization President will receive notification of the alleged violation and the date, time, and place of any meeting or hearing on the alleged violation(s),
2. During the formal hearing, Group/Organization President may be accompanied by an advisor (one) of the student's choosing and at the student's own expense. Advisors may only consult with the student and are not permitted to speak on the student's behalf or address the Hearing Officer(s),
3. Where the alleged student organization is part of a university-recognized governing body, the Judicial Officer will function as a liaison for the Assistant Director of Community Standards the Title IX Coordinator and the responding organization. If the Judicial Officer is a member of the responding organization, another Council Officer from a different organization will act as the liaison. The Office of Community Standards, Title IX, and/or the Dean of Students Office, aim to increase transparency and collaboration with the university recognized governing body.
4. Group/Organization President may request access to any written information that may be used during the formal hearing as permitted under the Family Educational Rights and Privacy Act (FERPA). Access may be provided to materials in advance of a meeting/hearing upon written request to the Office of Community Standards or Title IX. Information may be redacted to protect the identities of individuals to protect the integrity of the reports made and investigation confidentiality promised.
5. Group/Organization President can introduce documents, call witnesses, and present information during their hearing. The opportunity to call witnesses is accompanied by the obligation to provide the name of and rationale for each witness in writing, at least two business days in advance of a meeting or hearing to the Hearing Officer(s). In cases where retaliation is a legitimate safety concern, the Office of Community Standards, Title IX, or the Dean of Students Office may limit the President's opportunity to call or examine witnesses. The presentation of information by the President is not unlimited. The Hearing Officer may, at any time, direct the President to move on from irrelevant or redundant witnesses, documents, facts, or arguments,
6. Group/Organization President will receive a finding of "Responsible", "Not Responsible", or "No Finding" based on the preponderance of the information and to be notified of such decision in writing. The burden of proof is a 'more likely than not' standard,
7. Group/Organization President may appeal the decision of a formal hearing in accordance with University Appeal procedures, which are outlined under section, Appeal Procedures of the Code of Conduct.

#### **Duty to Cooperate**

After a recognized student group/organization receives notification of allegations and/or investigation, any student with any association with the identified group/organization shall not discuss the investigation or any related incidents with the intent of impeding the investigation. Any student with association with the identified group/organization is expected to comply with the request of the Office of Community Standards or Dean of Students office to attend an interview/meeting and any reasonable request for information. For more information regarding this duty to cooperate, please refer to University Policy No: III:18 which can be located at the following link: [Policy No.: III:18 Duty to Cooperate](#)

### **Special Procedures for alleged Hazing Misconduct**

The following is a list of procedures that are provided to any university recognized student organization immediately following the report of alleged hazing activity, as defined by the student Code of Conduct. Any reported hazing allegations are validated prior to moving forward with these procedures.

1. Leadership of the recognized student organization will be notified of the following:
  - a. Alleged charges of hazing and any other misconduct, if applicable. These initial charges are based on the narrative of the referral received.
  - b. Investigation is being pursued and all members of the organization are expected to cooperate.
  - c. Interim suspension of the recognized student organization; pending investigation of the allegations. Interim suspension generally refers to any and all organizational operations and will stand throughout the university's investigation unless otherwise notified by the Assistant Director of Community Standards, or designees.
  - d. Notice of communication shared with National Organization if a national affiliation exists.
2. Interviews with all alleged involved parties (i.e.: witnesses, victims, alleged violators, etc.) will take place and be determined based on initial incident referral. Additional alleged involved parties may be identified throughout the interview process and will, therefore, be added to the interview list. If a national affiliation exists, a representative from that National Organization may be present in all interviews.
3. At the conclusion of the investigation, leadership of the organization will be notified of the updated alleged charges based on additional information discovered through the investigation, and when the organization's hearing will be scheduled. The organization's hearing is an opportunity for the organization's representative to share any information they may have that relates to the charges and share a claim of responsibility on behalf of the organization.
4. Leadership of the organization will be notified of a decision determined by the university, based on the same threshold as all non-academic conduct cases, the preponderance of information (i.e.: more likely than not). This decision will include a comprehensive list of the alleged charges and whether the organization is found responsible or not responsible for each violation. If there are any responsible findings, sanctions will be listed and required of the organization. The organization must meet all the sanction requirements in order to continue to be recognized by the university.
5. The organization has the right to appeal the decision made by the university by following the appeal procedures outlined in Appeal Procedures section of the Student Code of Conduct. Appeals must be submitted through an online submission form located on the Office of Community Standards website: [jsu.edu/community-standards](http://jsu.edu/community-standards). All appeals must be submitted within five (5) business days of the decision date.
6. A letter of good standing may be issued to the organization at the conclusion of all the completed sanctions.

This disciplinary process is designed to follow the same philosophy of all non-academic disciplinary procedures outlined in the student code of conduct, section, Student Group and Organization Procedures. Sanctions that accompany responsible findings are typically educationally minded and focused with the intention of those found in violation to better understand the impact of their choices and learn from any mistakes or misunderstandings that may have taken place. A more comprehensive but not exclusive list of sanctions can be found in the Sanctions section of the Student Code of Conduct.

### **Unusual Circumstances**

#### ***Interim Measures***

Regardless of the adjudication method, university-issued interim measures may be necessary. In recognized student group/organization alleged misconduct circumstances, where the health, safety, or well-being of any individual student, group of students, or university community in question, interim action may be issued to a student group/organization. Interim action will typically be communicated with a notice of investigation. Interim action may be revoked if the initial concern for health, safety or well-being of individuals, groups, or university community are determined to no longer be a concern. For more information regarding possible interim measures, refer to the section Interim Measures of the Code of Conduct.

### ***Return after Suspension***

If a recognized student group/organization was suspended for any period of time, the following procedures are followed for that group/organization to be permitted to return to Jacksonville State University recognized status:

1. The group/organization must submit a written request to return to campus which includes their intent of returning to recognition with corrected action.
2. The group/organization may be required to meet with the Assistant Director of Community Standards and the Dean of Students Office to discuss the submitted request and any terms and conditions associated with an approved request. The university is dedicated to transparency and collaboration in order to ensure the successful return of a student group/ organization to campus.
3. Approval or Denial of the request generally will be provided within thirty (30) days from the Dean of Students Office. If approval is granted, the group/organization may return to recognized status at the time determined in their notification of approval.

### ***Special Adjudication Procedures***

In unique or severe circumstances, there may be one investigation conducted to serve two adjudication methods and allow for student involvement parallel to university administrator involvement. Student group/organization leadership will be notified if these special adjudication procedures are being utilized.

### **Sanctions**

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

1. **Warning-** Notice that any continuation or repetition of wrongful conduct in the indefinite future may be cause for further disciplinary action.
2. **Disciplinary/Housing Probation-** A period during which a student must behave in a manner acceptable to the university and university housing. Conditions of probation may be set forth that restrict the student's participation in co-curricular activities. Violating the terms of probation or additional incident(s) of misconduct while on probation may result in further disciplinary action and/or additional sanctions, including suspensions or expulsion.
3. **Deferred Suspension/Deferred Housing Suspension-** This sanction is a suspension (from the university or university housing) that is delayed pending specified behavioral performance, completion of sanctions, and/or a definite period of observation and review. If a student is found responsible again of violating the Code of Student Conduct, the suspension can take effect immediately, without the right to appeal.
4. **Social Suspension-** Typically associated with student groups/organizations, social suspension means the group/organization is not allowed to host any events or programs that are social in nature, including, but not limited to, socials, mixers, bands, DJs, or any other activity that might seem to have the group/organization violating the guidelines or social suspension.
5. **Suspension/Housing Suspension-** Action that excludes the student from registration, class attendance, residence in university-owned or managed housing, and use of university facilities for a specified period of time. The suspension typically includes a trespass from all university property during the designated suspension timeframe. Should a student who is suspended be found on university property, further disciplinary action may be warranted.
  - i. A suspension may be deferred on the timing of the semester (i.e., end of semester). This decision is at the discretion of the Sanctioning Officer and will only be considered if the student's presence on campus is deemed not to be a threat. Should the student be readmitted, further incident(s) of misconduct will result in additional suspension periods or dismissal from the university. Additionally, the failure to observe the terms and conditions of a suspension may cause the extension of the suspension period or further disciplinary action.

- ii. A suspension will take place once the appeal timeframe or process is complete. In the event of a suspension, students are encouraged to consult with Student Accounts and the University Registrar regarding possible tuition and fee refunds. The Office of Community Standards has no authority in financial matters.
  - iii. A notation may be placed on a student's transcript indicating a disciplinary suspension. After the completion of the term of the suspension and any other sanctions, the suspension transcript notation will be removed. Upon completion of the period of suspension and fulfillment of all disciplinary requirements, the student must comply with all academic admission standards in effect in order to register.
- 6. **Dismissal-** The permanent loss of the privilege of registration, class attendance, and residence in university-owned or managed housing. This action also permanently withdraws the privilege to use university facilities or property. A student who has been dismissed is not eligible for readmission. Any dismissed student will not be entitled to any refund of tuition or fees. A notation will be placed on a student's transcript indicating disciplinary dismissal. Dismissal typically includes a trespass from all university property. Should a student who is dismissed from the university be found on university property, further disciplinary action may be warranted.
- 7. **Educational Sanction-** An order requiring the student or student organization to complete a program/task(s) designed to assist the student/organization in learning more about how their behavior impacted themselves and/or the community. Some examples include, but are not limited to, educational seminars, treatment programs for alcohol or drug use/abuse, or other programs/tasks.
  - **Web-Based Course-** Online safety and prevention educational course(s). Course categories include, but are not limited to, Sexual Assault Prevention, Alcohol and Drug Misuse Prevention (iCHAMP BASICS), Wellness and Safety, Personal Development, and Hazing Prevention.
  - **Research Project-** A paper/project on a related topic meant to educate and inform the student(s).
  - **Reflection Paper-** A paper that reflects on choices, behavior, and incident(s), what was learned, values, decision-making, ways to prevent misconduct, and what choice(s) the student would have made differently.
- 8. **Fine (Disciplinary/Housing)-** A monetary penalty imposed on a student and will be charged to the student's account. Any unpaid debt may result in a hold being placed on a student's account. It is important to note that certain violations have specific fines associated with them.
- 9. **Restitution-** Repayment to the university or individuals for damages resulting from the violation(s) of the Code of Student Conduct. Restitution sanctions that involve theft, misappropriation of university funds, or damage to university property will be charged to the student's account and may be referred to the Office of Internal Audit, Enterprise Risk Management. Any unpaid debt may result in a hold being placed on a student's account, collection procedures, and responsibility for any associated collection costs and fees.
- 10. **Facilitated discussion-** Informal facilitated conversation between the parties to resolve conflict, formulate an action plan, and/or decide whether and how to implement change.
- 11. **Loss of Privileges-** The withdrawal of a privilege, use of a service, participation in a program or organization, event, or activity for a specific period of time. The loss of privileges may prohibit a student or student organization from participating in co-curricular activities, continuing in a degree program, being present in or using certain campus facilities or services, prohibit a student from enrolling in a class or classes, and/or Housing privileges (e.g., guest privileges).
- 12. **Termination of Recognition-** An order terminating university recognition of a registered student organization for a specific or indefinite period of time.
- 13. **No Contact Order-** No Contact Orders are designed so that students involved in a campus conduct process do not communicate with each other to help minimize further altercations. A No Contact Order is a written directive prohibiting contact between individuals (directly, indirectly, or through a third party). It is intended to protect the safety and well-being of the parties involved. A No Contact Order can be removed or modified pending final approval by the Office of Community Standards or Title IX.

14. **Compliance with National Headquarters Corrective Action(s)**- A recognized student group/organization is required to comply with any and all corrective action outlined by their associated National Headquarters.

15. **Additional Sanction**- Any sanction deemed appropriate by the Sanctioning Officer.

### **Appeal Procedures**

The following appeal procedures are outlined and considered following the outcome of a case after a decision regarding responsibility is determined. The procedures outlined below are applicable for both individual students and recognized student groups/organizations. The purpose of an appeal is to ensure all parties that the original findings of fact, the reasoned integration of them, and the imposition of sanctions or other solutions are consistent with university policies and procedures.

A Respondent or Complainant may submit an appeal. Any persons desiring an appeal will submit within five (5) business days (or in the case of reason #1 below, 30 days) from the date of the decision, a written statement outlining the specific issues and rationale for the appeal. Requests for an appeal will only be considered for one or more of the following:

1. **Information not previously available.** Information not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different finding(s).
2. **Procedural error.** Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to, failure to adhere to guidelines as outlined in the Code of Student Conduct or perceived Hearing Officer bias (or bias by a board member) based on factors other than the Hearing Officer's decision and rationale for such decision.
3. **Inconsistent Finding or Sanction.** The finding and/or sanction is inconsistent with the weight of the information. The sanction is either too lenient or too severe and does not fit the violation and totality of the circumstances. Discontentment with a particular finding is not a valid reason for appeal.

All appeals must be based on the grounds for appeal as stated above. The responding party to the appeal will receive a copy of the submitted appeal and will have five (5) business days to submit their response to the Appeals Officer. The responding party to the appeal may submit one (1) request for an extension to the Appeals Office within the five (5) day period. Generally, the Appeals Panel will adjudicate the appeal within (15) business days of receipt of the complete appeal of the appealing party.

To submit an appeal, the student or student group/organization pursuing the appeal must submit an appeal submission form found on the Office of Community Standards website: <https://www.Jacksonville State University.edu/community-standards/index.html>. An appeal will not be considered unless this form is submitted.

If the sanction(s) imposed include a housing suspension, university suspension, or dismissal, these will not be imposed until the appeal decision is rendered. However, depending on the nature of the violations, certain restrictions may apply, and/or some privileges may be revoked on an interim basis.

### **Appeals Panel**

The Associate Vice President for Student Affairs or designee of the Assistant Director of Community Standards will function as the Appeals Officer. The Assistant Director of Community Standards will ensure appropriately trained university officials are appointed to the Appeals Panel.

The Appeals Panel will consist of three university officials. Decisions will be made by a simple majority vote, and no member may abstain from voting.

The Appeals Panel will first determine if the student or organization has grounds for appeal based on the above criteria. It is the sole responsibility of the appealing student to provide information to support the grounds for an appeal. The appeal must include a full statement of asserted information to support one or more bases of the appeal (listed above). If there is insufficient information to support one or more of the bases for the appeal, the appeal must be denied.

The Appeals Panel may review any relevant material related to the case, including (a) the record made before the hearing body and (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student.

If there are grounds for an appeal, the Appeals Panel may:

1. Affirm the original finding and sanction.
2. Affirm the original finding and request that the Sanctioning Officer submit a more appropriate sanction.
3. Return the case to the Hearing Officer to correct procedural errors or factual deficits.
4. Reverse or modify the original finding and dismiss any or all findings of responsibility. Dismissal will only occur when there is insufficient information to support a finding of responsibility.
5. Reverse the original finding and remand the case to a new hearing.

The Appeals Officer will communicate the appeal results to the appealing party by electronic mail. Students and organizations are only afforded one level of appeal of a determination by the Hearing Officer or Hearing Board. In addition, the process only allows for one appeal per appealing student or organization. An appealing party may not submit multiple appeals on different grounds.

### **Special Procedures for Alleged Violations of Sexual Misconduct**

Referrals for alleged violations of Sexual Misconduct will be resolved by specific policies and procedures, unique to other forms of resolution, described in the comprehensive Jacksonville State University Sex-Based Harassment and Misconduct Policy. If the Sex-Based Harassment and Misconduct Policy does not apply, by definition or alleged conduct, the procedures for all other misconduct will be followed to address the behavior.

**Special University Programs.** Students found responsible for violating the Code of Student Conduct may be subject to additional scrutiny if they are enrolled in a university program with additional rules of conduct or program rules. The Assistant Director of Community Standards may notify the head of the department or program of a finding. For these purposes, it is understood that students participating in the Fast Start Academy, the International House program, the nursing program, the social work program, and ROTC members have agreed to abide by an additional code of conduct.

### **Holds on Student Account**

An administrative hold may be placed on a student's university account for the following reasons:

- The student is accused of violations that could result in a suspension or expulsion.
- The student fails to schedule an appointment with the Hearing Officer by the date specified in correspondence sent to the respondent.
- The student fails to attend a scheduled meeting with the Hearing Officer.
- The student fails to comply with a reasonable directive by a university official and/or the Hearing Officer.
- The student fails to complete an assigned sanction(s) by the specified deadline.
- The student is sanctioned with a 'hold on student account.' This typically occurs until all sanctions are completed or a suspension or expulsion is imposed.

In cases involving graduating students, a hold may be placed that will delay the awarding of a diploma. Pending approval from the Office of Community Standards, this may not hinder a student's ability to participate in commencement activities. To have the hold removed, a student should contact their Hearing Officer and/or the Assistant Director of Community Standards.

### **Discipline Records**

Jacksonville State University maintains a record of students who have been found in violation of university policies and regulations. Student conduct records are maintained separately from the student's official academic records, except in suspension or dismissal cases. In these cases, the Registrar's Office is notified of students' temporary or permanent dismissal.

Information about the status of a student's conduct records will be handled in compliance with the Family Education Rights and Privacy Act (FERPA) provisions. In accordance with these provisions, no information will be released to external authorities or others outside the conduct system unless the student has provided



written permission authorizing such release. In other circumstances, the student's records may only be released to third parties as authorized by subpoena or court order. In most cases, the student is notified of the subpoena or court order at the last known address prior to releasing the information.

### **Resources**

Jacksonville State University and the Office of Community Standards are dedicated to fostering a safe, inclusive, and supportive environment. We are committed to supporting our students in every aspect of their academic and personal journeys. A wide range of on- and off-campus resources and support services are available to students for well-being and to provide guidance and assistance when needed. There are resources and crisis interventions for numerous situations, including Safety, Mental Health, relationships, LGBTQ+, Violence, Alcohol and/or Substance use/abuse, Harassment, Sexual Misconduct/Assault, Stalking, Risk Assessment/Risk Reduction, reporting mechanisms, educational programs, guidance on student rights and responsibilities, Counseling, Financial assistance, and access to basics needs. We encourage all students to take advantage of these resources. Seeking support is a sign of strength. The well-being and success of students are our top priority, and we are here to support you on your journey at Jax State.

For more information on available resources please view the list below or visit, email, or call the Office of Community Standards. The list of resources can also be viewed online at <https://www.Jacksonville State University.edu/community-standards/index.html> and <https://www.Jacksonville State University.edu/titleix/resources.html>.

#### **Community Standards**

301-A Angle Hall

256.782.8080

[communitystandards@jsu.edu](mailto:communitystandards@jsu.edu)

<https://www.jsu.edu/community-standards/index.html>

#### **Title IX**

319 Angle Hall

256.782.5769

[titleix@jsu.edu](mailto:titleix@jsu.edu)

<https://www.jsu.edu/titleix/index.html>

#### **Dean of Students Office**

402 Theron Montgomery Building

256.782.5491

<https://www.jsu.edu/studentlife/index.html>

#### **Counseling Services**

147 Trustee Circle

256.782.5475

<https://www.jsu.edu/counseling/index.html>

#### **Department of Public Safety/University Police**

Salls Hall

601 Forney Ave

256.782.5050

<https://www.jsu.edu/police/>

#### **RMC/JSU Health Center**

1701 Pelham Rd S

256.782.5310

<https://www.jsu.edu/studenthealth/index.html>

#### **Cocky Cares**

<https://www.jsu.edu/cockycares/>

## Additional Resources

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

### 1. Sexual Violence & Relationship Violence

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

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

LGBTQ Domestic Violence Project: <http://www.glbtqdv.org/>

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

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

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

### 2. Relationships

Love is Respect: [www.loveisrespect.org](http://www.loveisrespect.org)

Break the Cycle: [www.breakthecycle.org](http://www.breakthecycle.org)

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

Iwannaknow: [www.iwannaknow.org](http://www.iwannaknow.org)

Day One: [www.dayoneny.org](http://www.dayoneny.org)

Futures Without Violence: [www.futureswithoutviolence.org](http://www.futureswithoutviolence.org)

### 3. Men

1 in 6: [www.1in6.org](http://www.1in6.org)

Male Survivor: [www.malesurvivor.org](http://www.malesurvivor.org)

Men Can Stop Rape: [www.mencanstoprape.org/](http://www.mencanstoprape.org/)

National Domestic Violence Hotline: 800.799.SAFE (7233)

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

### 4. LGBTQ

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

The Trevor Project: [www.thetrevorproject.org](http://www.thetrevorproject.org)

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

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

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

### 5. Mental Health

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

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

Boys Town Crisis and Suicide Hotline: 800.448.3000

Half of Us: [www.halfofus.com](http://www.halfofus.com)

S.A.F.E. Alternatives: 800.DONT.CUT (366.8288)

Self-Injury Outreach and Support: [www.sioureach.org](http://www.sioureach.org)

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

National Eating Disorder Association (NEDA): 800.931.2237, [www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org)

[Crisis Text Line](#) (Confidential Reporting)

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

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

Thoughts of suicide

Mental health or substance use crises

Emotional distress

And other reasons to connect (46 seconds)

Alcohol and/or Substance Use

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

### **Alcohol and Risk Reduction\***

#### **What to know**

- Do the math:
  - one drink = 12 oz. of regular beer
  - one drink = 4 to 5 oz. of wine
  - one drink = 1.5 oz. of hard alcohol
- Binge- or problem-drinking is defined as consuming five or more drinks on one occasion.
- Any amount of alcohol can impair judgment—more so under certain conditions.
- Our body metabolizes approximately one alcoholic drink per hour—there is no way of speeding it up.
- Drinking while engaging in sexual behavior can increase risk for sexual assault, transmitting STIs and unplanned pregnancies.
- Alcohol is a drug—it is an addictive substance that changes our brain chemistry and can cause chemical dependency.

#### **How to be safe**

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

#### **Plan ahead**

- Eat before you drink anything
- Ask a friend to keep an eye on you
- Set a limit on how many drinks you're going to have
- Never leave your drink unattended
- Prepare to say no if you're offered drinks by others

Credited: Sindecuse Health Center, Western Michigan University. [www.mwich.edu](http://www.mwich.edu)

### **Alcohol and/or Substance Abuse and Abusive Relationships\***

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

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

- “I didn't mean what I said. I was drunk.”
- “I would never hit you sober.”

- “Drinking turns me into a different person. That’s not who I really am.” It’s important to remember that when a person is intoxicated or under the influence of drugs, their actions still reflect their personality. If someone is violent when they are drunk or high, it’s probably just a matter of time until they are abusive when they’re sober.

Credited: Love is Respect. [www.loveisrespect.org](http://www.loveisrespect.org).

### **Addiction\***

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

Signs and symptoms of addiction may include:

- Drinking or using substances for the relief of withdrawal symptoms
- Increased tolerance or reverse tolerance (drug sensitization)
- Feeling guilt, shame, or remorse (as a result of behavior while under the influence of alcohol or other drugs)
- Anxiety, depression, or other mental health diagnosis
- Concern from family and/or friends about drinking or drug use
- Decline in work performance or loss of interest in hobbies and daily activities
- Inability to remember what happened when drinking (blackouts)
- Financial difficulties including making sacrifices for the purchase of drugs
- Having problems with the law through increasingly risky behaviors and impaired judgment
- Denial or not being aware that a problem exists
- Much time dedicated to the use of a substance (obsession)
- Use that continues despite known health problems that have developed from use

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

### **Resources & Hotlines**

Below are some on- and off-campus resources.

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

## Harassment

Tips:

- **Speak up at the time.** You want the harasser to know you find their behavior offensive or unwelcome. State clearly that you don't like what was said or done and you want that behavior to stop.
- **Tell someone about it.** Even if you are not sure you will report the incident, tell someone what happened. Discuss it openly with others. Find out if others have been harassed by the same person.
- **Keep records.** Keep a diary or log of what is happening to you. Include dates, places, direct quotes, and names of other people that were present. Save any letters, cards, or notes sent to you. Let someone read your records. Keep everything in a safe place.
- **Get a witness.** Ask someone to watch you when the harasser is around. Most advances are made when the harasser thinks no one is watching.
- **Seek advice or counseling.** Students often feel powerless, angry, guilty, or fearful when they are subjected to harassment. There are often concerns about personal safety, loss of privacy and the threat of possible retaliation if the situation is reported.

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

## Additional Resources

- Title IX Coordinator (Gloria Floyd)  
301 Angle Hall  
256.782.5769
- Counseling Services (Confidential Reporting)  
147 Trustee Circle  
256.782.5475
- Department of Public Safety  
Salls Hall  
Forney Avenue, NW  
256.782.5050
- “Fighting Harassment at School and Work.” AC Online,  
<https://www.affordablecollegesonline.org/college-resource-center/workplace-campus-harassment/>

## Sexual Assault Reduction

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

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

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

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

9. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

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

- **Title IX Coordinator (Gloria Floyd)**  
301 Angle Hall  
256.782.5769
- **Counseling Services (Confidential Reporting)**  
147 Trustee Circle  
256.782.5475
- **RMC/JSU Health Center (Confidential Reporting)**  
JSU South Complex  
1701 Pelham Road South, Jacksonville, AL 36265  
256.782.5310
- **Department of Public Safety/University Police Department**  
Salls Hall  
Forney Avenue, NW  
256.782.5050
- **Jacksonville Police Department**  
911 Public Safety Drive SW  
Jacksonville, AL 36265  
256.435.1075 or 911
- **Calhoun County Sheriff's Office**  
400 West 8th Street  
Anniston, AL 36201  
256.236.6600 or 911
- **Rape Response (Emergency/Trauma) (Confidential Reporting)**  
Sexual Assault Nurse Examiner facility offers exams 24 hours a day, 7 days a week  
Birmingham, AL  
205.323.7273
- **Northeast Alabama Regional Medical Center (Emergency/Trauma) (Confidential Reporting)**  
400 East 10th Street (south on Highway 21/Quintard Avenue; one block east on 10th Street)  
Anniston, AL 36207  
256.235.5121
- **2nd Chance, Inc. (Confidential Reporting)**  
Shelter and Support  
Crisis Line: 256.236.7233 Office: 256.236.7381
- **Alabama Coalition Against Domestic Violence (Confidential Reporting)**  
Hotline: 1.800.650.6522
- **One Love Foundation (Confidential Reporting)**  
[https://www.joinonelove.org/learn/help\\_a\\_friend/](https://www.joinonelove.org/learn/help_a_friend/)  
Text LOVEIS to 22522 to text with a peer advocate regarding unhealthy relationships
- **Crisis Text Line (Confidential Reporting)**  
Text HOME to 741741 for free, 24/7 crisis support in the US
- **National Sexual Violence Crisis Hotline (Confidential Reporting)**  
1.800. 656.HOPE (4673)

## Stalking

Stalkers can be unpredictable and dangerous. Whether through in-person or through the use of technology, stalkers use a variety of strategies to invade the lives of their victims. Most stalkers use multiple tactics and can escalate their behavior(s) at any time. You have no control over the stalker's behavior and are not

responsible for what they do. However, it can be useful to think of steps you might take to keep yourself and loved ones safe. This process is called safety planning.

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

### ***Safety Planning: Basic Considerations***

- Trust your instincts. Many victims of stalking feel pressured by friends or families to simply ignore the stalker's behavior or "just tell them off." Stalkers are dangerous and your fear is justified.
- Your safety plan should evolve, change, and adapt as the stalking situation changes.
- As much as possible, don't only plan around what has already happened – also think about what might happen next (for example, "if X happens, I will do Y")
- Consider or try to anticipate how the stalker may react to any changes you may make, so you can further plan for your safety. Stalkers often escalate their behavior when the victim reacts (for example, if you block them on social media, they might start showing up at your home).
- Victims must balance their need to live normal lives with their concerns over safety. Only you can decide what tradeoffs are realistic and appropriate for you.

### ***General Safety Strategies – Consider:***

- Working with a local domestic violence shelter or victim services program to develop a safety plan.
- Notifying the police, especially if you feel you are in any immediate danger. You can explain to the police why some actions that might seem harmless (like the stalker driving by your house or leaving you a gift) are causing you fear.
- Ceasing any further communication with the stalker. Many stalkers perceive any contact, even negative contact, to be a reinforcement (more information on this below).
- Keeping a log of every stalking incident

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

### **Additional Resources.**

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

### **Risk Assessment and Risk Reduction**

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.



- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Make sure your cell phone is with you and charged and that you have taxi money.
- Do not allow yourself to be isolated with someone you do not trust or someone you don't know.
- Lock doors, including car doors, and when in the vicinity of your car, have your key ready in your hand.
- Before entering an Uber, Lyft, or taxi make sure the child safety lock is off.
- When you go out, have a plan, including transportation home. Go with others, arrive together, check in with each other and leave together.
- Drink Responsibly. Try not to leave any beverages unattended or accept drinks from someone you do not know or trust. If you are drinking alcohol, know your limits and how much you can consume without losing control or awareness of what's going on around you.
- Have a buddy system. Do not be afraid to let a friend know if something is making you uncomfortable or if you are worried about you or your friend's safety.
- Previous consent does not imply current consent - No means no.
- Do not prop outside or suite doors open. Always lock your room door.
- Report lost I.D. cards immediately to your Residence Advisor (RA) and Department of Public Safety.
- Do not open the door if you do not know the person. Report any suspicious persons or activities to the RA or University Police immediately.
- Think twice about what you put on Facebook. When you use social media to share where you are or where you are going, friends can find you, but others may be able to track you as well. Use common sense and ask yourself -- would you give this information to a stranger? If not, then don't share it online.
- Your safety takes priority over someone else's hurt feelings.
- Get yourself to a safe place. Call 911 or local Police. University Police 256.782.5050
- Download the Cocky Watch app on your cellular device.

### **Revisions to the Code of Student Conduct**

This Code shall take effect on May 15, 2025. It is the general duty of all persons affiliated with the University Conduct System to advise the Assistant Director of Community Standards of modifications that should be considered to improve the fairness and effectiveness of the system. In consultation with university administration, the Assistant Director of Community Standards will be responsible for identifying and considering any proposed revisions to the Code of Student Conduct.

***Jacksonville State University reserves the right to make changes to the Code of Student Conduct as deemed appropriate.***

## Student Self Reporting

### Purpose

Jacksonville State University is committed to maintaining a safe campus. The timely identification of persons that pose a potential risk to other members of the JSU community is essential in that effort.

### Policy

A student must disclose any arrest, charge, or conviction for any of the criminal offenses designated below (state, federal or municipal)—excluding minor traffic violations that do not result in an arrest, injury, or risk of injury to others—that occur after the student is first admitted to the university. Disclosure shall be made within five (5) business days of the subject event. It should be made to the Assistant Director of Community Standards, Suite # 301A, Angle Hall, (256) 782-8080, on a form to be promulgated by that office. This disclosure obligation applies whether the subject event occurred inside or outside the State of Alabama and regardless of whether the university is in session at the time. Reportable offenses shall include any felony offense or any misdemeanor offense involving danger to another, moral turpitude, or the illegal possession / use / distribution of illegal drugs or prescription medication. Reportable offenses include but are not limited to the following:

- Murder
- Burglary
- Criminal Solicitation
- Robbery
- Conspiracy
- Theft
- Assault
- Receiving Stolen Property
- Reckless Endangering
- Forgery
- Vehicular Assault
- Issuing a bad check (negotiating a worthless check)
- Unlawful Imprisonment
- Unlawful use of a credit card
- Kidnapping
- Endangering the welfare of a child
- Interference with custody
- Hate Crime
- Arson
- Illegal carrying of a concealed deadly weapon
- Any offense in which the main component deals with a sexual offense, including any offense involving child pornography
- Illegal Possession of a deadly weapon instrument
- Illegal use of a deadly weapon or dangerous
- Domestic violence
- Any offense dealing with the illegal possession, use, sale, distribution or trafficking of controlled substances, illegal drugs, or prescription medication
- Violation of a protection from abuse order
- Making a terrorist threat
- Driving a vehicle or operating a watercraft under the influence of alcohol or drugs
- Leaving the scene of an accident
- Resisting arrest or attempting to elude a law enforcement official
- Stalking

Failure to comply with this disclosure obligation may be deemed a violation of the Student Code of Conduct.

*The Assistant Director of Community Standards is responsible for this policy.*

***The Jacksonville State University Student Self Reporting Policy can be reviewed for more information.***

## Jacksonville State University Scholars' Code

### Purpose

Academic integrity is essential for building a community of trust in the university setting and for fostering excellence in teaching, research, and learning. It is necessary for students to complete scholarly and academic assignments with integrity and honesty and to avoid any instances of academic misconduct. The University recognizes that the open exchange of ideas plays a vital role in the academic endeavor, and students are generally encouraged to engage in conversations with their teachers and classmates about their courses, their research, and their assignments. Even so, it is important for scholars to maintain academic integrity in all aspects of their work, clearly noting when they have relied upon or incorporated the work of others, and they must avoid all instances of lying, cheating, or misrepresenting their work.

To ensure academic honesty, the university's Scholars' Code serves as a means by which the course instructor can work with students in an educational and restorative manner while also securing the academic integrity of the university.

To that end, the policy consists of the following aspects:

- Violations
- General Process and Procedures for Honoring and Maintaining the Scholar's Code
- Recommended Levels of Sanction
- Appendix A: Scholar's Code Administrative Hearing and Scholar's Code Panel Processes
- Appendix B: Appeals Process
- Appendix C: Definitions

### Violations:

In a university community, true knowledge can be gained only through honest means. Therefore, all academic dishonesty is expressly prohibited, whether in the traditional classroom or in online or hybrid settings.

Common instances of violations include, *but are not limited to*, the following:

- Using online sources and programs—such as artificial intelligence, ChatGPT, and other generative AI—to produce content without proper acknowledgment or authorization.
- Using or providing unauthorized materials or assistance during an examination or in the completion of any other assignment, exercise, experiment, or project for academic credit. Unauthorized materials may include, but are not limited to notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
- Falsifying class attendance records or providing false reasons for an absence in a required class meeting or scheduled examination.
- Taking an examination in the place of another student.
- Making unauthorized changes in any reported grade or on an official academic report form.
- Plagiarizing, which is the deliberate act of copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgement of their true source.
- Falsifying research or data.

### General Process and Procedures for Honoring and Maintaining the Scholars' Code

**Student responsibility:** If a student suspects that a violation of the Scholars' Code has occurred, they will notify the professor.

**Course instructor responsibility:** The course instructor must report any offense when it is clear there was an intent to defraud and when the course instructor has taken action because of the offense, such as assigning a zero to the assignment or lowering the course grade. The course instructor will report via the [Academic Integrity Reporting Form](#). The student should then be informed of the infraction, provided with all relevant evidence (HonorLock, Turnitin, witness statement, etc.), and informed of any penalty imposed.

In situations where it is unclear if the Scholars' Code was violated or if there was an attempt to defraud, the course instructor should initiate a meeting with the student within five business days of noticing the potential violation. If no action was taken because there was no violation or intent to defraud, then no report by the course instructor is required (e.g., a student misunderstanding instructions or expectations).

**Repeat/Egregious Offenses Processes:** Egregious offenses and repeat or multiple offenses will receive increased scrutiny and may trigger a review through the Scholars' Code Administrative Hearing or Scholars' Code Panel processes (Appendix A), which will determine possible further sanctions.

**Appeals:** Students have the right to appeal imposed sanctions. Students should contact the Dean of the affected college and request a Scholars' Code Administrative Hearing (see Appendix A).

### **Recommended Levels of Sanction**

In general, course instructors should follow the best practices suggested by their specific department and employ their own best judgment when assigning sanctions for violations of the scholar's code. Suggested/possible sanctions are listed below:

- **Minor Offense:** The student may receive a reduced grade on the assignment, an opportunity to revise the assignment, failure of the assignment, additional coursework, and/or a reduced overall course grade. The course instructor in whose course the offense occurred will determine the sanction for a minor offense. The student may be required to attend an Academic Integrity Workshop. The student may be referred for disciplinary action through the Office of Community Standards for additional sanctions, including community service and counseling.
- **Repeat Offenses/ Moderate Offense:** The course instructor may impose sanctions ranging from failure on the assignment, a reduced course grade, and/or an "F" in the course. Additionally, a Scholars' Code Administrative Hearing or a Scholars' Code Panel may conduct a review to determine if additional sanctions above those imposed by the course instructor are merited. The student will be required to attend an Academic Integrity Workshop. The Scholars' Code Administrative Hearing or the Scholars' Code Panel may refer the student to the Office of Community Standards for further disciplinary action.
- **Repeat Offenses/ Major Offense:** The course instructor may impose sanction of an "F" in the course. Additionally, the matter may be subject to further review via the Scholars' Code Administrative Hearing or the Scholars' Code Panel to determine if additional sanctions above those imposed by the course instructor are merited. The student will be required to attend an Academic Integrity Workshop. The Scholars' Code Administrative Hearing or the Scholars' Code Panel may refer the student to the Office of Community Standards for further disciplinary action.

### **Referral to Office of Community Standards**

The Department Head and/or course instructor, in consultation with the Dean, may directly refer the matter to the Office of Community Standards for major offenses or where the potential sanction could be suspension or expulsion. Additionally, the Hearing Officer and/or the Scholars' Code Panel may refer students to the Office of Community Standards for additional sanctions, including but not limited to, community service, disciplinary probation, research projects, self-reflection questions, counseling, suspension, expulsion, and/or removal from Academic College or Major.

The Office of Community Standards will seek input from the Scholars' Code Panel and/or the Dean of the College as appropriate. Please refer to the Code of Student Conduct for additional information on the student conduct process.

## **APPENDIX A: SCHOLARS' CODE ADMINISTRATIVE HEARING AND SCHOLARS' CODE PANEL PROCESSES**

In cases of repeat offenses or egregious academic misconduct, the Dean of the impacted College or their designee (hereafter called the Hearing Officer) may convene a Scholars' Code Hearing or a Scholars' Code

Panel, depending on the severity of the alleged academic misconduct and the Hearing Officer's ability to adjudicate the proceedings.

### **Scholars' Code Administrative Hearing**

The student will receive written notice that a Scholars' Code Administrative Hearing has convened to review the matter. The student may provide a written statement or additional evidence to the Hearing Officer within five (5) business days of receiving this notice. The Hearing Officer will contact the student to schedule a hearing (in person or via Teams) to provide them with the opportunity to provide a written or verbal statement and answer clarifying questions. A Scholar's Code Administrative Hearing is generally conducted in the presence of the Hearing Officer. Students will have an opportunity to hear the evidence being offered against them and present witnesses and relevant evidence. In addition, students may be accompanied by an advisor of their choice. During the hearing, the Hearing Officer will have an opportunity to question the student and any participating witnesses. The Hearing Officer may add or amend the violation based on information uncovered during the Scholars' Code Hearing. If the student chooses not to participate in this process, the Hearing Officer will review the available information before issuing a decision based on the preponderance of the evidence.

The Hearing Officer may also elect to refer the matter to a Scholars' Code Panel based on uncovered information. At the conclusion of the hearing, the Hearing Officer may make a determination based on the totality of the circumstances, available evidence, and the preponderance of the evidence.

### **Scholars' Code Panel**

For cases that require adjudication beyond the Scholar's Code Administrative Hearing (such as in particularly egregious cases of misconduct or in cases where the Hearing Officer feels unable to reach a verdict), a Scholar's Code Panel may be convened. A Scholars' Code Panel will be composed of two faculty members and one student. Students will have an opportunity to hear the evidence being offered against them and present witnesses and relevant evidence. In addition, students may be accompanied by an advisor of their choice.

During the panel's hearing, the members of the Scholars' Code Panel will have an opportunity to question the student and any participating witnesses. The Hearing Officer may also ask questions as appropriate. The Hearing Officer may add or amend the violation based on information uncovered during the hearing.

The Dean of the college or designee shall serve as the Hearing Officer for the Scholar's Code Panel. The Hearing Officer should attend and advise the Scholars' Code Panel at all hearings. The Hearing Officer or Panel shall have discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just decision. The primary responsibility for maintaining order lies with the Hearing Officer. However, all members of the Panel have a duty to assure an orderly and fair proceeding.

### **Findings**

A simple majority vote by the Scholars' Code Panel will determine the findings. Based on the totality of the circumstances, available evidence, and the preponderance of the evidence, the Scholars' Code Panel will make a finding of responsibility and recommend sanctions to the Hearing Officer.

The Hearing Officer maintains sanctioning power to ensure fairness and consistency and will account for mitigating and aggravating factors. The Hearing Officer will generally provide a written decision letter to the student within 15 business days. Under certain circumstances, the Hearing Officer may need additional time to review the presented evidence before making a determination.

## **APPENDIX B: APPEALS PROCESS**

The student will have the right to appeal sanctions resulting from an Administrative Hearing or a Panel hearing. Students wishing to appeal a sanction issued by a course instructor should contact the Dean of the affected college and request a Scholar's Code Administrative Hearing (detailed in Appendix A).

Students wishing to appeal the verdict of the Scholar's Code Administrative Hearing or Panel hearing must follow this process: Within five (5) business days of notification of sanctions from the Hearing Officer (or in the case of reason #1 below, 30 days), a student must submit in writing their grounds for appeal, outlining the specific issues and rationale for the appeal. The Provost or designee will function as the Appeals Coordinator for matters implicating this policy. If an appropriate appeal has been submitted, the Appeals Coordinator will appoint an Appeals Panel composed of three faculty/staff members. Requests for an appeal will only be considered for one or more of the following reasons:

1. **Information not previously available.** Information not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different finding(s).
2. **Procedural error.** Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to, failure to adhere to outlined guidelines or perceived Hearing Officer bias (or bias by a Panel member) based on factors other than the Hearing Officer's decision and rationale for such decision.
3. **Inconsistent Finding or Sanction.** The finding and/or sanction is inconsistent with the weight of the information. The sanction is either too lenient or too severe and does not fit the violation and totality of the circumstances. Discontentment with a particular finding is not a valid reason for appeal.

The Appeals Panel will review all documentation of the offense and sanctions from the course instructor and the Scholars' Code hearing and will return their decision to the student within fifteen (15) business days of receipt of the request for appeal.

The Appeals Panel decisions shall be made by a simple majority vote. No member may abstain from voting. For additional information regarding the Appeals Process, please refer to the Code of Student Conduct. The decision of the Appeal Panel is final. There is not a second level of appeal to the Provost or the President of the University.

## **APPENDIX C: DEFINITIONS**

**Advisor:** During any meeting or proceeding under this policy, students may be accompanied by an Advisor of their choice, including but not limited to a faculty member, family member, friend, or third party. The "potted plant" rule applies to Advisors throughout this process. Advisors may not speak on the student's behalf, individually meet or correspond with the course instructor, or otherwise interfere with the process. Where an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, they may be prohibited from continuing to serve in their role. Where there are unreasonable delays due to an Advisor, the meetings or proceedings may be held in their absence. The affected party will be permitted to obtain a substitute Advisor.

**Appeals Coordinator:** The Provost (or designee) will function as the Appeals Coordinator and ensure that the Appeals Panel is appropriately trained and equipped with relevant information to adjudicate the received appeal.

**Appeals Panel:** The Appeals Panel will be composed of three (3) university officials (university staff or faculty) who have been trained to adjudicate violations of the Scholars' Code.

**Hearing Officer:** The Dean of the impacted College or designee will function as the Hearing Officer and determine whether to convene a Scholars' Code Administrative Hearing or a Scholars' Code Panel. The Hearing Officer retains the sanctioning authority for both Administrative Hearings and Panel hearings.

**Preponderance of the Evidence:** A standard of proof that indicates that the information provided leads an administrative Hearing Officer or Scholars' Code Panel to decide that "more likely than not" a violation did

or did not occur. This is the standard of proof for all alleged violations of the Scholars' Code. The preponderance standard is lower than the standard of "beyond a reasonable doubt," which is used in criminal court cases. If the evidence presented meets this preponderance standard, then the accused should be found responsible.

**Respondent:** A student who has allegedly violated this policy.

**Scholars' Code Administrative Hearing:** A process in which the facts of an alleged violation of the Scholars' Code are presented to a Hearing Officer to determine if a violation(s) took place and if sanction(s) are appropriate.

**Scholars' Code Panel:** A group of trained faculty who determine if a student is responsible for a violation(s) of the Scholars' Code. The Dean of the impacted college (or designee) will advise the panel as the Hearing Officer and may sit in on the adjudications of the panel to ensure proper procedures are followed.

**Witness:** Any person having relevant, direct knowledge of the alleged violation. Witnesses shall not present character evidence.

### **Definitions of Levels of Offenses**

The following levels of offense provide specific examples of academic dishonesty in three categories: collaboration, cheating, and plagiarism.

**MINOR OFFENSES:** In general, minor offenses involve errors in judgment that, in the course instructor's professional opinion, violate academic integrity, such as:

- Minor Collaboration example: A student copies part of the work of another student exactly on an assignment on which collaboration is allowed but copying is not.
- Minor Cheating example: A student is caught glancing at another exam, but there is no evidence of premeditation or collaboration between those students.
- Minor Plagiarism example: A student indicates that the source of information is not original but does not follow proper citation procedures.

**MODERATE OFFENSES:** In general, moderate offenses are unpremeditated dishonest acts that directly affect only one student, such as:

- Moderate Collaboration example: A student paraphrases or copies a sentence (or two) without citing the source or provides an improper citation.
- Moderate Cheating examples: A student cheats, or facilitates the cheating of another student, on an examination (in cases where there is no evidence of premeditation). A student tries to gain an advantage in an exam by removing reserved materials from a lab or library to have additional study time at home.
- Moderate Plagiarism example: A student paraphrases or copies a portion of a document without citing the source or provides an improper citation.

**MAJOR OFFENSES:** In general, major offenses are premeditated dishonest acts or dishonest acts that directly affect the offenders and/or other students' grades, such as:

- Major Collaboration examples: A student poses as, or facilitates another person posing as, someone else during an exam. A student requests or receives payment for unauthorized academic content: A student directs another student on how to evade detection.
- Major Cheating example: A student cheats or facilitates the cheating of another student on an examination in a way that is premeditated (e.g., using a cheat sheet, a prearranged system of sharing answers, a prearranged system of accessing unauthorized academic content, or some similar method that was planned in advance).
- Major Plagiarism example: A student places their name on a written assignment they did not write.

## **Intellectual Property and Fair Use Policy**

## **Purpose**

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

## **Policy**

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

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

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

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

1. Individual effort.
2. University assisted individual efforts (directly, by use of university property or facilities, or while engaged in work during normal duty hours).
3. Externally sponsored efforts.
4. University assigned efforts; and
5. Fair Use.

## **Individual Efforts (An individual’s efforts outside of and without support of the university):**

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

### **1. University Assisted Individual Efforts:**

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

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

### **2. Externally Sponsored Efforts:**

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



responsible for the work) may share in the income within the provisions of this policy.

3. **University Assigned Efforts**

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

4. **Fair Use:**

Within the provisions of and compliance with the "Technology, Education, and Copyright Harmonization" (TEACH) Act of 2002, the Copyright and Fair Use Policy of Jacksonville State University provides an accurate guideline for teachers and faculty members concerning the rules regarding the use of copyrighted works in non-profit educational organizations. This federal legislation redefined the privileges of educators to use digital media in their lectures and presentations.

Although there are many complex revisions to the copyright law as it applies to educational use, this guide provides methods of implementation for every department of the university.

It is necessary for educators at the university to recognize that many of the resources used to teach students are protected by copyright laws, as virtually any "work of original authorship" is, and in which the author(s) and/or publishers have property rights and economic interests. While the copyright owner has the right of duplication and privilege of public display, teachers frequently unknowingly violate these policies when they distribute certain paper handouts in class or upload clips of video and music to a website thinking that academic use and fair use are synonymous, which they are not.

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

**Fair Use Guidelines-**

**Factor #1 Purpose and Character**

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

Favor Fair Use – Non-profit, educational personnel.

Support Fair Use – News reporting; parody; criticism; commentary. Against Fair Use – Commercial usage.

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

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

**Factor #2 Nature of Work**

The type of work one uses can also determine how Fair Use rules are applied. Favor Fair Use – facts; published works.

Against Fair Use – unique expressions; unpublished works.

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

dissemination of facts to the public.

**Factor #3 Quantity**

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

**Factor #4 Market Effect**

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

**5. Course Packs:**

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

-*Books*- limit excerpts to single chapters

-*Journals*- limit to single articles

-*Charts/Graphs*- depending on the size of the excerpt, limit to several at a time

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

**6. Images:**

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

**YES-** if the copyrighted image is available, teachers should seek to negotiate a contract for the image before using it.

**NO** - if the copyrighted image is NOT available, the digitized pictures should be smaller thumbnail images, and student access to these images should be restricted after the end of the term.

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

**7. Multimedia Works:**

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

**8. Music:**

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

**Permissible Uses**

1. An emergency copy may be made for an imminent performance, given that the replacement copies shall be ordered in due time.
2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to

any copyright that may exist in the sound recording.)

#### **Prohibitions**

1. Copying to create, replace, or substitute for anthologies, compilations, or collective works.
2. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
3. Copying for the purpose of performance, except as in #1 under "Permissible Uses."
4. Copying for the purpose of substituting for the purchase of music, except as in #1 and #2 under "Permissible Uses."
5. Copying without inclusion of the copyright notice, which appears on the printed copy. *From The Music Library Association* (<http://www.musiclibraryassoc.org>)

#### **9. Reserve Copies**

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

#### **10. Distance Education:**

The issues of copyright protection within Distance Education focus primarily on the duplication and distribution of works. While Section 110 of the federal copyright law allows educational performances of copyrighted works, there is a legal gap between what can be displayed in the classroom and how these materials can be transmitted.

The law (17 U.S.C. §110) treats materials utilized in classroom instruction (§110(1)) and that used in providing distance education (online instruction) (§110(2)) differently. The following chart may help understand the distinctions.

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

Guidelines for digitally transmitting copyrighted material in a distance education setting are as follows:

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

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

### **Limited Use for Media Materials**

1. Motion media. 10%- or 3-minutes Text. 10% or 1,000 words
  2. Music, Lyrics, and Music Video. 10% BUT no more than 30 seconds from an individual work.
  3. Illustrations and Photographs. Hard, because fair use usually precludes the use of an entire work. May use in one educational multimedia work: no more than 5 images by a single artist or photographer; no more than 10% or 15 images from a published collective work.
  4. Numerical data sets. 10% or 2,500 fields or cell entries from a copyrighted database or data table.
- Citation-** When transmitting copyrighted material, it is necessary to cite the correct sources on the material itself. Failure to cite the material puts the instructor out of the reach of Fair Use.
- Transmission-** The transmission of copyrighted material should be done over a secure network with limited access to the data. Academic classroom settings or other places designated for instruction are the only eligible sites that can legally receive such data.
- Permission-**
- a. Permission to utilize a copyrighted work should be established when an instructor intends to distribute material from the course that contains copyrighted material.
  - b. Access becomes unrestricted: An institution intends to offer a course that contains the performance of copyrighted works to non- employees.
  - c. 15-day limit: An institution wishes to retain the recorded or copied class session that contains the performance of a copyrighted work for more than the 15-day limit. After the 15 days, a copy may be put on reserve in the library for on-site use only.

The following chart should assist in understanding the policy above. In the event of a conflict between the following and the language of the policy, written language governs.

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

ADMINISTRATORS & STAFF	Producing individual owns rights.	University contributes less than 50% of costs, producing individual owns subject to recoupment of costs from royalties. Where university contributes 50% or more of costs, the university owns the IP and royalties are divided pro rata based upon percentage of sponsorship.	Determined in accordance with terms of the applicable contract or grant.	Conclusively presumed owned by the university. The President, on recommendation of the appropriate Vice-President may execute a royalty sharing agreement to be negotiated. Royalty sharing may be used as an incentive to encourage further development of a product or work
STUDENTS	Producing individual owns rights.	University contributes less than 50% of costs, producing individual owns subject to recoupment of costs from royalties. Where university contributes 50% or more of costs, the university owns the IP and royalties are divided pro rata based upon percentage of sponsorship.	Determined in accordance with terms of the applicable contract or grant.	Conclusively presumed owned by the university. The President, on recommendation of the appropriate Vice-President may execute a royalty sharing agreement to be negotiated. Royalty sharing may be used as an incentive to encourage further development of a product or work
EXTERNAL THIRD PARTIES	Intellectual property produced under contract or agreement with parties to produce or assist in its development or production shall be presumed to be the exclusive property of the university subject only to the terms of any contract to the contrary.			

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

### **Inclement Weather Policy**

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

## **Jacksonville State University Noise Policy**

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

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

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

**B.)** Quiet hours are in effect from 8:00 P.M. to 8:00 A.M. seven days a week in and around university Residence Halls and Apartments

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

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

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

### **Sound Amplification Equipment**

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

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

### **Purpose**

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

### **Outline of Policy Topics**

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

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

### **Jurisdiction of the University**

Jurisdiction of the University is generally considered to include student conduct which occurs on, near, or off university property and/or student conduct which has an adverse effect on the university, the members of the university community, or the fulfillment of the university's mission. We expect all our students to uphold our policies and federal, state, and local laws anywhere they go as long as they are a student with JSU or have a

relationship with the university.

### **Alcohol Policy for Students**

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

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

### **Drug Policy for Students**

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

1. Jacksonville State University prohibits illegal drugs on university property and at university events.
2. Students may not be in illegal possession of any controlled substance. Possession means that such substances are on one’s person, in one’s living environment, automobile or known hiding location.
3. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. The use and/or distribution of legal medication outside the parameters of the medical authorization is prohibited.
4. Illegal drug paraphernalia, use, possession, sale, distribution, trafficking, and manufacturing are prohibited.

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

The University offers an array of services for students who require help with alcohol and/or drug concerns. Students needing confidential assistance responding to alcohol and/or drug concerns are encouraged to speak with a counselor from Counseling Services, 147 Trustee Circle, (256)782-5475.

Another confidential resource is the JSU Health Center, (256) 782-5310.

Besides individual sessions, Counseling Services provides educational programming through New Pathways, a psycho-educational program that includes both individual assessment and group participation, and the Common Ground Recovery Group.

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

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

1. *Aiding Underage Possession/Consumption of Alcohol*: It is unlawful to aid a person under the age of 21 in obtaining alcohol, including falsely representing the person is not a minor.
2. *Unlawful Possession, Receipt, Manufacture, or Distribution of Controlled Substances (Including Cannabis)*: It is unlawful to knowingly sell, manufacture, possess supplies to create controlled substances, deliver, bring into the state, receive or be in possession of controlled substances. This includes illegally obtaining prescription drugs and cannabis. Trafficking to persons under 21, or on premises in which a person younger than 18 is present or resides, or in close proximity to a school or college results in significantly enhanced penalties, as does a drug offense that results in the death or bodily injury of a person.
3. *Driving Under the Influence (DUI)*: It is illegal for any person to operate a motor vehicle while under the influence of alcohol. The State of Alabama considers anyone with a blood alcohol content of .08 or higher as under the influence and .02 or higher for someone under the age of 21.
4. *Improper Identification*: It is a criminal offense to use false identification to obtain alcohol.

5. *Minor in Possession:* In the State of Alabama, it is illegal for any person under the age of 21 to purchase, consume or possess any alcoholic beverage of any kind.
6. *Open Beverage:* It is unlawful to have an open container of alcohol in public places on campus, including Dillon Field.
7. *Open House Party:* In the State of Alabama, it is illegal for a person in control of a residence to allow a party to continue if alcohol or controlled substances are possessed or consumed by persons under age 21 and the adult knows this and fails to take reasonable action to prevent it.
8. *Alabama Dram Shop Act:* Individuals who are injured by a person who received alcohol contrary to Alabama law have cause of action for civil damages against the person who provided the alcohol to the underage minor or caused the individual to become intoxicated or furnished a controlled substance to that person.
9. *Alabama Civil Damages Act:* A person may be liable for damages under civil law to a parent or guardian of a minor if that person unlawfully sells or furnished spirituous liquors to their minor child.
10. *Public Intoxication:* It is unlawful for a person to appear in a public place under the influence of alcohol, narcotics, or other drugs to a degree that she/he endangers her/himself or another person or property, or by boisterous and offensive conduct annoys another person in her/his vicinity.

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

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

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

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

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

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



## **Policies of Non-Discrimination**

### **A. Notification of Non-Discrimination Pursuant to Title VI**

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

### **B. Notification of Non-Discrimination on the Basis of Disability**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Jacksonville State University does not discriminate on the basis of handicap. This requirement, not to discriminate in educational programs and activities, extends to employment by the university and admission thereto.

Inquiries concerning the application of Section 504, the ADA, and the implementing regulations may be referred to the Section 504 and ADA Coordinator, Elizabeth Morrow, or the Director of Disability Resources, Dr. Sean Creech.

### **C. Notification of Non-Discrimination on the Basis of Sex**

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

#### *Grievance Procedures:*

A student who wishes to initiate a grievance or complaint involving sex discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he or she may go to the department head, then the dean of the college, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the University Assistant Director of Community Standards and/or Title IX, 301A Angle Hall. After exhausting the informal remedies, the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from the Vice President for Student Affairs.

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

### **Purpose**

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

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

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

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

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

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

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

Gloria Floyd, Title IX Coordinator  
Jacksonville State University  
Angle Hall, Suite 319  
700 Pelham Road North  
Jacksonville, AL 36265  
(256) 782-5769  
[TitleIX@jsu.edu](mailto:TitleIX@jsu.edu)

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

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

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

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

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

**Headquarters**

400 Maryland Avenue, SW Washington, DC

20202-1100

Customer Service Hotline: 800.421.3481

Fax: 202.453.6012

TTY: 877.521.2172

E-Mail: [OCR@ed.gov](mailto:OCR@ed.gov)

Website: <http://www.ed.gov/ocr>

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

U.S. Department of Education 61 Forsyth

Street S.W.

Suite 19T10

Atlanta, GA 30303-8927

Telephone: 404.974.9406

Fax: 404.974.9471

E-Mail: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

**FULL POLICY**

The full Jacksonville State University Sex-Based Harassment and Misconduct Policy, including reporting options, prohibited conduct, resources, supportive measures, and grievance procedures can be found on the [Jacksonville State University Title IX Website](#).