

Student Affairs Policies, Rules, and Procedures

The Division of Student Affairs is committed to creating a safe, diverse and intellectual community for all students to enjoy during their time at the university. The following admissions and student affairs policies are rules and procedures that are designed to inform, support and protect students. Students are responsible for adhering to the various procedures, regulations, policies, and codes of conduct of the campus community.

ADMISSIONS

General Requirements

Students interested in applying to Tuskegee University must submit the following:

1. Application Fee: Students seeking admission to Tuskegee University are must pay the following admission application fee:
 - Undergraduate - \$25.00
 - Transfer, International and Graduate - \$35.0
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2. Official high school tran

Language (TOEFL).

General requirements for international students:

Submit a completed application, along with a \$35 non - refundable application fee. Payment should be made either by checks drawn on a U.S. bank or credit card.

1. Official sealed high school/college transcripts from students from English speaking countries.
2. Students applying from non-English speaking countries are to submit official high school/college transcripts to either World Education Services (WES) or Educational Credential Evaluators (ECE) for translated high school/college transcripts. Students are required to pay the processing fees to WES or ECE. The translated transcript should be mailed directly to Tuskegee University from WES or ECE.
3. Official transcript from all U.S. colleges or universities attended.
4. Official results from the Test of English as a Foreign Language (TOEFL); Minimum of 62 (Internet-based) or 500 (Paper-based).
5. Official ACT or SAT 1 scores.

Tuskegee University Codes:

ACT: 0050

SAT 1: 1813

TOEFL: 1813

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SCHOLARSHIPS AND GRANTS

Tuskegee University Academic Scholarships/Grants for

Incoming freshmen

2013-2014

Scholarship	GPA	SAT	ACT	Award	Renewable	Renewal GPA
Distinguished	3.7 ⁺	1300	29	Full tuition, room/board, \$800 books	Yes	3.5
University Merit	3.5 – 3.69	1180	26	Full tuition, \$800 books	Yes	3.25
Tuskegee University	3.3 – 3.49	1100	23	\$10,000	Yes	3.0

TUSKEGEE UNIVERSITY GRANTS

Alabama Incentive	2.6 – 3.0	950 - 1000	20 - 21	\$4,000, Housing	Yes	2.8
Tuskegee Grant	2.6 – 2.7	900 - 950	18 - 20	\$5,000	Yes	2.5

HOUSING

The University Commons Apartments

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

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

At check-in time residents must be financially cleared (paid in full). Residents will sign their lease and receive their keys upon check-in and will receive a copy of the rules and regulations and fine sheet. Tenants are required to inventory the contents and condition of their assigned apartment using an inventory form issued by the Housing Office, as well as personal inventory sheet. A copy of the inventory must be returned to the Housing Office to remain in the student's file for security purposes. Failure to return required forms will result in a \$25.00 fine.

The tenant must complete an Intent-to-Vacate Form by notifying the Housing Office of departure, turn in keys and be checked out by a Housing Office representative. The common areas, as well as the bathroom and bedroom, should be left in a neat and orderly condition. It is understood and agreed that tenants' failure to follow the prescribed check-out procedures and/or return all keys to
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RESIDENCE LIFE and DEVELOPMENT

The Department of Residence Life and Development is responsible for the administration and general management of all campus-based student residential living facilities and programs.

The Department of Residence Life and Development at Tuskegee University is charged with meeting the needs of college students in all residence halls. The student residence hall program is an integral part of Tuskegee University's overall education mission. With knowledge of the development and academic needs of students, the department seeks to provide an environment supported by responsive and well-trained professional and student staff members who are committed to helping students develop and mature as they pursue academic achievement. The individual growth and learning that occur in the residence hall and in on-campus living through

security deposit (see updated university fee sheet), which is refundable. Room deposits for returning students are due by May 1 for the Fall Semester and by November 15 for the Spring Semester. Application forms are available in the Housing Office.

Rooms are assigned on a first-come, first-served basis. Mutual roommate requests will be given every consideration, but these requests cannot be guaranteed. The Housing Office reserves the right to make housing assignments in accordance with the availability of rooms and the security of occupants. There are no medical exemptions.

Occupancy Period

Fall assignments cover the full academic year (two semesters), while Spring assignments cover one semester. Residents may not sublet an assigned room.

The University assumes no responsibility for theft, destruction or loss of personal property or any other property in the custody of a student. Students are required to carry rental property insurance, which is available to all students residing in university housing at a nominal fee.

To maintain eligibility for campus housing, students must meet all academic and behavioral standards prescribed by the University. Students who cease attending classes and/or who are required to withdraw from the University must vacate university housing within 24 hours. Exceptions may be granted by the Vice President for Student Affairs and Enrollment Management.

Room Changes/Consolidations

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

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

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

rooms are available and approved by the Director of Residence Life and the Housing Director. The student must be able to pay the required single room change immediately (no charging to the student's account will be allowed).

At the time of consolidation, a resident desiring to remain in a single room will be required to pay the Cashier

A resident who has received such an eviction may appeal the decision of the CRHJB to the Director of Residence Life and Development or his/her designee within 48 hours of the decision. Upon receipt of an appeal, the Director of Residence Life and Development, or his/her designee, will review the decision of the Central Residence Hall Judicial Board along with the records and documents presented in the case before rendering a decision. The decision of the Director of Residence Life and Development is final.

Residence Hall/University Housing Suspension

Separation of the student from the residence hall or any University housing for a definite period of time after which the student is eligible to reapply for housing. Conditions for readmission may be specified at the time of the suspension or at the time of application for readmission. NOTE: If a student is suspended from University housing, he/she must make other housing arrangements off campus. He or she is not permitted to live with or "squat" with another student living on campus. Both students can and will be penalized to the fullest extent for this infraction.

Squat - To settle on public or private property without right or title.

Roommate Conflict

In the event roommates have a conflict which cannot be resolved via counseling by their Residence Hall Director/Counselor, the occupants will be separated and each reassigned to another double occupancy room. Based upon availability, the room may or may not be in the same residence hall.

Checking In and Out

complete the checkout procedure will result in a \$25.00 charge. Additional fees to be charged to clean rooms left untidy will be determined during checkout.

Student Responsibilities

Community Fines

Community fines will be imposed when, in the common areas of the Residence Hall, it cannot be determined who caused losses or damages or who performed acts that compromised the health and/or safety of the residents. Such damages, losses and acts include, but are not limited to, damages to floors, walls, light fixtures, doors, windows, ceilings, stairwells, appliances, fixtures, furnishings, plumbing or electrical wiring damage. Other damages may include improper disposal and use of personal items in restroom areas; failure to use proper receptacles for disposal of bodily waste in restrooms and the misuse of sinks, floors and showers. Also included are vandalism and improper disposal of garbage as it relates to the exterior of the building.

The cost assessed for damages, losses and actions that compromise the health and/or safety of others such as labor, material costs, cleaning and supplies will be prorated as deemed appropriate by the University among each user of that common area. Each occupant will be subjected to a maximum fine of \$100.00 for each offense as assessed by the Director of Residence Life or designee including, but not limited to, the following:

- A lost key must be reported immediately to the Residence Hall Director/Counselor. The student will then be given a key replacement form which is filled out by the hall director to take to cashier and pay \$85.00. The cashier will then give the student a receipt in duplicate. The student must then return the replacement slip, along with a copy of the receipt of the Hall Director/Counselor for issuance of a replacement key.
- Keys should be turned in to the Office of Residence Life at the end of the Spring Semester. For those students who will not be returning in the Spring, keys must be turned in at the end of the first semester. Failure to turn keys in shall result in a fine of \$170.00. Students are encouraged to remove valuables from their rooms during each official school break. The University assumes no liability for the theft of student property.
- Permanently and fixed furniture cannot be moved. NOTE: If any student is identified as having damaged residence hall property (i.e., light fixtures, furniture, emergency exit doors, etc.) such student(s) shall be fined and referred to the Judicial Board with the possibility of interim suspension. (See Interim Suspension Judicial Affairs section.)

- If you notice a suspicious person in any public area of your hall, (corridors, laundry rooms, etc.), notify the Front Desk immediately. Do not confront strangers.
- In an emergency, shout "HELP," "POLICE," or "FIRE."
- Certain violations of the Codes of Conduct are subject to fines in addition to other appropriate sanctions.

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

Note: Tuskegee University is not responsible for any personal property in the residence halls. Students are required to purchase personal property insurance that is made available through the

Telephone Service

Local telephone service is provided in each room. However, a student must provide the telephone and make arrangements for long distance service.

Students found guilty of tampering with and/or destroying telephone equipment or the unauthorized use of telephone calling cards, risk, in addition to university sanction, federal and/or state criminal prosecution.

Internet service is provided, as well. Students must provide their own computer equipment and

University ordinances and regulations, federal, state, or local laws; or which materially and adversely affects the individual's suitability as a member of the campus community.

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

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

Standards and procedures have been established by the University to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the university community. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of promoting responsible citizenship. Hearings and appeals conducted as part of this process are not courts of law. The University Judicial System is not intended to simulate courts of law. The Boards are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the University for their actions. Disciplinary action at the University will normally proceed, notwithstanding any civil or criminal proceeding. The process is intended to give a student notice of charges filed against him/her and an opportunity to be heard as it concerns the charges.

A registered student agrees to conform to university rules, regulations, and policies, and is subject to disciplinary action upon violation of any part of the Codes of Conduct. Inappropriate conduct, on or off University premises, for which disciplinary action may be taken, includes, but is not limited to:

Codes of Conduct Violations

1. Assault, including sexual assault and violence, physical restriction or intimidation of any member of the university community. Any act of harassment, intimidation, coercion of assault, or

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including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds. (2) Actions that impair, interfere with or obstruct the orderly conduct,

as branding or paddling; (f) requiring participation in any activity that violates university policies or any local, state or federal law; (g) other violations as outlined in the Inter-fraternity Council (IFC), College Pan-Hellenic Council (CPC) or National Pan-Hellenic Council (NPC) Constitutions.

13. Fraud against the university. Forging, altering, misrepresenting or otherwise falsifying any transcript, academic record, identification card or other official university document. Also, any forgery, misuse or alteration of any university document or records, misuse of the University's computer system to gain access to restricted information, or knowingly furnish false information to the University; whether by a prospective student in connection with prospective student's application for admittance to the University or by an enrolled student.

14. Making a false report concerning a fire, bomb or other emergency, or making a false report concerning a violation of the Codes of Conduct or a crime.

15. Misconduct at a formal hearing. Deliberate and knowing misrepresentation or lying during a formal inquiry conducted by University authorities. This includes misrepresentations or false statements to the Judicial Affairs Officer/Counselor or other persons investigating alleged violations of the Codes of Conduct.

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22. Identification card violations. It is a violation of university policy and the Codes of Conduct to use another person's identification card.

23. Students must carry their identification card with them at all times and present the card to University officials upon request. Security personnel reserve the right to detain students who fail to produce identification cards until such time as the student's identification and enrollment status have been determined.

24. Any attempt to commit any of the above-stated offenses.

25. Students who are subject to disciplinary actions and are intending to withdraw from the University MUST make sure these disciplinary actions are resolved prior to their withdrawal. Failure to respond to a judicial summons or to resolve a judicial matter prior to withdrawal will result in a "HOLD" being placed on the student's academic record.

26. Gambling. Gambling on campus or participation in games of chance for money or other things of value except as provided by law.

27. Possession of alcoholic beverages. The possession, consumption, usage, manufacture,

33. Bullying. Any verbal or non-verbal act that is exposed repeatedly and over time as negative actions (physically, emotionally, or mentally) on the part of one or more persons to another student shall be in violation of Campus Codes of Conduct and punishable as shall be determined.

34. Off-Campus Misconduct. Any student who violates community law regulation off-campus, so as to bring negative report upon himself/herself and the University, shall be in violation of the Campus Codes of Conduct and punishable as shall be determined.

35. Tuskegee University does not permit the unauthorized use of the University seal or logos eal 1(t)-5.5()-9(s)

4. *Hazing, as defined under the statutory codes of the State of Alabama.
5. *Rape, as defined by the Alabama Criminal Code.
6. *Sexual misbehavior, assault and/or violence, including performing or assisting in the performance of uninvited contact with another person, which includes concealing knowledge of sexual misconduct with a minor person.
7. *Stalking is a gender-neutral crime, but every case of stalking must be considered as potentially dangerous. This could be repeatedly following a person, appearing at a person's place of residence or business, making harassing phone calls, leaving written or verbal messages or objects or vandalizing a person's property. (1) Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group. (2) Conduct (not of a sexual nature) that threatens, intimidates, humiliates or otherwise harms another person or group. (3) Stalking (defined) as following or otherwise contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety or to cause that person substantial emotional distress. Stalking includes: (a) repeatedly following or harassing another person; (b) contacting a person after being asked or ordered not to contact the person.
8. *Sexual Assault and Sexual Violence include any type of sexual conduct or contact that is non-consensual, forced or coerced. It includes rape, molestation, incest and some types of sexual harassment. Rape may include stranger rape, acquaintance/date rape and multiple/gang rape.
9. *Domestic Violence /Dating Violence constitutes the intentional acts of physical, emotional, verbal and/or sexual abuse that a current or former intimate or dating partner uses as a part of a pattern of coercive behaviors to obtain and/or maintain power and control over t

Note: Students residing in a campus facility and who are appealing a disciplinary sanction for violation(s) of the Codes of Conduct classified as a capital offense must immediately vacate the residence hall or University apartment, and discontinue use of all services and facilities of the University during the appeal process.

Tuskegee University's Policy of the Possession and Use of Firearms on Campus

Statement Update

Firearms, as referred to in this statement update, mean any hand guns, including recreation pistols, stun guns or pellet pistols, air guns, or BB pistols, and the like; as well as game and toy rifles, skeet, water gun, and BB rifles, and other such classes or weaponry as might be classified as firearms of any caliber with the potential to inflict injury.

Tuskegee University prohibits the possession, discharging or storage of firearms on campus by students. The policy is specifically stated in such University publications as the Student Handbook, Fire Safety and Security Manual, and the Residence Hall Handbook. It is restated here as an urgent announcement in continuing support of both the general welfare of campus constituent groups, and for the personal safety of all persons employed, studying, or visiting the campus.

This policy will be strictly enforced. Violators will receive summary disciplinary actions and sanctions, which may result in termination of employment, expulsion from the University, denials of request to visit the campus, or undergo criminal process by civilian authorities.

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

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

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

Policy Regarding Animals on Campus

No animals (dogs, cats, snakes, etc.) may be brought onto the University property, except for those engaged in the research and/or clinical programs in the College of Veterinary Medicine, Nursing and Allied Health, or the College of Agriculture, Environment and Nutrition Sciences.

University-affiliated violators will be subject to disciplinary action. Non-university personnel found in violation will be subject to immediate trespass from the campus.

This policy applies to ALL BUILDINGS and GROUNDS owned by the University.

Codes of Rights and Responsibilities

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

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

3. Students have a right to request a hearing or "due process", as described under the judicial/hearing proceedings of the Student Handbook.

4. Students have the right to the guarantees or protections of freedoms and privacy in federal and state constitutions, local ordinances or university policies.

STRUCTURES AND PROCESS OF THE UNIVERSITY JUDICIAL SYSTEM

The University Judicial System (UJS) is specifically designed to serve and safeguard the vital interests of the University community, students, faculty, administration and staff, in the conduct of work, living and leisure.

Judicial Hearing Boards

The University's Judicial System includes these hearing boards:

1. Central Residence Hall Judiciary Board (See section on Residence Life and Development.)
2. University Hearing Board

University Hearing Board

The University Hearing Board shall be comprised of at least five (5) and not more than seven (7) members. Membership shall include faculty, staff and one (1) student representative selected by the Judicial Officer and approved by Dean of Students. The University Hearing Board exercises jurisdiction over any violation of Codes of Conduct. The Student Judicial Advisor is an ex-officio member of the board.

Board Members may be appointed to serve successive years. A quorum of the board shall consist of five (5) members, one of whom must be a student. The Board is automatically dissolved at the end of the Summer Session, unless actively involved in a student judicial matter.

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

Initiation of Judicial Proceedings

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

1. Any member of the University community may file charges against any student for misconduct or for violation of the Codes of Conduct. The initial complaint should be directed either to the Dean of Students or to the Office of Campus Safety and Security. A complaint should be

submitted as soon as possible after the incident occurs. The Dean of Students shall deliver to the Judicial Affairs Officer each such complaint for processing.

2. The Judicial Affairs Officer processes all complaints filed against University students. The Judicial Affairs Officer may conduct, or cause to be conducted, an investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual

The Hearing Procedure

Many disciplinary matters are decided among the accused, the accuser, and the University Hearing Board. Hearings shall be conducted by a judicial body according to the following guidelines:

1. The accuser and the accused shall have the privilege of presenting witnesses subject to the right of cross-examination by the judicial body. Both the accuser and the accused have the right to cross-examine a witness.
2. Hearings shall be closed and the contents of such hearings are confidential in nature. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.
3. Allowing the presence of any person at the hearing shall be at the discretion of the chairperson of the judicial body and the Judicial Affairs Officer.
4. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
5. Upon the chairperson calling the board to order, the chairperson will state the purpose of the hearing and read the charges brought against the accused.
6. The accused is asked to state his/her plea of "in violation" or "not in violation".
7. In instances where an individual chooses to be represented by an attorney, it shall be at his/her own expense. If an attorney will represent the student, the Dean of Students must receive a letter of representation not later than 24 hours prior to the scheduled hearing. In an instance where the accuser is the University, the appropriate University officer or employee shall present the University's case and shall offer evidence that may include written testimony and witnesses in support of the charge.
8. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson and the Judicial Affairs Officer. Documents, which either party

may intend to use at the hearing, shall be delivered to the Judicial Officer no later than twenty-four (24) hours before the hearing.

9. All procedural and evidentiary issues shall be determined by the chairperson of the judicial body and the Judicial Affairs Officer.

10. After the hearing, the judicial body shall deliberate and determine by majority vote whether the student has violated any section of the Codes of Conduct that the student is charged with violating.

11. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the

chair of the Judicial Appeals Board shall be a representative from the Office of the University Counsel.

Section 2: Basis upon which an Appeal May be Considered

An appeal may be made for one or more of the following purposes:

1. To determine whether the original hearing was conducted in conformity with the prescribed procedures of the Student Code. Minor deviations from the designated procedures will not form the basis for sustaining an appeal unless it is determined that such deviation resulted in significant prejudice. For any substantial deviations from designated procedures, the appeals officer, i.e., University Counsel, may at his or her discretion remand the matter for reconsideration.
2. To present new evidence that could not reasonably be made available at the time of the original hearing. Such cases, at the discretion of the appeals officer, may be remanded back to the appropriate hearing format for reconsideration in light of new evidence.
3. To determine whether the sanction imposed was appropriate to the violation with which the respondent student or student organization was charged.

Section 3: Appeal Procedures

1. The respondent student or student organization, or the complainant, may appeal any decision reached as a result of a University Hearing Board or administrative hearing.

2. All appeals must be made in the form of filing a letter of appeal within seven (7) business days of the date on the decision letter. The letter of appeal must be personally signed by the student. Respondents should address the appeal letter to the Judicial Appeals Board, and submit the letter of appeal to the Judicial Appeals Officer within seven c

invited to present in person his/her appeal to the Judicial Appeals Board, after submitting the written appeal. Such presentation shall be limited to no more than forty-five (45) minutes.

3. The Chair of the Judicial Appeals Board will inform the

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

Definitions:

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

Accuser - the University or person who charges the accused.

Arson - the deliberate unauthorized setting of a fire.

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

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

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

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

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

Judicial Affairs Officer - the person authorized to administer the University's Judicial System.

Limiting the security of others - any behavior or action which jeopardizes, or threatens to jeopardize, the security of others.

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

Offense - any violation of the laws of Alabama or the rules, regulations or policies of Tuskegee University.

Physical injury - causing harm or pain to another individual's body.

Probation - disciplinary status in which a student is placed by a campus judicial body upon being found guilty of violating a university rule, regulation or policy. Probation restrictions and requirements include: (1) loss of special privileges, including participating in extracurricular activities; (2) loss of eligibility for election to student offices or the continuation in an elected position; (3) other requirements may apply, including scheduled meetings with a counselor.

Residence Hall Probation - residency in the residence halls is conditional upon strict adherence to the Codes of Conduct and the Housing Contract.

Residence Hall Suspension - a student may not reside in, visit or otherwise use the residence hall for the period of the sanction and may also forfeit the unused portion of housing fees.

Restitution - reimbursement (to the University or an individual) for repair or replacement of damaged property.

Shall - the term "shall" is used in the imperative sense.

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

Student - the term "student" includes all persons taking courses at the University, both full- and part-time, pursuing undergraduate, graduate or professional studies and those who attend post-secondary educational institutions other than Tuskegee University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students for the limited purposes of construction and application of the Codes of Conduct.

Student Judicial Advisor - the person elected by the student body to advise the Dean of Students on matters related to judicial affairs and the special concerns of students. It is not the position of the Student Judicial Advisor to provide legal advice to students on any specific case(s). Rather, the judicial advisor should keep the Dean of Students advised on all student concerns

about procedural matters as they relate to the judicial process. The Student Judicial Advisor participates solely as an observer in the board hearings. The Student Judicial Advisor may offer to the board suggestions and questions prior to deliberations; however, he/she does not participate in the deliberations of the board.

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

emotional safety and well-being or the safety and well-being of a member of the University community. Alternatively, in certain circumstances, the Dean of Students may impose an immediate interim suspension prior to a hearing before a judicial body on the merits of the violation of the Codes of Conduct. Interim suspension may be imposed against a student who is charged with a capital offense, or other offense of a kind or nature, which involved

7. Discretionary Sanctions - Work assignments, service to the university

The disciplinary procedures outlined in this document replace all previously published student disciplinary and judicial procedures.

Dress Code Policy for Students

The purpose of this policy is to provide the students with general dress code parameters. It is not intended to be overly prescriptive but is designed to ensure decorum appropriate to a university environment.

The following guidelines are established:

- Dress standards at Tuskegee University require that students are dressed in good taste at all times.
- Students are not permitted to wear sleepwear outside of the residence halls.
- Men are not permitted to wear headwear that includes “do rags”, stocking caps, bandanas, baseball caps, and/or any other head paraphernalia inside the buildings.
- Women are not permitted to wear baseball caps inside buildings.
- Men are required to wear their pants on their waists (no sagging pants) in academic facilities.
- Any style of dress which distracts or takes away from the teaching/learning process in the classroom will not be permitted.
- Students are expected to dress in a neat manner and make the appropriate selections for the time, occasion and place.

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

CAREER DEVELOPMENT AND PLACEMENT SERVICES CENTER

The primary mission of Tuskegee University's Career Development and Placement Services Center is to facilitate the professional and personal aspirations of students for internship, cooperative education, full-time employment or admission to graduate/professional schools. The Career Development and Placement Services Center is the responsible campus unit for teaching students' self-assessment and career planning skills. It provides students with on-the-job learning experiences, limited financial assistance for university education, and assistance in securing full-time career employment. For the University, the Center focuses on developing and strengthening ties to the employment and graduate school communities.

All students, regardless of major, are encouraged to avail themselves of the many opportunities provided through the Career Development and Placement Services Center:

- Individual and group career counseling
- Mentoring and employment coaching experiences
- Inventory and self-assessment tools
- Résumé writing and Interview Technique workshops
- Tuskegee University/Business and Industry Student Interview Clinics
- Media and library materials on career opportunities and employers
- Employer Information Sessions
- On-campus employer interviews
- Co

STUDENT HEALTH SERVICES

The Tuskegee University Student Health Services, a unit of the Division of Student Affairs, provides Health Care and Education to all enrolled students in accordance with the institutional mission and philosophy.

Clinical Services

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

Health Education

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

Health Insurance Plan

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

Charges and Billing

Students are billed for chargeable services they receive at the Student Health Center. While the Center does not file insurance claims for students, the staff may assist students with filing claims for services received at the Student Health Center. Students who are billed by the

Student elections, intramural sports, a closed circuit broadcast station, and a weekly movie schedule are among the range of activities coordinated through the Student Life and Development Center. The Miss Tuskegee University Gala, the Spring Pageant, the annual Homecoming Parade, and the Honda Campus All-Star Challenge competition are highlights of the Student Life and Development Program.

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

Student Government Association/Student Organizations

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

Officers of the SGA are elected by the student body that includes the following: President; Vice President; Judicial Advisor; Treasurer; Student Coordinator; five (5) Senators-At-Large; and five (5) Judicial Board Members. Officers of the SGA serve for one year. The vice president of the Student Government Association serves as president of the Student Senate, which includes representatives from all registered student organizations, the residence halls, and class officers.

All positions appointed by the president of Student Government Association (SGA) must have and maintain a cumulative GPA of 2.00 in order to serve in appointed positions.

All class officers must have a cumulative GPA of 2.00, and the required classification hours in order to be appointed by the SGA President or Student Senate.

Yearbook. While the bulk of the work is executed by students who submit their own editorial and programming ideas, the Office of Communications,

Student Organizations/Registration

Hellenic and National Service Organization Councils and the Vice President for Student Affairs and Enrollment Management, will publish the schedule for Intake activities.

The following rules apply to the Membership Intake Process:

1. After the Membership Intake Schedule has been announced, the advisors of each organization that participates in the Membership Intake Process must report to the office of Student Life and Development to pick-up and sign for the Membership Intake Packet. The Membership Intake Packet will not be released to other members of the organizations.
2. A Certification Form must be filed with the Director of Student Life and Development before the process begins.
3. Candidates for intake may not be on academic or social probation; must be officially enrolled as determined by the Registrar; and must have achieved academic classification higher than Freshman status, as determined by the Registrar.
4. Intake activities may not be conducted during regularly scheduled class hours.
5. Students who are not enrolled at the University may not participate in Intake activities on campus without the permission of the Vice President for Student Affairs and Enrollment Management. Students who are enrolled at the University may not travel to other universities to complete Intake activities without the permission of the Vice President for Student Affairs and Enrollment Management.
6. Organizations may not impose financial requirements on a prospective member except for officially established initiation and membership fees.

show/promote nudity, violence, racism, sexism, etc. Profanity or vulgarity is not permitted on advertisements.

2. All Tuskegee University's student clubs and organizations must have programs and events approved by Student Life and Development.

3. All posters, flyers, banners, etc. when approved must be stamped by Student Life and Development before distributing and/or posting. Photocopies of originally stamped and approved posters, flyers, etc. are PROHIBITED.

4. Posting is only permitted on designated/approved bulletin boards. Any materials posted on bulletin boards not designated as such will be removed immediately!

5. Posting is not permitted on Tuskegee University property (e.g., windows, columns, doors, glass, vehicle windshields, trees, walls etc.), except those postings approved by and for Tuskegee University. Materials posted on University property will be removed! Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or will assume responsibility to clean and/or repair any damages due to its removal.

6. 50 copies will be stamped and approved by Student Life and Development for posting. One flyer may be posted per designated bulletin board. Flyers and other advertisements must be removed immediately by the student club or organization immediately after the event has taken place. Student clubs and organizations failing to adhere are subject to the possible suspension of future posting privileges.

7. Flyers and banners may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first). Banners may not exceed 3' x 9' due to space limitations.

8.

10. Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by Student Life and Development or Tuskegee University.

11. Activities sponsored by student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, email and/or web sites without approval from Student Life and Development and the Office of Communications, Public Relations and Marketing. Any off campus advertising is prohibited, unless approved by the Office of Communications, Public Relations and Marketing.

Students in violation of any of the preceding regulations are subject to disciplinary action.

ROSTER OF STUDENT ORGANIZATIONS (partial listing)

General Organizations

Campus Digest

Gospel Ensemble

Rave Review Modeling Troupe

Student Government Association

Tuskegee University Cheerleaders

Golden Essence Dance Team

TU Golden Voices Concert Choir

TUTV

Tuskeana (Yearbook)

University Concert Band

Marching Crimson Piper Band

International Students Association

Unexposed Dance Squad

Civic Organizations

Tuskegee University College Democrats

NAACP-Tuskegee University Chapter

Pan-Hellenic Council

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.

Delta Sigma Theta Sorority, Inc.

Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

Sigma Gamma Rho Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

Iota Phi Theta Fraternity, Inc.

Christian Sisterhood

Christian Veterinary Fellowship

Muslim Student Association

Tuskegee University Chapel Sunday School

Tuskegee University Wesley Foundation

Other Organizations Service Organizations

Alpha Phi Omega Service Fraternity, Inc.

American Institute of Aeronautics and Astronautics

American Institute of Architecture Students

American Institute of Chemical Engineers

Arnold Air Society

American Chemical Society Student Affiliates

American Veterinary Association -Student Chapter

Association of Computing Machinery

Biology Club

Campus Civitan Club

Clinical Laboratory Sciences Club

Engineering Student Leadership Council

Environmental Science and Engineering Club

Finance Club

Gamma Sigma Sigma National Service Sorority, Inc.

Golden Gates Scholars

Marketing Club

Minority Association for Pre-Health Students

Minorities in Agricultural, Natural Resources and Related Sciences

National Association of Black Accountants

National Organization of Minority Architecture Students

National Student Business League

National Society of Pershing Rifles

Student Occupational Therapy Association

Pre-Alumni Council

Pre-Veterinary Club

Society of Women Engineers

Student Education Association

Students in Free Enterprise

Tuskegee University Business and Engineering Society (TUBE)

State Clubs

Alabama Club

California Club

Carolina Club

Illinois Club

Florida Club

Georgia Club

Indiana Club

Louisiana Club

Metro Club

Tennessee Club

Texas Club

Tri State Club

Students are by no means limited to participation in the organizations listed here. Rather, these organizations represent only those most recently registered with the Office of Student Life and Development.

Students are encouraged to consult with the Director of Student Life and Development for advice on organizing or joining groups which may not be listed.

Student Government Association **Constitution**

PREAMBLE

We, the students of Tuskegee University, wish to provide a more effective student government that will assist the University with issues relating to student affairs. We, therefore, endeavor to create a true academic and intellectual atmosphere in this institution; to promote harmonious relations among students, faculty, administration, and staff to be instrumental in the creation of an esprit de corps within the Tuskegee community; to advance the general welfare of the student body, to utilize students more effectively in the decision-making process at Tuskegee University, and realizing that such an organization is necessary for the building of a greater institution of quality, do ordain and establish this Constitution.

ARTICLE I-NAME

The name of this organization shall be the Student Government Association of Tuskegee University hereafter referred to in this document as the SGA.

ARTICLE II-COMPOSITION

The SGA shall be divided into three (3) branches: The Executive, Legislative, and Judicial.

ARTICLE III-POWERS OF THE SGA

Section 1

The SGA shall have the power to make such legislation, resolutions, recommendations and endorsements as are authorized by this Constitution.

Section 2

The SGA shall have the power to represent the student body on decisions in areas that comply with the policies of Tuskegee University, the laws of the United States of America, the State of Alabama, County of Macon, and the City of Tuskegee.

ARTICLE IV-MEMBERSHIP

Section 1

All duly registered undergraduate students of Tuskegee University shall be members of the SGA. A duly registered student is any person enrolled at Tuskegee University for a course yielding academic credit or in special programs with duration of at least three months, unless such enrollers are specifically exempted.

ARTICLE V- THE EXECUTIVE BRANCH

Section 1 - Powers

All executive powers herein granted shall be vested in a President who, along with the Vice-President, Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer, must be elected as per ARTICLE IX, Section 2, Paragraphs B-D.

The officers of the Executive Branch, in addition to the President, Vice-President,

Student Coordinator of Clubs and Group Activities, the Student Judicial Advisor, and Treasurer shall be called the Cabinet. Any additional members

All appointees must be duly registered, full-time students of Tuskegee University and shall have a 2.0 cumulative GPA at the time of appointment. The Cabinet shall consist of:

- A. The elected officers of the SGA.
- B. An Executive Secretary who will be responsible for the recording of minutes and all correspondence of the SGA.
- C. A member of the faculty/staff in an advisory capacity to the Executive Branch.
- D. A Secretary of Health and Human Services who will be responsible for the coordination of events to enhance physical health of the students and the community as a whole.
- E. A Secretary of Advertising who will be responsible for advertising events, activities and meetings of the SGA.
- F. A Commissioner of Elections who will be responsible for maintaining the just and efficient operation of campus elections.

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

Section 2 - Functions and Powers of the Student Senate

A. The Student Senate shall comply in full with all duties and powers established for the Student Senate in this Constitution.

B. No legislation passed by the Student Senate shall be constructed to limit or modify any of the powers granted under this constitution except by constitutional amendment.

C. The Student Senate shall be chaired by the SGA Vice President, hereafter called President of the Senate, who will call a meeting at least once each month, and at other times when voted on, or petitioned by one-third of the Senate.

D. The Senate may pass bills that have been vetoed by the President of the SGA with a two-

J. The Student Senate can consider any issues of importance related to the well-being of the student body.

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

L. The Senate shall adopt rules of which to govern its self by. No rule of the Senate shall be constructed to limit or modify and powers granted under this Constitution.

M. Hereafter the adoption of this Constitution, each year of the Senate shall be titled in numerical order (i.e. First Student Senate, Second Student Senate).

N. All officers of the Student Senate shall serve for two academic semesters.

O. An agenda, which shall contain the date, time, and place shall be posted at least two (2) academic days in advance in the SGA Office by the President of the Senate. Further application of this provision shall be

Q. All bills and resolutions passed by the Student Senate shall be known as "Senate Statues."

Section 3 - Business of the Senate

A. Apportionment - The Senate shall be composed of four (4) class presidents, residence hall presidents, five (5) Senators-at-Large, one (1) student representative from each school and/or college; and one (1) representative from each chartered organization. Senators-at-Large shall be elected in the campus-wide elections. All students shall assume their duties during the first month of the regular academic year and will serve the term of two semesters.

B. Absences - If a Senator has to send a proxy to a Senate meeting, they must notify the Senate President prior to the convening of the preceding meeting when possible. If this is not possible, the Senator must send a type written letter to the Senate President explaining why a proxy is needed. Any member of the Student Senate who is absent from two or more consecutive regular meetings shall be subject to review and sanction.

C. Vacancies - If after the first Monday in November, no representative has been chosen to represent each college and chartered organization, the SGA President shall appoint a member from that college or organization to serve as the representative.

D. Qualifications - Any duly registered, full-time student of Tuskegee University is qualified to serve in the Student Senate and shall also have a 2.50 cumulative grade point average on a 4.00 scale.

E. Governing Rules-Parliamentary authority for this body shall be Robert's Rules of Order.

ARTICLE VII-JUDICIAL BRANCH

Section 1 - Powers and Duties

A. The Student Judicial Board shall rule upon the constitutionality of legislation and official actions of elected or appointed officials at the request of the Senate or Executive Branch.

B. The Student Judicial Board may also question, comment, or rule upon other matters at the request of the Senate or Executive Branch.

C. The Student Judicial Board shall serve as a board of appeals to decisions of the Elections Board.

D. The Student Judicial Board shall maintain a comprehensive record of every official ruling made.

E. The Student Judicial Board shall adopt rules of which to govern itself by.

Section 2 – Overrule

Two-thirds of the entire members of the Student Senate shall be necessary to overrule any Judicial Board decision with the exception of decisions regarding elections which cannot be overruled.

Section 3 - Composition

A. The Judicial Board shall consist of the Student Judicial Advisor and five (5) Board members elected by the student body each year.

B. Whenever the Judicial Board has fewer than six (6) members, the Student Judicial Advisor shall nominate members subject to confirmation of the Student Senate.

C. Any member may be removed from the Judicial Board with a two-thirds majority vote of the entire membership of the Student Senate.

D. All members shall, upon taking office, be administered the following oath by the Student Judicial Advisor: "I, ... , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the Student Government Association, and that I will not knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as SGA Judicial Board Member to the best of my ability. So help me God."

Section 4 – Qualifications

A. Student Judicial Board members shall be duly registered, full-time undergraduate students at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. Student Judicial Board members shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.

C. Student Judicial Board members shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.

D. Student Judicial Board members shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

ARTICLE VII-QUALIFICATIONS AND DUTIES OF SGA OFFICERS, CABINET MEMBERS AND OTHER ELECTED OFFICIALS

Section 1 – Qualifications

President

The President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least one academic year immediately prior to assuming the duties of this office.

A. The President shall have successfully completed sixty (60) hours of college credit acceptable to Tuskegee University at the time of application.

B. The President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.

C. The President shall be eligible for readmission to the University, in good social standing and without any criminal or judicial action pending or felony convictions at the time of application.

Vice President

A. The Vice President shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. The Vice President shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.

C. The Vice President shall have at least a 2.80 cumulative GPA on a 4.00 scale at the time of application.

D. The Vice President shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Student Coordinator of Clubs and Group Activities

A. The Student Coordinator shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. The Student Coordinator shall have attained at least forty-five (45) hours of college credit acceptable to Tuskegee University at the time of application.

C. The Student Coordinator shall have at least a 2.50 cumulative GPA on a 4.00 scale at the time of application.

D. The Student Coordinator shall be eligibl13(n.)-9(gi)1(b80(C)-6(o)-7(o)-7(r)-7(d)-.

D. The Student Judicial Advisor shall be eligible for readmission to the University, in good standing and without any criminal or judicial action pending or felony convictions at the time of application.

Treasurer

A. The Treasurer shall have been a duly registered, full-time undergraduate student at Tuskegee University for at least the academic year (two semesters) immediately prior to assuming the duties of this office.

B. Treasurer shall have at least a 2.50 cumulative GP A on a 4.00 scale at the time of application.

C. The Treasurer shall be eligible for readmission to the university, in

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

Section 2 - Duties

A. President

1. To honor, uphold, and defend this Constitution.
2. The President shall direct the activities of the Executive Branch with due consultation of the Cabinet.
3. The President shall appoint all non-elected Cabinet members subject to the approval of the Student Senate. Such appointed Cabinet members shall serve at the pleasure of the President.
4. The President shall make recommendations for appropriate legislation to the Student Senate. They shall deliver a "State of the Students" address to the Senate at the first meeting of the academic year, the first meeting of the second semester, and at other times.
5. To implement measures and to enforce legislation enacted by the Student Senate.
6. The President shall have the power to veto acts of the Student Senate. If the President does not veto act of the Senate within five (5) working days after passage, such acts shall become law without the President's signature.
7. To serve as an ex-officio non-voting member for all executive SGA committees and departments.
8. To develop the operating budget for SGA and submit the same budget to the Senate at the first meeting of the academic year. The budget should represent a proportional allocation for each semester during the academic year.
9. Prepare a summer term budget to be approved by the Director of Student Life and Development and the Vice President for Student Affairs and Enrollment Management. These funds may be expended prior to the approved SGA budget.
10. The President shall take responsibility for the financial matters of the

SGA. They shall co-sign all requests for expenditure of funds with the Treasurer. All expenditures must be approved by the Director of Student Life and Development.

11. The Student Government Association officials and agents must be in

6. The Vice President shall preside over all meetings of the Senate. They shall vote only in the case of a tie and may not vote during an impeachment trial.
7. The Vice President shall appoint and dismiss all members of any Student Senate Committee and shall serve as an ex-officio member of all such committees.
8. The Vice-President shall appoint and dismiss all chairs and vice chairs of any Student Senate committee.
9. The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each meeting.
10. The Vice President shall submit a list of all Senators and their addresses to the SGA President and the Director of Student Life and Development prior to the second Senate meeting of the academic year in which they are to serve.
11. The Vice President shall call for an election within the Student Senate in order to eject the appropriate Senate officers.

C. Student Coordinator of Clubs and Group Activities

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

D. Student Judicial Advisor

1. To honor, uphold and defend this Constitution.
2. To serve as chairperson of the Student Judicial Board and shall vote only in the case of a tie.

3. To provide advice and assistance to students who request it with regards to violations of these rules.

4. To advise and represent students and their interests regarding rules of the University and violations of these rules.

E. Treasurer

1. To honor, uphold and defend this Constitution.

2. To be responsible for the records relation to all financial transactions of the SGA.

3. To assist the SGA President in preparing a budget for the academic year.

4. To make a comprehensive report of financial transactions on a bi-monthly basis to the Student Senate and student body.

5. To be responsible for maintaining a balanced budget and prevent deficit spending. They shall co-sign all requisitions with the SGA President.

6. To ensure that no funds are expended outside of executive power and legislative authority.

7. The Treasurer shall publish a "Financial State of the SGA" report each semester with distribution to the President, General and Associate General Officers of the University and the director of Student Life and Development. This report must be published at least twice per school year.

ARTICLE IX - STUDENT ELECTIONS AND TERM OF OFFICE

Section 1 - The Elections Commissioner and Committee

A. Duties

1. The Elections Commissioner shall appoint and oversee an Elections Committee of at least five (5) members, none of whom may be candidates for office or serve on a campaign team of any candidate for office. The Committee and its chairperson are subject to Senate confirmation.

A. The following positions shall be filled through a campus-wide election: SGA President, SGA Vice President, Student Coordinator of Clubs and Group Activities, Student Judicial Advisor, Treasurer, Class Officers, five Senators-at -Large, and five members of the Student Judicial Board.

B. All candidates must submit an application to the Elections Committee certifying the candidates' qualification and agreement to abide by and fulfill all the duties and regulations set forth in this Constitution.

C. No candidate shall run or be appointed to an office for which they are unable to hold for its full term.

D. After the initial posting of names of candidates for election, a candidate may change positions after three business days. A candidate may also withdraw from an election within five business days after the initial posting of candidates for election.

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

A. The following Sophomore, Junior, and Senior Class positions shall be filled through a class-wide election: President, Vice President, Secretary, Treasurer, Class King, and Class Queen.

B. All candidates shall have the following credit hours approved by the Registrar: Sophomore, 30 hours; Junior, 60 hours; Senior, 90 hours.

C. All presidential candidates shall possess at least a 2.50 cumulative GPA at the time of application.

D. All other candidates shall possess at least a 2.00 cumulative GPA at the time of application.

Section 4 - Freshman Class Officers

A. All Freshman Class election will be held in the month of September.

B. Positions available will be President, Vice President, Secretary, Treasurer, Class King, and Class Queen.

Section 5 - Election of Candidates

A. Campaigning

1. Campaigning shall take place during the period designated by the Election Committee.

2. Campaign managers of candidates may be present at the polls and during the casting and counting of ballots. However, the candidates are only permitted in the polling area when they are casting their personal ballots.

B. Candidates receiving a clear majority of the total votes cast shall be recognized as the elected officials. If no candidate receives a majority (one half plus one) of the total votes cast for the office, a run-off election between the two candidates receiving the highest number of votes shall be held within seven (7) business days after the initial election.

C.

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

Section 5 - Executive Branch

In the event of death, resignation, or removal of the SGA President, the order of

succession shall be: (1) Vice President, (2) President Pro Tempore of the Student Senate, (3) Student Judicial Advisor, (4) Student Coordinator of Clubs and Group Activities and (5) Treasurer.

Section 6 - Leave of Absence

In the event that an officer of the SGA needs to leave the campus for a period of more than five (5) days, a leave of absence shall be required; and officers shall comply with the above order of succession. Weekends and days that the University are closed shall not apply. The Student Senate shall create a Leave of Absence Form. The SGA Treasurer may temporarily designate another student to perform their duties for a period not to exceed five (5) days. Such student shall not qualify to be in line of succession.

Section 7 - Residence Hall and Class Officers

In the event of death, resignation, or removal of an officer of a residence hall or Class Officers, the order of succession shall be: Vice President, Secretary, Treasurer, Class King and Class Queen.

ARTICLE XII - AMENDMENT AND REVISION

This Constitution shall be revised and/or amended by a two-thirds vote of the Senate or by one-third vote of the student body and by the approval of

This Constitution shall be approved, if approved, by the university President.

Section 3.

This Constitution shall take effect immediately upon its adoption and approval.

Adopted by the Senate

April 22, 2008

Pan-Hellenic Council of Tuskegee University
Constitution and Bylaws

(Revised Fall 2010)

Preamble

We, the members of the National Pan-Hellenic Council of Tuskegee University, in order to create and promote cooperation and unity among Greek Letter Organizations at Tuskegee University and provide the opportunity for joint participation in the government of student affairs, and to create a more harmonious working relationships in matters affecting these

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

Section 3.

Delegates selected by their respective organizations are elected for the

- + Recording Secretary
- + Treasurer
- + Parliamentarian
- + Chief of Staff
- + Chaplain

The Standing Council according to a time designated by the Council shall elect officers. Advisors shall not be eligible to hold office. A vacancy in any regular office may be filled by a majority vote of the voting membership at any regular meeting for the balance of the term of office. The president and parliamentarian shall have served as a delegate or officer one full year prior to election to those offices.

Section 2.

The president shall preside at all meetings of the National Pan-Hellenic Council and perform any and all other duties usually demanded of such an office. The president shall appoint all committees deemed necessary. The

events sponsored by the Pan-Hellenic Council and will forfeit their Greek Week(s). Excessive penalties will result in disciplinary actions to be determined by the Council and the president.

Section 4.

It shall be the duty of the vice president to act in the absence of the president and to serve as ex-officio officer of all committees designated by the President.

Section 5.

It shall be the duty of the recording secretary to keep an accurate record of all proceedings of the Council, and to be responsible for records, files and correspondence of the council.

Section 6.

The recording secretary shall have the responsibility of notifying all representatives of the National Pan-Hellenic Council's meetings; also, to report on and respond to all National Pan-Hellenic Council correspondence.

Section 7.

The treasurer shall be responsible

Section 11.

All officers shall perform other duties as assigned by the council president.

Section 12. Removal of Officers

A.

Call meeting of the Council shall be called when the president feels that business pertaining to the Council merits such a meeting. In addition, member organizations can request call meetings of the Council through the president.

Section 4.

Each organization shall be entitled to two votes.

A. Each fraternity and sorority must appoint a proxy to serve during the absence of a regular representative on the council.

B. Such proxy will serve in the capacity of a member with voting power; however, such is not eligible to hold office.

C. If only one representative is present from an organization, that person may cast both votes. (Discuss with Council.)

D. Delegates from each organization will vote on all matters unless otherwise stated by the constitution.

Section 5.

Two-thirds of the council shall constitute a quorum.

Section 6.

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

Article VI -

Section 2.

The penalty for an organization that does not pay its dues is the following:

- A. First Semester-No benefits (proceeds) from Homecoming Step Show.
- B. Second Semester-An organization forfeits its rights to a Greek Week

Greek Letter Organizations will not be allowed to schedule activities during the week of other organizations as designated by the Director of Student Life and Development and the National Pan-Hellenic Council. If so, the Greek Letter Organization must have written and signed permission from the other organizations.

Section 4.

For all National Pan-Hellenic Council activities, each organization must be represented by at least one fourth of its active membership.

Section 5.

Each active organization must submit a roster of its active membership at the beginning of each semester.

Section 6.

To be in good standing with the Council the following three conditions must be met: (a) Dues (b) Active membership roster (c) Scheduled events. Failure to adhere to the above sections will result in disciplinary actions (i.e. fines, suspension of voting rights) as deemed necessary by the Executive Committee.

Section 7.

Any member organization in conflict with another member organization regarding an event should try to resolve that conflict among each other. If the two organizations fail to find a resolution to the conflict, it is the duty of the National Pan-Hellenic Council to investigate and resolve the matter.

Article VIII - Powers or Derivation of Authority

Section 1.

The powers of the Tuskegee University National Pan-Hellenic Council shall be:

A. To make laws that pertains to its government. Authorized officials of Tuskegee University may review any functions, powers or responsibilities delegated by the Constitution relative to governing of the National Pan-Hellenic Council.

1. The Council has the power to impose probation and suspension periods upon its members for violations of its laws and policies.
2. Appeals to the decision of the Council shall be made in the following order: (a) Faculty Advisor (b) Director of Student Life and Development (c)

Section 5.

All organizations shall submit to the Council and to the office of the Director of Student Life a roster of all persons in their respective organizations, whether they are active or inactiv

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

Section 2. Application for Admission

The petition of any organization for membership shall be submitted at least

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

Section 2.

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

Section 7.

rules, regulations or policies of Tuskegee University. Hazing has no rightful place in the sorority or fraternity system, and is absolutely not tolerated at Tuskegee University. Organizations found guilty of hazing will be subject to severe sanctions and/or penalties.

Hazing as a part of the intake process is, without exception, strictly forbidden. Violators are subject to severe disciplinary action, which may include suspension. Hazing is a violation of Alabama state law, and the policies, rules and regulations of Tuskegee University. The University prohibits any form of hazing--physical or mental abuse--at any time before, during or after the intake process.

Hazing specifically includes, but is not limited to:

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

Organizations may not ask or allow prospective members to:

- a. Damage or destroy property;
- b. Participate in any activity that may disrupt regular campus activities;
or
- c. Participate in any activity that may reflect unfavorably upon the university or the organization.

Candidates for organizational intake are required to report incidents of hazing to the Vice President for Student Affairs and Enrollment Management,

(f) Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder,

The University Counseling Center provides personal and educational

FINANCIAL AID SERVICES

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

Students are encouraged to contact the Office of Student Financial Aid Services and their financial aid counselor for details on the various programs

- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grants
- TECH Grant
- United Negro College Fund

complaints. These procedures illustrate how complaints are handled and resolved.

Conditions in Residence Hall (n

Step 2 Traffic Appeals Committee will review the case, render a decision, and inform the student.

Step 3 Students accepts decision; or if dissatisfied, may request a hearing in person before the Committee.

Roommate Issues

Student's roommate accuses him/her of stealing some of his/her personal possessions and/or money.

Step 1 Student completes Request for Service/Complaint Form and submits to Hall Director/Counselor.

Step 2

Step 4 Police Department investigates allegations, interviewing complainant, alleged perpetrator, and witnesses, if any.

Step 5 Police investigator makes recommendations for further action to HR Director, with copies to Dean of Students and Vice President for Student Affairs.

Step 6 Recommended action(s) taken by HR Director and/or Dean of Students, with copy to Vice President for Student Affairs.

Step 7 Student informed of action(s) taken or recommended.

Sexual Misconduct (by faculty member)

Student accuses a professor of sexual misconduct (i.e., sexual harassment, inappropriate touching, inappropriate language, sexual innuendo, off-color jokes, offering grades for sex, etc.)

Step 1 Student reports incident(s) to Dean of Students in writing.

Step 2 Dean of Students sends copies of Incident Report to Provost, Vice President for Student Affairs, and Director of Human Resources (HR).

Step 3 HR Director refers matter to TU Police Department for investigation.

Step 4 Police Department investigates allegations, interviewing complainant, alleged perpetrator, and witnesses, if any.

Step 5 Police investigator makes recommendations for further action to Provost, with copies to Dean of Students, HR Director, and Vice President for Student Affairs.

Step 6 Recommendations implemented by Provost, with copies to HR Director, Vice President for Student Affairs, and Dean of Students.

Step 7 Student informed in writing of recommended action(s).

Grades

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

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

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

Step 2 College Dean may appoint a Committee of Faculty to review the written statement from the student, as well as any other evidence and information the instructor may have to support his/her decision.

Step 3 The Committee then makes a recommendation to the College Dean, submitting to him/her all supporting data; and the Dean then renders a decision which is immediately communicated in writing to the student, the person(s) concerned, and the Committee.

Step 4 If the student or the person(s) concerned is dissatisfied with the decision of the instructor's College Dean, he/she may appeal to the Provost.

Step 5 Provost will review all information and evidence; and if he/she wishes, refer the matter to a committee for further investigation and recommended actions.

Step 6 The Provost then renders a decision which is to be communicated to the student, the person(s) concerned, and the College Dean.

Step 7 If the student or the person(s) concerned is dissatisfied with the decision of the Provost, he/she may appeal to the President of Tuskegee University.

Step 8 The President will make a final decision in the case and communicate it to the Provost and the student.

Note: All appeals of academic decisions, including requests for review of instructors' grades, must be initiated no later than 30 calendar days after

the decision was made. A student who is not in residence should mail the written statement to the College Dean.

Residence Hall Fines

Student wishes to appeal a fine imposed by Hall Director/Counselor.

Step 1 Student make a complaint in writing to the Hall Director/Counselor giving supporting evidence of justification for the

the Director of Residence Life and Developme

Student Wishes to Appeal Sanction of University Judicial Hearing Board

If a student is found guilty of a violation of the Codes of Conduct, s/he may appeal to the President of the University.

Step 1 Student writes a formal letter of appeal to the President within 48 hours after receipt of Notice of Sanction and Notice of Right to Appeal, stating reasons/grounds for the appeal.

Step 2 Letter is submitted to the Judicial Officer for processing and