



Student Code of Conduct and Other Student-Related Policies

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Definitions

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x **Faculty Member:** Any person hired by the University to conduct classroom instruction and/or

assignments; or submitting work done by another person.

- x **Falsification of information:** intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an exam.
- x **Plagiarism:** presentation or submission of work by someone else, as if it were one's own, including drafts of assignments.
- x **Unauthorized access to academic records:** viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
- x **Other:** fraud, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

Students who commit acts of academic dishonesty fail to meet the fundamental requirement of

No student may be dismissed from a course, program of study, or the university without due process as outlined by the Student Code of Conduct.

Other Academic Dishonesty Criteria

- x Charged students found responsible for engaging in the act of exchanging test information with peers during the course of an exam shall receive the penalty grade “F” on the exam or for the course.
- x Charged students or 37aging in

remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

Redirecting of University Email

Misuse of Student ID Cards

The transfer, alteration, falsification, or forgery of a Southern University student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges and/or civil proceedings. Any person, other than a student enrolled Southern University and A&M College to whom an official student ID card had been issued, who is found in possession of and attempting to use a Southern University student ID card or facsimile thereof will be arrested and prosecuted under the criminal code (Louisiana LRS 14:67:3). Students misusing student ID cards to gain access to University events or facilities receive an automatic fine when the incidents are reported to the Office of the Dean of Students. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting pro12.7 (ut)9.8 (s)2.6 (r)esentu9 0 Td (o)-12.7 ().6 ()0. 4prf[e RwmoutDch

Organization Advisors

Advisors of record must be full-time faculty or staff at Southern University and A&M College. Owing to size and/or diversity of members, some organizations may wish to use

appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no University judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by

- x Proper preparation for and knowledge of the travel itinerary is the responsibility of the student.
- x Students must contact an advisor in advance if they are unable to attend an event or trip.
- x Students in constant violation of the Student Code of Conduct will not be allowed to travel.
- x A faculty/staff advisor must accompany students when traveling on behalf of the University. The number of chaperones must be proportionate to the group traveling.
- x If at any time students plan to leave designated areas, the advisor or trip coordinator must be notified for approval.
- x When lodging is provided:
 - o Smoking within the hotel confines is prohibited.
 - o Phone calls (via hotel telephone), ordering movies/videos, or lewd acts while residing at the hotel are prohibited.
 - o Private parties on the hotel premises are prohibited.

Southern University and A&M College students who represent the University away from the campus are still governed by the Student Code of Conduct. Violations that may subject student travelers to sanctions, including but not limited to a travel ban include:

- x Violation of travel expectations
- x Displaying a negative or uncooperative attitude
- x Use of profanity, alcohol or drugs, or displaying vulgar behavior

Travel Attire

Students must wear collegial attire. Students should always communicate with the advisor or travel coordinator for preferred dress and presentation. Student travelers must abide by the following:

- x Clothing must be clean and in good condition.
- x Pants worn by students should be fit for the occasion and should not fall below waistline (no sagging).
- x Shirts/blouses worn by students must be fit for the occasion.
- x Skirts/ dresses worn by students must be in good taste and should hang at least three inches above the knee.

Tobacco Free Campus Policy

Southern University and A&M College recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, Southern University has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environment for visitors, employees and students.

Accordingly, pursuant to the provisions of La. R.S. §§40:1300.252-40:1300.263, Southern University and A&M College issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all University owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on Southern University properties.

This policy will be in place at all Southern University and A&M College sponsored events

- x **Tobacco Products:** all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.

Tobacco-Free Regulations

- x The use of tobacco is prohibited by students, staff, faculty or visitors:

at Southern University and A&M College are contained in the University's course catalog this is produced by the Office of Academic Affairs. Included in this publication are rules, procedures,

provisions. Drug-free Schools and Communities Act Amendments of 1989 require the institution to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.

- **Electronic Device Policy:** Cellular phones and other electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations, and assemblies unless express written permission to activate or to operate the devices have been authorized by the classroom instructor or the University administrator and/or supervisor in charge of the facility/area in question. Refer to course syllabi for additional information.
- **Fighting/Disruptive Activities Policy:** Any student engaged in fighting or other disruptive activities shall be suspended for a period of two full semesters following the effective date of suspension. In cases involving damage and/or destruction of University and State property, students shall be required to pay for all damages and destruction in addition to adhering to disciplinary actions being taken against the student(s).
- **Freshman Automobile Restriction:** A resident student must have earned at least 24 hours credit with a minimum 2.0 cumulative grade-point average in order to receive permission to operate an automobile on campus (See Freshman Automobile Restriction for additional information).
- **Fund-Raising/Solicitation:** The University does not permit unauthorized fundraising activities by individual students or by student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Coordinator of Student Organizations. Students are not permitted to sell merchandise on an individual basis. Further, if the University's administration agrees that a project merits funds contributed by the campus, then a University activity must be planned and approved through appropriate committees.
- **Noise Policy:** The Southern University Police Department enforces a policy regarding low-level noise emanating from vehicles or from audio equipment carried by pedestrians. Pedestrians carrying high-volume audio equipment will receive citations, and the equipment will be confiscated and held until the end of the semester. If the student is suspended, the equipment will be returned at the end of the suspension. The University will assume no liability for the condition of confiscated equipment.
- **Parental Notification of Alcohol and Drug Violations:** In the event a student under the age of twenty-one (21) violates laws governing the use and possession of alcohol or other controlled substances, the parents of the dependent student will be notified by the Office of the Dean of Students. This includes federal, state, and local laws, rules and regulations. The notification of parents is an intervention of the

- **Search Policy:** For Residence Life and Housing facilities, University officials may enter a student's room when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised.
- **Weapons Policy:** Any student in possession of a weapon (gun, knife, or any other lethal instrument) on the Southern University campus

Student Code of Conduct.

- 1.3. **Arson:** Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.
- 1.4. **Bribery:** Offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive University property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
- 1.5. **Coercion:** The use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in an activity, including sexual activity.
- 1.6. **Destruction of Property:** Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to destroy or alter the function or performance of University equipment or property, and includes misuse of the University name, logo, or seal.
- 1.7. **Discrimination:** Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.
- 1.8. **Disruption/Obstruction**

during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.

b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a University official.

c. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

1.11. **False Reporting of an Emergency:** Intentionally making a false report of a bomb, fire, or other emergency regarding property or personal injury, including abuse of 911 and fire alarms.

1.12. **Harassment:** Actions that involve deliberate interference, or a threat to interfere, with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.

b

a. **Bullying:**

- 1.15. **Intimidation:** The act of making an individual timid, fill with fear; to overcome or cow, as through the force of personality or a superior display of strength which can control an individual's actions.
- 1.16. **Moral Turpitude:** An act of baseness, vileness or depravity, which brings shame to the University and is in contradiction to the letter and spirit of the University's Student Code of Conduct, good citizenship and ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.
- 1.17. **Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances:** Knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs or controlled substances, including but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
 - a. **Possession of Marijuana (Minor):** Possession of marijuana when such possession would constitute a misdemeanor at law.
 - b. **Possession of Marijuana (Major):** Possession of marijuana when such possession would constitute a felony at law.
 - c. **Dangerous Drugs:** Including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other

for a decision affecting that person's employment or education; or 3) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes.

- 1.23. **Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal felony under Louisiana law; this includes the misuse or unauthorized use of University funds, or of student organization funds administered through the University.
 - a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- 1.24. **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or

Code Two Offenses

A student found responsible

materials on University premises.

- 2.11. **Unwelcome and Uninvited Contact:** A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to 1) Following another person, 2)

not limited to, the following:

- **Community Service:** An assigned number of hours of service to an on or off-campus organization.
- **Educational Program:** An opportunity for personal development.
- **Expulsion:** Prohibition

the student's conduct is detrimental to the University.

- x The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may expel, dismiss or suspend any student when the student's conduct is detrimental to the University and involves disruption of the University process or is dangerous to the health, safety and morals of the University community.
- x The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may dismiss or expel any student, pending a later hearing date if requested, under the following circumstances:

- o The continued presence of the student on campus is likely to create interference with the educational process and

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POLICY TITLE:
Hazing Prevention Policy

POLICY NUMBER:
13-001

Responsible Office: <i>Office of the President-Chancellor for the Southern University System and the Campus Office of Student Affairs</i>	Effective Date: <i>6/23/2013</i>
Responsible Official: <i>President-Chancellor</i>	First Revised Date: <i>6/20/2013</i>
Policy Classification: <i>Student Affairs</i>	Original Date: <i>6/20/2013</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System Board of Supervisors (SUBOS) shall not condone hazing in any form at any of their governed institutions. All SUBOS governed institutions shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and fast enforcement thereof; educational and training. All SUBOS governed institutions shall be committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety and respect for one's self and others. All SUBOS governed institutions shall implement policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

II. POLICY SCOPE AND AUDIENCE

In accordance with 2013 Regular Session Acts 635, 637 and 640 and 2019 Regular Session Act 382 of the Louisiana Legislature ("Louisiana Hazing Laws"), the SUBOS hereby adopts this Uniform Policy on Hazing Prevention ("Policy") applicable to all of their governed institutions. This Policy aims to enhance the legislature's efforts to establish statewide mandatory requirements and is designed to help all SUBOS governed institutions create and maintain safety for all students who participate in the institutions' activities, programs, groups, teams, organizations and Greek-lettered associations.

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III. POLICY COMPLIANCE

All institutions subject to this Policy shall adopt this policy and institutional policy in accordance with applicable laws and this Policy.

All campus organizations shall, as a condition of operating at an institution, adopt the hazing prevention policy that the institution has adopted pursuant to Subsection A of this Section, which shall include possible institutional sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing.

IV. POLICY DEFINITIONS

- a. **Governed institution, education institution, or institution** is any institution or campus governed by the Southern University Board of Supervisors that is supported wholly or in part by public funds.
- b. **Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

1. Whipping, beating, hitting, striking, or placing of a harmful substance on the body.
2. Sleep deprivation, exposure to the sun, confinement in a small space, or confinement in a confined space, that subjects an individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes emotional distress.
3. Activities involving consumption of food, liquid, or any other substance, including alcohol, but limited to an alcoholic beverage or drug, that subjects an individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
4. Activities that involve or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
5. For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in athletic physical education, military training, or similar program sanctioned by the postsecondary education institution.

c. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, special group, band, sport group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

According to any action or activity that violates or records a member on organization's recruitment and recruitment to membership in organization appropriate authority include the following: any state or local law enforcement agency; 911; public safety; and the Revised Statutes of Louisiana. Emergency medical personnel. Reckless behavior is an activity in which a person knows or should have known that the activity or behavior could result in injury or death, including but not limited to excessive consumption of alcohol, hazing, drug racing, consumption of uncontrolled dangerous substances, or other similar activity. Serious bodily injury is bodily injury that involves unconsciousness, extended physical pain or protracted obvious disfigurement or characteristic loss of important function of a limb, finger, or toe, or a substantial risk of death.

V. POLICY IMPLEMENTATION PROCEDURES

After the adoption of this policy, each governing institution shall disseminate this policy, as written, on their respective websites; disseminate a hard copy of this policy to all students at orientation or if orientation has occurred a priority copy of this policy, disseminate a hard copy to all students via email; and disseminate all related policies at their institution's. Governing institutions shall update or replicate policies before August 31, 2019.

- a. Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any changes to such laws and regulations, including but not limited to the following:
 - i. Act 635 of the 2016 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definition and exceptions, and establishes penalties and fines;
 - ii. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
 - iii. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's postsecondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

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- e. In addition to the regulations included in the hazing prevention education program, the following shall be included:

Hazing Prevention Education Program

1. Each organization shall provide hazing prevention education to all members, prospective members, and employees who are employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
2. Each organization shall provide hazing prevention education to all members, prospective members, and employees who are employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
3. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty

ii. Report
iii. Report

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3. Required Documentation: The information reported to law enforcement shall include information and details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report. The institution shall also document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S.

v. Error

Each institution shall have a policy... The Commission shall monitor the implementation of these policies...

VI. POLICY DEVELOPMENT AND IMPLEMENTATION

In addition to the mandatory components of institutional policies and practices outlined below:

- a. Outreach, Prevention and Awareness: Institutions should engage in outreach, prevention, and awareness campaigns...
b. Data Collection and Analysis: Institutions are encouraged to create task forces to gather, analyze and understand institutional data on hazing...
c. Effective Intervention: In collaboration with relevant organizations and student bodies, each institution is encouraged to develop intervention strategies...

V. POLICY IMPLEMENTATION PROCEDURES

The President-Chancellor in conjunction with the governing institutions and administrative units charged with implementing this policy.

To report an alleged hazing, individuals, campus officials, or campus organizations should utilize the following:

Form Board of Regents Standardized Form for Institutions

Form Board of Regents Standardized Form for Organizations

VI. POLICY HISTORY AND REVIEW CYCLE

This policy was created on August 24, 2018, and amended on August 23, 2019. This policy is subject to a five-year policy review cycle or as needed by legislative changes.

D. POLICY APPROVAL

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

President-Chancellor Ray L. Holtz, Ph.D.
Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chair – Southern University System Board of Supervisors

Effective Date of Policy



HAZARDOUS INCIDENT REPORT FORM FOR ORGANIZATION

This form is developed by the Board of Regents pursuant to Act 38 of 2019, is to be used by organizations affiliated with postsecondary institutions to report information received from the organization regarding incidents of physical assault, sexual assault, or sexual harassment. This report is for law enforcement and the affected institution as soon as practicable. This report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act, the Insurance Code, and the Accountability Act.

INFORMATION ABOUT ORGANIZATION	
Name of Organization	
Affiliated Institution	
Name of Affiliated Parent National Organization	
Full Name and Title of Contact Official at the Organization	
Address	
Phone Numbers (Home, Cell, Work)	

INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)	
Full Name	
Affiliated Organization (Member or Page)	
Phone Address	
Phone Numbers (Home, Cell, Work)	

INFORMATION ABOUT THE INCIDENT	
Date of Incident	Time
Location of Incident <input type="checkbox"/> On-campus <input type="checkbox"/> Off-campus	
Specific Location	

Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)

Were there any witnesses to the incident? Yes No
 If yes, attach separate sheets with names, addresses, and phone numbers.
 Was the individual injured? If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury.

Was medical attention provided? Yes No
If yes, was treatment provided? Yes No
Emergency? Yes No
Other: _____

REPORT INFORMATION

Individual Submitting Report (Name) _____
Campus _____

I hereby certify that the information contained in this report is complete and accurate to the best of my knowledge.
Signature _____ Date Report Completed: _____

FOR OFFICE USE ONLY

Report Received by _____ Date _____
Office _____

DOCUMENTATION FOLLOW-UP ACTION TAKEN AFTER SUBMISSION OF THIS INCIDENT REPORT

Date	Action Taken	By Whom

INSTRUCTION: Pursuant to SU System Board of Supervisors' Policy # _____, this form must be turned in to the Campus Office of Student Affairs as soon as practicable. Upon receipt, the Vice Chancellor for Student Affairs shall immediately forward to the System Office of the General Counsel. Any questions regarding this form or its content shall be directed to the Office of the General Counsel at (225) 771-4680.

INVESTIGATION REPORT FOR INSTITUTIONS

This report is to be used for the purpose of investigating incidents pursuant to Act 382 of 2019, is to be used for law enforcement purposes as practicable, and for information received from the institution. This report is to be used for the purpose of investigating incidents pursuant to Act 382 of 2019. Subsequent use and disclosure of this information is subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

INSTITUTION INFORMATION

Name of Institution: _____

Organization(s) Related to the Incident: _____

Contact Official: _____

Home _____ Cell _____ Work _____

PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)

Name: _____

Role (e.g., Member or Pledge): _____

Home _____ Cell _____ Work _____

INFORMATION ABOUT THE INCIDENT

Date of Incident: _____ Time: _____

Police Notified Yes No

Location of Incident On campus Off-campus

Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific as possible and do not redact any information known to the institution official(s) (attached sheets if necessary)

Were there any witnesses to the incident? Yes No
 If yes, attach separate sheet with names, addresses, and phone numbers.

Was anyone injured? If so, identify the injured person(s) and describe the injury (e.g., sprain, bruise, laceration, etc.).

What medical treatment was received? If so, when was treatment received?

REPORTER INFORMATION

Individual Submitting Report: _____
Signature: _____
Date: _____

Report Received by: _____ Date: _____

DOCUMENT A
SUBMISSION OF THE REPORT

Date	Report Taken	By Whom

INSTRUCTIONS: Pursuant to SU System Board of Trustees Policy # 13, this form must be returned to the campus Office of Student Affairs as soon as practicable. Upon receipt, the Vice Chancellor for Student Affairs shall immediately forward to the System Office of the General Counsel. Any questions regarding this form or its contents shall be directed to the Office of the General Counsel at (757) 771-4680.