



JACKSONVILLE STATE UNIVERSITY

**2012 – 2013**

**HANDBOOK**

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For all Public Safety Emergencies call the University Police at

6000 from a campus phone

782-6000 from off campus

## **JSU Vision**

Jacksonville State University strives for continuous improvement as a learning-centered community committed to developing the ability to think critically, solve problems creatively and collaboratively, and communicate effectively.

## **JSU Mission**

Jacksonville State University provides distinctive educational, cultural and social experiences for a diverse student population. As a learning-centered university, Jacksonville State University strives to challenge students academically in a responsive environment, meeting students' educational, career and personal goals. As an academic institution, Jacksonville State University seeks to produce broadly educated graduates prepared for global engagement. As a public, comprehensive university, Jacksonville State University promotes excellence in scholarly and service activities consistent with its academic and professional strengths.

## **JSU Goals**


1. Educate students to be productive, responsible citizens and effective leaders.
2. Advance student learning through academic excellence.
3. Increase student and faculty participation in research and service activities.
4. Create a diverse learning community that facilitates academic and professional excellence.
5. Effectively use technology to support learning, research, information management and evidence-based decision-making.
6. Continuously improve administrative processes and services.
7. Enhance revenue growth and financial planning to ensure adequate fiscal resources for the University.

## **JSU Core Values**

1. Quality teaching to enhance student learning and leadership skills for employment, citizenship, and life-long development.
2. Academic as well as overall excellence in all aspects of university life.
3. The ethical, social, intellectual, cultural and physical development of students, faculty, and staff.
4. The support of intellectual and academic freedom, dialogue and the free exchange of ideas.
5. Building effective relationships and communication paths among departments, faculty, staff, students, and alumni.
6. Maintaining diversity in faculty, staff, and student body.
7. Enhanced efforts to accommodate students' understanding and needs regarding University policies and practices.
8. Enhanced use of and access to current technology.
9. Continuous improvement of a learning centered environment.

## Course Listings

Each course found in the schedule is identified by course number, reference number, departmental abbreviation, course number and section number. Courses listed in the catalogue are not necessarily offered every semester. You should check the Class Schedule to determine which courses are offered during a particular semester. These courses will be identified as follows:

<b>Sections Found</b>						
<b>Employability Skills - 22617 - STU 320 - 001</b>						
<p><b>Associated Term:</b> Spring 2012  <b>Registration Dates:</b> Nov 04, 2011 to Jan 17, 2012  <b>Levels:</b> Undergraduate  <b>Attributes:</b> 4-year institution</p> <p>Jacksonville State University Campus            Lecture Schedule Type            Traditional Instructional Method            1.000 Credits  <a href="#">View Catalog Entry</a></p>						
<b>Scheduled Meeting Times</b>						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:15 pm - 4:15 pm	W	Merrill Building 208	Jan 11, 2012 - Apr 28, 2012	Hybrid less than 50% online	Rebecca E. Turner  (P)

**Course Reference Number (CRN):** A five digit number which appears after the name of the course. Check the CRN carefully, as each section is assigned a different number, and list the CRNs on the Trial Schedule for all courses for which you are registering. The Trial Schedule is available on the Office of the Registrar's website.

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

**Section Number:** A three-digit number for each day and time a course is offered.

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

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

**Levels:** Can be either undergraduate or graduate.

**Instructor:** Instructors for each section will be listed. STAFF indicates that the instructor for the course had not been named at the time the schedule was created.

**Schedule Type:** Schedule type refers to the way the class is taught. For example: lecture, lab, online, activity, etc.

**Instructional Method:** Instructional Method refers to how the class is taught. For example: traditional (JSU classroom setting), online, videoconferencing, etc.

**Credits:** Credits refer to the number of credit hours earned upon the successful completion of the course. Semester hours are based on the number of contact hours required for the course. For example, a three-hour course will usually meet three hours per week for a semester. To complete degree requirements for graduation you must earn a minimum of 128 semester hours. Check the catalogue for specific requirements for your major.

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

**Time:** The hours the class meets. If TBA is listed, the location, days, and/or time has not been assigned of the course is online.

**Days of the Week (Days):** The days a course will meet are indicated by the first letter of each day unless the class meets only on Tuesday or Thursday will be indicated by T or R. If TBA is listed, the location, days, and/or time has not been assigned or the course is online.

**Location (Where):** The classroom and building where a class meets will be listed with building abbreviation and room number. A building chart and map can be found on the Office of Admissions' website. A list of building abbreviations is available on the Registrar's website.

**Date Range:** The dates listed are starting and ending dates of the course.

**Schedule Type:** Schedule Type refers to the way the class is taught. For example: lecture, lab, online, activity, etc.

**Instructor:** Instructors for each section will be listed. STAFF indicates that the instructor for the course had not been named at the time the schedule was created.

## Course Scheduling

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

Communications	3	MWF	8:45 – 9:45
History	3	MWF	10:00 – 11:00
English	3	MWF	13:45 – 14:45
Psychology	3	TR	7:30 – 9:00
Math	3	TR	9:15 – 10:45
STU 101	0	T	11:00-12:00
Total	15		

History	3	MWF	8:45 – 9:45
Biology	3	MWF	10:00 – 11:00
Physical Education	3	MWF	11:15 – 12:15
English	3	TR	9:15 – 10:45
Math	3	TR	11:00 – 12:30
Biology Lab	1	R	13:45 – 15:45
Total	16		

## Quality Point Average

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

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

To calculate GPA: Divide the total number of quality points earned by the total number of hours attempted at JSU.

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

38 quality points earned = 2.92  
13 hours attempted



## 4 Steps to Registration

**1**

Around midterm each semester, check your *MyJSU* account to view your academic transcript. Your academic transcript lists courses you have taken, courses for which you are currently enrolled, and your academic advisor's name.

**2**

Check the Academic Calendar online to see when advisement begins.

Contact your academic advisor for an appointment to discuss your schedule for the upcoming semester.

**3**

Prior to meeting with your academic advisor, review the Class Schedule online, and make a list of course preferences to discuss. Refer to the JSU Catalogue for information on the general education curriculum, coursework in your major, and course scheduling.

**4**

With your completed schedule, approved by your academic advisor, you may register via the Internet. For specific instructions on how to register via the web, go to <http://my.jsu.edu>

**Failure to pay your full tuition and fees by the published due date will result in cancellation of your classes. For payment instructions and instructions on how to view tuition charges via the web go to <http://my.jsu.edu>**

## Academic Advisor

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

### WHO IS MY ADVISOR?

Check your account at <http://my.jsu.edu> to view the name of your advisor. If no advisor is listed and you have declared a major, go to the department of your major. If no advisor is listed and you have **not** declared a major, you may go to Academic Advisement located in Bibb Graves Hall, Room 201.

### WHEN TO SEE YOUR ACADEMIC ADVISOR

- To address any problems which affect your academic performance.
- To select courses for the upcoming semester.
- To discuss academic performance.
- To explore academic and professional issues.
- To discuss departmental requirements and course sequences.
- To discuss elective coursework in the major or other departments.

### HOW TO SEE YOUR ACADEMIC ADVISOR

- Become familiar with your advisor's office hours/schedule.
- Call to make an appointment rather than dropping in without one.
- If it is necessary to drop in without an appointment, try to come at a time when your advisor has office hours and allow plenty of time in case you have to wait.
- The first and last weeks of the semester, as well as the early registration period, are usually the busiest for your advisor. If possible, avoid these times if a longer conference is needed.
- Be prepared with a Trial Schedule. Trial Schedule forms are available online at [http://www.jsu.edu/registrar/student\\_forms.html](http://www.jsu.edu/registrar/student_forms.html). Have courses selected with alternatives when you see your advisor before registration.



Students can register for classes, drop or add classes, check their balance, make credit card payments on their account, and receive midterm and final grades from any computer with World Wide Web access.

### **To Register for Classes**

- ✓ Check the Academic Calendar for registration times.
- ✓ Meet with your academic advisor and request authorization for computer registration.
- ✓ Have course call numbers and alternative courses available.
- ✓ Tuition may be paid with credit card, cash or check.

Refer to the Class Schedule or go to <http://my.jsu.edu>.

### **Long Distance Telephone Service**

Students receive 100 minutes per month of domestic (continental United States only) long distance service as a part of the University Housing lease agreement. A long distance authorization code is required, which is available through the on-line student access system under the Housing option. Students should protect their code from the knowledge of others, since each student is responsible for all calls made using his/her code. To place a long distance call: dial 16 + your six-digit long distance code + 9 + 1 + area Code + desired phone number. There will be NO additional charge for the first 100 minutes of domestic long distance service each month. Any additional minutes will be billed at a rate of 5 cents per minute. You will receive an itemized phone bill for any long distance calls that exceed the 100 free minutes. The phone bill is processed monthly and sent to your campus e-mail address. Bills are due in the Bursar's office by the 5<sup>th</sup> of the following month. Go to the Telephone Center web page at [www.jsu.edu/dept/pbx](http://www.jsu.edu/dept/pbx) for a list of the current billing dates.

**Voice Mail** – Is included in your housing lease agreement. Each student in a room must set up his/her voice mailbox each semester before this service will work. Each student and his/her roommate will decide which voice mailbox number each will use. Instructions for use can be found on the Telephone Center web site at [www.jsu.edu/dept/pbx](http://www.jsu.edu/dept/pbx). If a call goes unanswered or if the line is busy, the call will be forwarded to voice mail. The caller will be prompted to leave a message.

**Caller I.D.** – Is included in your housing lease agreement and will be activated before you move in. Students must furnish a phone with caller I.D. or purchase a caller I.D. box. (temporarily unavailable in some areas.)

If you have any questions on how to use any of these services or you have a problem with your phone line please call ext. 8001 or 5990 M-F 8:00– 4:30 or check out our web page at [www.jsu.edu/dept/pbx](http://www.jsu.edu/dept/pbx).

### **Electronic Mail (GEM)**

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

## Checklist to Ensure Confirmation of Classes/Housing

- Know your exact charges. Go online to <http://my.jsu.edu>.
- Know the confirmation due dates. Go online to <http://www.jsu.edu/bursar/PaymentGuidelines.html>.
- Pay online or at the Bursar's Cashier window to ensure confirmation of your classes, university housing, and other charges. Always be sure to include your student number when paying by check or money order. Visa, MasterCard and Discover Card are accepted.
- If you need to use financial aid for confirmation, compare your charges to your scheduled financial aid. Pay the the difference between your total charges and scheduled aid if applicable.
- Make sure you have done everything necessary to have scheduled financial aid. **APPLY EARLY.** March 15 is the preference deadline to apply for financial aid. The absolute deadline to apply for JSU academic scholarships is March 1.
- Submit your housing application along with a \$150.00 non-refundable deposit by May 1<sup>st</sup>, the priority deadline. Please note that your application is not valid unless you have been accepted to Jacksonville State University. Your assignment will be sent to your *MyJSU* email account. All fees must be paid prior to check-in (no exceptions). For more housing information, please go to [www.jsu.edu/housing](http://www.jsu.edu/housing).

### **Please Note:**

*Students scheduled to receive financial aid who do not plan to attend a session for which they have pre-registered must notify both the Financial Aid Office and the Registrar's Office in writing prior to the first day of classes to cancel their pre-registration and financial aid. STUDENTS WHO FAIL TO DO THIS WILL BE ENROLLED IN CLASSES AND SUBJECT TO ACADEMIC AND FINANCIAL PENALTY.*

## Four Ways to Pay Registration/Housing Confirmation Costs

### 1. Bursar's Office

- a) Cash (in person only)
- b) Check or money order
- c) MasterCard, Visa, Discover Card

*Payments which are mailed must be received (not postmarked) in the office by the published due date.*

## **2. Financial Aid**

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- a) Federal Pell Grants
- b) Federal Supplemental Grants
- c) State Grants
- d) Institutional Scholarships
- e) Federal Stafford Loans
- f) Federal Plus Loans
- g) Entitlement Assistance
  - Vocational Rehabilitation
  - State Veteran's Assistance
  - Military Assistance program
  - Tuition Remission (JSU employees only)

*Note: Students must have web accepted an Offer of Financial Aid by the published due date. Campus employment cannot be used for confirmation.*

The Financial Aid Office must have cleared the student through the agency by the published due date.

## **3. Loans/Outside Scholarships**

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

Private/Alternative Loans must be certified by JSU by the published due date.

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

While the Office of Student Financial Services awards most scholarships offered by the University, some departments administer specific scholarships and assistantships. Athletes receiving scholarships should contact the Compliance Director of the Athletic Department for questions relating to their scholarships. Students receiving music, art, or drama scholarships should contact that department for questions relating to these scholarships. Resident Assists should contact the Director of University Housing and Residence Life with any questions.

## **4. Payment Plans**

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Jacksonville State University is pleased to offer students an installment plan of four (4) payments. The payment plan is offered as a service, allowing students to budget their education expenses. The plan is optional and students may elect to make full payment by the published due date. Information on the plan is available at <http://www.jsu.edu/bursar/PaymentPlan.html>.

# Campus Services

## Academic Enhancement & Tutoring Services Academic Center for Excellence (ACE)

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3rd Fl. Theron Montgomery Bldg.  
Telephone: (256) 782-8223  
E-Mail: [moore@jsu.edu](mailto:moore@jsu.edu)

The Department of Academic Enhancement & Tutoring Services provides a range of academic support services to entering and continuing JSU students supporting their academic efforts. The Academic Center for Excellence (ACE) is a learning center where students receive academic support in the form of individual or group tutoring, structured study hall, advising, and academic mentoring. ACE also has a computer lab, a learning lab, and two classrooms for academic workshops and study hall.

### Office of Admissions

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Andy Green, Director

110 Bibb Graves  
Telephone: (256) 782-5268  
E-mail: [info@jsu.edu](mailto:info@jsu.edu)

The office is responsible for all undergraduate admission processing. This includes collection of applications and fees, high school and college transcripts, ACT or SAT scores, and TOEFL or IELTS scores for international students.

The office is responsible for all undergraduate student recruiting including participation in high school college day programs and community college fairs. The office is responsible for processing all outgoing correspondence and literature to prospective students. The office coordinates the campus Preview Days, Home School Student Day, and assists with on-campus recruiting events. Admissions Counselors are available to meet with prospective students and their families.

### Bookstore

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Randall Stephens, Manager

Theron Montgomery Bldg., 2<sup>nd</sup> Floor  
Telephone: (265) 782-5283

Students may rent or purchase new and used textbooks at the bookstore. School supplies and JSU memorabilia/clothing are also available. Textbook information and online ordering is available at <http://jsu.bncollege.com>

Hours of operation are:

Monday - Tuesday	7:15 a.m. - 6:00 p.m.
Wednesday - Thursday	7:15 a.m. - 5:00 p.m.
Friday	7:15 a.m. - 4:30 p.m.

### Bursar's Office

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Alice Wudarczyk, Bursar

245 Bibb Graves Hall  
Telephone: (256) 782-5458  
E-mail: [bursar@jsu.edu](mailto:bursar@jsu.edu)

Students may pay tuition, housing, and other fees at the Bursar's Office cashier window, 2<sup>nd</sup> floor of Bibb Graves Hall, via the web at <http://my.jsu.edu>, by credit card (MasterCard, Visa, or Discover), or by mail with a check or money order.

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

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

A POSTMARK IS NOT ACCEPTABLE FOR MEETING YOUR PAYMENT DEADLINE. Your complete payment must be in the Bursar's Office no later than the published due date.

### **Career Services**

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Becca Turner, Director

207 Merrill Hall

Telephone: (256) 782-5482

E-mail: [careerservices@jsu.edu](mailto:careerservices@jsu.edu)

Career Services provides cooperative education to undergraduate and graduate students as well as employment assistance to graduating seniors and alumni. These services consist of employability skills workshops, on-campus interviews, job listings at <https://jsu-csm.symplicity.com>, career fairs, corporate information, resume editing, and individual counseling concerning job search strategies.

Career Assessments are available to all students, by appointment. The STRONG Interest Inventory is recommended for students whose major is *undecided*.

The following courses are taught by the staff:

- STU 120, Career Planning
- STU 310, Career Linkages
- STU 320, Employability Skills.

### **Computer Labs**

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Sean Ponder, Manager

239 Self Hall

Telephone: (256) 782-5381

E-mail: [acns@jsu.edu](mailto:acns@jsu.edu)

All students who have a valid JSU ID card may use the computers available in the computer labs in Self Hall, Merrill Hall, and Houston Cole Library. Lab hours for the Fall and Spring Semesters are:

### **Self Hall -- Rooms 240 and 241**

#### **Fall/Spring**

Monday - Friday  
8:00 AM – 4:30 PM

#### **May/Summer**

Monday - Friday  
8:00 AM – 4:30 PM

## Merrill Hall -- Rooms 103, 106, 115, 200

**Fall/Spring**  
Monday – Thursday  
8:00 AM – 9:30 PM

Friday  
8:00 AM – 4:00 PM

**May/Summer**  
Monday - Friday  
8:00 AM – 7:30 PM

Friday  
8:00 AM – 4:00 PM

**Houston Cole Library – 10<sup>th</sup> Floor** - Hours are same as the library

### Counseling Services

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Julie Nix, Director

140 Daugette Hall  
Telephone: (256) 782-5475  
E-mail: [ccs@jsu.edu](mailto:ccs@jsu.edu)

Counseling Services offers personal counseling for JSU students. Personal counseling is conducted in a private setting under the strictest confidence. Counselors are available on an individual or group basis. Counseling Services is the registration site for CLEP, Residual ACT, C-BASE, MAT, CLA and math placement. Counseling Services coordinates and advises the Peer Educators student group.

### Dining Services

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Jack Hopper Dining Hall  
Telephone: (256) 782-7242

The Dining Services offers a wide range of meal plans that will provide you with a huge variety of choices for meals. There are several locations to dine on campus including Hopper Dining Hall which provides home cooked entrees, vegetables, breads, deli items, sub sandwiches, pizza, burgers, various ethnic cuisines, salad bar, and desserts. Located in the student commons building we also have the TMB Food Court which includes Chick-fil-A, Grill 155, Pizza Station and Baja Fresh Mexican Grill. At Houston Cole Library we have a Jazzman's Café offering specialty coffees, smoothies, sandwiches and salads to go. If you're in the mood for some southern fried wings you'll want to visit our WOW Wingery located with its own entrance at Hopper Dining Hall with a menu full of wings, chicken tenders, specialty burgers, salads, sweet potato fries and much, much more. If you want more a restaurant style, try the Gamecock Diner. For further details and complete information about meal plans, check out our website at <http://dining.jsu.edu> for all the latest information. Or, give us a call at 256-782-7242.

### Disability Support Services

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Julie Nix, Director

139 Daugette Hall  
Telephone: (256) 782-8380  
E-mail: [dss@jsu.edu](mailto:dss@jsu.edu)

Disability Support Services (DSS) provides appropriate and reasonable accommodations for students with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). It is the goal of DSS to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JSU's academic program requirements.



DSS provides reasonable accommodations through a variety of services and programs. Accommodations may include:

- Exam Proctoring
- Special Testing Procedures
- Extended Time on Exams
- Priority Registration
- Interpreter Services
- Captioning Services
- Readers
- Note Takers
- Brailled Formats
- Enlarged Print Materials
- Audio Formats
- Assistive Technology

### **Drop/Add Procedures**

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Dean's Office

College of your Major

Internet: <http://www.jsu.edu/registrar/registration.html>

The term "drop" refers to dropping part (but not all) of the classes for the term, while the term "withdraw" refers to withdrawing from all classes for the term. Students who wish to drop or add classes may do so:

1. At the registration center in the college of their major
2. Via the Internet

Students wishing to add classes must do so by a specific date (see academic calendar online).

Students may drop classes by the Internet only through a specific date (see academic calendar online). Course drops after a specific date may only be processed at the Dean's Office and must have a passing statement and full signature of the faculty member indicating that the student is passing the course. Signed drop cards must be processed within three (3) working days of the date that the signature was obtained, or the dropped signature becomes invalid.

There is no tuition refund for course(s) dropped during the fall and spring semesters.

### **Grade Appeal**

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

### **Houston Cole Library**

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John-Bauer Graham, Dean of Library Services

8th Floor, Houston Cole Library

Telephone: (256) 782-5255

E-mail: [jgraham@jsu.edu](mailto:jgraham@jsu.edu)

The Houston Cole Library provides bibliographic services and resources to support the scholarly and informational needs of the University community. The collection of more than 700,000 volumes, more than 12,000 full-text periodicals on line or in hard copy, and more than a million microfilms and audiovisual materials is selected to support the University curriculum. The library is open 87 hours per week on the following schedule:

#### **Fall/Spring**

Monday – Thursday  
8:00 AM – 9:30 PM

#### **May/Summer**

Monday - Friday  
8:00 AM – 7:30 PM

Friday  
8:00 AM – 4:00 PM

Friday  
8:00 AM – 4:00 PM

Library services include the reserve reading desk in the lobby where assigned readings and on-line electronic reserves are placed by faculty, the tenth floor computer lab, self-service photocopy machines on all subject floors, a computerized catalog, electronic periodical indexes, audiovisual services, and reference assistance. Books may be checked out for two weeks at the lobby circulation desk. Librarians are available to help in the use of the library. The Houston Cole Library is a wireless access point. Laptops may be checked out for student use within the library from the sixth floor Listening Lab.

### **Human Resources**

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Rosalynn Martin, Director

329 Bibb Graves Hall  
Telephone: (256) 782-5007  
E-mail: [martin@jsu.edu](mailto:martin@jsu.edu)

All students who have campus jobs and are paid by Work-Study or University Aid must go to the Human Resources office before the beginning of the semester to complete their employment paperwork. The student must present his/her social security card and driver's license, complete state and federal withholding forms, an employee eligibility verification (I-9) and a new hire form. The student must also complete a direct deposit form or provide a voided check to set up their direct deposit. Direct deposit is required for student payroll.

### **Identification Card**

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Rebekah Breeding, Manager

Sodexo Campus Services  
2nd Fl. Theron Montgomery Bldg  
Telephone: (256) 782-5552  
E-mail: [rebekah.breeding@sodexo.com](mailto:rebekah.breeding@sodexo.com)

JSU ID cards are made in the office adjacent to the Food Court in the Theron Montgomery Building (TMB). Students must be registered for classes and provide pictured proof of identification before the card can be issued.

Hours of operation are:

Monday - Thursday  
8:00 AM – 4:00 PM

Friday  
8:00 AM – 2:00 PM

### **International Programs and Services**

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John J. Ketterer, Director  
Jeff Clark, Coordinator

International House  
Telephone: (256) 782-5674  
E-mail: [intprog@jsu.edu](mailto:intprog@jsu.edu)

International Programs and Services provides support for international students studying at JSU, for study abroad programs, and for faculty exchange programs with universities in other countries. International students are provided with information and assistance in such areas as banking, travel, and visa requirements as well as in matters of student life on campus. A major goal is to help international students fully participate in the life of the University and community so they can receive the maximum benefit from their experience in the U.S.

## **Learning Services (LS)**

Courtney Peppers-Owen, Director

Houston Cole Library - Ground Floor

Telephone: (256) 782-5570

E-mail: [cpeppers@jsu.edu](mailto:cpeppers@jsu.edu)

Learning Services supports academic achievement through the Department of Learning Skills, practice on basic and advanced skills, and ExSEL (Experiencing Success in Education and Life), a summer bridge between high school and college. Students enrolled in LS courses develop their writing, quantifying, studying, reading and critical thinking skills through individualized learning assistance. LS also assists students in passing the English Competency Exam.

## **Mail Center**

Robin Smyre, Manager

Theron Montgomery Bldg., 4<sup>th</sup> Floor

Telephone: (256) 782-5290

E-mail: [jsumail@jsu.edu](mailto:jsumail@jsu.edu)

Each student enrolled at JSU is encouraged to obtain a campus post office box. All correspondence from the University, including financial aid checks and mid-term grades reports will be sent to the post office box, unless the student elects the home mailing option. By paying a non-refundable fee per semester, students may have all correspondence sent to their off-campus mailing address.

The Mail Center is open from 8:00 a.m. - 4:30 p.m., Monday through Friday. Mail is delivered Monday through Friday. No Saturday delivery is offered.

## **Orientation**

Terry Casey, Director of Student Life

402 Theron Montgomery Building

Telephone: (256) 782-5491

E-mail: [studentlife@jsu.edu](mailto:studentlife@jsu.edu)

Orientation assists new students and families in their transition to JSU and exposes them to educational and social opportunities available. This service identifies and trains advisors and orientation leaders to assist students with the transition to college life.

## **Print Shop**

Chuck Torruella, Manager

Theron Montgomery Bldg., 1<sup>st</sup> Floor

Telephone: (256) 782-5323

E-mail: [printshop@jsu.edu](mailto:printshop@jsu.edu)

The Print Shop meets the printing needs of JSU students, including making copies of resumes and class projects at a reduced price. Additional services provided include: paper cutting and trimming, photocopying, colored copies, folding, collating, stapling, hole punching, spiral binding, padding, and all types of layout work.

## **Registrar's Office**

Kelly Osterbind, Registrar

113 Bibb Graves Hall

Telephone: (256) 782-5400

E-mail: [info@jsu.edu](mailto:info@jsu.edu)

The office publishes the University Catalogue and the Class Schedule Book. Students desiring to change their name or address, withdraw from the University, or obtain a copy of their JSU college transcript may contact this office. There is a \$5 per copy transcript fee. Degree verification and enrollment certification letters may be helpful for outside

agencies such as insurance companies and others who need official confirmation of college enrollment. Instructions on how to obtain enrollment certification and degree verification are available online at <http://www.jsu.edu/registrar/index.html>. The printing of official class rosters, as well as final and midterm grades, is handled by this office. Midterm grades for fall and spring semesters are sent to the campus post office box and will reflect only the grades below satisfactory (D and F). Final grades are mailed to the student's official mailing address at the end of each term. Students wishing to obtain their grades through the Internet may do so provided the student has his/her personal identification number (PIN/secret code). If you do not remember your PIN/secret code, you must come to the Registrar's Office and present a picture ID to obtain that information.

## **Recreational Sports**

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Mark Jones, Director

Stephenson Hall  
Telephone: (256) 782-5072  
E-mail: [rec-sports@jsu.edu](mailto:rec-sports@jsu.edu)

Stephenson Hall offers numerous recreational activities at no cost to faculty and students with a valid ID card. The facilities include racquetball courts, volleyball, badminton, game and card rooms, basketball, weight rooms, cardiovascular room, and steam rooms. The Gamecock Center may be reserved for group functions and meetings. Additional meeting rooms and classrooms are also available. Hours of operation during the fall and spring semesters are:

Monday – Thursday	6:00 AM – 9:45 PM
Friday	6:00 AM – 5:45 PM
Saturday	11:00 AM – 4:45 PM
Sunday	4:00 PM – 8:45 PM

The Pete Mathews Coliseum has an olympic size swimming pool, a free-weight exercise room, and an indoor walking track. The Coliseum is open Monday through Friday from 3:00 p.m. - 5:45 p.m. The Coliseum is closed on weekends and may also be closed for special events such as concerts and basketball games.

## **Student Financial Services**

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Vickie Adams, Director

107 Bibb Graves Hall  
Telephone: (256) 782-5006  
E-mail: [finaid@jsu.edu](mailto:finaid@jsu.edu)

The Financial Aid Office provides assistance to students who are unable to pay their total educational expenses. A number of programs, including grants, loans, campus jobs, and scholarships are available each year to students who are eligible. Since most of these programs are based on need, interested students should fill out the Free Application for Federal Student Aid (FAFSA). These forms are available in January. Priority deadline is March 15 for all required forms to be submitted to the Student Financial Services Office. A complete listing of all scholarships and information is available in the Student Financial Services Office or online at <http://www.jsu.edu/finaid/index.html>.

## **Student Life**

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Terry Casey, Director

402 Theron Montgomery Building  
Telephone: (256) 782-5491  
E-mail: [studentlife@jsu.edu](mailto:studentlife@jsu.edu)

The Office of Student Life advises the Student Government Association, Freshman Forum, Miss Jacksonville State University Pageant, fraternities and sororities, multicultural programming, and clubs and organizations, and coordinates orientation for new undergraduate students. Opportunities for involvement are offered to enhance the educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and governmental activities. The office enhances the college experience through programs, activities, and leadership development and by increasing the awareness of diversity as well as increasing diversity.

### **Student Government Association**

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Debbie Taylor, Advisor

Office of Student Life  
402 Theron Montgomery Building  
Telephone: (256) 782-5491  
E-mail: [studentlife@jsu.edu](mailto:studentlife@jsu.edu)

The Student Government Association (SGA) is designed to promote the welfare of the student community by providing an avenue for student expression, social activities, multicultural programming, and student services. All students are members of the SGA. Opportunities for involvement are available through the Senate and numerous committees. The University considers the SGA a vehicle of learning and education.

The SGA promotes cultural diversity within the University community through programs and activities to develop leadership skills as well as to increase awareness of diverse cultures and backgrounds.

### **Student Health Center**

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Amanda Bonds, Director

Williams Student Health Center  
Telephone: (256) 782-5310  
E-mail: [asbonds@jsu.edu](mailto:asbonds@jsu.edu)

The Student Health Center is a primary health care facility providing outpatient medical services as well as promoting preventive health measures to currently enrolled students, staff, and faculty. Patients are seen by appointment, with the exception of emergencies. Consultation with the physician is free of charge. Minimal charges are incurred for specific lab procedures and/or medications dispensed. These charges are applied directly to the student account. Staff and faculty incurred charges are applied through direct payroll deduction. Prior to enrollment, new students are required to submit completed student health information to include: (1) Student Health Form, (2) Immunization Form, and (3) Proof of Tuberculosis Screening.

\*Excuses – The Health Center does not routinely provide class absence excuses. Documentation of Health Center visits is provided by an attendance slip given to each student upon request.

### **Telecommunications Center**

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Mark Matthews, Director  
Mary MacArgel, Coordinator

117 Bibb Graves Hall  
Telephone: (256) 782-8001  
E-mail: [macargel@jsu.edu](mailto:macargel@jsu.edu)

Local telephone service is provided without additional cost to all JSU resident students. 100 minutes of domestic long distance, voice mail and caller I.D. are provided as a part of the Housing package. See the section on Long Distance Telephone Service on page 10 of this handbook.

## **Tutoring Services**

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Carrie Drake, Coordinator

Theron Montgomery Bldg., 3<sup>rd</sup> Floor  
Telephone: (256) 782-5343  
E-mail: [cdrake@jsu.edu](mailto:cdrake@jsu.edu)

The purpose of Tutoring Services (TS) is to support the overall mission of Jacksonville State University. Tutoring Services is committed in assisting students' success in their course of study, which generally leads to a Bachelor Degree. Tutoring Services provides support to JSU students through individual peer tutoring and study sessions. The goal of TS is to fill in the learning gap between class and homework for students. Tutorial services are free to all JSU students.

## **University Housing and Residence Life**

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Kevin Hoult, Director

103 Bibb Graves Hall  
Telephone: (256) 782-5122  
E-mail: [jsuhousing@jsu.edu](mailto:jsuhousing@jsu.edu)

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

## **University Police Department**

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Shawn Giddy, Director of Public Safety

Salls Hall  
Telephone: (256) 782-5050  
Emergency: (256) 782-6000  
E-mail: [upd@jsu.edu](mailto:upd@jsu.edu)

The JSU Police Department exists to protect JSU students, faculty, staff, and buildings, enforce the parking and traffic system, prevent campus crime, and serve the University community. Full-time police officers are on duty 24 hours a day. All students, staff, and faculty must register their vehicles online at <http://www.police.jsu.edu>

Fines/court costs are available online at <http://www.jsu.edu/police/fines.html>.  
JSU crime statistics are available online at [www.jsu.edu/police/crimestats.html](http://www.jsu.edu/police/crimestats.html).

## **Withdrawal Procedures**

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Kelly Osterbind, Registrar

Registrar's Office  
113 Bibb Graves Hall  
Telephone: (256) 782-5400  
E-mail: [info@jsu.edu](mailto:info@jsu.edu)

Students no longer wishing to attend classes in the current term must officially withdraw from the semester through the Registrar's Office. If an official withdrawal is not processed, a failing grade is assigned to each course in which the student is currently registered. Refunds are given based on specific dates listed on the Academic Calendar. You may withdraw by mail, fax, or on <http://mv.jsu.edu>.

Students who can no longer attend classes due to severe medical reasons or extraordinary personal circumstances beyond their control may request a medical or compassionate withdrawal through the Office of the Associate Vice President for Enrollment Management and Student Affairs, 102 Bibb Graves. You may also go to <http://www.jsu.edu/studentaffairs/medicalwithdrawal.html> for more information.

# Student Government Association

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

## **Executive Branch**

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The SGA President presides over the Executive Branch, which is comprised of the Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, Chief Justice, and Director of Publicity.

## **Legislative Branch**

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The Vice President of Student Senate is in charge of the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 35 voting students who make up the Student Senate.

The Vice President of Organizational Affairs assumes responsibility for all procedures of the Organizational Council. The VPOA also monitors the SGA funds and prepares the budget, in addition to overseeing the Allocations Committee.

## **Judicial Branch**

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The Chief Justice serves as head of the Judicial Branch. The Judicial Branch serves as the disciplinary appeal process for students and also coordinates the Traffic Court.

## **Student Activities Council**

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

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

**Student Government Association**  
**402 Theron Montgomery Building**  
**(256) 782-5491 Telephone**  
**(256) 782-5087 Fax**  
**<http://sga.jsu.edu>**

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**2013-2014**

<b>President</b>	Jason Sumner	<u><a href="mailto:sgapres@jsu.edu">sgapres@jsu.edu</a></u>
<b>Vice President of Student Senate</b>	Jade Wagner	<u><a href="mailto:sgavpss@jsu.edu">sgavpss@jsu.edu</a></u>
<b>Vice President of Organizational Affairs</b>	Jeremy Potts	<u><a href="mailto:sgavpoa@jsu.edu">sgavpoa@jsu.edu</a></u>
<b>Vice President of Student Activities</b>	Alexandria Rainwater	<u><a href="mailto:sgavpsa@jsu.edu">sgavpsa@jsu.edu</a></u>
<b>Director of Publicity</b>	Amanda Cave	<u><a href="mailto:sgadop@jsu.edu">sgadop@jsu.edu</a></u>
<b>SGA Chief</b>	Krystal Hardy	<u><a href="mailto:sgacj@jsu.edu">sgacj@jsu.edu</a></u>

**Miss Jax State** Ashley Cofield

**Mr. Jax State** Levi Hulsey

**Miss Friendly** Natasha Williams

**Mr. Friendly** Kevin Brant

**SGA Hotline 782-5699**





# **CONSTITUTION OF THE JACKSONVILLE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

## **Preamble**

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

## **Article I Name of Organization**

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

## **Article II Declaration of Purpose**

The purpose of the SGA shall be:

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

7. To provide the students with the means to vote for their representative officials through general elections.
8. To cultivate and maintain leadership among the students.

### **Article III**

#### **Membership and Benefits**

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

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

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

### **Article IV**

#### **General Organization**

The SGA shall be composed of four branches: Executive, Legislative, Judicial, and Student Activities.

### **Article V**

#### **The Executive Branch**

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

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

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

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

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

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

1. To recommend for approval, as described by law, officers such as the President Pro-Tempore, Secretary, and Parliamentarian for the Student Senate whose duties are prescribed by statute.
2. To recommend to the Student Senate for approval an Elections Clerk who is not a Senator whose duties are prescribed by statute.
3. To appoint Senators to fill vacancies that may arise during the course of his/her term in office, provided that such appointments are confirmed by a majority approval of the Student Senate.
4. To call and preside over meetings of the Student Senate and to cast a vote only in order to break a tie.
5. To assume responsibility for execution of Senate procedure as outlined by statute.
6. To appoint with approval of the Student Senate, chairpersons to each Senate standing committee, and ensure that each Senator, with the exception of Senate committee chairpersons, is an active member of not less than two standing committees.
7. To follow up on the intent of the Senate legislation and policy concern by meeting with university officials as deemed necessary.
8. To attend Student Executive Board meetings as called by the President.
9. To perform such duties as the President might request of him/her.
10. To execute the powers and duties of the SGA President in the event that office becomes vacant.
11. To organize a training session yearly for Student Senators and Committee Chairpersons.

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

1. To appoint Student Activities chairpersons in conjunction with the consent of the Student Senate.
2. To call and preside over the meetings of the Student Activities Council.
3. To organize a training session for the Student Activities chairpersons.
4. To present a budget request to the President for implementation in the SGA.
5. To assume responsibility for all student activities sponsored by the SGA.
6. To attend Student Executive Board meetings as called by the President.

7. To assume responsibility for all Student Activities Council procedures.
8. To meet regularly with Student Affairs staff designed to work with the SGA and any other University officials when necessary to coordinate activities.

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

1. To maintain accurate records of budget expenditures and to ensure compliance with the approved annual budget.
2. To present a weekly report to the Student Executive Board on the status of Student Government accounts.
3. To present a monthly report to the Senate on the status of Student Government accounts, as prescribed by status.
4. To ensure that all purchase requests are processed in a timely manner.
5. To attend all Student Executive Board meetings as called by the President.
6. To attend all Appropriations Committee meetings and insure that all allocation regulations are in compliance.
7. To appoint an Allocations Chairperson with the majority consent of the Student Senate.
8. To maintain an official record of recognized student organizations.
9. To work in accordance with the Office of Student Activities, which is responsible for all relations with University recognized organizations.
10. To assume all responsibility for all procedures of the Organizational Council.
11. To call and preside over the meetings of the Organizational Council.
12. To coordinate and review all bills and resolutions which come from the Organizational Council for Student Senate review.
13. To coordinate all news articles, announcements, and advertisements from the Organizational Council for publication in the Jacksonville State University newspaper, The Chanticleer.
14. To report all news announcements, events, and advertisements to the Director of Publicity for inclusion on the SGA Calendar.
15. To advise the SGA Vice President of the Student Senate on all matters University recognized organizations.
16. To perform such duties as the SGA President might request of him/her.

**Section 8. The Chief Justice** shall be one of the sitting Justices, elected by the current Student Judiciary Council following the Spring Elections as prescribed by statute. The Chief Justice shall have the following powers and duties:

1. To call and preside over meetings of the student Judiciary Council in accordance with the Code of Laws. To attend Student Executive Board

meetings as called by the President and make any reports as deemed necessary. To swear in the newly elected student Senators at a time designated by statute.

2. To swear in Justices as they are appointed to serve on the Student Judiciary Council.
3. To be knowledgeable of the Constitution and the Code of Laws, and the cases heard, and decisions and interpretations rendered by the Student Judiciary Council.
4. To be knowledgeable of the original intent of the writers on this Constitution and the Code of Laws.

**Section 9. The Director of Publicity** shall be appointed by the President and subject to Senate confirmation following the Spring Elections as prescribed by statute. The Director of Publicity shall have the following powers and duties:

1. To coordinate publicity for the SGA.
2. To design all printed materials, place all advertisements, and oversee all publicity for the SGA.
3. To work along with other members of the Executive Board and S.A.C. Committee Chairpersons to develop publicity campaigns for programs and events.
4. To attend all meetings of the Student Activities Council. He/she shall not be a member of any Student Activities Council Committee.

**Section 10.** No person can serve in the same Student Government Association executive position more than two consecutive years (2 full academic years).

## **Article VI Legislative Branch**

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

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

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

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

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

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

**Article VII**  
**Student Activities Council**

**Section 1.** The Student Activities Council shall be established to provide and coordinate student entertainment, activities, and programming.

**Section 2.** It shall be composed of student chairpersons who shall be selected in a manner prescribed by statute.

**Section 3.** The Vice-President of Student Activities shall be President of the Student Activities Council.

**Section 4.** The Student Activities Council shall act in accordance with the process established by statute.

**Article VIII**  
**Student Judiciary Council**

**Section 1.** All judicial powers of the SGA shall be vested in the Student Judiciary Council.

**Section 2.** The Student Judiciary Council shall be made up of members called Justices. There shall be eight justices. The Justices shall be selected by the Chief Justice of the SGA according to statute and with the consent of a two-thirds vote of the Student Senate.

**Section 3.** There shall be a Chief Justice of the Student Government Association. The Chief Justice shall be selected by the newly elected executive board which shall consist of the S.G.A President, V.P.S.S, V.P.O.A, V.P.S.A, and Director of Publicity which shall interview and vote upon the new Chief Justice. The Director of Student Life, and the Advisor of the S.G.A, will be non-voting members and advisors in the interview process. The newly appointed Chief Justice shall pick 8 justices. The newly appointed justices as well as the Chief Justice shall be confirmed with the consent of a two-thirds vote of the Student Senate.

**Section 4.** The Student Judiciary Council shall have the following powers:

1. To have sole jurisdiction in all cases involving the interpretation of this Constitution or the Code of Laws.
2. To hear all cases involving the violation of this Constitution or the Code of Laws.
3. To render within one week, upon written request, a written interpretation of any part of this Constitution or the Code of Laws.
4. To issue writ of mandamus, prohibition, quo warranto, or any other writ necessary and proper to the complete exercise of its jurisdiction.

**Section 5.** The power of the Student Judiciary Council shall extend to all persons and organizations under the jurisdiction of this Constitution, as defined by statute.

**Section 6.** The Student Judiciary Council shall conduct its meetings in accordance with its Rules of Procedure as defined by statute and in accordance with established precedents.

## **Article IX** **General Provisions**

**Section 1.** The Student Senate, Student Judiciary Council, and Student Activities Council shall meet in joint session at the call of the SGA President at least once each semester to discuss matters of mutual concern and shall have power to present bills to the Senate and other such posers as granted by statute.

**Section 2.** There shall be a council of student organizations, to be known as the Organizations Council. This council shall include the presidents, or such person as shall be appointed, of every student organization recognized by the Senate. The Council shall have the power to present bills to the Senate and other such powers as granted by statute.

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

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

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

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

**Section 7.** Any holder of any office created by this Constitution or the Code of Laws may be removed for misfeasance, malfeasance, or nonfeasance while in office by the Student Judiciary Council or by such method as provided by statute. The senate shall have appellate jurisdiction as provided in the Code of Laws.

**Section 8.** The SGA President shall be succeeded by the Vice President of Student Senate. If the Vice President of the Student Senate (VPSS) is not able and (or) willing to be SGA President then the Vice President of Student Activities (VPSA) shall proceed as SGA President. In the case that both VPSS and VPSA are not able and (or) willing to be SGA President the Vice President of Organizational Affairs (VPOA) shall proceed as SGA President.

In the case that all executive officers are not able and(or) willing to proceed as SGA President then a special election can be called by the Student Senate, with a two thirds constitutional majority vote. The election must take place two weeks from the date the special election was voted on. The special election process must not extend over two weeks.



## Section 9.

1. The Vice President of the Student Senate (VPSS) shall be succeeded by the Senate Pro-Tempore. If the Senate Pro-Tempore is not able and (or) willing to be VPSS, the SGA President shall appoint a temporary VPSS until a special election is held.
2. The Vice President of the Student Activities (VPSA) shall be succeeded by the Vice President of the Student Activities Council. If the Vice President of the Student Activities Council is not able and (or) willing to be VPSA, the SGA President shall appoint a temporary VPSA until a special election is held.
3. The Vice President of Organizational Affairs (VPOA) shall be succeeded by the Senate Allocation Committee Chair. If the Senate Allocation Committee Chair is not able and (or) willing to be VPOA, the SGA President shall appoint a temporary VPOA until a special election is held.
4. If the Pro-Tempore is not able and (or) willing to be in that respective executive position, then the SGA President shall have the power to appoint the vacant executive position, with conformation of the senate with a constitutional majority vote.

# STUDENT GROUPS & ACTIVITIES

## Special Interest Groups

### **Active Minds at JSU**

To promote awareness and education and to remove the stigma that surrounds mental illness and to create an environment for discussion.

Advisor: Linda Shelton, Counseling Services, 256-782-5954

### **African American Association**

Encourages the exchange of ideas concerning African-American students at the University and promotes cultural understanding.

Advisor: Debbie Taylor, Student Life, 782-5491

E-mail: [dbtaylor@jsu.edu](mailto:dbtaylor@jsu.edu)

### **Alabama Men's Initiative**

Raise awareness of women's issues and what men can do to end violence against women.

Advisor: Dr. David Loonto, Sociology, 782-5621

E-mail: [dloonto@jsu.edu](mailto:dloonto@jsu.edu)

### **American Chemical Society**

Emphasize the importance and relevance of chemistry and offer tutoring services.

Advisor: Alfred Nichols, Physical and Earth Sciences, 256-782-8150

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

### **Art Alliance**

To support the arts at JSU

The JSU Art Alliance meets twice a month to discuss art related issues, hear lectures from outside artists and plan activities to get involved in on campus and off campus.

Advisor: Allison McElroy, Art, 782-5735

E-mail: [amcelroy@jsu.edu](mailto:amcelroy@jsu.edu)

### **Circle K International**

Promote community service, leadership and fellowship among members of the JSU community.

Advisor: Kevin Callaway, Nursing, 256-782-5436

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

### **College Democrats**

Promote the views and success of the Democratic Party through active interaction in the campus setting.

Advisor: Ron Mellen, Criminal Justice, 782-8243

E-mail: [rmellen@jsu.edu](mailto:rmellen@jsu.edu)

### **College Republicans**

Encourages participation in the Republican Party.

Advisor: Dr. William Lester, Political Science, 782-5692

E-mail: [wlester@jsu.edu](mailto:wlester@jsu.edu)

### **Collegiate Music Educators**

Promotes the professional and artistic development of music teachers through professional conferences, in-service meetings, and events; supports the JSU Department of Music.

Advisor: Renee Baptiste, Music 782-5873

E-mail: [baptiste@jsu.edu](mailto:baptiste@jsu.edu)

### **Dietetic and Culinary/Hospitality Student Association**

Promotes community and fundraising projects

Advisor: Tim Roberts, Family and Consumer Sciences, 256-782-5870

E-mail: [wroberts@jsu.edu](mailto:wroberts@jsu.edu)

### **E.A.R.T.H. Club**

To raise awareness of abuse inflicted upon our planet and to promote recycling.

Advisor: James Rayburn, Biology 782-5803

E-mail: [rayburn@jsu.edu](mailto:rayburn@jsu.edu)

### **Elite Gentlemen Organization**

Provide mentoring and leadership to young men.

Advisor: Earl Warren, Institutional Development, 782-5608

E-mail: [ewarren@jsu.edu](mailto:ewarren@jsu.edu)

### **Family and Consumer Sciences Club**

To unify the concentration within Family and Consumer Sciences into a student chapter of the American Association of Family and Consumer Sciences (AAFCS)

Advisor: Robbie Boggs, Family and Consumer Sciences, 256-782-5056

E-mail: [rboggs@jsu.edu](mailto:rboggs@jsu.edu)

### **Forever Young Modeling Troupe**

The organization strives to help the students on campus gain self-confidence, expression and acquire team leadership skills and effective communication skills. The organization also helps students become active on campus and the community by expressing themselves through fashion, while serving the community.

Advisor: Earl Warren, Institutional Development, 782-5608

E-mail: [ewarren@jsu.edu](mailto:ewarren@jsu.edu)

### **Freshman Forum**

Provides freshmen an opportunity to become more involved in SGA; must be an incoming freshman who has shown campus involvement in high school and is committed to pursuing that commitment in college

Advisor: Noelle Milliron, Student Life, 782-5493

E-mail: [nmilliron@jsu.edu](mailto:nmilliron@jsu.edu)

### **Gamers Guild**

The goal of the Gamers Guild is to offer a fun and friendly environment to all table top gamers.

Advisor: David Thornton, MCIS, 256-782-5359

E-mail: [thornton@jsu.edu](mailto:thornton@jsu.edu)

### **History Club**

To encourage further learning and understanding of our nations great history

Advisor: Dr. L. Cook, History, 256-782-8309

E-mail: [lcook@jsu.edu](mailto:lcook@jsu.edu)

### **Honor's Program**

The Honor's Program provides academically gifted students with an enriched educational experience in a diverse range of courses which foster independent, critical thinking and effective communication.

Advisor: Steven Whitton, English, 256-782-5414

E-mail: [swhitton@jsu.edu](mailto:swhitton@jsu.edu)

### **Interfraternity Council**

Association of nationally recognized fraternities which functions as the governing body and the Greek voice for JSU fraternities

Advisor: Marshonntri Reid, Student Life, 782-5491

E-mail: [mreid@jsu.edu](mailto:mreid@jsu.edu)

### **International Association of Emergency Management Student Chapter**

To promote emergency management

Advisor: Stacey Mann, Emergency Management, 256-782-5968

E-mail: [scmann@jsu.edu](mailto:scmann@jsu.edu)

### **International Student Organization (ISO)**

To foster a cultural understanding and sharing between the international students and increase international student ties with the local community

Advisor: Jeff Clark, International House, 782-5303

E-mail: [jclark@jsu.edu](mailto:jclark@jsu.edu)

### **JSU Ethics Club**

Through study, dialogue and action find solutions and means to accomplish a satisfactory course of action in ethically challenging situations.

Advisor: Scott Beckett, Learning Services, 256-782-5570

E-mail: [sbeckett@jsu.edu](mailto:sbeckett@jsu.edu)

### **JSU Judo Jujitsu**

To strive toward a harmonious development of the human character

Advisor: Larry Beard, Curriculum and Instruction, 782-5078

E-mail: [lbeard@jsu.edu](mailto:lbeard@jsu.edu)

### **JSU Model Arab League-Geography**

To learn more about the Arab world, to develop skills in parliamentary debate, and to participate in the Southeast Model Arab League sessions in the spring semester

Advisor: Thomas Baucom, Physical and Earth Science, 782-5811

E-mail: [tbaucom@jsu.edu](mailto:tbaucom@jsu.edu)

### **JSU Racquetball Club**

To promote the sport and the local racquetball community

Advisor: David Zeigler, JSU McClellan Center, 256-782-8364

E-mail [dzeigler@jsu.edu](mailto:dzeigler@jsu.edu)

### **JSU Rotaract Club**

To assist and aid in university and community relief efforts.

Advisor: Adrian Aveni, Sociology Department, 256-782-5334

E-mail: [aaveni@jsu.edu](mailto:aaveni@jsu.edu)

### **JSU Speech and Debate Society**

To sharpen the ability of students in speaking, researching, and writing in a debate format through intercollegiate competition.

Advisor: Tanya Sasser, English, 256-782-5411

### **JSU Students for Equality**

Promote and educate gay rights, issues as well as provide a safer environment for gay, lesbian, bisexual and transgender students.

Advisor: Tina Deshotels, Sociology, 782-5350

E-mail: [tdeshotels@jsu.edu](mailto:tdeshotels@jsu.edu)

### **Komplex Royalty Dance Crew**

This is a scholarship based dance organization comprised of versatile dancers.

Advisor: Robin Smyre, Mail Center, 782-5290

E-mail: [rgipson@jsu.edu](mailto:rgipson@jsu.edu)

### **Lambda Alpha Epsilon/ASO**

To prepare and promote criminal justice majors or minors for Regional and National competitions

Advisor: Randall Wood, Criminal Justice, 256-782-5340

E-mail: [rwood@jsu.edu](mailto:rwood@jsu.edu)

### **Learning Eagerly About Destination (L.E.A.D.)**

Promote striving for excellence in all areas of life

Advisor: Linda Shelton, Counseling Services, 782-5954

E-mail: [lshelton@jsu.edu](mailto:lshelton@jsu.edu)

### **Level Up**

To provide a general understanding and interest of electronic gaming of the past, present and future

Advisor: David Thornton, Computer Science, 256-782-5359

E-mail: [thornton@jsu.edu](mailto:thornton@jsu.edu)

### **National Association for the Advancement of Colored People-NAACP**

An outlet devoted to school involvement and community service.

Advisor: Debbie Taylor, Student Life, 782-5491

E-mail: [dbtaylor@jsu.edu](mailto:dbtaylor@jsu.edu)

### **National-Pan-Hellenic Council (NPHC)**

Association of nationally recognized, traditionally African-American sororities and fraternities which functions as the governing body and Greek voice for JSU's traditionally African-American sororities and fraternities

Advisor: Marshonntri Reid, Student Life, 782-5491

E-mail: [mreid@jsu.edu](mailto:mreid@jsu.edu)

### **PanHellenic Council**

Association of nationally recognized sororities which functions as the governing body and the Greek voice for JSU sororities

Advisor: Marshonntri Reid, Student Life, 782-5491

E-mail: [mreid@jsu.edu](mailto:mreid@jsu.edu)

### **Political Economy Club at Jacksonville State University**

To promote the study of political economy on the JSU campus

Advisor: Chris Westley, Finance Economics Accounting, 256-782-5392

E-mail: [cwestley@jsu.edu](mailto:cwestley@jsu.edu)

### **Political Science Model Arab League**

To introduce students to all aspects of life in the Arab World while debating critical issues in an official format

Advisor: Lori Owens, Political Science, 782-5106

E-mail: [lowens@jsu.edu](mailto:lowens@jsu.edu)

### **Pre-Law Society**

To create a comfortable atmosphere for students to learn the process of pursuing law school

Advisor: Lori Owens, Political Science, 782-5106

E-mail: [lowens@jsu.edu](mailto:lowens@jsu.edu)

### **Residence Hall Association**

Provide a voice and address the concerns of residents living in JSU residence halls and apartments

Advisor: Brooke Bell, University Housing, 782-5449

E-mail: [bbell@jsu.edu](mailto:bbell@jsu.edu)

### **Rugby Football Club**

To promote the growth of rugby on campus and in the community

Advisor: Donald Prudlo, History and Foreign Languages, 256-782-8244

E-mail: [dprudlo@jsu.edu](mailto:dprudlo@jsu.edu)

### **Sav-A-Life**

Sav-A-Life is a life affirming ministry that offers emotional and spiritual help to women affected by unplanned pregnancies. Our mission is to help these women choose life for their babies and eternal life for themselves.

Advisor: Kay Cogger, Teacher Service Center, 256-782-5574

E-mail: [kcogger@jsu.edu](mailto:kcogger@jsu.edu)

### **Spanish Club**

The goal is to reach the community with awareness of the language and culture.

Advisor: Eduardo Pacheco, History, 256-782-8245

E-mail: [epacheco@jsu.edu](mailto:epacheco@jsu.edu)

### **Student Government Association (SGA)**

Promote the welfare of the student community by providing an avenue for student expression, social activities and student services. All enrolled students are members.

Advisor: Debbie Taylor, Student Life, 782-5491

E-mail: [dbtaylor@jsu.edu](mailto:dbtaylor@jsu.edu)

### **Students for Common Sense**

To increase participation by the student body in student political activities

Advisor: Paul Hathaway, Political Science, 256-782-5652

E-mail: [phathaway@jsu.edu](mailto:phathaway@jsu.edu)

### **Students In Free Enterprise (S.I.F.E)**

To promote student involvement in the community

Advisor: Robert Landry, Finance, Economics and Accounting, 256-782-8419

E-mail: [rlandry@jsu.edu](mailto:rlandry@jsu.edu)

### **Students Today Alumni Tomorrow (STAT Club)**

JSU Alumni are ready to assist and prepare students for jobs after college.

Advisor: Allen Renfro, Alumni Relations, 256-782-8256

E-mail: [arenfro@jsu.edu](mailto:arenfro@jsu.edu)

### **Th' Promise**

To encourage, inspire, and provide a platform for minorities to enhance their craft as well as to bring positivity to their lives

Advisor: Susan McCain, Theatre, 256-782-5635

E-mail: [smccain@jsu.edu](mailto:smccain@jsu.edu)

### **The Outdoor Adventure Club**

The club would like to spark the interest of a diverse group of students through outdoor adventures

Advisor: Jimmy Griffin, HPER, 256-782-5519

E-mail: [jgriffin@jsu.edu](mailto:jgriffin@jsu.edu)

### **Women's Issues, Support and Empowerment**

To promote a more balanced world, where every woman feels valuable. We hope to use our experiences as tools of empowerment, inspiration, and change. Through activism, we believe, ideals become reality.

Advisor: Tina Deshotels, Sociology, 782-5350

E-mail: [tdeshotels@jsu.edu](mailto:tdeshotels@jsu.edu)

### **Writer's Club**

An artistic outlet that encourages writers to find their talent in a specific genre and to improve writing skills

Advisor: Douglas O'Keefe, English, 256-782-5549

E-mail: [dokeefe@jsu.edu](mailto:dokeefe@jsu.edu)

## **Athletic Support Groups**

### **Southerners and Marching Ballerinas**

Performs for half-time entertainment at JSU football games as well as various band competitions, festivals, and parades

Advisor: Ken Bodiford, Music, 782-5175

E-mail: [kbodiford@jsu.edu](mailto:kbodiford@jsu.edu)

Assistant: Clint Gillespie, Music, 782-5630

E-mail: [cgillesp@jsu.edu](mailto:cgillesp@jsu.edu)

### **Student Athletic Advisory Committee**

The mission of the Student-Athlete Advisory Committee at JSU is to provide a link of communication between JSU student-athletes and athletic department administration and to provide a support system for student athlete life.

Advisor: Misty Cassell, Athletic, 782-5970

E-mail: [mcassell@jsu.edu](mailto:mcassell@jsu.edu)

## Service Groups

### **Ambassadors**

Serves as host and hostess at official university functions. Must have completed 12 semester hours with 2.25 GPA and be enrolled full-time.

Advisor: Tracy Phillips, Admissions, 782-5260

E-mail: [info@jsu.edu](mailto:info@jsu.edu)

### **Circle K International**

Promote community service, leadership and fellowship among members of the JSU community.

Advisor: Kevin Callaway, Nursing, 256-782-5436

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

### **Gamma Sigma Sigma National Service Sorority**

To serve and the JSU campus and community with service projects

Advisor: Valeria Rimpsey, English, 256-782-8098

E-mail: [vrimpsey@jsu.edu](mailto:vrimpsey@jsu.edu)

### **GO! Leaders**

Assists new students during Orientation and throughout their first year at JSU

Requirements include: sophomore status, 2.25 overall GPA and selection through an interview process

Advisor: Terry Casey, Student Life, 782-5491

E-mail: [tcasey@jsu.edu](mailto:tcasey@jsu.edu)

### **Nu Alpha Nu Service Fraternity**

Our goal is to educate others that service, knowledge and experience can be an instrumental role and a key to success in life.

Advisor: Robin Smyre, Mail Center, 256-782-5290

E-mail: [rgipson@jsu.edu](mailto:rgipson@jsu.edu)

## Media

### **Chanticleer (JSU Newspaper)**

Informs and entertains JSU students, faculty/staff and administration about campus events and important regional and national news. Provides a public forum for the expression of different opinions

Advisor: Mike Stedham, Communication, 782-5713

E-mail: [mstedham@jsu.edu](mailto:mstedham@jsu.edu)

### **Mimosa (JSU Yearbook)**

Serves as a memory book, a history book, a reference book, and a recruiting tool for JSU students, faculty/staff, and administration

Advisor: Mike Stedham, Communication, 782-5713

E-mail: [mstedham@jsu.edu](mailto:mstedham@jsu.edu)

### **WLJS Radio Station (92J)**

Provides the University and surrounding communities with news and information, music, public affairs, sports programming, and information about campus activities; The 3000-watt FM radio station licensed to the Board of Trustees of Jacksonville State University



provides hands-on experience for students who are interested in making broadcasting a career and serves as a laboratory for radio production class.

Advisor: Mike Stedham, Communication, 782-5713

E-mail: [mstedham@jsu.edu](mailto:mstedham@jsu.edu)

## Honor Societies

### **Alpha Kappa Delta (Sociology)**

Recognizes outstanding students in the area of sociology; Open to junior and senior sociology major with 3.0+ GPA in sociology at JSU; completed four courses in sociology, and elected by faculty.

Advisor: David Loconto, Sociology, 782-5621

E-mail: [dloconto@jsu.edu](mailto:dloconto@jsu.edu)

### **Alpha Phi Sigma (Criminal Justice)**

To recognize and promote academic excellence among students engaged in collegiate preparation for professional service in the field of criminal justice.

Advisor: H. Dean Buttram, Criminal Justice, 256-782-8179

E-mail: [dbuttram@jsu.edu](mailto:dbuttram@jsu.edu)

### **Chi Sigma Iota (Counseling)**

Promotes scholarship, research, professionalism, and excellence in counseling

Advisor: Nancy Fox, Educational Resources, 256-782-8341

E-mail: [kfriery@jsu.edu](mailto:kfriery@jsu.edu)

### **Honors Program**

To provide academically gifted students with an enriched educational experience in a diverse range of courses

Advisor: Steven Whitton, English/Honors, 256-782-5640

E-mail: [swhitton@jsu.edu](mailto:swhitton@jsu.edu)

Advisor: Janet Whitmore, Honors, 256-782-5696

E-mail: [jwhitmore@jsu.edu](mailto:jwhitmore@jsu.edu)

### **Kappa Mu Epsilon (Mathematics)**

To promote the interest of mathematics among undergraduate students and to recognize students who have attained academic distinction in mathematics

Advisor: David Dempsey, MCIS, 256-782-5124

E-mail: [ddempsey@jsu.edu](mailto:ddempsey@jsu.edu)

## Religious Groups

### **Adventist Christian Fellowship**

To encourage members in personal service and evangelistic outreach for others as well as promote spiritual growth

Advisor: Nixon Nwebi, Physical and Earth Sciences, 256-782-5974

E-mail: [nwebi@jsu.edu](mailto:nwebi@jsu.edu)

### **Baptist Campus Ministries**

Promotes fellowship and service to the campus and in the community

Advisor: Gary Brittain, Campus Minister, 256-782-5736 or 256-435-7020

E-mail: [gbrittin@jsu.edu](mailto:gbrittin@jsu.edu)

### **Campus Outreach**

To promote an open campus wide fellowship

Advisor: Allison Ortiz, Admissions, 256-782-5665

E-mail: [aortiz@jsu.edu](mailto:aortiz@jsu.edu)

### **Catholic Student Organization**

To promote fellowship and faith growth

Advisor: Ronald Koss, History and Foreign Language, 256-782-5237

E-mail: [rkoss@jsu.edu](mailto:rkoss@jsu.edu)

### **Episcopal Campus Ministry**

To encourage spiritual growth in Christ and provide services to the campus and community

Advisor: Robert Carter, Biology, 782-5144

E-mail: [rcarter@jsu.edu](mailto:rcarter@jsu.edu)

### **Jacksonville Christian Student Center (JCSC)**

Striving to bring first century Christianity to twenty-first century students.

Advisor: Christopher S. Tyler

E-mail: [jsu8428m@jsu.edu](mailto:jsu8428m@jsu.edu)

### **Jesus Group**

To share the love of God

Advisor: Honey Holman, Nursing and Health Sciences, 256-782-5270

E-mail: [hholman@jsu.edu](mailto:hholman@jsu.edu)

### **LDS Student Association**

To provide spiritual and social support, through classes and activities to JSU students and young adults in the community who are members of the Church of Latter-Day Saints

Advisor: Bryce Lafferty, Art, 256-782-5736

E-mail: [blafferty@jsu.edu](mailto:blafferty@jsu.edu)

### **Sav-A-Life**

Sav-A-Life is a life affirming ministry that offers emotional and spiritual help to women affected by unplanned pregnancies. Our mission is to help these women choose life for their babies and eternal life for themselves.

Advisor: Kay Cogger, Teacher Service Center, 256-782-5574

E-mail: [kcogger@jsu.edu](mailto:kcogger@jsu.edu)

### **The Bridge Christian Center**

To provide spiritual inspiration and education

Advisor: Rochelle Smith, University Housing, 256-782-5128

E-mail: [rdsmith@jsu.edu](mailto:rdsmith@jsu.edu)

## **Professional and Departmental Clubs**

### **Alpha Kappa Psi**

To foster scientific research in the field of commerce, accounts and finance.

Advisor: Ben Hardy, Finance Economics Accounting, 782-5397

E-mail: [bhardy@jsu.edu](mailto:bhardy@jsu.edu)

### **Alpha Sigma Omega**

To improve criminal justice through educational activities

Advisor: Randal Wood, Criminal Justice, 256-782-5340

E-mail: [rwood@jsu.edu](mailto:rwood@jsu.edu)

### **American Chemical Society**

To advance the interest in chemistry through education and research

Advisor: Al Nichols, Physical and Earth Science, 782-8150

E-mail: [anichols@jsu.edu](mailto:anichols@jsu.edu)

### **Geography Club**

To further interest in and visibility of geography at JSU and in the surrounding region

Advisor: Jonathan Herbert, Geography, 256-782-5812

E-mail: [jherbert@jsu.edu](mailto:jherbert@jsu.edu)

### **Jacksonville State University Pre-Health Student Society**

To seek out students interested in pursuing careers in the health field

Advisor: Benji Blair, Biology, 256-782-5643

E-mail: [bblair@jsu.edu](mailto:bblair@jsu.edu)

### **Kappa Kappa Psi**

To provide service to the college and university bands

Advisor: Jeremy Stovall, Music, 256-782-5562

E-mail: [jsukpsi@jsu.edu](mailto:jsukpsi@jsu.edu)

### **Lambda Alpha Epsilon (L.A.E.)**

The goal of the organization is to represent JSU and the Criminal Justice department in regional and national competitions as well as help the community.

Advisor: Randal Wood, Criminal Justice, 256-782-5340

E-mail: [rwood@jsu.edu](mailto:rwood@jsu.edu)

### **Pre-Law Society**

To educate and inform students interested in pursuing a profession in law

Advisor: Lori Owens, Political Science, 256-782-5106

E-mail: [ljowens@jsu.edu](mailto:ljowens@jsu.edu)

### **Public Relations Organization**

To provide students with practical and professional experience in public relations and mass media

Advisor: Augustine Ihator, Communication, 256-782-8205

E-mail: [aihator@jsu.edu](mailto:aihator@jsu.edu)

### **Sigma Alpha Iota**

To enhance and uphold the highest standards of music for college women and alumnae who share an interest in music

Advisor: Allison McInnis, Music, 256-782-6112

E-mail: [amcinnis@jsu.edu](mailto:amcinnis@jsu.edu)

### **Sigma Tau Delta**

To promote language literature and literacy; to honor those who achieve excellence in these areas

Advisor: Gloria Horton, English, 256-782-5409

E-mail: [ghorton@jsu.edu](mailto:ghorton@jsu.edu)

**Social Work Club**

To promote a positive image of social work on campus and in the community

Advisor: Kim Womack, Social Work, 256-782-5857

E-mail: [kwomack@jsu.edu](mailto:kwomack@jsu.edu)

**Sociology Club**

To improve and promote a better understanding of the study of individuals and the world

Advisor: Erin Rider, Sociology and Social Work, 256-782-8477

E-mail: [erider@jsu.edu](mailto:erider@jsu.edu)

**Student Accounting Association**

To promote the profession of accounting and foster student involvement within the College of Commerce and Business Administration

Advisor: Jeff Zanzig, Finance, Economics, & Accounting, 256-782-5782

E-mail: [jzanzig@jsu.edu](mailto:jzanzig@jsu.edu)

**The Association of Technology, Management, and Applied Engineering**

The organization constructs and program robots for national competitions.

Advisor: Phillip Dean, Technology, 256-782-5839

E-mail: [pdean@jsu.edu](mailto:pdean@jsu.edu)

**Women in Computing**

Supporting, informing and providing network experiences for women interested in the computing sciences

Advisor: Linda Plotnick, MCIS, 256-782-5452

E-mail: [lplotnick@jsu.edu](mailto:lplotnick@jsu.edu)

## Sororities and Fraternities

### **Sororities**

Alpha Kappa Alpha  
Alpha Omicron Pi  
Alpha Xi Delta  
Delta Sigma Theta  
Delta Zeta  
Phi Mu  
Sigma Gamma Rho  
Zeta Phi Beta  
Zeta Tau Alpha

### **President**

Ashley Pauldin  
Jessica Cheatwood  
Lauren Gentry  
Janiece Erskine  
Brittany Gaskin  
Jennifer Roberts  
Sherita Fredricks  
Clarbiel Arguiar  
Katie Bowan

### **Faculty Advisor**

Vicki Trammell  
Rhonda Kilgo  
Elizabeth Nelson  
TBA  
TBA  
Brooke Bell  
Robin Smyre  
Michelle Page  
Andrea Porter

### **Fraternities**

Alpha Phi Alpha  
Delta Chi  
Iota Phi Theta  
Kappa Alpha Order  
Kappa Alpha Psi  
Kappa Sigma  
Omega Psi Phi  
Phi Beta Sigma  
Pi Kappa Phi  
Sigma Nu  
Sigma Phi Epsilon

### **President**

Calvin Nelms  
Kaleb Cargal  
Demarion Anderson  
Taylor McGinnis  
Desmond Wilder  
Jacob Camp  
Nicholas McConnell  
Corey Stokes  
Wesley Minton  
Greg Morgan  
Al Chamanzed

### **Faculty Advisor**

Ricky Gaither  
Terry Casey  
Valerie Rimpsey  
Bill Nash  
Kevin Hoult  
Ben Hardy  
James Powe  
David Ziegler  
Dean Buttram  
Paul Hathaway  
Benjamin Blair

## **Sorority & Fraternity Advisor**

Marshonntri Reid  
Assistant Director of Student Life – Greek Life  
700 Pelham Road North, TMB Room 402  
Jacksonville, AL 36265  
256-782-5491  
[mreid@jsu.edu](mailto:mreid@jsu.edu)

## Student Groups and Organizations Policies

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

### I. Alcohol and Drug Policy\*

- A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organization event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, country, city and institution of higher education, and must comply with either the BYOB or third party vendor.
- B. No alcoholic beverages may be purchased with/through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or a common source of such alcoholic beverages, e.g. kegs or cases, is prohibited.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of an organization, without specific invitation, where alcohol is present, shall be prohibited.
- D. No members, collectively or individually, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- E. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on university property, during an organization event or at any event that an observer would assist with the organization, is strictly forbidden.
- F. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- G. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- H. All rush activities associated with any organization must be a DRY rush function.
- I. No member shall permit, tolerate, encourage, or participate in drinking games.

### II. Social Activities Policy

- A. Student Organizations can plan social activities throughout the calendar year as long as they are in compliance with the University's Alcohol and Drug Policy. Organizations should observe the period beginning with Academic Preparation Day (7:30 a.m.) until the conclusion of the last final exam as "Exam Preparation Week." Organizations are prohibited from having any social activities during this time period.

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

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

- A. All on-campus social events must be non-alcoholic.
- B. Social events include any parties, mixers, or events that run into hours after 10 p.m.
- C. All organizations must either have an advisor present or have obtained security through the University Police Department for the duration of the event.
- D. Should security be requested by the University Police Department, guest lists must be utilized at the entrance door of all social events. The guest list must at least be a sign-in sheet for all attendees. Attendees must have identification to verify their full name.
- E. The guest list must be present when the event begins and must be available for submission to the University Police Department. The guest list is not required for submission to University Police Department prior to the social event.
- F. At least one member of the organization must supervise the entrance during the entire social event.
- G. At any time, the University Police Department has the authority to immediately close the social event.
- H. Security through the University Police Department must be requested at least 10 working days prior to the social event.

## **FIPG Risk Management Policy**

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any events an observer would associate with the fraternity, must be in compliance with any all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guest be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, legs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any events that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/ new member or novice shall permit, tolerate, encourage or participate in “drinking.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots of equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” big brother-little brother” events or activities, / “big sister-little sister’ events or activities, “family” events or activities and initiation.

## **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment,



harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

### **SEXUAL ABUSE AND HARASSMENT**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or off-site locations which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

### **FIRE, HEALTH AND SAFETY**

1. All chapter houses should meet all local fire and health code standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosives or incendiary devices of any kind within the confines and premises of the chapter house are prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

### **EDUCATION**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and copy of the policy shall be available on the fraternity website.

\*Adopted from Fraternal Information and Programming Group

## **Student Rights and Responsibilities**

- I. **Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.**
  - A. It is assumed that the student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and personal abuse.
  - B. The student as a citizen has a right to be considered equally for admission to, employment by, and promotion within the campus in accord with the provisions against discrimination in the general law.
  - C. It is held that Jacksonville State University is no sanctuary from the general law and, furthermore, that the campus is a community of growth and fulfillment for all, rather than a setting described in the concept of in loco parentis.
  
- II. **All students have responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:**
  - A. Each student has the freedom, dependent upon level of competence, to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.
  - B. Each student has the right to pursue normal curricular and extracurricular activities, including freedom of movement.
  - C. Students have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in university records.
  - D. Students have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.
  - E. Students have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.
  - F. Students who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
  
- III. **The University has rights and responsibilities which include but are not limited to the following:**
  - A. The University has a right and an obligation to present and debate public issues.

- B. The University has a right to prohibit individuals and groups who are not members of the University community from using its name, its finances, and its physical operating facilities for commercial or political activities.
- C. The University has the right to prohibit students from using its name, its finances, and its physical and operating facilities for commercial activities.

**IV. All students have the right to fair and equitable procedures which shall determine the alidity of charges that they have violated University regulations.**

## **University Policies**

Jacksonville State University is primarily a community of individuals who have come together for the purpose of education. As with any community, the University must establish guidelines for academic honesty and behavior which will produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity.

The following pages contain a listing of a number of areas which have required definitive regulation in the past. In cases which are not specifically covered here, students will be expected nonetheless to govern their behavior so as to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the University community.

### **I. JURISDICTION OF THE UNIVERSITY**

Jurisdiction of the University is generally considered to include student conduct which occurs on University property and/or student conduct which has an adverse effect on the University, the members of the University community, or the fulfillment of the University's mission.

- A. Violation of Federal, State, or Local Law
  - 1. If a student is charged with an on-or off-campus violation of federal, state, or local law, or is charged with and is subsequently found guilty or has pleaded "no contest" to a violation of Federal, State, or Local Law, disciplinary action may be taken against the student for misconduct that demonstrates disregard for the University, members of the University community, or the mission of the University.
  - 2. If a student is involved in misconduct which is a violation of the Code of Conduct, as well as a violation of federal, state, and local law, University disciplinary proceedings may proceed without regard or consideration to the pendency of civil litigation in any court or criminal arrest and prosecution. Proceedings resulting from violations of the Code of Conduct may be instituted prior to, simultaneously with, or following civil or criminal proceedings off campus. The University will not request or agree to special consideration for a University student in civil or criminal proceedings off campus.

3. The University may, however, inform off campus law enforcement authorities of the policies of the Code of Conduct and how the offense in question may be handled by the University. The University will cooperate fully with the off campus law enforcement authorities, as well as other related agencies in the enforcement of criminal law on campus and in the conditions imposed by civil and criminal courts on student violations.

## II. ACADEMIC HONESTY

In a University community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. This policy is applicable for campus and distance learning activities. Violations include BUT ARE NOT LIMITED TO, the following:

- A. The use of unauthorized materials or the receipt of unauthorized assistance during an examination or in the completion of any other assignment, exercise, experiment, or project for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
- B. Copying or utilizing information from a paper of another student during an examination.
- C. Rendering unauthorized assistance to another student by knowingly permitting him or her to copy an examination, project, paper, assignment, exhibit, exercise, or other material to be submitted for academic credit.
- D. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.
- E. Selling or giving to another student unauthorized copies of tests or examinations or research assignments.
- F. The use of a commercially prepared term paper or research project or the submission of a paper, project, or experiment completed by someone other than the student submitting any of the above for academic credit.
- G. Falsifying class attendance.
- H. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- I. Taking an examination in the place of another student.
- J. Making unauthorized change in any reported grade or on an official academic report form.
- K. Unauthorized collaboration between two students on an examination, paper, or project.
- L. Plagiarism, which is the deliberate act of copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of their true source.
- M. Making use of computing facilities in an academically dishonest manner.

*Note: Students may be found in violation of the Academic Honesty Policy through the academic grading procedure as long as notice and hearing are granted and appeal is available and/or through the University Judicial System (See Judicial Procedures, Section III, 1-4)*

### III. CODE OF CONDUCT

#### A. Alcohol Policy

Possession or consumption of alcoholic beverages on the campus of Jacksonville State University is expected to conform to the laws of the State of Alabama and City of Jacksonville. In summary, these laws prohibit the following:

1. Possession, use, or purchase of liquor, beer, or wine by persons under 21 years of age. (Code of Alabama, 28-3-266)
2. Consumption of alcoholic beverages in unlicensed public places. (City of Jacksonville Ordinance #178-Drinking in Public)
3. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28-3-60:10)
4. Public drunkenness. (Code of Alabama, 28-3-260:3)
5. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
6. Sale of alcoholic beverages on Sunday. (Code of Alabama, 28-3-261)
7. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

**Enforcement:** These laws are enforceable by University Police as well as local and state law enforcement authorities. In addition to the above, Jacksonville State University residence hall rules and regulations specifically prohibit the following:

1. Consumption of liquor, beer, or wine in the hallways, reception rooms, and lounges.
2. Loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits that otherwise interferes with the rights of residents to study, sleep, and have privacy within their rooms.
3. Violations of JSU alcohol policy by students under 21 years of age will be subject to parental notification and disciplinary sanctions.

**University Sanctions:** Alcohol abuse violations of the Student Code-of-Conduct at Jacksonville State University will be handled as follows:

1. First-time violators:
  - a. Administrative hearing with appropriate penalty, or
  - b. Counseling and evaluation
2. Repeat violators:
  - a. Administrative hearing with the possibility of suspension or expulsion
  - b. If under age of 21, parental notification of violation

#### B. Disruptive or Deleterious Behavior

Students who demonstrate a documented pattern of frequent disruptive or deleterious (self-harming) behavior will be subject to intervention and, possibly, disciplinary action. Intervention may include referrals to health professionals on or off campus, notification of family, or other responses deemed appropriate to the circumstances. Disciplinary action may include probationary periods, suspension, or expulsion.

**C. Drugs**

1. No student shall possess or distribute an illegal drug as defined by state law. Such possession or distribution is prohibited in any building or on any property owned or operated by the University. Possession is defined to include any area or property for which the student is responsible.
2. University policy conforms to state law with regard to drug paraphernalia.

**D. Dangerous Practices**

No student shall engage in any activity which shall endanger the life or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to, the following activities:

1. The use or possession of fireworks, firecrackers, gunpowder, or any dangerous chemicals or explosive materials.
2. Inappropriate or dangerous use of fires, open flames, candles, matches, or other flammable materials in all residence halls, apartments, or in any other building owned or operated by the University.
3. Blocking or in any way preventing the use of or access to fire exit doors, residence hall room doors, and building hallways.
4. Improper use of electrical appliances or wiring which creates a fire hazard. (Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.)

**E. Destruction or Attempted Destruction of Property**

1. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the university community, or a campus visitor.
2. Damage which is caused accidentally should be promptly reported to a residence hall staff member or an appropriate university official. Failure to report accidental damage will be considered a violation of this regulation.

**F. Disorderly Conduct**

No student shall participate, cause, or excite any disturbance, excessive noise, or contention in or near any building or other property owned or operated by the University.

**G. Falsification of Official Information**

1. No student shall alter or have in his or her possession an altered University identification card, nor alter or enter false information on an official university document.
2. No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

**H. Hazing**

No form of hazing is permitted by any student or student organization. Hazing is defined as verbal, mental, or physical abuse against an individual, with or without consent.

**I. Interference with the Judicial Process**

No student shall engage in any activity which disrupts, unfairly influences, or obstructs the judicial process of Jacksonville State University. This includes, but is not limited to, the following activities:

1. Attempting to influence, intimidate, or threaten any witness, judicial member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate or illegal distribution, announcement, or publication of confidential judicial information, letters, or decision(s).
3. Giving false information to a judicial body.

**J. Non-Compliance with an Official Request**

1. No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official duties. Students must carry a JSU ID card at all times and a request for proper identification from a student is a reasonable expectation.
2. No student shall fail to answer or respond promptly to lawful requests from members of the faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official university duties.
3. No student shall intentionally provide false information verbally or in writing, to faculty, administrative staff, residence hall staff, police officers, or other employees acting in the performance of their official duties.

**K. Obscene Conduct**

No student shall engage in lewd, indecent, or obscene conduct or expression on university property or in university owned or operated buildings.

**L. Personal Abuse**

No student shall threaten, abuse, or degrade anyone on university owned or operated property. Forms of sexual harassment are a violation of this policy.

**M. Projectiles**

No student shall throw or cause to be projected any object or substance which has potential for damaging or defacing university or private property or causing personal injury or disruption.

**N. Right of Expression**

Jacksonville State University seeks to preserve the student's privilege to take an active role in exercising their rights of expression, conscience, affiliation, and peaceful assembly. At the same time, the University also recognizes its responsibility to protect the rights and freedom of those who wish to pursue their educational interest without interference. The following procedures have therefore been established to safeguard the orderly functioning of all rights while also providing for the safety and protection of members of the university community.

1. All demonstrations or peaceful assemblies must be registered with the Director of Student Life or appointee at least 48 hours in advance. Standard space reservation procedures must be followed for the use of any university space. Demonstrations or peaceful assemblies are generally defined as any public

manifestation of welcome, approval, disapproval, protest, or conscience by a student or groups of students. (Assemblies commonly associated with social or athletic events are not usually within the purview of this definition.)

2. At the time of the registration, the student or groups of students will be advised by the Director of Student Life or designee of any guidelines that will be required for the demonstration or peaceful assembly. Guidelines may include the time, place, and duration of the demonstration or assembly and the maximum number of people who may participate. The decisions of the Director of Student Life regarding any demonstration or assembly guidelines may be appealed within 24 hours to the Associate Vice President for Enrollment Management and Student Affairs.
3. The following restrictions apply to all demonstrations or peaceful assemblies:
  - a. Blocking or impeding vehicular or pedestrian traffic is prohibited.
  - b. Blocking access to or from campus buildings or offices is prohibited.
  - c. No activity that promotes violence against person or property is permitted.
  - d. Observers may not interfere with participants of the demonstration or assembly in any way.
  - e. Activities of participants or observers that disrupt or disturb classes, meetings, or any other normal functions of the University are prohibited.
  - f. All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of university officials or campus police. Any student who violates any part(s) of this policy will be subject to judicial action. Depending on the individual circumstances, criminal charges may also be filed. A recognized organization that violates any part(s) of this policy may have penalties imposed upon it by the Director of Student Life.

**O. Sexual Misconduct**

No student shall make sexually oriented touches, advancements, or physical contact without the full consent of the other party, or shall a student engage in lewd or lascivious behavior on university property or in university owned or operated buildings.

**P. Invasion of Privacy**

No student shall use electronic imaging devices to photograph individuals or groups in university coliseum or gymnasium dressing rooms, locker rooms or showers without the written and signed permission of the individual(s) being photographed.

**Q. Stalking**

Stalking is defined as repeatedly contacting, following or remaining in the physical presence of another person when that contact is unwanted. This contact includes but is not limited to: telephoning, transmitting letters or notes, or contacting through electronic media. These acts may be either passive or active. Any behavior that hampers the ability of a student to learn and/or instructor to teach shall be deemed to be disruptive. In an extreme form, this behavior may even threaten physical safety.



**R. Property Theft**

1. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item of value not belonging to him or her.
2. No student will illegally use or appropriate any property not belonging to him or her.

**S. Identity Theft**

No student shall use credit cards, phone cards, identification cards, personal identification numbers or other documentation belonging to another individual for fraudulent transactions.

**T. Trespass**

1. Any individual refusing to leave an area as directed by an authorized administrator, faculty, or staff member is guilty of trespass.
2. Any unauthorized individual entering a university operated building or room which has been closed, locked, and/or posted shall be guilty of trespass.

**U. Unauthorized Entry**

No student shall enter or remain in an automobile, private room, office, or restricted area under control of another student, guest of a student, faculty member, or university official except by permission or invitation of the resident student, guest, or the appropriate university official or faculty member.

**V. Violence to Persons**

No student shall engage in any form of violence directed toward another person or group of people. Responding to violence with violence is a violation of this policy.

**W. Weapons**

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. Rifles, shotguns, and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the University Police Department.

**IV. UNIVERSITY DRUG FREE WORKPLACE POLICY**

Jacksonville State University hereby affirms its policy of providing a drug-free work place for its employees. In furtherance of this policy, the following guidelines and sanctions have been adopted.

**A. Drug Use Policy**

Federal law prohibits the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance in the work place. (The work place is defined as Jacksonville State University property, vehicles, or participation in a JSU sponsored activity away from campus.) It is the policy of JSU to comply totally with this law and in compliance will:

1. Provide each student and employee a copy of this policy.
2. Require any student convicted of any criminal drug statute violation which has occurred in the work place to notify the University Judicial Coordinator within five days of the conviction.
3. Require any faculty or staff member convicted of any criminal drug statute violation which has occurred in the work place to notify the Director of Human Resources within five days of the conviction.

**B. Legal Sanctions**

Legal sanctions for possession, use or distribution of illicit drugs and alcohol may include imprisonment for periods ranging from less than one year (for first offense) up to life imprisonment without parole (for multiple convictions) and fines ranging up to \$500,000.

**C. Health Risks**

Marijuana:

1. Use of marijuana reduces short term memory, motivation, concentration and attention span.
2. Infertility may be caused by the use of marijuana in both males and females.
3. Lung damage may result from use of marijuana.

Cocaine:

1. Use of cocaine may lead to addiction.
2. Use of cocaine may cause permanent damage to the lungs, liver, and nose.
3. Chest pain, heart attack, heart failure, stroke, and seizures may result from the use of cocaine.

Alcohol:

1. Uses of alcohol may lead to addiction.
2. Damage to the liver, brain, heart, and other organs may result from long-term drinking.
3. Harm may occur to babies whose mothers use/abuse alcohol during pregnancy (Fetal Alcohol Syndrome).
4. Abuse of alcohol can lead to overdose and death.
5. Mixing alcohol with other drugs (legal and illicit) may intensify the effects of either, making overdose more likely.
6. Use of drugs and/or alcohol causes impairment of judgment and motor skills which greatly increases the risks of injury or death due to accidents.

**D. Substance Abuse Awareness, Counseling, and Treatment**

Counseling Services offers individual and group counseling and therapy to students, faculty, and staff at Jacksonville State University. These services are without charge. These services include intervention, short-term and long-term supportive therapies. Referrals may also be made to the Calhoun-Cleburne Mental Health Center or another treatment facility. JSU Counselors and Peer Educators are available to conduct educational programming on substance abuse related topics.

**E. Institutional Sanctions**

1. Students who violate this policy will be subject to disciplinary action up to and including dismissal from the University.
2. Employees who violate this policy will be subject to disciplinary action up to and including discharge. If you are charged by your immediate supervisor with an offense which may result in discharge, your case will be referred to the next level of supervision and your immediate discharge may be recommended and/or affected immediately. If discharged, you will not be entitled to accrued annual leave, and this action will become a part of your employment record.

**V. OTHER REGULATIONS**

**A. Bicycles**

1. No bicycle may be kept anywhere inside residential, academic, or administrative buildings.
2. Bicycles may not be ridden in residential, academic, or administrative buildings. Bicycles improperly placed in any university building will be confiscated by the University.

**B. Camping or Shelter Construction**

Constructing shelters, camping, or sleeping out on university owned properties is prohibited at all times.

**C. Campus Election**

No one shall in any way tamper with or illegally influence voting or vote counting procedures or regulations as set forth by the Student Government Association for any campus election.

**D. Computer Misuse**

Any misuse of university or personal computers is expressly prohibited. Examples of misuse include but are not limited to the following:

1. Computer fraud, trespass, theft, embezzlement, or invasion of privacy.
2. Tampering with files or information that belongs to someone else.
3. Using the computer to examine, modify, or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
4. Attempting to degrade computer hardware or software performance or to circumvent its security.
5. Depriving or attempting to deprive other users of resources or access to a computer.
6. The viewing, collection, or storage of pornographic materials is strictly prohibited.
7. Engaging in software piracy which includes unauthorized downloading of proprietary material including movies, music or other software files.

**E. Failure to Comply with a Disciplinary Decision**

No student shall fail to comply with any disciplinary decision or condition(s) imposed by the University.

**F. False Alarms and Fire Drills**

1. No student shall initiate or pull a false alarm or report or declare a false bomb or fire threat.
2. No student shall knowingly disregard a fire alarm, bomb threat, or refuse to evacuate a building or a section of a building where a fire alarm is sounding or an order to evacuate has been given.
3. No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

**G. Fire Suppression/Detection Equipment**

1. No student shall, without authorization, operate, tamper with, or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.
2. No student shall tamper with or otherwise misuse any fire detection, early warning devices, emergency lighting, or evacuation systems.

**H. Littering**

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. No receptacle used for trash shall be overturned.

**I. Loitering**

Due to concerns of safety, security, and a student's right to privacy in all residence halls, the following rules have been established:

1. No loitering will be allowed in and around any residence halls.
2. Loitering shall be defined as:
  - a. Any individual or group of individuals congregating in or around a residence hall without a reason or a cause relating to that specific hall.
  - b. Any individual or group of individuals in or around a residence hall causing an annoyance or inconvenience to residents and their guests.
3. Residence hall shall include all areas within the building proper as well as all exterior areas of the residence hall including patios, porches, stairwells, sidewalks, lawns, and parking areas.
4. Guests of residents may be in or around residence halls in accordance with established guidelines including:
  - a. All guests will be escorted at all times by their host.
  - b. No resident may host more than three (3) guests at any time.
3. Residence hall staff will, upon receiving a complaint about loitering, ask the individual or group of individuals to vacate the premises. Failure to comply with this request could result in disciplinary or legal action being taken.

**J. Pets**

Students shall not bring any pet with the exception of service animals for the disabled, belonging to them or under their control into any university owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Students with service animals should register with Disability Support Services in 139 Daugette Hall. Owners must keep pets on a leash at all times. All actions of any pets will be the responsibility of the owner. Violations of this policy will be handled as follows:

1. In or near classrooms, academic buildings, administrative buildings, or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses,

- or the owner cannot be found, University Police will be called and appropriate action taken.
2. Students found with a pet in university housing will be given notice that they must remove the pet. Students failing to remove their pet after notification may have their housing contract terminated.

**K. Soliciting, Selling, Surveying, and Publicizing**

1. Students or organizations engaging in advertising or selling goods, services, or tickets; soliciting for any purpose whatsoever on university property or in university operated buildings; or surveying students must first obtain permission from the Director of Student Life. Surveys that are a part of an academic requirement must be approved by the instructor, department head, and academic dean before approval will be given by the Director of Student Life.
2. All students or student organizations planning to conduct programs on or off the University campus requiring a contractual agreement with non-university agencies, must obtain permission of the Director of Student Life.
3. Non-students and non-university related organizations may sell or solicit on campus with permission of the Director of Student Life. If approved by the Director of University Housing, programs or demonstrations of legitimate products may be presented in residence halls only under the following conditions:
  - a. The hall council agrees to sponsor the program. Approval by a recorded majority vote of the hall council shall constitute legitimate sponsorship.
  - b. Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion, except that it may not include solicitation or orders, signing of contracts, or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.
  - c. Solicitors may leave calling cards, catalogs, or order blanks with students but may not transact business or seek promises for future transactions.
  - d. A member of the residence hall staff must agree to be present to observe the program.
  - e. No resident of the hall, hall council member, or member of the hall staff may profit from presentation by virtue of his or her role in securing sponsorship for the solicitor. Free gifts, commissions, or any other forms of remuneration are not allowed.
  - f. Door prizes, discounts, or any other forms of free gifts used to promote attendance or encourage interest must be available to all on an equal basis.
  - g. No door-to-door solicitation is permitted.
  - h. All programs falling under the definition of this policy must be registered in advance with the Office of University Housing and Residence Life.
4. Posters, banners, or any other printed material may only be displayed on bulletin boards inside authorized university operated buildings or on authorized university property. (The exterior of academic buildings and trash receptacles are specifically unauthorized display areas.)

**L. Sound Amplification Equipment**

Various outdoor student activity programs require the use of sound amplification equipment. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound equipment on campus must be obtained from the Director of

Student Life. Sound amplification must comply with the noise ordinance of the City of Jacksonville.

**M. Unauthorized Use of University Property or Documents**

No student shall use, possess, or sell any parking decal, ID card, keys, or official university documents issued by the University to another individual.

Specifically this prohibits the following:

1. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.
2. Use, possession, or sale of a university identification card to obtain entry or services to which the individual is not entitled.
3. Use, possession, or sale of any university keys not specifically issued to the student.
4. Use of official university documents or identifying information by a student not authorized to do so.
5. Duplication of any key(s) issued by the University.

**N. Inclement Weather Policy**

Jacksonville State University is primarily a self contained campus with a large number of residential students requiring a variety of support services, regardless of the weather. Therefore, the University does not completely close because of severe weather conditions. Decisions to close all nonessential university operations, to include classes, will be made by the President, or a designee. In the interest of safety and in recognition of the difficult driving conditions that occur in certain areas, the University permits a liberal makeup policy for commuter students who cannot attend classes during times of extreme weather conditions.

**O. Parking**

All motor vehicles to be parked on campus by members of the University community (faculty, staff and students) must be registered with the University Police within 24 hours after classes begin for a semester or on the first work day after bringing a motor vehicle to campus.

**VI. POLICIES OF NON-DISCRIMINATION**

**A. Notification of Non-Discrimination Pursuant to Title VI**

Jacksonville State University has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of age, religion, race, color, sex, handicap, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, this institution is committed not to discriminate against any person on the grounds of race, color, sex, handicap, veteran status, or national origin in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, material, equipment, facility, or other property. Any person who believes himself/herself or any specific class of individuals, to be subjected to discrimination prohibited by Title

VI or the Act and Regulation issued thereunder may, by himself/herself or a representative, file with the United States Commissioner of Education or with this institution, or both, a written complaint.

**B. Notification of Non-Discrimination on the Basis of Disability**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Jacksonville State University does not discriminate on the basis of handicap. This requirement, not to discriminate in educational programs and activities, extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504, the ADA, and the implementing regulations may be referred to the Section 504 and ADA coordinator, Director of Disability Support Services.

**C. Notification of Non-Discrimination on the Basis of Sex**

Jacksonville State University does not discriminate on the basis of sex in the educational programs or activities which it operates. Jacksonville State University is required by Title IX of the Education Amendments (PL92-318) of 1972 and Department of Education regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving Federal Financial Assistance, not to discriminate in such a manner. This requirement not to discriminate in educational programs and activities extends to employment by the University and to admission thereto. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the Title IX coordinator, Associate Vice President for Enrollment Management and Student Affairs, Jacksonville State University, 102 Bibb Graves Hall, or Director, United States Office for Civil Rights.

*Grievance Procedures:*

A student who wishes to initiate a grievance or complaint involving sex discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he or she may go to the department head, then the dean of the college, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the university Judicial Coordinator 215 Stephenson Gym. After exhausting the informal remedies, the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from the Associate Vice President for Enrollment Management and Student Affairs.

**D. Sexual Harassment**

It is the established policy of Jacksonville State University to provide a work and study environment for faculty, staff, and students free from all forms of sexual harassment, intimidation, and exploitation. The policy against sexual harassment shall be applied in a manner that recognizes principles of academic freedom and freedom of expression. The faculty member is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching controversial material that has no relation to his/her subject. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other written communications, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a condition of employment or admission of an applicant.
2. Submission to or rejection of the conduct is made the basis for a personnel action or grade.
3. The conduct seriously affects an employee's or student's performance or creates an intimidating, hostile, or abusive work or study environment.

A student may bring a complaint alleging sexual harassment to the University Affirmative Action Officer for informal discussion and advice. The Affirmative Action Officer will provide assistance in resolving the complaint according to policies and procedures governing JSU faculty and staff. As an alternative, the student may deal with instances of sexual harassment in any of the following ways:

1. If you have been harassed by a staff or faculty member or by a student employee, you should do one or more of the following:
  - a. Discuss the matter with the faculty or staff member involved explaining why a particular comment or action was abusive.
  - b. Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.
2. If you believe that you have been harassed by a student, you should discuss the matter with the accused explaining why a particular comment or action was abusive.
3. If a student employee believes that he or she has been a victim of sexual harassment, he or she should do one or more of the following:
  - a. Discuss the matter with the accused explaining why a particular comment or action was abusive.
  - b. Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.
  - c. Bring a charge of personal abuse to the University Judicial Coordinator.

Regardless of which of these ways a student chooses to initiate a complaint, the student will be advised of proper university procedures that can be pursued. Complaints against faculty and staff must be pursued in a manner consistent with the University Manual of Policies and Procedures. If requested, complaints will be held in confidence and counseling will be provided. No investigation or action against the accused person will be taken on behalf of the person bringing the complaint unless the complainant consents to be identified, if necessary, to the individual accused in connection with the investigation. A student also has the option of filing a formal charge of sexual harassment with the United States Office of Civil Rights. The address and telephone number is available from the Affirmative Action Officer, 102 Bibb Graves Hall. Note: The University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the University to make a reasonable attempt to inform the student body of any change in, or addition to, the current policies and regulations.

#### **E. Sexual Orientation Non-Discrimination**

Jacksonville State University does not discriminate on the basis of sexual orientation and/or gender status in administering its educational policies, programs and/or activities. JSU is committed to inclusion and does not tolerate discrimination, especially physical and/or verbal abuse that interferes with a student's education. A



student who wishes to initiate a grievance or complaint involving sexual orientation and/or gender status discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member, he or she may go to the department head, the dean of the college, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the University Judicial Coordinator, 215 Stephenson Gym.

#### **F. Sexual Orientation Harassment**

Students who believe they are subjected to harassment due to their sexual orientation and/or gender status should follow the grievance process as outlined in Section VI. D.

#### **G. Records**

Jacksonville State University maintains educational records as defined by the Family Educational Rights and Privacy Act and the Campus Security Act. Procedures for granting access to or challenging the contents of, an educational record are outlined in the Jacksonville State University Catalogue, published annually. The release of personally identifiable educational records is also defined by these acts and is subject to requirements outlined in the Jacksonville State University Catalogue.

# The University Judicial System

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Jacksonville State University has both a right and an obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the University community. In conjunction with its rights to set up reasonable standards, the University also assumes a right and accepts the responsibility to establish a system of judicial and disciplinary procedures for use when university policies are violated. In turn, the University recognizes the need to ensure that students have the right to fair and equitable procedures in the event they are charged with a violation of university policies.

The authority which the University exercises in charging and disciplining students for violations of its regulations differs from the power exercised by civil authorities in prosecuting cases of general law. Whereas criminal courts most often seek to punish or deter unlawful behavior, it is generally accepted that judicial proceedings at educational institutions are intended to impress upon individuals their responsibilities or, in the most severe cases, to remove by suspension or expulsion those who should not remain in the academic community. The federal courts have referred to discipline in academic settings as part of the teaching/learning process.

In adopting the University Judicial System, a system which depends largely on the participation of students and faculty, Jacksonville State University recognizes that errors in procedures and rulings may occur. Therefore, when appeals of student administrative or judicial disciplinary decisions are made on a basis of technical, procedural, or interpretive errors, they will be acted upon within the bounds of two principles: first, that the disciplinary format adopted by the University is administrative and not judicial in spirit and that considerable latitude must be permitted in order to avoid excessive legalism and; second, that only errors that may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. In short, it is not intended that mere technicalities should avert a decision which is substantially valid. Additionally, the right to request consideration of an appeal will extend to accused students only, not to their accusers.

## I. STUDENT RIGHTS

An accused student has the following rights:

- A. The right to request a fair and impartial hearing before a duly constituted judicial body or administrative judicial officer. This hearing may be conducted on campus or by electronic means.
- B. The right to a presumption of innocence until proven guilty or in violation of a university disciplinary charge.
- C. The right to be notified of the charges against him/her, the specific rule or policy violated, and the time, date and place of the scheduled judicial hearing at least 72 hours prior to the hearing. If the student has not furnished the University with a current address the University has only to make a reasonable attempt to notify him/her at the last address provided to the University.
- D. A student may be represented at any hearing conducted by the University by an attorney or advisor at the cost of the student if the University Judicial

- Coordinator is notified in writing within 48 hours of the hearing. An attorney may be present for the purpose of observing the proceedings and advising the student. An attorney representing a student shall not be permitted to question witnesses but may be permitted to make a brief opening statement prior to the judicial proceeding and may present concluding remarks following the presentation of all the evidence.
- E. The student may be allowed to make a record of the proceedings at the student's cost.
  - F. The right to confront his/her accuser and question all witnesses testifying against the student.
  - G. The right to present witnesses to provide relevant testimony in his/her defense. The judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
  - H. The right to be present during the entire hearing, physically on campus or by electronic means (except for closed judicial deliberation) and hear all evidence used in the proceeding. The student's failure to participate in the hearing shall not be construed as an admission of guilt.
  - I. The student has the right to remain silent and such silence shall not be accepted as an admission of guilt.
  - J. The right to be notified in writing of the decision or recommendation of the judicial body or University Judicial Coordinator within 10 days of the date of the hearing.
  - K. The right to request consideration of an appeal under procedures outlined in Section II B.

## **II. UNIVERSITY JUDICIAL STRUCTURE**

### **A. Administrative Disciplinary Hearing**

Any student charged with a violation shall have an administrative disciplinary hearing conducted by the University Judicial Coordinator on campus or by electronic means in accordance with the following:

1. The student must be informed in writing by the University of the charge against him/her.
2. The University, after hearing the relevant facts, informs the student in writing of the penalty assigned.

### **B. Appeal Process**

The student may request consideration of an appeal to the Student Government Association Judicial Court if a written request for appeal is submitted by the student within 72 hours of receiving written notification of a disciplinary decision. The written request for appeal must be submitted to the Associate Vice President for Enrollment Management and Student Affairs and must include supportive documentation, and must specifically assign as grounds for appeal, or address one or more of the following:

1. Inappropriate assignment of penalty.
2. Procedural errors that may reasonably have prejudiced, in a significant way, the interests of an accused student.
3. Substantial new evidence to be presented to the Judicial Court. The Associate Vice President for Enrollment Management and Student Affairs

has the right, within 48 hours of filing, to accept or reject all appeals that do not conform to this process.

### **C. Student Government Association Judicial Court**

The University Judicial Coordinator serves as the Student Government Association Judicial Court chairperson (non-voting) and has the following duties:

1. To handle all major correspondence and administrative matters related to the University Judicial System.
2. To assist in the training of all judicial court members.
3. To ensure that all student rights and due process are observed in University judicial proceedings.
  - a. The role of the Student Government Association Judicial Court is to act as an appeal body for cases in which a student is charged with a violation and a request for an appeal of the decision rendered in the Administrative Disciplinary Hearing has met the requirements for appeal and appeal has been granted.
  - b. The court shall have a total of 20 members. Eight of the members shall be faculty members, selected by the President, none of whom shall hold an administrative position higher than head of a department. The other 12 members shall be students who are selected by the Student Government Association. From this pool of 20, three students and two faculty (a total of five) members will be chosen to comprise any session of the Court. One of the 12 shall be the Chief Justice who coordinates the student members.
  - c. Appointment to the Court shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity while maintaining a system of orderly rotation.
  - d. If any member of the Court feels that he/she has such previous contact with the case or the students involved that a fair judgment cannot be rendered, the member must request that he/she not serve for that hearing. The accused student may request that any member of the Court be excused whenever the student can show a bias on the part of the member. The University Judicial Coordinator shall serve as chairperson of the court and will decide on such challenges and, if appropriate, ask the member to excuse himself or herself.

### **D. Final Review by the President of the University**

Cases involving a recommendation of suspension or expulsion from the University will automatically be reviewed by the President who shall be empowered to suspend or expel a student.

## **III. JUDICIAL PROCEDURES**

### **A. Charges**

1. Any person believing that a student has violated a university policy or regulation may bring a written charge giving relevant details of the alleged violation to the University Judicial Coordinator.
2. The University Judicial Coordinator will conduct an investigation of all charges to determine the following:
  - a. The validity of the charge.

- b. Whether there are grounds for a charge and the initiation of judicial proceedings.
  - c. Whether the charge should be referred to other university officials or administrative committees.
3. If the investigation reveals sufficient cause to believe that a violation has taken place, the student will be contacted by mail, informed of the charge, and scheduled for an administrative disciplinary hearing on campus or by electronic means before the University Judicial Coordinator. At this hearing, the University Judicial Coordinator will explain the charges against the student, inform the student of his/her rights and judicial procedures, hear the evidence, and render a decision.
  4. Proper notification of the charge and administrative disciplinary hearing date shall consist of written notice mailed to the student's last address on file with the University or placed in the student's assigned mailbox. The notice will be considered received three days following the date the notice is posted at a U.S. Postal Service facility or placed in the student's mailbox. This shall apply to notification of judicial conferences, official judicial hearings, and judicial decisions.

## **B. Judicial Court Procedures**

1. All hearings are closed.
2. The accused student shall receive all rights provided by the judicial procedure.
3. A judicial hearing will generally proceed in the following manner:
  - a. Introduction of the court.
  - b. Participants state any questions they have concerning rights or procedures.
  - c. The statement of charges is presented.
  - d. Opening statements from the University Judicial Coordinator.
  - e. Opening statements from the accused student or his/her advisor.
  - f. Evidence is presented against the accused student, with each witness being called individually.
  - g. Evidence is presented in favor of the accused student with each witness being called individually.
  - h. The court members may question the witnesses as they are called.
  - i. The University Judicial Coordinator presents concluding remarks.
  - j. The accused student or his/her advisor may present concluding remarks.
  - k. All persons are excused from the hearing room except court members.
  - l. The court considers only information introduced in the hearing and deliberates in closed executive session until a decision is made as to guilt or innocence. The decision is based on the preponderance of evidence and is decided by a simple majority vote. In case of a tie vote, the ruling shall be considered as a request to withdraw charges or lower the penalty in favor of the accused. Previous violations may be considered in the assigning of appropriate penalties.
  - m. The written decision is rendered within 10 days of the hearing date.

4. The chairperson of the court shall have the right to limit the length of testimony of any witness or participant in the hearing if it appears to be repetitious or does not contribute positively to the fair and efficient adjudication of the case currently being considered.
5. If an accused student fails to appear at a hearing on campus or by electronic means after being properly notified, the judicial body shall hear the case on the basis of the evidence accumulated and the testimony of witnesses and notify the accused student of the decision.
6. An accused student may request one postponement of a judicial hearing by contacting the University Judicial Coordinator at least 48 hours prior to the scheduled hearing. Postponement will only be allowed when an accused student has an exam conflict, emergency at home, or is too ill to attend the judicial hearing.

### **C. Judicial Procedures for Violations Occurring During the Last Two Weeks of a Semester or During May Term and the Summer Sessions**

1. When a graduating senior is charged with a violation during the last two weeks of a semester or during May and summer terms, the case shall be heard immediately by the University Judicial Coordinator. Requests for appeals shall be the same as outlined in Section II B, except that granted appeals shall be heard by a hearing officer appointed by the President from the faculty. For students not graduating, the case may be heard immediately by the University Judicial Coordinator. At the discretion of the University Judicial Coordinator, the case may be heard during the next semester, provided witnesses are available. Requests for appeals shall be the same as outlined in Section II B. If granted, appeals shall be heard by the SGA Judicial Court during the next semester. If the student wishes to have his/her case heard when witnesses are not available, he/she may waive in writing the right to cross-examine the witnesses and any written statements of all witnesses will then be accepted as evidence and testimony by the University Judicial Coordinator, the SGA Judicial Court, or hearing officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in his/her own behalf.

### **D. Emergency Procedures**

1. If the University President or designee determines that the on-campus presence of an accused student presents a danger, threat of danger, or impediment to the orderly operation of the University or to the safety and welfare of members of the University community, the President or designee may immediately suspend that student at a called administrative disciplinary hearing. A formal disciplinary hearing will be scheduled by the University Judicial Coordinator as soon as possible with the suspended student to review the allegations for which the suspension was based.
2. If the President of the University or designee determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he/she shall be empowered to appoint temporary judicial councils.

- a. These temporary judicial councils shall be composed of three student members and two faculty members with a non-voting faculty chairperson. All members shall be appointed by the President.
- b. These councils shall operate under the same procedures and have the same powers as the SGA Judicial Court, as set forth herein.
- c. Decisions of these bodies may be reviewed by the President if the recommendation involves suspension or expulsion.
- d. These councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.

#### IV. **PENALTIES**

Any student found guilty of violating any of the regulations or policies of Jacksonville State University may be subject to one or more of the following penalties:

##### **A. Disciplinary Probation**

Probation shall be for a specified period of time and may include loss of privileges or eligibility to participate in extracurricular university activities. The minimal probationary period is one semester.

##### **B. Restitution**

Reimbursement by the student to the University or a member of the university community to cover the cost of damage or loss of community or personal property

##### **C. Suspension from University Housing**

The student loses the privilege of living in or visiting anyone in university housing for a specified length of time. Afterwards, the student is allowed to reapply for university housing and will be admitted provided there is space available.

##### **D. Expulsion from University Housing**

The student permanently loses the privilege of living in or visiting anyone in university housing.

##### **E. Suspension**

Suspension means that a student is dismissed from the University for a specified length of time after which he/she is required to submit a written request to the Associate Vice President for Enrollment Management and Student Affairs to be considered for readmission. The Associate Vice President for Enrollment Management and Student Affairs may specify a period of probation for any student returning after suspension. The University Judicial Coordinator, temporary Judicial Councils, or SGA Judicial Court may only recommend suspension to the University President, the only official empowered to actually suspend any student. Students dismissed from the University for disciplinary reasons will be subject to the guidelines outlined in the "Withdrawal Policy" regarding tuition refunds. A suspended student may not visit the campus without permission from the Director of Public Safety.

## **F. Expulsion**

The student loses the privilege of attending Jacksonville State University as a student and is permanently separated from the University. The University Judicial Coordinator, temporary Judicial Councils, or SGA Judicial Court, may only recommend expulsion. The President of the University must review and make the final decision on any expulsion penalty. Students dismissed from the University for disciplinary reasons will be subject to the guidelines outlined in the “Withdrawal Policy” regarding tuition refunds. An expelled student may not visit the campus without permission from the Director of Public Safety.

## **G. Special Assignments**

In certain cases, special assignments may be imposed or the student may lose the privilege of participating in one or more university permitted activities or events. The University Judicial Coordinator, the SGA Judicial Court, or temporary Judicial Councils may assign any penalties listed in Sections A through D and Section G. The University Judicial Coordinator, the SGA Judicial Court, or temporary Judicial Councils may recommend penalties listed in Sections E and F to the President who shall assign the penalty.

## **Jacksonville State University Noise Policy**

Jacksonville State University is committed to providing our students an atmosphere pursuant in obtaining an education. Each member of our community is expected to be reasonable concerning noise, music, and other sounds that may interfere with the comfort, repose, health, peace, or safety of persons with reasonable sensibilities on University property and the surrounding community.

What is considered noise by some may not be consider noise by others; therefore, we are expected to act in a compliant manner when approached by law enforcement or University officials. Jacksonville State University has created the following policy concerning noise. (City Ordinance O-482-07) (Page 44 in the Guide to Residence Living)

A.) No person shall participate, cause, or excite any disturbance, excessive noise, or contention in or near any building or other property owned or operated by the University. (Page 54 Student handbook)

B.) Quiet hours are in effect from 8:00 P.M. to 8:00 A.M. seven days a week in and around University Residence Halls and Apartments. (Page 13 in the Guide to Residence Living)

C.) All music containing offensive and vulgar language is strictly prohibited in all outdoor activity programs on University property. Any outdoor activity where music is played containing offensive and vulgar language will immediately be cancelled by the University Police Department.

D.) Persons may request in writing to use sound amplifying equipment at outdoor activity programs. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound equipment on campus must be obtained from the Director of Student Life. Sound



amplification must comply with the noise ordinance of the City of Jacksonville. Sound amplification must not obtain offensive or vulgar language. (Page 61)

E.) The University Police Department will respond to noise complaints on Campus. If noise is deemed excessive, the University Police will request the individual or person in charge of an event to reduce the noise volume. If complaints continue, the University Police may cancel the event and the individual or person in charge is subject to criminal prosecution under the noise ordinance of the City of Jacksonville. Students found in violation are also subject to the judicial process for violation of the student code of conduct.