

**Selma University**



# **STUDENT HANDBOOK**



**SPRING 2018 -  
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# Student Handbook

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## **Student Commitment Statement**

Selma University, as a private church-related institution, earnestly seeks to establish a campus environment where the living and learning experiences exert a positive influence in the lives of our students physically, mentally, socially, and spiritually. Selma University believes that your familiarity with and observance of our Students Honor Codes and Community Values are truly necessary. To achieve this goal the Student Handbook is provided to assist you in adapting to the Selma University family. You are required to read the handbook and as a responsible student the expectation is that you will govern yourself accordingly. Among the many issues covered in the Student Handbook are four issues which are very important to the college community and deserve special mention.

First, advancing the personal well-being of each student and promoting responsible action are important goals of the University; therefore, an alcohol-free, drug-free, and tobacco-free campus environment is expected and enforced.

Second, the University seeks to develop and reinforce positive exemplary attitudes, speech, and action. Therefore, we take the position that (a) public use of profanity and vulgar/abusive language (b) theft and vandalism (c) dishonesty such as lying, cheating and disrespect, and (d) engaging in or giving the appearance of immoral behavior or physical violence on or off campus are prohibited. Persons found guilty of any of the above actions are subject to disciplinary action which can lead to probation, suspension or expulsion from the University.

Third, fellowship and worship are an integral part of the Christian experience. Therefore, students are expected to attend weekly chapel services and other university sponsored services such as the N. M. Carter Lecture Series and the R. T. Pollard Retreat.

Fourth, promoting acts of leadership and service to humankind is an essential aspect of the University's mission statement. Therefore, each student and student organizations are expected to engage in leadership and community service projects. The implementation and enforcement of our community values and student honor code represents our application and understanding of Judeo-Christian beliefs and traditions. In part, this is what makes Selma University a very special and unique place to be preserved for contemporary and future generations. Selma University welcomes you into its family.

## **University Organization**

The University structure is comprised of four major constituents:

- the Alabama State Missionary Baptist Convention, Inc.;
- the Selma University Board of Trustees;
- the administration, faculty, staff and student body, all of whom comprise Selma University as an institution of higher education;
- and the Alumni Association.

Selma University is governed by the Board of Trustees which establishes its policies and has ultimate institutional authority. As such, the functions of the Board of Trustees include establishing overall policy for the governance and operation of the University and employing the President. The Board is also responsible for establishing tuition, entrance criteria, fees, and other charges to students, as well as adopting rules, regulations, and bylaws for the operation of the University and the governance of all aspects of student life, including, but not limited to, standards of behavior and discipline.

### **University Administration and Officers**

The University's Administration, Academic Operations, and Support Services are exercised through the Chief Executive Officer, the University President and three executive offices: Academic Affairs, Fiscal Affairs, and Student Affairs, each of which is headed by a Vice-President.

Supervision of the affairs of Selma University and its administrative and academic operations are exercised through the Office of the President. The functions of the Presidency also include faculty and administrative appointments, exercise of leadership in directing the University's operations, and other functions generally and customarily performed by the chief executive officer. Likewise, the President performs any additional duties delegated by the Board of Trustees.

### **Academic Affairs**

Matters pertaining to academic affairs are delegated to the Division of Academic Affairs and include educational planning, curricular administration, academic organization, the Honors College, faculty teaching loads, class schedules, faculty performance and teaching effectiveness, faculty hiring, promotion and dismissal, and faculty development and in-service. Budget development and administration, registration and academic records, library services, student academic appeals, certification and recommendation of candidates for degrees, and institutional research also fall under the purview of Academic Affairs.

## **Student Affairs**

Students are the reason we are in business. Student development is the chief aim of the University. The Office of Student Affairs seeks to address the total needs of the students as a means of aiding in the full development of potential which exists in all students.

## **University Men and Women**

The University is frequently characterized on the basis of how students present themselves on and off the campus. While the physical facilities, landscape, quality of the faculty, curricular offerings, and library holdings and so on, are often used to characterize the quality of an institution, what is frequently remembered is how well students conduct themselves on campus and in the larger community. It is therefore, immensely important that all students display respect for themselves and others, that they maintain impeccable personal and professional integrity and that they possess dignity and pride in themselves and others at all times.

It is the aim of the University that all its students embrace the ideals of community, pride, loyalty, high ethical and moral standards, commitment, honesty, and hard work. It is expected that the qualities of mature, wholesome, and responsible living are perpetuated among the students at Selma University. The institution's mission has undergone revision over the years, but the basic tenets of integrity prevail. It is expected that students will acknowledge the tremendous sacrifices of parents, ancestors, and the community in their education and, thereby be mindful of their need to make a contribution to humankind. It is imperative, therefore, that students at the institution learn not just to make a living, but also how to make a life.

It is required that each and every student embraces these expectations upon enrolling at the University. These principles are part of the University's history and are essential for its future.

## **Student Rights and Freedom**

Selma University endorses academic freedom. The University also endorses citizenship freedoms including the freedom of peaceful assembly, and freedom to petition for redress of grievances. The University seeks constructive changes and will work with the faculty and students in order to make necessary revisions in the programs, policies and procedures. The University, moreover, respects the rights of students to criticize, dissent, and protest.

Academic freedom, however, is not academic license. Therefore, in the interest of insuring the education that teachers are here to provide and that which students are here to receive, Selma University will not tolerate the use of physical force or physical destruction of property or other activity which infringes upon the freedom of others. No act will be tolerated which seeks to deny the opportunity for teachers to teach and for students to learn or which interferes with the right of speakers to speak and listeners to listen.

The University will not allow the obstruction and disruption of school operations. At Selma University we want to create an atmosphere of free thinking individuals. In doing so, persons are bound to differ on certain issues. However, those differences should never bring persons to the point of acting in a less than Christian manner. Anyone who does not honor the rights of others even in matters of dispute will be held fully responsible and discipline for such actions will be prompt and sufficient to the cause.

## **Business Office and Student Accounts**

The Business Office of Selma University handles the receipt of all funds for student accounts, record keeping, purchasing of supplies and equipment, payrolls, and financial reporting. Students of the University have a right to request information concerning their accounts and also timely payments on all financial obligations. All students should be aware of the following Business Office policies:

1. All charges are due payable on or before registration. Payments should be made in cash, certified checks, cashier's checks or money orders and made payable to Selma University. Personal checks are acceptable. Returned checks come with a \$30.00 fee. All payments made by mail should be sent prior to registration to the following address:

**Business Office  
Selma University  
1501 Lapsley Street  
Selma, AL 36701**

2. A deferred payment plan is available for parents of students who require additional time to make payment on portions of charges each semester. The balance must be paid in full before registering for another semester. Students who have an outstanding balance must receive permission from the Vice-President for Fiscal Affairs and the President in order to register for a new semester.

## **Library**

The Stone-Robinson Library is the center for the storage and retrieval of information including books, periodicals, audiovisual material, and pamphlets. Use of the library is crucial to the successful completion of course requirements, research and lifelong learning. Additionally each student is encouraged to utilize the Selma-Dallas County Public Library as well as other area college libraries as needed.

**Library hours will be posted on campus.**

## University Bookstore

The bookstore provides textbooks, resources, materials, and supplies to students. The hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Hours are extended for the first week of each semester.

## Tutoring Service

Tutoring services are available on an “as needed” basis. The Selma University family desires all to succeed. Students who possess a high degree of proficiency are encouraged to sign up with the tutoring service through the Office of Academic Affairs. Students who need tutorial assistance must express that need on their own or through the mandatory recommendation by faculty.

## University Dress Code

The University’s Dress Code, stipulated as follows, is mandatory for all University events held in the University Chapel, Jemison-Owens Auditorium/Gymnasium and classroom, as well as for all formal events, including formal dining events, pageants, and those which when announced, indicate that the dress code is enforced. Students who fail to comply with the dress code will be denied admission and counted absent from all classes that day of the event.

### **CHAPEL & CLASSROOM:**

**Men:** Not Allowed: Sagging pants, pajamas, sleeveless shirts, hats, caps, hoods and bandanas.

**Women:** Not Allowed: Tank tops, extremely short and tight skirts or dresses, pajamas, sagging pants, caps, hats, hoods and bandanas. Blouses should not be cut low as to show cleavage.

**Students are expected to dress in appropriate attire for a Christian atmosphere.**

## University Housing Policies

Students who are assigned a space in University Housing must read, complete and sign a University Housing Application, Contract and Agreement relating to the terms and conditions of occupancy for the full academic year. Students will complete a directory form as part of the registration process and will report all changes of address to the Office of Admissions and Records. All freshmen must remain in the dormitory for the first year.

### **RESERVATIONS**

Advance housing reservations for the full academic year are made only after the student has paid a non-refundable matriculation fee.

## **GUESTS**

Residents are responsible for the conduct of their guests and must be present for the duration of their visit. Overnight guests of residents must be registered with the Residence Hall Manager of the respective residence hall. As a guest of a resident, it is understood that the guest will abide by the rules and regulations as stated in the Housing Application, Contract and Agreement.

## **Selma University Student Life Development**

The Housing and Residence Life staffs are firmly committed to the concept that residence halls are to provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. Dynamic communities form and contribute to each student's overall learning intellectually, culturally, socially, emotionally, and spiritually. On-Campus living provides the proper balance of challenge and support for residents, which allows them to take responsibility for themselves for their development.

## **STAFFING**

The Vice President of Student Affairs is responsible for the comprehensive administration of student housing, which encompasses (a) the process of admitting students to campus housing; (b) the application and assignment process; (c) residential hall staff training and supervision; and (d) departmental decision-making.

The residence halls are staffed by a dormitory manager and proctors. The Dormitory Manager is a full-time person who resides in the dorm and is responsible for the overall day-to-day operations for the living area. A substantial portion of the Dormitory Manager's time is spent planning and coordinating educational, cultural, and social activities, responding to emergencies, responding to building and maintenance needs.

## **ROOM FURNISHING**

All of the residence hall rooms are furnished with beds, mattresses (and mattress covers as appropriate), desks, dressers, chairs, and blinds. All of the furniture in the room must remain in the room. The University will hold students liable for any furniture removed from the room and damage to the furnishings beyond usual wear and tear.

## **PUBLIC AREA FURNITURE**

Each public lounge in the residence hall is furnished, and all furniture must remain in the lounges. Removal of any of the furnishings, even if it is moved into a student's room is considered theft of University property, and the student(s) involved will be referred for judicial action.

## **COMMON AND PUBLIC AREA DAMAGE**

If there is damage in a common or public area which cannot be attributed to a specific individual or individuals, the cost of repair or replacement will be divided among the residents of the floor, hall or area of the building affected, except where a student can show by clear evidence that he or she could not have caused damage to common areas or to the room. The student will be notified of the charge, and payment must be made within ten days to the Office of Student Life Development. Failure to pay damage fees will result in loss of housing, and other penalties may apply. Prior to assessment of damages fees, every effort will be made to identify the parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in the loss of housing.

## **HEALTH AND SAFETY INSPECTION**

The purpose of health and safety inspection is to ensure that each student's room, all common spaces, and public areas of the residence halls are in reasonably clean condition, and that all terms associated with the safety regulations and policies of the University are being met. These inspections are conducted at least once per month.

The dormitory staff will inspect the general conditions of the room, which includes closets, appliances, extension cords, ceilings, and wall hangings. Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in loss of housing and other penalties may apply.

During the room inspection, hall staff will look for violations such as presence of pets and animals, excessive dirt, open food containers and paraphernalia. The inspection will be visual in order to ensure the student's privacy during the inspection.

## **HOUSING DURING SCHOOL CLOSING AND VACATIONS**

The University does not permit students to remain in the residence halls when school is not formally in session. If a student is unable to go home during the break, he or she must take responsibility for arranging temporary off-campus accommodations. Because of time constraints necessary to prepare for succeeding obligations, late checkout is not allowed. Residents will be assessed a \$25.00 per day charge for late check-outs at the end of the fall or spring semester.

## **ILLNESS/CRISES**

If a student becomes ill or he/she otherwise experiences a crisis, the student should contact the Residence Assistant on the floor or the Dormitory Manager responsible for the residence hall. At least one Proctor is always on duty in the evenings, and his or her name should be posted in the residence hall.

## **REPAIRS**

Students should report all needed repairs to the Proctor(s) and they will report it to the Dormitory Manager. They should not attempt to make repairs themselves. The Proctor will report the concern to the manager and the manager will report the needed repairs to the maintenance department manager.

## **THEFT AND LOSSES**

The University does not assume any responsibility for loss of, damage to, or theft of students' personal property anywhere in the residential facilities, whether by fire, theft, or otherwise, or for the direct consequential damages arising from loss of, or any interruption of any utility services provided by Selma and interruption of, any utility services provided by Selma University or any other person or organization in connection with residence services.

## **WITHDRAW FROM UNIVERSITY/CANCELLATION OF HOUSING**

Students who withdraw from the University must have their rooms inspected by a member of the residence hall staff of the building. Any student leaving the University housing at any time other than at the end of the Fall or Spring semester must complete a cancellation form with the Dormitory Manager. For students who may have paid a housing deposit, it will be forfeited as a result of failure to complete the cancellation process.

## **HOUSING APPLICATION AND AGREEMENT**

Housing for students is provided in University operated student residence halls. An individual must be admitted to the University before an application for housing can be accepted. The housing application must be renewed each semester. Enrolled students must be registered for a minimum of twelve (12) hours in order to live in a residence hall. During the specified period for renewal of housing applications, the students are expected to review and sign the housing application.

Signing the application constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment. (For more specific information, the student should refer to the Housing Application and Agreement.) Notification of approved housing is provided on the "Student Housing Assignment" form sent to the student.

When housing assignments are made, the student will report to the University to claim his or her room at the time designated and shall reside in the room for the duration of the semester. The new student who does not report to claim his or her room by 5:00 p.m. on the first day of orientation, or the returning student who does not check into his or her assignment will be cancelled immediately. The student who fails to claim his/her assignment or to cancel his other housing will forfeit fees.

## **KEYS**

Keys assigned to residential students are the property of the University and must not be duplicated, transferred, or shared. Students are responsible for the cost of replacing lost keys and their

accompanying locks. Keys must be surrendered when the student: (1) checks out of the resident hall (2) withdraws from school, (3) vacates his or her room, or (4) otherwise leaves the University.

### **VISITATION**

Members of the opposite sex are not allowed to visit in rooms in any residence halls, except at designated time (open house, etc). Guests of the opposite sex may not use the rest room facilities designated for residents of the opposite sex who reside in the building. No member of the opposite sex shall be allowed to use the showers on residential floors.

### **OVERNIGHT VISITORS**

All overnight visitors must register with the Residence Hall Director in advance and receive permission to stay on campus overnight. Overnight visits are permitted only in unusual situations and only with the permission of the Residence Hall Manager and the concurrence of the VPSA.

### **OTHER POLICIES**

In addition to these policies and regulations, certain residence halls require regulations peculiar to each of them. Students and visitors who have questions about the specific regulations should inquire of the Residence Hall Manager for the respective residence hall. An addendum to the Housing Application, Contract and Agreement will be distributed in written form to all students.

Students who reside in the residence halls are expected to comply with all regulations stipulated herein, in the housing Application and Agreement, and as announced by the University. As such, they are required to attend mandatory hall meetings and activities. Failure to do so may result in disciplinary action up to and including disciplinary probation, loss of housing, and ineligibility to participate in the housing application process.

## **Campus Emergency**

For emergencies contact the campus security. Campus Security telephone number will be given to the students.

## **Post Office**

The Dormitory Manager will pick up mail from the Bookstore and transport it to the residence halls. There is no mail service on Saturdays or Sundays. Students should also note that fraudulently receiving someone else's mail, tampering with the mail, mail theft, destroying or misplacing another addressee's mail, hiding someone's mail, and other similar offenses, are in violation of the University rules and federal laws and will result in disciplinary action by the University. Offenses concerning the Postal Service are also punishable by fine and/or imprisonment. Students who receive a high volume of personal mail should consider the rental of a post office box located at the Post Office downtown.

## **Lost and Found**

The Lost and Found service is maintained by the Office of Campus Security.

## **Pet Policy**

Except for Seeing Eye dogs and tropical fish, pets are not permitted in the interior of the University buildings unless specifically authorized.

## **Food Service Policy**

Students who live on campus are required to participate in the University's Food Service Program. The Vice President of Student Affairs will issue authorization to Food Service to prepare meals for students who have medical problems requiring special diets. This service is provided at no additional cost to the students.

Such meals will be prepared only upon authorization from the Office of VPSA, after the student presents sufficient verification from a private physician that a special diet is needed and that the student should not consume regular Food Service Meals.

In special cases the VPSA/Housing Manager may authorize Food Service to permit a student to have his or her meals sent to the residence hall if the student is unable to go to the cafeteria due to illness or injury.

Meal services are not provided during Official University breaks when the residence hall is closed. In the event of inclement weather, cafeteria hours may be revised. Students should check the cafeteria bulletin board for changes in hours.

## **Cafeteria Hours**

Cafeteria hours will be posted by the Vice President of Fiscal Affairs.

## **Dining Hall Regulations**

All persons are expected to comply with the specified rules and regulations governing dining facilities on the campus. Failure to do so will result in referral for disciplinary action.

1. All persons are expected to form a line at the dining hall or as they arrive, and none will take a position other than at the end of the line. Violations may result in the charge of disorderly conduct.

2. Food dishes, silverware, and other equipment may not be taken from the dining hall. Violators will be charged with theft.
3. Men are to remove their hats when they enter the cafeteria.
4. Visitors (persons who do not hold meal cards) are expected to pay for their meals. Information on current prices is posted in the cafeteria.
5. Persons who fail to cooperate with cafeteria personnel or comply with cafeteria regulations will lose their cafeteria privileges without compensation and may be charged with failure to comply.
6. Meal tickets may not be used by anyone other than those to whom they are issued. Students who use another person's meal card or students who allow others to use their meal cards are guilty of fraud.
7. Proper attire, including shirts and shoes, must be worn in the cafeteria, and for all dining events.
8. Students who are sick and cannot leave their rooms to have meals in the cafeteria should notify the Proctor and Residence Hall Manager to make arrangements for meals.
9. Only valid I.D.'s with Food Service Stickers, temporary meal cards, or cash will be accepted in the cafeteria.
10. The University Dress Code is in effect for all formal dining events held in the cafeteria, and elsewhere on campus.

## **Laundry and Cleaning Services**

Washers and dryers are located in the residence hall on campus. The University assumes no liability for lost, stolen or damaged items.

## **Office of Fiscal (Financial) Affairs**

Matters regarding business and fiscal affairs are assigned to the Office of Fiscal Affairs. Functions of this office include budget development and administration, accounting for and reporting funds received and expended, payroll administration, auxiliary enterprise, maintenance of buildings and ground, purchasing, safety and security (Campus Security), cafeteria and development.

## **Alumni and Pre-Alumni Association**

The Selma University Alumni Association and Pre-Alumni is an organization of graduates, former and present students of the University, officials of the University, faculty, staff and friends. Its purposes are as follows:

1. to foster and maintain a strong spirit of loyalty and financial support for the institution among members;
2. to promote fellowship and a spirit of camaraderie among alumni;
3. to develop, cultivate, and maintain a strong liaison and spirit of cooperation between the administration, alumni, students and friends; and
4. to actively encourage promising students to attend the University by developing, establishing, and providing scholarships and other financial assistance to such students.

The Alumni Association is comprised of the General Alumni Association, which is national in scope and the local affiliate chapters throughout the United States.

## **Name and Address Changes**

Selma University students are responsible for keeping the University apprised of any changes in their local or permanent addresses and of any legal name changes. Mail is sent using the name and address appearing on the student data form on file in the Office of Admissions and Records. The University is not responsible for undeliverable mail or correspondence resulting from the student's failure to properly report a change in address. The Admissions and Records Office is authorized to make such changes on the student's official University record.

## **Academic Responsibilities**

The student who enrolls at Selma University is obligating himself or herself to submit to and to be governed by the reasonable rules and requirements for obtaining a college education. This section contains basic requirements and regulations for students, as well as information about important services that improve the educational experience.

## **Identification Numbers**

The student's Social Security number, which belongs exclusively to the student, is ordinarily assigned as his or her identification number. The ID system ensures that information and grades intended for a particular student will be given to that student; not to someone else who has the same name. If the University has incorrectly recorded the student's Social Security number, the student should inform the admissions and Records Office as quickly as possible.

## **Residency**

Many factors are taken into consideration when determining whether the student should be classified as a resident or non-resident of Alabama. Students who have questions about their residence status should contact the Admissions and Records Office to discuss their status and factors considered in determining that status.

## **Plagiarism and Academic Misconduct**

Plagiarism occurs when a student submits a work product that is not the result of his or her own thinking and effort. Plagiarism mean stealing the ideas of another or expressing another's ideas, but presenting them as one's own. For example, copying someone else's work without acknowledging the original author or without giving the original author credit and writing a theme based solely on the ideas of another are all forms of plagiarism. Plagiarism is cheating.

The penalties for plagiarism and other forms of academic misconduct are serious and may range from receiving a failing grade for the work to dismissal from the University. Additionally, information about plagiarism and other forms of academic misconduct (including misbehavior in the classroom) is available from the Office of the Vice-President for Academic Affairs.

## **Policy on Disruptive Behavior**

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. Selma University will not tolerate disruptive behavior by students or condone any behavior by students or teachers which incites such behavior. Disruptive behavior is defined here as any behavior which causes disorder or turmoil to exist in the classroom or on the campus.

When the student is found to have engaged in disruptive behavior, the instructor shall instate the following procedures:

- The instructor and/or appropriate official will request the student to discontinue the disruptive action.
- If the behavior continues, the instructor or official will instruct the student to leave the classroom; security will be called to remove the student if he or she does not leave when requested.
- An incident report will then be completed by the instructor and filed with the Vice-President of Academic Affairs. Copies will be sent to the student, advisor, and the Office of Student Affairs.
- After the completion of the incident report, including the student's comments, the student must secure the written permission of Vice-President for Academic Affairs

in order to return to class. The student will be held responsible for all absences incurred between the time of suspension and his or her return.

Any recurrence of disruptive behavior on the part of the student cited will result in expulsion from the class and a grade of “F” recorded in the semester in which the offense occurred.

There must in each case be immediate action by the instructor.

- Request to discontinue behavior.
- Suspension from class and notification of the right to appeal the suspension to the Vice-President for Academic Affairs.
- Expulsion from class for the semester.

## **The Honors Program**

Selma University recognizes and applauds outstanding academic performance. The honors program is designed to:

- Encourage students to pursue outstanding academic achievement;
- Provide students opportunities for extending the breadth and depth of their educational experiences; and
- Promote student proficiency in the use of higher order intellectual skills.

## **The Dean’s List**

Any student who has completed at least 15 hours of course work and attained a GPA of 3.0 or higher for that semester is recognized on the Dean’s List.

## **President’s List**

This prestigious recognition is reserved for students who have completed 15 hours or more and earned a grade point average of 4.0 for the semester.

## **Honors Convocation**

Official recognition is accorded students who distinguish themselves in scholarly pursuits. At the Honors Convocation each spring, scholarship and awards recipients are presented certificates and appropriate honors cords for their academic accomplishments.

## **Graduation with Honors**

To be eligible for graduation with honors, a student must complete two years in residence at Selma University and attain a cumulative grade point average of 3.0 or above. A grade point average 3.0 to 3.69 is required for Magna Cum Laude recognition. Summa Cum Laude is reserved for seniors with three years in residence, no grades below a “C” and a grade point average of 3.7 to 4.0. The “Order of the Gown” distinguishes the two students having the highest grade point averages in the graduating class by assigning them robes in the traditional school colors.

## **Student Services**

### **PHILOSOPHY**

Student Services is responsible for planning, development, coordination, and supervision of services and programs for students. The Office of Student Affairs is designed to enhance student educational benefits by providing extracurricular activities that advance the physical and emotional well-being of students while at the same time nurturing the academic atmosphere on campus.

### **ACCIDENT INSURANCE**

Through payment of their general fees, students are enrolled in an insurance program that covers accidental injuries while on the premises of Selma University. Students are enrolled in this program only after their general fees have been paid. Claims that might arise before full payment of the fees is in effect will not be honored.

### **IMMUNIZATIONS**

Alabama law requires that all new undergraduate and graduate students enrolling either for the first time or returning after some period other than the summer must show proof of having received required immunization. Records must be kept on file at the college. Students taking both day and evening classes and/or off-campus courses are exempt from this law.

Students from Alabama may obtain copies of their immunization records from high schools. If a student’s immunization records meet the requirements of Alabama Law for students in grades K-12, they are acceptable for college entrance. However, verification of same is required by the University. Immunization can be obtained from a private physician or local health department. Continuing and entering students who have not completed the required immunizations will not be permitted to register at the University.

## **Acquired Immune Deficiency Syndrome (AIDS) Policy**

It is the policy of Selma University to provide academic programs, support services and social and/or recreational activities to all eligible individuals. In the event that a faculty member or student is, or becomes, HIV positive, that individual shall retain his or her right to these programs, services, and activities. All actions taken by Selma University will comply with the laws pertaining to public health practices and the right of individuals to privacy and confidentiality. Situations

which arise will be handled individually in order to provide maximum support to any student who is HIV positive and to protect the welfare of the community.

# Sexual Harassment Policy

## Prohibition of Sexual Harassment (Policy)

- It is the policy of Selma University to provide learning and working atmosphere for students, employees, and visitors free from sexual harassment.
- It is a violation of this policy for any administrator, instructor or other employee or any student to engage in or condone sexual harassment.
- It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of Selma University are implemented.
- Any employee who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.
- The complaint manager shall be responsible for assisting employees seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

### A. DEFINITIONS

1. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
  - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in college activities or programs;
  - b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subject to sexual advances;
  - c. When such conduct has the effect of unreasonably interfering with the individual's work; or
  - d. intimidating, hostile, or offensive work or learning environment.
2. Complaint manager means the person or persons who are responsible for the investigation of any complaints alleging noncompliance with this policy. The complaint manager for Selma University employees is the President. For students the complaint Manager is the Vice President of Student Affairs.

**B. PUBLICATION OF POLICY**

1. Appropriate books and materials regarding sexual harassment shall be available in the library.
2. Each student shall receive a copy of this policy at the beginning of each year and at the time of transfer to the college which shall be included in the Student and Staff Handbooks.

**C. TRAINING**

1. All administrators, supervisors, instructors, and other staff of Selma University shall receive appropriate training.
2. All training shall be documented by maintaining records of the date the training was conducted; the names of all persons participating (including signed attendance sheets); an outline of the subject matter covered; the name(s) and credentials of the instructor(s); copies of hand-outs or audio-visual material used; and any copies of tests and test results, if used.

**D. COMPLAINT PROCEDURES**

1. **Filing**
  - a. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the complaint manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. A written complaint shall include the following: the name of the complaining party; the name of the offender; the date of the offense; the location of the offense; a description in as much detail as possible of the incident(s), including any statements made by either party; or a list of all known witnesses.
  - b. No person, witness, or person who participates or cooperates with an investigation shall be subject to retaliation of any kind.
2. **Preliminary Investigation**
  - a. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the complaint manager.
  - b. All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
  - c. Upon completion of the investigation, the complaint manager shall prepare a sexual harassment report including the following: (1) the date of the incident(s); (2) the name of the complainant; (3) the name of the offender(s);

(4) a summary of the factual allegations that alleged sexual harassment; (5) the name of all potential witnesses; (6) a summary of the steps taken to complete the investigation; (7) a summary of all witnesses statements (with copies of the actual statements attached); (8) a listing of any physical evidence available and (9) a factual summary of all evidence that supports or refutes the allegations of sexual harassment.

d. The investigation shall be complete within 5 days after the complaint is filed.

3. **Initiation of Grievance Procedure**

a. Once the preliminary investigation on a complaint is filed, the appropriate Grievance Policy and Procedure of Selma University will be initiated.

**E. MONITORING**

1. On a semi-annual basis, a random sampling of students and employees shall be interviewed to determine if students and employees are being properly informed of the sexual harassment policy and whether there are unreported incidents of sexual harassment.

2. Within three months after a complaint is resolved, the complainant shall be interviewed to determine if any additional incidents have occurred and the complainant's general satisfaction with the process involved.

3. The President shall report semi-annually to the Board of Trustees providing qualitative information relative to the number of complaints, number of investigations, results of investigation, training efforts and policy publication efforts.

4. This policy will be reviewed every three years.

## **Racial Discrimination**

Selma University will not tolerate any form of racial discrimination.

## **Drug Free Policy**

As a recipient of federal funds, Selma University complies with the provision of the Drug-Free Schools and Communities Act of 1989 and the Drug Free Work Place Act of 1988.

## **Use and Possession of Drugs and Alcohol**

Unlawful possession, manufacture, distribution and use of illegal drugs and alcohol by students are prohibited. Violations of this policy will result in immediate dismissal from campus.

The Selma University drug and alcohol policy is as follows:

1. Selma University prohibits the use, possession, sale or distribution of any drugs or alcohol beverages on campus. Student Activity funds or institutional funds may not be used for the purchase of drugs or alcohol.
2. Selma University is committed to recognizing, upholding, and enforcing the laws of the State of Alabama. Violation of those laws shall not be condoned on campus or at any activity held on campus by any constituency.
3. Any violation of the drug and alcohol policy at any campus function shall be reported immediately to the Vice-President for Academic Affairs. This report should be verbal and written within 3 days of the violation. Selma University's Department of Safety and Security shall report any violation of this policy, whether at an activity or on an individual basis to the Vice President of Academic Affairs within 24 hours of occurrence.

The Vice-President shall then be responsible for disciplinary action according to established non-academic disciplinary procedures. These disciplinary actions could include suspension and dismissal.

### **Disruption of Campus Life**

1. **Expulsion** – permanent severance of one's relationship with the University.
2. **Suspension** – temporary severance of one's relationship with the University.
3. **Disciplinary** – Probation notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: setting of restrictions on social activities, the insuring of a reprimand and restitution.
4. **Restrictions** – exclusion from participating in social activities or from holding office in clubs or organizations.
5. **Oral Reprimand** - an oral disapproval issued to (by) the student.
6. **Written Reprimand** - a written disapproval issued to (by) the student.

### **Disruption of Campus Life**

It is the purpose of the University to provide a campus environment which encourages academic accomplishment, personal and professional growth and a spirit of understanding and cooperation.

An important part of maintaining this environment is the commitment to protect the health and safety of each student. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of Selma University's conduct regulations. Students who are found guilty of misconduct may be subject to immediate dismissal from the institution. In addition, those violations of state law may also be subject to criminal action beyond the college

disciplinary process. In addition, behavior that is also a violation of law may also be subject to criminal action beyond the college disciplinary process.

## **Disruptive and/or Dangerous Conduct**

No student shall act in a manner which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other students.

### **Physical Attack**

Physical attack on college property or at functions sponsored by the college is at all times prohibited.

### **Smoking**

Selma University is a smoke free environment. Smoking is prohibited in all buildings on the college campus.

## **Fire Safety and False Alarms**

1. No student shall tamper with fire safety equipment.
2. No student shall set or cause any fire on college property.
3. No student shall make or cause a false fire alarm, or a false notification of the presence of a bomb.
4. All occupants of a building must leave the building when a fire alarm sounds or when directed to leave by properly identified college faculty or staff while these persons are in the performance of their duties.

## **Medical Emergency Procedures**

If emergency medical services are needed, students are asked to inform the Vice President of Student Affairs or the Vice President of Academic Affairs of the nature of the emergency.

A hospital is located within minutes from the University. Arrangement will be made to ensure the quick, safe transport of the students in need of emergency medical help to the medical center.

## **Student Conduct**

Through enrollment at Selma University, students implicitly accept the responsibility to conduct themselves in a manner that is compatible with the maintenance of public safety, the health of all members of the Selma University community, and the perpetuation of academic atmosphere.

Selma University encourages her students is to be mature and interested in furthering their academic goals through constructive learning habits. To pursue their academic education and general human development, students are therefore free to express their opinion and to hear the expression of diverse opinion from others, as long as such expressions are carried out in an orderly

manner and do not interfere with or disrupt the operations of the University or the work of its members.

While students enrolled at Selma University neither relinquish their legal and civil rights nor escape the responsibility to respect local, state, and federal laws, they are nevertheless subject to the special regulations established in the Academic Conduct Code (ACC) and Code of Student Conduct (CSC) of the University.

### **Academic Conduct Code (ACC)**

Good discipline is essential to the proper conduct of instruction. Students are therefore required to:

1. attend all classes unless they are prohibited by serious circumstances;
2. avoid late arrival to class, i.e. avoid joining class more than five (5) minutes after the beginning of the period;
3. wear appropriate clothing while in attendance of class or chapel; inappropriate attire includes, but need not be limited to sagging pants, shorts, sunshades, hats, etc.;
4. refrain from private conversations during class;
5. refrain from smoking, drinking or eating, including chewing gum during class; smoking and the consumption of food are generally prohibited in any classroom of the University at all times;
6. refrain from singing or playing of any music device (including personal stereos and walkmans) during class, unless such activity is specifically required by the instructor;
7. refrain from the use of improper language toward fellow students and faculty;
8. refrain from displaying disrespectful behavior toward fellow students and faculty;
9. refrain from interruption of instruction at all times; interruption with the instructional process is defined as, but need not be limited to, noisy comportment in the hallways and in rooms adjacent to classes where lecture is being conducted, the conduct of “visual” communication through the fire safety window of the classroom door with a student attending class; the interruption of class to ask for a student or request the signature of a faculty member, etc.
10. vacate a classroom or building immediately when instructed to do so by a member of the faculty or staff.

In reaction to acts of disorderly conduct in class, the instructor may ask the student to vacate the classroom and count the student absent for the class period. Repeat offenders of the Academic Conduct Code risk the lowering of their grade for the course in which the offenses have occurred.

In reaction to acts of disruptive behavior outside the classroom, the instructor or member of the administration may ask the student to hand over his/her student identification card and refer the matter to the appropriate authorities for appropriate disciplinary action.

### **CODE OF STUDENT CONDUCT (CSC)**

Each student's general conduct while on the premises of Selma University is expected to be in accordance with the standards of common decency and decorum, including the respect for the personal and property rights of fellow students, members of the administration, faculty and staff and the University in general.

Students are deemed in violation of the Code of Student Conduct (CSC) if they:

1. obtain college services through pretense and falsification;
2. misappropriate college funds, supplies, equipment, labor, or facilities;
3. issue uncovered checks made payable to the University or its divisions;
4. furnish false information to members of the administration, faculty, and staff as well as visitors to the campus in the execution of their duties;
5. attempt to falsify proofs of their knowledge through cheating;
6. forge, alter, or misuse college documents, records, or identification;
7. damage, mutilate, or destroy private, public, or college property;
8. tamper with fire alarms, fire extinguishers, and other safety equipment;
9. obtain unlawful access to rooms and equipment by duplicating limited access keys, breaking and entering, and other circumvention of protective devices;
10. engage in theft or possess stolen property;
11. act as an accessory to theft and/or possession of stolen property;
12. possess firearms, explosives or other instruments defined as weapons while on University owned property;
13. use firearms, explosives, or other instruments defined as weapons while on University owned property;
14. obstruct or disrupt teaching, research, and administrative duties;

15. use violence and/or coercion to interfere with the legitimate activities of members of the administration, faculty, and staff as well as visitors to the campus in the execution of their duties;
16. threaten to disrupt or disrupt the peace or threaten to endanger the health, safety or life of fellow students or members of the administration, faculty, and staff as well as visitors to the campus;
17. engage in hazing, i.e. the infliction of physical or mental discomfort, pain or injury upon a person during pledge period for a student organization;
18. engage in physical abuse, intimidation, or physical and/or mental harassment of fellow students or members of the administration, faculty, and staff as well as visitors to the campus;
19. possess, sell, or distribute alcohol, narcotics, or other harmful or habit forming, non-prescription drugs;
20. are found to be under the influence of alcohol, narcotics, or other harmful or habit forming, non-prescription drugs at any time, whether in class, or while in attendance at any University-sponsored activity;
21. violate local, state, and federal laws, statutes, and ordinances;
22. are convicted of any misdemeanor or felony;
23. violate University rules and regulations as specified in other documents or as publicly posted;
24. fail to comply with the authority of University officials acting within the capacity of their position and/or performance of assigned duties;
25. engage in behavior which adversely affects the stated mission of Selma University and/or the educational environment of the college.
26. If they are found guilty of bullying other students or staff.

The University reserves the right to amend the Academic Conduct Code (ACC) and Code of Student Conduct (CSC) as it sees fit to accommodate potential changes in the legal provisions of the local community, the state, and the federal government and to react to unexpected disciplinary complications as they arise.

## Disciplinary Procedures

The following is a listing of all the steps necessary for the initiation and execution of disciplinary procedures at Selma University:

1. A complaint regarding the conduct of a student or an organization may be filed by any person, i.e. by full-time or part-time, day or night students, members of the administration, faculty, and staff as well as visitors to the campus.
2. A complaint must be in writing and directed to the Office of Student Affairs. It must include a detailed description of the alleged violation and of the circumstances under which the violation(s) occurred.
3. The Vice President of Student Affairs (VPSA) follows up on every complaint and investigates the allegations stated in the complaint and determines whether there is a probable cause for disciplinary action following an alleged violation of the Academic Conduct Code (ACC) or the Code of Student Conduct (CSC).
4. Upon determination of probable cause, a written notice is sent to the student or the officers of the organization in question to make an appointment with the VPSA within five (5) calendar days to discuss the charges.
5. Failure to arrange, or to be present at, a scheduled conference is considered an admission to allegations as charged. The VPSA proceeds to impose the appropriate action for the violation/s in absentia.
6. In case the accused student or officers of the organization is/are unable to attend the conference, a prior, written notice has to be directed to the VPSA explaining the reason for the absence and requesting the alternate date. Only one such extension is granted, except where failure to grant additional extensions would cause undue hardship to the student or organization.
7. Pursuant to #4, the Vice President of Student Affairs meets informally with the accused student or officers of the organization and presents the complaint. After an admission of guilt, the student or officers of the organization may accept the proposed sanction by issuing a written statement. The issuance of such a statement is considered as a waiver of the right to a hearing before the Disciplinary Committee.
8. A student or the officers of an organization may demand a hearing before the Disciplinary Committee which is constituted at the beginning of each academic year. The formation of the Disciplinary Committee is listed in the Faculty and Staff handbook.

9. In case of #8, the student or officers of an organization are provided with a second, written notice of the charge as filed to allow the student or the officers of the organization reasonable preparation time for the hearing. The notice informs the student or the officers of the organizations that he/she/they may appear alone or with counsel before the Disciplinary Committee; that counsel may not speak for or on behalf of the student or the officers of the organization, but act only in advisory manner; that evidence may be presented during all phases of the hearing, except during the Committees deliberation; and that the student or the officers of the organization have the right to reasonable cross-examination of witnesses.
10. A hearing before the Disciplinary committee is scheduled no sooner than five (5) and no later than (30) calendar days after the initial conference with the VPSA. The accused student or the officers of the organization is/are informed in writing about the day, time and place of the scheduled hearing.
11. Failure to be present at the scheduled hearing of the Disciplinary Committee is considered an admission to the allegations as charged. The Committee proceeds to impose, in absentia, the appropriate sanction for the violations.
12. In the case that the accused student or the officers of the organization is/are unable to attend the hearing of the Disciplinary Committee, a prior, written notice has to be directed to the VPSA explaining the reason for the absence and requesting an alternate date. Only one such extension is granted, except where failure to grant additional extensions would cause undue hardship to the student or organization.
13. The hearing before the Disciplinary Committee is not strictly legal in nature, but is instead governed by the general policies and regulations of the University.
14. The standing Disciplinary Committee is composed of three (3) members of the faculty and staff and one (1) representative of the student body. The members are selected at the beginning of each academic year. However, the VPSA screens all committee members prior to the hearing for any prejudicial knowledge. In the event of prejudicial knowledge of the student or the officers of the organization or the case, some members may be replaced with other qualified candidates.
15. One of the faculty members on the Disciplinary Committee acts as Chairperson for that particular hearing.
16. In the event of an open hearing, which is held only upon the expressed written consent of the accused student or officers of the organization, any student or member of the administration, faculty, and staff may be present as long as their presence does not interfere with the proceedings. The Chairperson of the hearing has the authority to remove anyone who disrupts the normal conduct of the hearing.
17. In the event of a closed hearing, the chairperson of the Disciplinary Committee may instruct all persons not directly involved with the case to leave the room where the hearing is being held. Persons directly involved with the case are the accused

student or the officers of the organization, his/her/their counselor/s, the Vice President of Student Affairs, the remaining members of the Committee, three (3) observers, and the University's legal counsel.

18. A permanent record of all proceedings, whether open or closed, is kept in the form of a tape recording.
19. The proceedings open with the Chairperson reading the charges against the student or the officers of the organization.
20. The accused enters/enter a plea of guilty or not guilty.
21. The VPSA presents the \*evidence against the student or the officers of the organization.
22. The student or the officers of the organization, with the aid of his/her/their counsel/s, is/are afforded the opportunity for reasonable cross-examination.
23. The student or the officers of the organization, with the aid of his/her/their counsels, may present evidence by oral testimony witnesses, and/or sworn affidavits.
24. The VPSA is afforded the opportunity for reasonable cross-examination of the evidence and witnesses.
25. Rebuttal evidence may be presented by either party, but not so as to be redundant.
26. The student or the officers of the organization, with the aid of his/her/their counsel, is/are afforded the opportunity for a closing statement.
27. The VPSA is afforded the opportunity for a closing statement.
28. After the presentation of all evidence and closing statements, if any, the Disciplinary Committee retires in closed session. The Committee members deliberate and reach their decision by majority vote.
29. If the accused student or officers of the organization are found innocent, the hearing of the Disciplinary Committee ends.
30. If the accused are found guilty, the VPSA recommends sanctions to be imposed on the guilty party/parties.
31. The Disciplinary Committee retires into closed session for a second time to deliberate the proposed sanctions. The Committee may accept the recommendation from the Vice President for Academic Affairs or may impose greater or lesser sanctions. In all cases, the determination is reached by a majority vote.

32. The guilty party/parties, his/her/their counsel, and VPSA are informed of the Committee's decision in a reopened hearing: The announcement of sanction is followed by a written summary of the determination of the Disciplinary Committee to be sent to the guilty party/parties, his/her/their counsel/s, and the appropriate administrative bodies within seventy-two (72) hours after the closing of the hearing.

## **Disciplinary Sanctions**

A student, group of students, or organization found guilty of violating the Academic Conduct Code (ACC) and/or the Code of Student (CSC) of Selma University is/are subject to any of the following sanctions or combination of sanctionary measures:

1. **Reprimand:** A written notice that the continuation or repetition of a specific conduct may be cause for further disciplinary action.
2. **Restitution:** Compensation for damages or other violations of property right. Restitution is limited to the actual cost of repair or replacement.
3. **Voluntary Withdrawal:** A student, or group of students, may be given the option of withdrawing voluntarily from Selma University\*. Re-admission request are subject to approval by the Admissions Committee.
4. **Probation:** Disciplinary measure that temporarily restricts the privileges of the guilty party/parties. Such restrictions include, but need not be limited to:
  - a. loss of all scholarship privileges, if any;
  - b. prohibition to hold office in the Student Christian Government Association; any other appropriately deemed sanction.
  - c. probation to represent the college in any public function.
5. **\*Suspension:** Disciplinary measure that entails the separation from the University for a definite period of time (one semester, one year, but no more than two years). Re-admission request are subject to approval by the Admissions Committee.
6. **Expulsion:** Disciplinary measure that entails the separation from the University for an indefinite period of time. Re-admission request are subject to approval by the Admissions Committee.

At the direction of the University President, the imposition of the above mentioned sanctions may be stayed pending appeal by the student; or group of students.

The determination and sanction imposed by the Disciplinary Committee are subject to review on appeal to the Administrative Council. The Administrative Council has final authority in disciplinary affairs that have been referred to the Council through appeal and may affirm, increase, or decrease the sanctions imposed by the Disciplinary Committee.

\*Other than the legal provisions regarding evidence obtained from search and seizures, formal rules of evidence shall not be observed in the proceedings before the Disciplinary Committee. The decision of the Committee will be based solely on the evidence introduced during the hearing. In making the determination of innocence or guilt, the committee shall not consider evidence of previous violations of rules and regulations of Selma University, nor possible violations and/or convictions due to violation of local, state, and federal law. However, prior violations shall be considered in imposing the appropriate sanction.

\*For details about withdrawals, see the section on “Withdrawals.”

## **Appeals Procedures**

A student, group of students, or organization found guilty of violating the Academic Conduct Code (ACC) and/or the Code of Student Conduct (CSC) of Selma University has the right to appeal the decision and determination of the Disciplinary Committee to the student Appeal Committee, request a review of the proceedings, or request a second hearing of his/her their case.

1. All appeal requests have to be in writing, stating specific reasons on which the appeal is based. Such reasons are restricted to the discovery of new evidence, procedure violations that prevented due process, and inappropriateness of the imposed sanctions as unduly harsh or improper.
2. All appeal requests must be received by the Office of the VPSA less than (5) calendar days after the initial finding and determination of the Disciplinary Committee.
3. Failure to appeal the decision of the Disciplinary Committee is considered an admission to the allegation as charged and consent to the sanctions as imposed by the Disciplinary Committee.
4. Using the same procedure, the VPSA may appeal the determination and/or the sanctions of the Disciplinary Committee.
5. The Appeal Committee has the right to amend the findings and the sanctions of the Disciplinary Committee, order a rehearing of the case, or exonerate the student/s in question. The formation of the appeal committee is listed in the Faculty and Staff handbook.
6. The student or the offices of an organization shall receive a written statement of the final decision of the Administrative Council within five (5) calendar days after the filing of the appeal request.

A student, or group of students, may be subject to \*temporary suspension until the Administrative Council has completed the appeals procedure.

\*The VPSA may impose temporary suspension on students, or a group of students, whose actions indicate imminent danger or harm to health, safety, and welfare of themselves, fellow students, members of the administration, faculty, and staff, or visitors to Selma University. The temporary suspension may continue until such time as a disciplinary hearing can be held to further consider the matter.

## **Campus Security**

The University maintains a safety and security program through the office of Campus Security to safeguard persons and property in the campus community. Campus Security responds to calls in situations where the safety or security of a member of the University community is threatened. All incidents should be immediately reported to Campus Security, and University officials should be promptly notified as appropriate.

Campus Security officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to Campus Police staff as authorized and duly deputized officers of the University. Failure to comply with Campus Security or other University officials acting in their official capacity constitutes a violation of the University's standards of conduct and will subject the student to disciplinary action.

Any student, who observes a potentially dangerous situation or has been the victim of crime should report this circumstance immediately to the Office of Campus Security.

## **Traffic and Parking**

All motor vehicles owned or operated on campus by student, faculty, and staff must be registered with the office of VPSA each semester. Parking permits are issued each semester at a cost of \$15.00 for students. Failure to register a vehicle, or violations of regulations governing operation and parking of vehicles, will result in a fine and/or towing of the vehicle as well as possible disciplinary action.

The University parking decal should always be displayed as instructed by Campus Security. Students are expected to regard all parking and traffic signs on the campus and to be especially mindful of spaces reserved for disabled persons, faculty, staff and visitors.

Fines for traffic and parking violations vary, depending on the offense. Citations must be paid to the VPSA as directed on the citation. Failure to do so will cause additional citations, fines, and penalties. Parking and traffic responsibilities are assigned to the University Security force.

## **Energy Conservation**

To reduce energy consumption, the University has implemented several energy conservation measures. University students and personnel are urged to turn off lights when their use is not needed. Only maintenance personnel are authorized to adjust thermostats in campus buildings.

# **Fire Safety Policies and Regulations**

## **GENERAL SAFETY POLICY**

Safety is vitally important in all University activities. Although the University eliminates unsafe conditions through an active safety program, the safety of any individual cannot be assured unless everyone is concerned personally in this matter.

All students are required to abide by published directives and oral instructions given by properly identified University officials who are performing their duties.

Selma University students are required to abide by regulations prescribed by the State Fire Marshal and the University Campus Security and Physical Plant Office. Appropriate disciplinary measures will be administered to protect persons and property from fire.

1. Tampering with fire-fighting equipment when no emergency exit endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the VPSA.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. Hallway and stairwell doors provide critical barrier to the speed of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the fall semester. All trees must be removed from the building before occupants vacate at the end of the semester. All trees shall be made of or treated with flame retardant material and maintain flame resistance regardless of height.
5. No flammable liquids are permitted inside university buildings, in personal vehicles on the campus, or in University motorized vehicles.
6. No candles incense, or open flame devices are permitted inside University buildings (Special Events may call for special permission when activities warrant).
7. The school will have Periodic Fire and Storm drills.

## **Evacuation When Alarm Is Sounded**

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the State Fire Marshal.

### **Fire Alarm**

There have been isolated incidents where individuals have caused false fire alarms; such actions threaten the safety of all persons by causing unnecessary evacuation of the building. Therefore, all persons in the University building should watch for anyone tampering with pull boxes or other parts of the alarm system (including the alarm boxes on exit doors).

Any student who tampers with or causes any damages whatsoever to a pole, wire, insulator or alarm box, may create a false alarm from such a box. Anyone who by use of telephone, or breaking glass in such box of any fire or police alarm system will receive the designated disciplinary sanctions and will be subject to prosecution in accordance with local, state, and federal laws.

### **Setting Fires**

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

## **Student Activities**

### **Why Get Involved**

The college experience is more satisfying and rewarding when the student is able to pursue his or her interest and demonstrate his or her talents and skills. While participation in extracurricular activities does challenge the student's already limited schedule, by combining academics and other interests, the student actually becomes more disciplined in managing his or her time. Participation in extracurricular activities also helps the student develop and cultivate lifelong leadership skills.

### **How to Get Involved**

Students who wish to participate in activities, join an organization, pursue a special interest, or assist in planning of campus events should contact the VPSA or an officer or advisor of the respective organization.

### **Planning Student Activities and Events**

The VPSA is responsible for planning all of the University's Student Activities Programs. The Christian Government Association has a major interest in the provision of campus-wide activities and events through both direct sponsorships and allocations to organizations, all of which are involved in the development of the activities program.

The Lyceum Committee has specific responsibility for working closely with the VPSA in planning the annual program of the University.

### **Lyceum Program**

The Lyceum Program, in conjunction with chapel, brings to the campus artists, entertainers, guest lecturers and other individuals who are recognized as being able to contribute positively to students' education, growth, leadership, and sense of social responsibility. Funds for the Lyceum program are generated through student fees, and students are urged to provide input regarding speakers, artists, educators, and others whom they would like to invite to the campus.

### **Meeting Rooms and Facilities**

As a service to students and to promote student involvement, the University maintains facilities which students may use in conducting the business of their organizations.

Educational functions and activities shall not be hindered or disrupted by persons or organizations that have no legitimate reason for being on the campus. University facilities are to be used in accordance with established rules and regulations governing their use. Students are responsible for the behavior of their guests on the campus and are urged to use discretion and sound judgment when inviting people to the campus.

The VPSA has responsibility for approving all reserved meeting rooms and facilities for student organizations. Student organizations are to plan all conferences and special events through the VPSA.

### **Reserving University Facility and Space**

Student organizations requesting the use of facilities must obtain the approval of the VPSA. They are also expected to comply with all of the following regulations:

1. Reservations for meetings must be made at least two days in advance in order for the activity to receive proper publicity and accommodations.
2. Decisions regarding the cancellation of space should be reported to the VPSA at least 24 hours in advance of the beginning of the scheduled event.
3. Individuals and organizations on campus that schedule use of University facilities are responsible for making arrangements for any necessary food service and should consult with the VPSA.
4. Posters, decorations, displays, and the like are not to be attached to the walls of meeting rooms or other facilities without permission from the VPSA.
5. Seating arrangements for meetings and dining should be specified at the time the request for space is made.

6. Priority for use of the student meeting rooms and facilities shall be given to registered campus organizations. Organizations that are not registered with the University are prohibited from reserving space in student meeting rooms and in other University facilities, unless otherwise authorized by the VPSA.
7. Request for meeting rooms, displays, and special arrangements must be made by first obtaining the appropriate forms and available dates from the VPSA.
8. Individuals and organizations may request facilities for regular meetings or other activities as early as one semester in advance.
9. As much as possible, the VPSA will adhere to room assignments as confirmed; However, this office reserves the right to change assignments should conditions require it. Consideration will be given to room size, estimated attendance, and special equipment needed.
10. Individuals or organizations assigned use of facilities are responsible for leaving the facilities in clean and orderly conditions and for return of any special equipment.
11. Individuals or organizations who consistently cancel reserved space or who do not cancel reserved space or who do not cancel in advance of scheduled activity that is no longer being held will lose their privileges to use University facilities for a specified period of time.
12. The VPSA reserves the right to cancel reservations where the proposed activity conflicts with policies, rules and regulations of the University.

Information concerning campus events and activities may be obtained from the VPSA, which serves as the campus clearing house, provides current information about events and schedules such activities on the campus.

## **The Office of Student Affairs**

The Office of Student Affairs is responsible for registering all student organizations annually, reviewing and recommending policies governing student organizations, and providing assistance to organizations in sponsoring activities.

## **STUDENT COMPLAINT POLICY**

Selma University provides a wide variety of educational services, as well as artistic, athletic, and cultural programs, along with non-academic services to students at teaching locations located around the world. As a service organization, the University values high quality in the delivery of all of its academic and administrative services to all of its constituents in all of its locations.

Occasionally, a student may feel that the treatment they have received is not consistent with expectations based upon the university's official documents, such as the Undergraduate Catalog, or the Student Handbook. In these cases, the University desires to have a clearly defined path for students to express their complaints in a manner that will provide documentation and accountability within the institution for providing a timely response and resolution.

**Definition of a complaint.** A complaint is a written statement by a student that the treatment they have received is not consistent with the university's policies as stated in an official document. Only students may submit a complaint.

Complaints concerning academic programs are to be submitted in writing by a student to the Office of the Vice President for Academic Affairs. These complaints must reference the portion of the Catalog where the student perceives he or she was not treated in a manner consistent with the information stated in the appropriate catalog. Academic complaints related to grades may not be adjudicated through the VPAA offices. Academic judgments made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of an examination, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using the stated procedures located in the Catalog as appropriate.

Complaints concerning student services are to be sent in writing by a student to the Office of the Vice President of Student Affairs and must reference the portion of the Catalog in which the student perceives their treatment was inconsistent with the policies in the handbook. Student services issues include housing, student health and wellness activities, and student campus life. Complaints regarding financial services and student financial aid are to be sent in writing by a student to the Office of the Vice President of Fiscal Affairs. The Office of the VPFA will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.

**Submission of Complaints to the State of Alabama:** Students may also contact the Alabama Commission on Higher Education at P.O. Box 302000, Montgomery, Alabama 36130-2000 to utilize their complaint process. <http://www.ache.state.al.us/Content/Departments/NRI/federal-reg.pdf>