

XAVIER UNIVERSITY OF LOUISIANA

1 DREXEL DRIVE
NEW ORLEANS, LOUISIANA 70125



STUDENT HANDBOOK
2002-2004

FACTS ABOUT THE UNIVERSITY

Date Established: 1915 by Saint Katharine Drexel and the Sisters of the Blessed Sacrament

Type of Institution: The only American Historically Black Catholic University

Major Function: Teaching, Research & Community Service

Accreditation:

Xavier University of Louisiana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the following Degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Arts in Theology, Master of Arts, Master of Science, and Master of Theology.

Major Divisions: College of Arts and Sciences, College of Pharmacy, Graduate School.

Degrees Offered: Bachelor of Arts, Bachelor of Science, Bachelor of Music, Master of Arts, Master of Science, Master of Theology, Doctor of Pharmacy.

Affiliations/Agreements:

New Orleans Consortium – Xavier, Loyola, Notre Dame Seminary; M.B.A. Program - Tulane University; M.S. in Biostatistics, L.S.U. Medical Center; Dual Degree Engineering Program-L.S.U.; U. Detroit-Mercy; Georgia Institute of Technology; Southern University Baton Rouge; University of New Orleans; University of Wisconsin, and Tulane University.

President:	Dr. Norman C. Francis
Senior Vice President for Academic Affairs:	Dr. Deidre Labat
Senior Vice President for Administration:	Mr. Calvin Tregre
Senior Vice President for Resource Development:	Dr. Gene D'Amour
Vice President for Fiscal Services:	Mr. Edward Phillips
Vice President for Institutional Advancement:	Mr. Karl Turner
Vice President for Student Services:	Mr. Joseph K. Byrd
Dean, College of Arts & Sciences:	Dr. Harold Vincent
Dean, College of Pharmacy:	Dr. Wayne Harris
Dean, Graduate School:	Dr. Alvin J. Richard

Enrollment: 3900 (Average)

Traditions: Homecoming Week, Founder's Day Convocation, Wellness Week, Coronation of Miss Xavier, Black History Convocation, Springfest

Colors: Gold and White

Mascot: Gold Rush (Men); Gold Nuggets (Women)

Motto: "Deo Adjuvante Non Timendum:
With God Helping Us, There is Nothing to Fear."

Varsity Sports: Basketball, Tennis, Cross Country

ALMA MATER

In the Mississippi Valley, In the Crescent Bend
Stands our loved and noble Xavier, Far her praises send.

CHORUS: Wave her colors, bear them onward
 Gold and White so true
 Hail to thee, all hail, dear Xavier
 Hail, all hail, X. U.!

Xavier, ever be our guide, And lead us on the way
Through life's journey, onward, Upward, to the eternal day.

Note: The Alma Mater is sung at the close of Convocations, assemblies and ceremonies. All rise when the Alma Mater is sung, and no one is to applaud afterward.



The Xavier seal is composed of a shield inscribed in a circle. On one side of the shield is a lion rampant in a field of white. His claws are tinged with gold. On the other side of the shield, on a green field is a crescent and above the crescent a gold spear of wheat. The gold and white are Xavier's colors. The green field signifies confidence in God; the lion, symbol of courage and strength, stands for the Xavier student nourished with the wheat (the Blessed Sacrament). The wheat may also stand for the Sisters of the Blessed Sacrament, who founded Xavier University. The Crescent represents the city of New Orleans; it may also symbolize Mary, the Virgin Mother of God, from who the Second Divine Person (Jesus Christ) arose.

**XAVIER UNIVERSITY OF LOUISIANA
STUDENT HANDBOOK**

August 2002



XAVIER UNIVERSITY OF LOUISIANA

Office of Student Services

1 Drexel Drive • Box 29 A
New Orleans, Louisiana 70125-1098
(504) 483-7357 • FAX (504) 485-7929

The entire family of Xavier University of Louisiana is pleased that you have chosen to pursue your post-secondary education with us.

Your enrolling at Xavier confirms the faith and trust you and your parents have in this historic institution to provide a well-rounded quality education. By our actions and deeds, we intend to be worthy of the confidence you have placed in us.

The Division of Student Services provides programs and services to enhance your development as it relates to your out of class experiences. Our philosophy is that maximum personal growth occurs when in-class and out-of-class experiences complement each other.

A broad range of programs, services and learning experiences are provided by the Division of Student Services in the areas of : **Counseling and Testing, Campus Police, Career Services, Health Services, Volunteer Services, Residence Life, International Student Services, Student Activities and Freshman Orientation, Intramural Sports, Student Center, Office of Campus Ministry and the Family Life Center.**

Our goal is to assist you in your total development in a caring Christian environment as we continue to build of past foundation and prepare for future challenges approaching the new millennium.

During your Xavier experience, you will be afforded the opportunity to assume positive leadership roles in the decision making process that involves students and university governance.

Responsibilities of our staff are many and varied including advising the Student Government Association and other student organizations. Our services range from problem-solving, advice and assistance for leadership training and special needs programming.

It is our aim to have a joint partnership with you, faculty and staff in your total development as a Xavierite.

Sincerely,

A handwritten signature in cursive script that reads "Joseph K. Byrd".
Joseph K. Byrd
Vice President for Student Services

FOREWORD

The Xavier University Student Handbook has been designed to provide general information that should facilitate your adjustment to college life. This handbook describes the various non-academic services, resources, organizations, and co-curricular programs that are available to students and provides a ready reference for University policies, statements and procedures.

This Handbook does not contain all the standards or regulations of the University. Students should also be familiar with what is included in the University catalog. The staff of Student Services is ready to help students locate any additional information needed or desired. Failure to obtain a copy and become familiar with the stated guidelines will not excuse any student from failing to know and observe the information contained herein.

The University reserves the right to modify, or discontinue, without notice, any of its policies, regulations and procedures, which will apply to any student without regard to date of admission application or enrollment

The 2002-2004 Xavier University Student Handbook contains the most current information available as of the date of publication and supersedes all previous editions.

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VICE PRESIDENT FOR STUDENT SERVICES	Student Center 201	483-7357
Vice President	Joseph K. Byrd, M.Ed.	
Associate V-P/Dean of Students	Nedra Jasper Alcorn, M.A.	
Assistant Dean of Students	Kimberly M. Reese, M.A.	
Administrative Assistant	B. Franklin	
ATHLETICS		
Director	Steven Kalbaugh, B.S.	
Secretary	A. Henderson	
CAMPUS ACTIVITIES	Student Center 203	483-7361
Director	Deon Ridgell, M.A.	
Assistant Director. Orientation and Leadership Programs	Judy Bracy, B.S.	
Administrative Assistant	B. Gordon	
CAMPUS MINISTRY	Administration 107	483-7593
Director	Lisa L. McClain, M.A.T.	
Chaplain	Rev. Bryan Fontenot, M.Div. <i>(on leave 2002-2003)</i>	
	Dwight Fitch	
Music Minister	E. Frick	
Secretary		
CAREER SERVICES	Xavier South 410	483-7364
Director	Carolyn Thomas, M.A.	
Assistant Director	Mirian Minnard, B.S.	
COUNSELING CENTER	Pine Street	483-7315
Director	Eloise D. Dixon, B.C.S.W.	
Assistant Director	Shirley Labbe, M.A.	
Counselor	Traig Varnado, G.S.W.	
Counselor	Shelia August, M.A.	
Secretary	T. LaBranche	
FAMILY & COMMUNITY LIFE CENTER	Xavier South 408	485-5198
Director	Pamela Rogers, M.S.W.	
Program Coordinator	Nina Leon	
HEALTH SERVICES	4930 Dixon St.	483-7392
Administrative Director	Brenda Medley, R.N.	
Medical Director	Joseph Labat, M.D.	
Administrative Assistant	N. Robinson	
HOUSING and RESIDENCE LIFE	7305 Drexel Drive	483-7321
Director	Debra L. Sherman, M.A.	
Housing Coordinator	V. Spencer	
RECREATIONAL SPORTS	Gymnasium #6	483-7334
Director	Sterling Steward, M.S.	
Coordinator	Silas Steele, M.A.	
STUDENT PROGRAMS	4937 Dixon St.	485-5133
Coordinator, Service Learning/ American Humanics	Kelli Nelson, B.S.	
Community Service Coordinator/ MAX Advisor	Destra Tolliver, M.A.	
Office Manager	Typhanie Jasper	
UNIVERSITY CENTER	Student Center 204	483-7362
Manager	William Harris	
Assistant Manager	James Williams	
UNIVERSITY POLICE	3801 S. Carrollton Ave.	483-7490
Chief	Sandy Gavin	
Secretary	T. Williams	

DIVISION OF STUDENT SERVICES

The University offers students various services, resources and co-curricular programs to enhance student life experiences. These services and programs fall under the supervision of the ***Division of Student Services***.

Student Services at Xavier is committed to an active participation in student success and learning both in and out of class. All programs and services are designed to encourage and link learning experiences and student development goals. Our philosophy is based upon the principle that the strongest education integrates the existing academic program with a supportive, caring atmosphere for each student to learn and grow outside the classroom.

Responsibilities of staff extend to ensure students' personal growth and development—to advocate for students, to enlist student participation in the University decision-making process, to guide student adjustment to college life, to advise on policies and procedures, and to assist students in their development as leaders in their professions and as leaders in their community.

Staff are available to assist in advising student organizations, aid in problem-solving, and any special needs programs. Our doors are open and students may feel free to stop by the offices to share their concerns and ideas.

Vice President for Student Services

Student Center 201

The Vice President for Student Services (VPSS) provides administrative leadership, support and direction for all matters related to student services and student life and participates as a member of the President's cabinet in planning, budgeting, and policy-making for the University. The VPSS oversees the areas of Campus Ministry, University Police, Career Services, Counseling and Wellness, Health Services, Housing and Residence Life, International Student Services, Intramural Sports, Orientation and Student Activities, University Center, and Volunteer Services. Other areas of responsibility include judicial affairs, student government, student organizations, and Greek life.

The Associate Vice President for Student Services assists the VPSS in matters of policy program implementation and resource development, monitors safety and risk management practices, and provides leadership and guidance to the campus community through the supervision of those offices that address student life – student government, student organizations, housing and residence life, orientation, university center, campus activities, student judicial services, and student leadership development. The Assistant Dean of Students reports to the AVPSS and assists with the adjudication of campus judicial cases, offers mediation as an alternative to the judicial process and coordinates a comprehensive program (campus clearing house) for service and leadership involvement, to include service-learning and non-profit leadership.

Athletics

Gymnasium

The Athletics program at Xavier University has a rich tradition of excellence in intercollegiate athletics, including post-season tournament competition in Men's and Women's Basketball. The Athletics program provides a safe and motivating environment for student-athletes to excel, but also recognizes the need for students to pursue and achieve academic excellence. This combination of athletic achievement and academic excellence is the foundation of a sound athletic program with long-term success where coaches share the responsibility of educating student-athletes.

Campus Activities

Student Center 203

This office promotes a comprehensive co-curricular program that aids in the personal development of students and enhances their educational experience through student life activities. The staff encourages sponsorship of out-of-class programs that offer opportunities to link academic, professional and personal development goals with campus/community involvement.

This unit also coordinates the development of, and supervises the procedures and activities of University-recognized student clubs and organizations.

Campus Ministry

Administration 101A

Campus Ministry encourages students, faculty, and staff to grow in their own faith and to find support within the University community. It offers a variety of programs and opportunities for faith development through one-on-one interaction and group settings. Opportunities are provided for students, faculty and staff to meet with the Campus Ministry staff to plan and prepare spiritual activities that will meet the needs of the Xavier community—fostering fellowship, community outreach, leadership development and values clarification. Campus Ministry is staffed by a Director, full-time Chaplain, Administrative Assistant, and Peer Leaders (student volunteers).

Other opportunities for student involvement in Campus Ministry:

LITURGY (Daily at 12 noon and Sunday 12:30 p.m.)

Eucharistic Ministers

Liturgical Dancers

Music Ministry

Lectors

Environmentalists

Christian Drama Group

Liturgy Planning

Ushers

PRAYER SERVICE COMMITTEE

REVIVAL COMMITTEE

BIBLE STUDY

CHRISTIAN SOCIAL COMMITTEE

PUBLIC RELATIONS COMMITTEE

RETREAT TEAM

University Police

S. Carrollton and Drexel Drive

The University Police Office has the primary responsibility to maintain the campus as a safe and secure environment. The Office of University Police is open 24 hours per day and serves as the information center to visitors entering the campus. Officers patrol the campus on a regular schedule by foot, bicycle, and vehicles. Officers also avail themselves as crime prevention practitioners by re-enforcing safety & security information to students, faculty and staff of the university. Major emphasis is placed upon personal safety and security beginning with the individual. The Office of University Police offers several crime prevention and safety awareness programs throughout the year, one of which is a nationally accredited crime prevention program, Rape Aggression Defense for Women, with two certified instructors as staff.

All members of the Xavier University University Police department are trained officers who hold a Special Officers commission by the New Orleans Police Department and many have attained an additional certification, P.O.S.T. (Peace Officers Standards Training), commissioned by the State of Louisiana, Office of State Police. University Police is responsible for responding to and investigating all violations of law. To assure safe access to the University, officers need the cooperation and support of all members of the Xavier community. Any suspicious or potential criminal activity, or other emergencies should be reported immediately at 483-7490.

Other services provided by University Police:

crime prevention programs

investigation of auto accidents (on XU property)

access to university facilities

enforcement of traffic/parking laws

medical emergency response

investigation of suspicious or criminal acts

vehicular & foot patrol of all XU properties

enforcement of university guidelines

Campus Recreational Sports

Gymnasium, Room 6

The Campus Recreational Sports program is designed to provide an opportunity for all Xavier students, alumni, faculty, and staff to participate in competitive, organized, and free-play sporting activities. It is the general aim of this unit of the Division of Student Services to provide an enriching sports program for which all participants, regardless of degrees of athletic abilities, may benefit physically, mentally, emotionally and socially.

The sports offered are: Flag football, Volleyball, Horseshoe, Basketball, Softball, Table tennis, Billiards, Tennis, Track and Swimming. All sports are open to both men and women. There are various indoor table games which are also available for competition. All Xavier students alumni, faculty, and staff are eligible to participate in intramural activities. This includes all campus organizations recognized by Xavier University. Varsity players may not participate in the sports in which they are lettering.

Career Services

Xavier South 410

The Career Services Office offers a broad range of resources and programs to help students become well-informed and well-prepared to make rewarding career choices. A Director, Assistant Director, and an Administrative Assistant are available to assist students and alumni with issues pertaining to career exploration, career development, and job placement. Career Services manages internship and Co-Operative education programs; resume writing, interviewing techniques and job search-related workshops; part-time and full-time job vacancy information; a career resource library, on-campus interviews, and a Student Computer Lab containing career exploration and job search assistance software. Annual events: Career Fair, YMTF (Youth Motivational Task Force), Mardi Gras Invitational Job Fair, and Teacher Fair.

Counseling Center

Pine St. (between KD and St. Joseph Halls)

COUNSELING SERVICES

The Counseling Center provides a wide range of programs and experiences designed to facilitate academic, personal, and social development. A professionally trained and licensed staff include counselors and social workers who offer individual and group counseling to all students. The staff is available to assist students in a variety of concerns: college survival, relationship and roommate concerns, making important decisions about one's personal life, dealing with concerns related to alcohol use or adult child issues, eating disorders, issues related to surviving a troubled family, issues related to physical, emotional or sexual abuse, date rape, etc. and crisis counseling when the need arises. Referral services are also available when appropriate. Workshops are offered throughout the year on topics such as human relations, test anxiety management, assertive behavior development, stress reduction, and study skills development. Career and personality testing are also available. A personal development library containing books and video tapes is available on a variety of topics and is accessible with or without counselor contact. ***All counseling services are free and confidential.***

The Center is open Monday through Friday, 8:30 a.m. to 12:00 midnight. Appointments are recommended for counseling needs other than emergencies.

WELLNESS PROGRAM

Maintaining health and wellness is important for academic and professional success. The Wellness Program encourages students, faculty, staff, and administrators to be the best that they can be in every aspect of their lives—physical, mental, emotional, social,

spiritual, and intellectual. The Wellness Network (Counseling Center, Health Services, Health and Physical Education, and Intramural Sports) sponsors Wellness Awareness Week, a Walking Club, weight reduction group, and many activities throughout the year to promote healthy lifestyles.

The Wellness Associates are trained student volunteers who are available to assist students, faculty and staff in learning how to live a wellness lifestyle. Students, in particular, who are interested in losing weight, stop smoking, eating more nutritiously, and managing stress should avail themselves of the wide array of health promotion activities in the Center.

DISABLED STUDENT SERVICES

The Disabled Student Services (DSS) office, located in the Counseling Center, coordinates all services and programs for the disabled student population. Support and assistance is given to students with physical or mental/emotional impairments, learning differences, chronic illnesses, and temporary disabilities. The DSS office encourages student empowerment through self-advocacy, program accessibility/accommodations, and a psychologically supportive environment.

Family and Community Life Center

Xavier South 408

The Family and Community Life Center offers several programs to reduce violence among New Orleans' youths. This is a special initiative funded by the U.S. Department of Health and Human Resources, Office of Minority Health. The XUFXLC Collaborative convenes and provides training, technical support and assistance to community-based programs, schools, government agencies, and faith communities. The Center offers after-school and summer violence prevention programs for the youth in which Xavier students serve as mentors and tutors to participants. The Mini-Grant for Educating Youth Initiative, awards mini-grants to educators that promote conflict resolution and academic achievement in students from elementary, middle, and high schools.

Health Services

4910 Drexel Drive

Student Health Services provides for the maintenance and improvement of the health and welfare of all registered students. Access to medical care is provided in the event of an illness or injury. Preventive health care and education is provided to students through the following: limited medical care, initial diagnostic services for illness and injuries, limited dental services and consultation on general health and nutrition. Off campus referral services are available with local and state agencies, private physicians and psychiatric consultations. All medical information is confidential.

Magazines, pamphlets and brochures on health related issues are also available at the Student Health Services. Health and Wellness programs are scheduled throughout each semester and include Great American Smokeout, Healthy Heart Month, Breast Cancer Awareness, and National Collegiate Alcohol Awareness.

Housing and Residence Life

7305 Drexel Drive

Residence Life provides services, programs and activities for residential students. Seven residence halls provide a variety of facilities for students, from small and intimate settings as Claver Hall and House of Studies, to the large – St. Michael and St. Joseph Halls, the six-story Katharine Drexel, and the apartment-style setting of Fountainbleau Apartments and the Living Learning Center.

Through its professional and paraprofessional staff, the Office of Residence Life provides opportunities to create and experience community in a true living-learning environment. The Residence Life programs and policies are designed to provide opportunities for lifelong learning; offering an environment which promotes community living with emphasis on educational and social interaction.

Each residence hall is represented on the Student Judicial Board, which has primary responsibility for the administration of student discipline in housing matters.

International Student Services

Music Building 105

International Student advising and liaison for immigration and visa paperwork, are some of the services to provide assistance to enrolled international students. The Director of the Center for Intercultural and International Programs serves as advisor and works with international students to provide counseling on socio-cultural matters and coordinate and plan events where students can engage in social and cross-cultural activities.

Orientation

University Center 203

This area of the Campus Activities office serves to assist our new students (entering freshman, transfer and non-traditional students) in maximizing their potential and achieving personal and academic growth. Students are provided with a stable referral source; a vital support system away from home; and a liaison with all areas of the University community, and their parents have a source to obtain information. These efforts are facilitated by PEER DEANS, student volunteers who mentor and act as liaisons to new students on campus and assist the Director in facilitating Orientation and other programs throughout the first year. The ultimate goal is to instill in students early in their college career the importance of taking advantage of all the resources available to them and becoming well-rounded students.

Student Programs

4937 Dixon St.

VOLUNTEER SERVICES

The Volunteer Center was established in 1988 to promote and support student participation in volunteer and community service activities. Each year since, students have stepped outside the traditional classroom into a different learning environment—in schools, in community centers, in hospitals, etc. Volunteers make a difference in the N.O. community, build skills and share talents. Serving both as a resource center and volunteer placement office, the Center provides a centralized network to coordinate the involvement of individual students and student organizations registering to volunteer.

New Student Community Plunge
Community Service Calendar of Events
Agency Clearinghouse
Annual Service Events/Special Projects
Information and Resource Library
Service-Learning Programs
Americorps National Service Programs
Post-graduate Public/Community Service Programs
Community Service Work Study Placement
American Humanics Program

The Center also supervises the student umbrella organization for community service, *Mobilization At Xavier (MAX)*. MAX coordinates 20 campus service programs led by student coordinators.

University Center

A new 100,000 square foot University Center building will open in 2003 and change the center of campus community life at Xavier. The University Center will serve students, faculty, staff, alumni and guests offering a variety of programs, activities, services, and facilities to complement the academic experience. An extensive array of cultural, educational, social and recreational programs will provide students, in particular, the opportunity to balance course work and free time as cooperative factors in education. The new University Center will function as the gathering place of the university community as it provides services and conveniences in offices for student organizations, conference rooms, campus mail service, campus dining service, a game room, a café, a large study area that converts to a showcase lounge and much more.

CAMPUS RESOURCES

ATM

An ATM is located in the foyer of the Library near the Pharmacy building entrance.

Bookstore

The University Bookstore is located on the fourth floor of the Xavier South building. It is supplied with required textbooks and school supplies. Also available are various school insignia clothing and other gift/souvenir items at reasonable rates for the entire campus community. Full-time students may charge purchases to their student account, or VISA, Master Card, and checks are also accepted.

Book Returns

All textbook sales are final. No returns for credit will be issued except under the conditions listed below:

TEXTBOOK RETURN POLICY

- (1) Textbook return must be accompanied by sales receipt and must be in new and saleable condition.
- (2) Textbooks covered by plastic wrapping cannot be returned if the plastic has been removed.
- (3) Textbooks must be returned within 10 calendar days from first class meeting and accompanied by withdrawal or drop slip.
- (4) Study guides, non-required books, and special orders are not returnable.

Copy Services/Document Center

Coin operated copy machines for student use are available in the University Center, University Library, and Pharmacy Library. Students may purchase copy cards from Receiving.

The XU Document Center is located south of the main campus at 909 S. Jeff Davis Pkwy. In Spring 2003, it will relocate to the University Center. It provides While You Wait services for all print jobs up to 300 sheets and 24 hour service for up to 5000 sheets, typesetting jobs and business cards. Copy services include full-color; letter, legal, tabloid (11 x 17), and poster (17 x 22) size papers; and white, pastel, bright and resume paper and card stock. Other on-site services: automated folding, stapling, tape or spiral binding, double-sided copying, manual cutting, graphic design and typesetting, scanning, and fax services. Off-site services: Tee-shirt, backpack and banner printing, raised-print business cards, letterhead and envelopes, and glossy printing.

State of the art computing services enable conversion and editing on Macintosh and IBM-compatible pre-typed files.

Dining

UNIVERSITY DINING HALL

University cafeterias are operated by Sodexo and are located on the first floor of the University Center and in the Food Court at the Xavier South building. They are designed to provide food services for students, faculty, staff, administrators, and guests of the University. The University Center cafeteria is also used for large banquets on special occasions. Nutritious, attractive meals are planned, prepared, and served daily (except when school is officially closed.) The Campus Cafeteria hours of operation are posted.

FOOD COURT

The Food Court is located on the first floor of the Xavier South building and houses Mardi Gras Café and Pizza Hut.

Disability Related Services

The Disabled Student Services Program acts as a resource for the accommodation of students regarding academic and non-academic accessibility issues relevant to campus life, personal growth and career development. Personalized support services, programs, and referrals are coordinated through the Counseling Center and are available to reasonably accommodate students with the special needs who self-identify. All services are confidential.

All services are in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Fax Services

Local fax service is available for a fee at Campus Activities (SC), Computer Services (NCF) and the Library. Local and long distance fax service is available at the XU Document Center.

Health Services

The Student Health Service Center provides physician, dental and nursing services throughout the semester. Nursing services are available Monday-Friday 8:30 a.m. - 4:30 p.m. and emergency call 5:00 - 9:00 p.m. Only during the designated hours may you see either the campus physician or dentist at no cost. A student who requires the services of a physician at other times will be referred to an off-campus physician or emergency room at his/her expense. In the event of an Accident or Medical Emergency, please refer to the CAMPUS ACCIDENT PROCEDURES listed later in this handbook.

Physicians are available Monday - Friday and Dentists, twice a week at specified times. Schedules are available in Health Services, residence halls, and University Center. There are no fees charged for physicians, dental or nurse visits. There are fees, however, for immunizations and certain treatments and supplies.

Identification (ID) Card

Each Xavier University Student will be issued a Student Identification Card (ID). The I.D. card should be in one's possession at all times and is non-transferable. **For resident students the ID card also serves as the meal card and must be encoded by Sodexo.**

ID CARD PROCEDURES

Students will receive their ID card from the Office of Student Services upon completion of registration, after tuition payment is made. This card, in order to be valid, must bear the student's photograph and current semester validation sticker. After the initial ID is issued, the student is responsible for obtaining a validation sticker from the Office of Student Services for each new semester he/she attends. Each student is assessed \$5.00 for the current semester validation of the I.D. card. The card entitles the bearer admission to class, athletic events, the library, cultural and campus activities, and any other programs sponsored by the University.

REPLACEMENT ID CARDS

The ID card is the property of the University and should be surrendered upon request by any University official. Lost or stolen ID cards should be reported immediately to the Student Services office. In order to obtain a replacement for lost ID cards, you must first pay the \$5.00 replacement fee at the cashier and bring the receipt to Student Services. An additional fee of \$5.00 is charged by Sodexo for replacement ID/meal card. ID cards will **NOT** be replaced after November 30 (fall), April 30 (spring) and after the fourth week of class during summer sessions. Sodexo will issue *temporary* meal cards for resident students on the meal plan after those dates. Illegal use or possession of the ID card is prohibited. The ID becomes void and must be returned to the University upon withdrawal or suspension.

Insurance

All full time undergraduate students, are **REQUIRED** to show proof of health insurance which provides coverage in the New Orleans metropolitan area. A full time undergraduate student who does not fulfill the criteria for a waiver, will be billed for the student health insurance. **ANY REGISTERED STUDENT IS ELIGIBLE TO PURCHASE THIS INSURANCE.**

Library

The Xavier University Library/Resource Center provides services to students , faculty, staff and alumni. A Federal Documents Depository since 1991, the Library houses federal publications, Archives and Special Collections division, Instructional Media Services, and specially designed class/viewing rooms and wet study carrels. Inter-library loans are available to students, faculty and staff.

The Library is open until midnight five nights a week, and special hours during holidays and summer months.

Lost and Found

All items lost and found on the main campus are usually returned to the University Police Office. Items are kept for 30 days and disposed of after that time. Individuals may inquire of lost and found items at the office between the hours of 9 a.m. and 9 p.m. Monday - Friday, except holidays.

Notices/Announcements/Posters

Any notices/announcements/posters to be posted on college bulletin boards must be submitted to the Student Services Office in room 201A no later than three days before posting and must be approved before actual posting. Posters and notices are limited to specific bulletin boards and may not be placed on doors, walls, windows, stairs, floors or building exteriors, trees, light posts, etc. The originators of the notice are responsible for removal.

Requests for marquee advertisements must be brought to the Student Government office two weeks prior to event.

Post Office

The University Post Office is currently on the first floor of the Administration Building but will relocate to the new University Center in 2003. All persons may purchase stamps, mail letters and packages, and purchase transit tokens. A regular delivery is made to campus at 10:30 a.m. Monday–Friday. General mail is dispatched to the Main Post Office from campus at 2:00 p.m. weekdays. Pre-sorted letters are

dispatched from campus at 3:30 p.m. weekdays. Window service hours are 8:00 a.m.–5:00 p.m., Monday–Friday, and 9:00 a.m.–12:00 noon on Saturday. Regular University holidays are observed.

Publications

Students publications include the “Xavier Herald” newspaper and the University Yearbook “Xavierite.” Students are encouraged to seek positions on the newspaper and yearbook staffs. This Week at Xavier (TWAX), a bi-weekly newsletter, is published by the Public Affairs Office. This newsletter is circulated to alumni, students, staff and parents.

Religious Life

Xavier University is a Roman Catholic institution and through the Office of Campus Ministry offers religious programs and activities for the entire University community, regardless of religious affiliation. Mass is held daily and all religious observances of the Catholic Church are followed. Non-Catholic students are invited to attend all of the religious services, but are also provided information on Protestant services.

All activities of a religious nature must be in accordance with the “Policy on Religious Activities.”

Security/Crime Reporting

The functions and responsibilities of University Police are to protect the lives and property of the university community. All thefts, traffic accidents and offenses that occur on campus should be reported immediately to the University Police office or an officer on duty.

University Cashier

All bills for tuition, fees and transcripts are paid to the Cashier in the Fiscal Services Office located on the 3rd floor of the Xavier South Building. All reimbursement and student employment checks are also available at the cashier.

Vehicle Registration/Parking

The University Police Department oversees parking and traffic control on campus. All vehicles using University parking facilities must be registered with the University Police Office and properly display a parking permit. Parking on campus for students is restricted to local freshmen (unless registered for disability services) and upperclassmen. All parking zones have restricted access weekdays, 9 a.m. – 5 p.m. Reserved and Authorized Personnel only zones have restricted access 24 hours. Parking decals are issued for one academic year and summer semester. Please refer to the Parking and Traffic Guide for more specific regulations.

Voter Registration

The National Voter Registration Act of 1993 (NVRA) and Act 10 of the 1994 Louisiana Legislative Session encourages voter registration by providing new and innovative ways to register to vote—mail, motor voter, and agency-based registration. The Office of Student Services offers students the opportunity to register to vote as part of Orientation and when reporting for an Identification Card. Voter registration applications are available in the Office of Student Services, University Center 201.

STUDENT INVOLVEMENT

STUDENT GOVERNMENT

The Student Government Association (SGA) is the official representative of students in University policy-making and administration. This organization establishes an accountable self-government and provides the opportunity for responsible, individual and collective action. Its purpose is to plan, promote, and make recommendations for the interests and welfare of the student body as well as the University. It is charged with enacting legislation which regulates other student organizations and the general conduct of student life.

SGA aims to promote and assist in the planning and implementation of student programs and activities; to provide experience in the democratic process; and to encourage students to participate in all facets of the institution. SGA is the liaison between the students, faculty and University administration, providing appointments to a variety of internal and University committees, task forces and boards that establish or influence a wide range of policies, procedures and the general direction of academic and nonacademic programs and services offered at Xavier. SGA also functions as the avenue through which grievances by students may be channeled to the administration of the University. All full-time students are automatically members of the SGA. The SGA office is located on the second floor of the University Center.

UNIVERSITY CENTER ADVISORY BOARD

The University Center Advisory Board is composed of students, staff, and faculty members. It makes recommendations affecting the overall functioning of the Center; periodically evaluates the Center's activities in relation to programs, facilities, and staff; and encourages social, cultural, and recreational programs for the University community. It serves in an advisory capacity in matters pertaining to the University Center. The Advisory Board is composed of students (6) appointed by the Student Government Association from students nominated to the Board from the Student Body at Large; the Associate Vice President of Student Services; and the University Center Director. All offices are held by students. All meetings are open to the general University community.

STUDENT LIFE COUNCIL

The Student Life Council advises the Vice President of Student Services on the current issues regarding student housing, welfare, guidance, counseling, employment and placement, and student activities to help students forge educationally relevant campus experiences of a non-academic nature. The Student Life Council sets the standards for student elections; recommends guidelines for student housing, welfare, utilization of student facilities; and provides advisory support to programs related to varsity athletics, intramurals, residence halls, and student organizations. Membership in the Student Life Council includes: student government leadership, residence hall council leadership, university center governing board, the three faculty representatives appointed by the President from among recommendations submitted by the Academic Assembly, guidance counselors, residence hall and faculty advisors.

PHARMACY STUDENT ASSOCIATION

Promotes cooperation between pre-pharmacy and pharmacy student body, faculty, administration, and SGA. Supervise student affairs consistent with the particular needs of the pre-pharmacy pharmacy students. Concern itself with the work in the interest of the pre-pharmacy pharmacy students as they relate to the College of Pharmacy and Xavier University. Endeavor to support the High standards of the profession of Pharmacy at XU and in the surrounding community.

PANHELLENIC COUNCIL

This is the advisory and governing body of Xavier University social Greek organizations. PanHellenic provides a forum for the exchange of ideas, to coordinate matters of common interest, to plan cooperative service and academic programs and to formulate membership intake rules, policies, and plans. Information may be obtained from the PanHellenic Advisor, Room 201 University Center.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association is the student organization that serves the on-campus student exclusively. Every student who lives on campus (or in University-sponsored housing) is a member of the Residence Hall Association. The Association is made up of a council in each residence hall as well as a central Residence Hall Association Council. It offers on-campus students an opportunity to get involved in a pro-active way to strive to transform the Xavier University Residence Halls into true living-learning centers.

COMMUTER/OFF-CAMPUS STUDENT NETWORK

This group serves to provide local and off-campus students a vehicle to voice their issues and concerns. All non-resident students are eligible and encouraged to get involved in this group while ideas are still being generated. For more information, the Campus Activities Office is located in the University Center, Suite 203.

XAVIER ACTIVITIES BOARD

The Xavier Activities Board (XAB) serves as the planning body for major student activities. This student-run group provides diverse programming that appeals to the student body and aids in the development of the well-rounded student. Membership in XAB includes an Executive Board, Program Chairs, and representatives from the student body. XAB holds weekly meetings and all students are encouraged to attend to provide varied ideas. XAB operates under the Campus Activities office.

Student Government Association Constitution

Preamble

We, the students of Xavier University of Louisiana, desiring to promote the welfare of the Student Body; to develop a sense of leadership and responsibility for growth through initiative, discipline and self-direction; to assume the fullest powers and responsibilities of self-government, not inconsistent with the responsibilities and policies of the University administration; to encourage a clear and continuous exchange of ideas between students, faculty, and administration of this University; to promote academic freedom and responsibility; believing that these ideas are essential to the welfare of this Catholic University, and, recognizing the need of guidance from the Lord Jesus Christ in the attainment of these goals; establish this constitution in an exercise of the authority delegated to us by the Board of Trustees and the President of Xavier University of Louisiana.

Article I Name and Membership

Section One – This organization shall be known as the Student Government Association of Xavier University of Louisiana.

Section Two – Every regularly enrolled full-time student, as defined by the regulations of this University, shall be a member of the Student Government Association and shall have a voice and vote therein.

Article II Legislative Branch

Section One – The legislative power of the Student Government Association shall be vested in the Student Congress.

Section Two – The Student Congress shall be composed of the following officers:

1. The Vice-President of the SGA;
2. Eight Congresspersons from the Arts and Sciences, with two coming from each class;
3. Two Congresspersons representing Pharmacy; and
4. Four At-Large Congresspersons.

Section Three – The Congresspersons at-large shall:

1. Serve as a member of the Student Congress, representing all members of the SGA;
2. Alternate as chairperson of the Student Congress in the absence of the Vice-President;

Section Four – The Clerk of Congress shall:

1. Be present and record all minutes at all Congress meetings.
2. Prepare, present and distribute all congress minutes of the above meetings.
3. Inform all Congresspersons of all Congress Meetings, Budget Hearings, by phone and by memo.
4. Keep SGA Secretary abreast of all happenings in Congress.
5. Distribute all minutes to appropriate Student Services Advisors.

6. Coordinate and monitor approved allocations with the SGA Treasurer via the Treasury Board to ensure proper spending.

Section Five – The term of office of each member of the Student Congress shall run from the date of his/her installation as a member of the Student Congress to the date of the installation following the Spring General Elections at which time elected officers shall be installed and all other positions shall become vacant.

Section Six – A member of the Student Congress shall be removed from said body:

1. Because he or she has accumulated a total of more than two (2) absences and one (1) proxy per semester from the regular Student Congress meetings during a congressional year. An absence shall be defined as a voting member or proxy not being present at anytime in the duration of a regular meeting. A member removed for excessive absences cannot be reappointed during the congressional year.
2. Because he or she resigns, is convicted of impeachment charges, or is recalled from office by virtue of which he or she holds a position on the Student Congress.
3. Because he or she ceases to be an official member of the group he or she represents except where otherwise provided for in this constitution.

Section Seven – There shall be bimonthly meetings of the Student Congress during the regular school year.

Section Eight – A quorum shall be declared at any meeting of the Student Congress when a roll call shows 60 percent of the duly elected and duly- appointed voting members of the Student Congress or official proxies present.

Section Nine – The Student Congress shall within the area of student authority act as follows:

1. Legislate on matters concerning students and student affairs, including university policies and community affairs;
2. Make recommendations by a two-thirds (2/3) vote of those present at a duly-constituted meeting, for appropriation of SGA funds;
3. By a two-thirds (2/3) vote of those present at a duly-constituted meeting of the Student Congress override, when necessary, the Presidential veto.
4. Pass on any appointment made by the SGA President;
5. Remove, for cause, any person appointed by the SGA President; a two-thirds (2/3) vote of those present at a duly-constituted meeting of the Student Congress being required except where otherwise provided for in this constitution;
6. By majority vote, elect a successor to any vacant office, except where otherwise provided for in the constitution; and;
7. Adopt such rules and procedures (not inconsistent with this constitution) as are necessary for the efficient and orderly conduct of the Student Congress affairs.

Section Ten – Succession shall be of a Vice-President to President immediately upon the occurrence of said vacancy.

Article III

Executive Branch

Section One – The executive powers shall be vested in the SGA President. The president shall:

1. Recommend for consideration by the Student Congress such measures as he or she shall judge necessary and expedient in the performance of his or her executive duty;
2. Approve or veto all acts of the Student Congress, provided that he or she exercises such power within seven (7) calendar days; if the SGA President does not act on a measure within this period of time, the measure shall be considered adopted.
3. Be responsible for securing the implementation of all legislation passed by the Student Congress;
4. Appoint a cabinet to assist him or her;
5. Call meetings of the entire Student Congress;
6. Make all appointments provided for by this constitution subject to Article II Section 9:4; and
7. Perform all additional executive functions proper to the office and consistent with the by-laws.

Section Two – The SGA Vice-President shall:

1. Serve as presiding officer of the Student Congress;
2. Assist the SGA President in the execution of his or her duties and assume said duties in the event of the temporary absence of the President.

Section Three – Succession within the Executive Branch shall be as follows:

1. In the event the office of the SGA President becomes vacant, the new Student Government Association President shall appoint a new Vice-President from the Student Congress
2. In the event the office of the SGA President and the office of the Vice-President become simultaneously vacant, a general election shall be held by the Student Congress to fill said vacancies, not less than six days and no more than 14 days from the occurrence of said vacancies.

Section Four – The SGA Treasurer shall:

1. Keep an accurate record of all SGA financial transactions.
2. Give a treasury report at every other Student Congress meeting and every SGA monthly meeting.
3. Be an official member of the SGA Executive Board.
4. Chair the SGA Treasury Board as provided for in Article VI, Section I.

Section Five – The SGA Secretary shall:

1. Be present and record all minutes of all SGA official Executive Board meetings, Emergency meetings, IOC meetings, and all other General meetings of SGA.
2. Prepare, present, and distribute all the minutes of the above meetings to appropriate SGA staff, board, and advisors.
3. Inform all Executive Board members of all meetings.
4. Keep Clerk of Congress abreast of all happenings in SGA General meetings, IOC meetings, the official Homecoming and Festival committee meetings.
5. Be a Co-Chairperson of the Publicity committee for SGA and handle all internal and external correspondence.

Section Six – Miss Xavier shall:

1. Assist in the planning and implementing of all student activities.
2. Preside over all Homecoming activities and events.
3. Serve as a member of the SGA Executive Board.
4. Serve on any other university council or committee where stated.

Article IV

Judicial Branch

Section One – The Judicial powers shall be vested in the Judicial Council.

Section Two – The Judicial Council shall be composed of the following members who shall be appointed by the President of the S.G.A. and approved by the Student Congress:

1. Chief Justice who shall be chosen from the Associate Justices by the President with concurrence of the Student Congress
2. Associate Justices (5)
 - a. Senior Class
 - b. Junior Class
 - c. Sophomore Class
 - d. Freshman Class
 - e. College of Pharmacy

Section Three – College of Arts and Sciences Justices can serve no longer than eight (8) academic semesters and the College of Pharmacy Justice can serve no longer than eight (8) academic semesters in office.

Section Four – The Judicial power of the S.G.A. shall extend over all cases involving violation of this Constitution and the By-laws of the S.G.A. and the policies and regulations of this University as they pertain to the organizations

Section Five – The Judicial Council shall have supreme jurisdiction in all cases of impeachment. It shall serve as a disciplinary hearing committee and shall serve as the Student Judicial Board in cases referred by the Associate Vice President of Student Services. It shall hear cases of a minor nature as referred by the Vice President of Student Services.

Section Six – Each student appointed as a member of the Judicial Council must have an overall scholastic average of 2.75 or higher at the time of appointment. The student shall not hold any other elective or appointive office under this constitution.

Section Seven – Any member of the Judicial Council may be removed for cause by four-fifths (4/5) of the voting members of that body.

Section Eight – A duly-constituted meeting of the Judicial Council shall consist of the presence of four fifths (4/5) of the voting members of that body.

Section Nine – The duties of the Judicial Council shall be:

1. To pass on all questions concerning campaigns, balloting, elections,

- nominations, qualifications, removal and succession of candidates or officeholders;
2. Upon the filing of a complaint, to render decision upon any election dispute or irregularity within seventy-two (72) hours after the filing of such complaint;
 3. To verify all election returns, such verifications being final unless contested within seventy-two hours (72) after the election; and
 4. To pass upon the validity of a recall election.

Section Ten – In order to be eligible for elections to an SGA office, a Judicial Council member must first resign from said body.

Article V

Elections

Section One – Only regularly enrolled students as defined by the official regulations of this University shall be eligible to vote in any election.

Section Two – In order to be eligible for election to the offices of SGA President, Vice-President, Secretary, Treasurer, and Miss Xavier, a student must meet the following qualifications:

1. He or she must have completed at least 42 hours of college with a minimum 2.75 previous semester/cumulative GPA at the time of the nomination; Miss Xavier must have completed at least 95 hours at the time of nomination;
2. He or she must pass a written examination on the SGA constitution, such examination to be conducted by the Judicial Council;
3. He or she shall not be on disciplinary, scholastic, or attendance probation at the time of his or her examination;
4. He or she shall have earned twelve (12) semester hours at Xavier University of Louisiana the semester prior to the election;
5. The SGA President and Vice President shall have served at least two (2) semesters in SGA as appointed or elected officials prior to running for an office;
6. SGA Treasurer, Secretary and Miss Xavier shall have served in SGA for at least one (1) semester in SGA as appointed or elected officials prior to running for office.

Section Three – A candidate for class offices, Congressperson and Clerk of Congress shall:

1. Have earned at least 30 semester hours of college work (except for the Freshmen class officers) with a minimum of 2.75 previous semester/cumulative GPA at the time of the nomination .
2. Meet the requirements of paragraphs 2, 3, and 4 of Section Two of this Article, except for the Freshmen officers who are subject to the provisions of paragraphs 2 and 3 of Section Two of this Article.

Section Four – The term of office which has not been established by the articles of this constitution for all SGA officers shall be terminated:

1. Upon the installation of the student's duly elected successor;
2. Upon the recall as provided for in Section 9 of this article;

3. Upon resignation from office; or
4. If the officer ceases to be a member of the group he or she represents.

Section Five –

1. In elections in which two or more positions are to be filled from the list of candidates, and there are more candidates running than there are positions open, voters shall be allowed to cast one vote for each position that is open.
2. In election for Miss Xavier and her court, in which only one position (Queen) is to be filled from the list of candidates, and there are more candidates running than there are positions open, voters shall be all allowed to cast one vote. Only a plurality vote is required, with the second and third highest vote getters being automatically designated 1st and 2nd Maid, respectively. There will be no run-off elections for Court positions.
3. Except where otherwise provided, all officers elected under this constitution must receive a majority of the votes cast in the election. If, in an election in which one position is to be filled, no one candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes in the primary shall be given the opportunity to qualify for the run off election. If the run off election is necessary, it shall be held not less than six (6) days and not more than eight (8) days following the date of the primary.

Section Six – Nominations shall be made by:

1. A candidates filing his or her intentions to run and choice of office during the filing period established by the Election board;
2. The Judicial Council confirmation of his or her eligibility in accordance with other sections of Article 5. A seven day period of filing shall be opened twenty-one (21) days before the date of the election.

Section Seven – A special election shall be conducted by the Election Board within four weeks or the commencement of the Fall semester to fill the Freshmen positions, to pass on any referendum or constitutional changes, or any other items which may require a vote of the student body.

Section Eight – A general campus election shall be conducted by the Election Board beginning no later than April 1 and concluded by April 15 of each year. The SGA President, Vice President, Secretary, Treasurer, Congresspersons-at-large, Sophomore, Junior and Senior Class Congresspersons , the Clerk of Congress and all Class officers shall be elected at this time. All elections shall be held campus-wide for two (2) consecutive days.

Section Nine – The term of office of any officer under this constitution may be terminated by either of the following procedures and steps outlined therein:

1. Impeachment
 - a. By the filing of formal impeachment charges of one-fifth (1/5) of the members of the Student Congress at a regular meeting of the congress, and
 - b. By a formal hearing at the next regularly scheduled Congress meeting, to be presided over by the Chief Justice of the Judicial Council (or by the President in case the Chief Justice is the officer charged with impeachment), and

- c. By a three-fourths (3/4) affirmative vote for conviction of those present at the Student Congress meeting, voting by secret ballot, or
- 2 Recall:
- a. By submission of a petition to the Election Board signed by fifteen percent (15%) of the Electorate of the office concerned, and
 - b. By the Election Board setting provisions for a recall election within two weeks after the petition is submitted, and
 - c. By a majority of those voting in accordance with the provisions of this constitution.

Section Ten – All officers elected under this constitution shall be installed within thirty (30) days after the elections are completed.

Section Eleven – The Election Board

1. There shall be an Election Board consisting of a cabinet member appointed by the President to serve as chairperson, two persons appointed and three persons appointed and approved by the Congress, subject to Presidential veto.
2. The chairperson of the Election Board shall be the cabinet member appointed by the President.
3. The Election Board shall be appointed at the end of each Fall and Spring semester, and shall serve from the time of their appointment until a new board is appointed.
4. Should a vacancy occur on the Election Board during the course of the semester, the party making the original appointment will appoint a replacement in the same manner as the original appointment.
5. The duties of the Election Board shall be:
 - a. To conduct all Student Government elections;
 - b. To determine dates and procedures for all SGA elections and other official elections consistent with this constitution;
 - c. To secure poll commissioners for all polling stations;
 - d. To instruct all polling commissioners as to the duties of their position;
 - e. To disqualify any candidate who shall fail to comply with election regulations.

Article VI

Finance

Section One – A Treasury Board shall consist of the SGA Treasurer, all Class treasurers, and the Clerk of Congress. The Treasury board shall assist the SGA Treasurer in bookkeeping for the Student Activity Fund collected by the University for the operation of SGA functions and which funds shall be appropriated by the Student Congress.

Section Two – Requisition for the expenditure of SGA funds shall be signed by the President, Vice-President, and duly-appointed University advisor to the SGA. Class and student organization requisitions shall be signed by the President, Treasurer and duly appointed University advisor.

Section Three – Budget hearings shall be scheduled by the SGA President with proper notification being given to the members of the student body and Student Congress at least two weeks in advance of the hearings. These hearings are to be conducted within the first three weeks of the fall semester.

Section Four – The Student Government Association shall appropriate and disburse monies according to funds collected from the Student Activity fee.

Section Five – The SGA funds shall be calculated at the beginning of each semester. The funds shall equal to the number of full-time students enrolled in the College of Arts and Sciences times the student activity fee per student plus 60% of the student activity fee times the number of full-time students enrolled in the College of Pharmacy.

Section Six – The SGA funds shall be itemized as follows:

- a. 25% per full-time enrolled student as an official member of the perspective classes (Freshman, Sophomore, Junior, Senior) and 40% per full-time enrolled student in the College of Pharmacy.
- b. SGA stipends shall not exceed 10% of the actual total SGA funds.
- c. Funds available for budget hearings shall not be less than 10% of the actual total SGA funds.
- d. Discretionary Funds – The SGA President’s discretionary fund shall not exceed 5% total of SGA Budget **and** any incoming revenues, and shall be under the control of the SGA President, not to be allotted by Congress.

Article VII

By-Laws

Section One – Any legislation not inconsistent with this constitution which has more than a temporary effect must be considered a by-law.

Section Two – Any proposed by-law must be presented in writing to duly-constituted meeting of the Student Congress. The vote on this by-law may not be taken until the next duly-constituted meeting of the Student Congress.

Section Three – A two-thirds (2/3) vote of the membership of the Student Congress at a duly-constituted meeting of the same is required to pass a by-law.

Article VIII

Amendments

Section One – Amendments may be proposed to this constitution by two-thirds (2/3) vote of the Student Congress.

Section Two – At least seven days must elapse between the date of passage of proposed amendments by the Student Congress and their submission for ratifications to the SGA membership.

Section Three – Proposed amendments shall become a part of this constitution after they are ratified by a majority of those voting at an election designated for that purpose.

Section Four – The right of initiative is hereby given to the student body. If a petition signed by 15 percent (15%) of qualified voters requesting an election for the consideration of a constitutional amendment must be held between 14 and 21 days following the presentation of the petition to the SGA President.

Section Five – All proposed amendments must be certified as not inconsistent with the University policy by the appropriate University officials prior to their submission to the electorate.

Article IX

Oath of Office

I _____, hereby solemnly affirm that I will carry out the duties of my office to the best of my ability in accordance with the Constitution of the Xavier University Student Government Association and the regulations of Xavier University of Louisiana.

BY-LAWS

Article I The Inter-Organizational Council

Section One – Upon assuming his/her office, the president of the SGA shall assemble the Inter-Organizational Council (IOC).

Section Two – The Inter-Organizational Council shall:

- a. Insure that all recognized organizations of this university are structured and maintained according to the principles established in this constitution and its by-laws, as well as the policies of this university;
- b. Communicate with and provide for the annual registration of all organizations;
- c. Establish procedures for the recognition and functioning of newly formed organizations;
- d. Recommend to the Office of Student Activities the suspension of any organization that acts contrary to its approved constitution, or the policies of the university; and
- e. Sponsor such activities which require a joint effort of all member organizations.
- f. The president of each University-approved and active organization and class is a member of the IOC. Each representative of a University- recognized organization shall be empowered to cast one vote within the council.
- g. In every clause where organization is mentioned, organization shall automatically include all organizations, honor societies, and classes recognized by IOC.

Section Three – All organizations which have been recommended for suspension shall have the right to appeal to the Judiciary Committee of the SGA.

Section Four – The composition of IOC shall be:

- a. One (1) representative of each organization and class recognized by the IOC
- b. The President of the SGA, whom shall have voice but no vote
- c. The Vice-Chairperson of IOC
- d. IOC Secretary of whom shall have voice but no vote
- e. The Vice President of Student Services or his/her representative of whom shall have voice but no vote.

Section Five –

- a. The president of the SGA shall chair all IOC meetings
- b. If both the president of the SGA and the Vice Chairperson of IOC are unable to chair a meeting, the SGA president may appoint a representative to chair the meeting of IOC.
- c. The Vice Chairperson shall be appointed by the President of the SGA subject to the approval of the Executive Board of SGA.
- d. The SGA Secretary shall keep the minutes of all IOC meetings.

Section Five – All awards of funds shall be strictly accounted for, with a financial statement and evaluation form completed within two weeks following the sanctioned activity. These forms shall be provided by the SGA.

Section Six – The Student Congress shall receive from the president of the SGA a prepared budget including receipts and expenditures by September 15th of the Fall Semester and January 31st of the Spring Semester.

Section Seven – The Student Congress shall pass on its finalized budget by September 30th of the Fall Semester and February 15th of the Spring Semester.

Section Eight – The budget adopted by the Student Congress shall be a balanced budget.

Section Nine – No loans will be granted by the SGA Student Congress to any organizations and/or individuals. No IOC monies shall be allocated to individuals.

Section Ten – In order to provide compensation for the time, energy and effort spent working for the SGA, the following officers, President, Vice President, Treasurer, Secretary, Clerk of Congress, and Miss Xavier will be proposed a stipend subject to congressional approval. Stipends shall not exceed 10% of the total SGA funds.

Section Eleven – The availability of SGA funds to a student organization shall be based upon (1) active attendance at IOC and Student Body meetings – attending at least three-fourths (3/4) of both IOC and Student Body meetings called, and (2) active participation in community service – a minimum of three community service projects per semester with prior notification to and registration with the XU Volunteer Center. At least two service projects must be off-campus per semester.

Section Twelve – The For Spring Budget Hearings, active attendance and active participation shall be a prerequisite for eligibility.

Article V

Meeting Procedures

Section One – Class meetings are to be held once per month on a date and at a time set forth by the University calendar and communicated in appropriate form to constituents.

Section Two – Student body meetings are to be held once per month on a date and time set forth by the University calendar and communicated in appropriate form to constituents.

Section Three – Treasury reports and congressional reports are to be given during the above mentioned meetings. General activity planning shall be discussed and decisions for the academic year shall be made.

STUDENT ORGANIZATION GUIDELINES

The University recognizes the roles in which organized activities serve in enhancing the educational, professional, and social experiences of the Xavier community. Intellectual and personal growth takes place in student organizations which have effective leaders and cooperative members. Organizations and groups may be established for any legal purposes, provided these groups do not dispartate with regard to race, creed, color, religion, or disabling condition. Students are encouraged to participate in the programs provided by these organizations. The Office of Student Activities maintains records of all student organizations.

Operating License

Only officially registered and University-approved organizations shall operate on campus. Existing organizations must maintain Inter-Organization Council (I.O.C.) standards in order to retain University recognition and shall meet all prerequisites before obtaining complete accreditation and charters are issued. Membership in recognized student organizations must be open to ALL registered students at the University. Student Organizations that are granted exemption to have members of only one gender under Title IX of the Educational Amendment of 1972 are granted the same exemption by the University.

In order for an organization to be approved, it must be sanctioned by the Inter-Organizational Council. All registering student organizations will agree, at the time of registration with the University, to the policies and procedures promulgated herein relating to activities on campus.

While members of the faculty and staff serve as advisors to assist student organizations in their programs, The Director of Student Activities supervises all campus clubs and organizations.

Detailed guidelines governing all university organization are further outlined in this section and in the Student Activity Guide Book.

Rights of Campus Organizations

Upon receipt of its charter, an organization will attain all rights and privileges and immunities conferred by such a charter.

1. The use of the University's name in association with the name of the organization.
2. Use of University facilities in accordance with policies governing them.
3. Solicitation of members on campus.
4. Listing of the organization in the official publications of the University.
5. Right to request use of campus mail boxes, if available
6. Use of University calendar, to register and publicize events.
7. Right to request student activity funding from the appropriate source.

INTER-ORGANIZATIONAL COUNCIL (I.O.C.)

Purposes

The purpose of the Inter-Organizational Council is to work under the supervision of the Student Government Association in cooperation with the Office of Student Activities in furthering the goals and objectives of the University by insuring that all University Organizations are properly structured, maintained, and functioning in such a way as to provide effective student leadership and self government; to provide a communication link among the various organizations; and to provide a broader scope of student activities.

Implementation

The I.O.C. shall carry out its aims by consistently and objectively reviewing all University-recognized organizations relative to their constitutional purpose and governing procedures, in keeping with University standards and requirements for recognition.

Memberships

The President of each chartered student organization is a member of the I.O.C. Each representative of a University-recognized organization shall be empowered to cast one vote within the council. The I.O.C. shall be chaired by the President of the Student Government Association.

Advisor

The Director of Student Activities shall serve as advisor to the I.O.C. and is available to assist students in planning events that help build community on campus.

PETITIONING FOR RECOGNITION ON CAMPUS

General Requirements for Recognition

Registration of student organizations shall be with the Vice President of Student Services, or designee. Upon initial contact the feasibility and mechanics for starting and organization shall be discussed with the Director of Student Activities. Any organization which limits their membership on the basis of race, religion, color, disabling condition or national origin will not be granted recognition. An organization must have a minimum of ten (10) students of Xavier University interested in the goals of the organization.

All newly recognized organizations shall be granted *temporary* charters for one academic year. Until chartered, all such groups will be designated as *Interest* groups and may utilize University facilities for meetings, but they can not be authorized to hold fund raisers or dances, sponsor speakers or any other type of program, nor utilize the University's name.

Procedures and Requirements for Local Chartering

Any organization who has met the above requirements must make a formal application following procedures to obtain a charter.

1. Submit three copies of Petition to Organize and three copies of their proposed constitution.
2. The proposed constitution shall define its types of membership and designate that each member be enrolled in the University for twelve (12) hours or more and have an overall GPA of 2.000 or better.
3. An academic organization must submit evidence, certified by the Department Chairman and Dean of College, of approval of the constitution.
4. A Religious organization must submit evidence certified by the Office of Campus Ministry of approval of the constitution.

Procedures and Requirements for National Affiliation

A chartered local organization or a group of students interested in having national affiliation shall meet the same requirements as for local chartering. The organization must also meet the following additional requirements.

1. Submit three brochures or other publications of the national organization.
2. Submit a t least one copy of the national constitution and by-laws.
3. Group must secure and submit a letter of approval from the regional or national office before it can be recognized on campus.

Requirements for Greek Organizations

To merit continued existence, an organization must:

- a. substantially fulfill the purpose for which it was chartered;
- b. be an active member of the Pan Hellenic Council;
- c. maintain at least ten (10) active members;
- d. maintain a cumulative average of 2.75 each semester;
- e. complete the annual charter renewal form and any other information requested by the Vice President of Students, Student Activities Director and the Student Government Association.

Failure to maintain a 2.75 cumulative semester average for one semester will result in restricted probation. Failure to maintain the academic requirements for two consecutive semesters will result in the suspension of the organization and possible revocation of its University charter.

Membership Intake

The University requires a resident and cumulative GPA of 2.75 or better.

Final Recognition

Acceptance

After all requirements have been met and procedures properly followed, the Office of Student Services and the Inter-Organizational Council of the Student Government Association will review the organization's petition for recognition and their constitution. If approved the above bodies, the organization is recognized for one probationary year. Upon approval the Office of Student Services must be notified and supplied with a copy of the constitution, the name of the proposed faculty advisor(s), and the names and addresses of elected offices.

Denial of Recognition

If disapproved by the Student Government Association, the Vice-President must inform the organization in writing of the reasons of the objection. The organization may resubmit its documents at the next meeting with a representative present. If it is denied a second time and the organization can show prejudicial treatment, it may appeal to the Director of Student Activities.

Evaluation/Review/Appeal

At the end of approximately one year the organization will be evaluated by the Inter-Organizational Council. A written evaluation will be submitted to the Office of Student Activities and the Student Government Association. The evaluation will either recommend or deny final recognition listing its reasons or objection(s). If recommended and accepted by both the Director of Student Activities and the Student Government Association, the organization may continue to function with all the rights and privileges so granted.

If denied final recognition, a public hearing may be called with presentations made by the Student Government Association and the organization's President and Advisor. At the conclusion of the hearing, the committee appointed by the Director of Student Activities or the President of the Student Government Association will discuss, debate, and vote on the organization. The action of the committee is expressed as a recommendation to the Student Government Association and the Director of Student Activities.

Registration of Members

Each fall semester an organization must submit to the Office of Student Activities an Organization Roster. This roster should include Active, Inactive, Association, and Honorary members. The form can be obtained in the Office of Student Activities and submitted no later than the first two weeks of the Fall Semester.

An organization with national affiliation must submit proof of membership from the national office in order to be considered a campus affiliate member.

An organization failing to submit its roster on time, will have its charter **revoked** for a minimum of one semester. Once the membership roster has been submitted, any change in this membership should be reported immediately.

An organization having less than ten (10) active members will have the charter suspended for a period no less than one semester or until the total active members are at least ten.

Registration and Requirements for Officers

Each organization must register its officers with the Office of Student Services within 72 hours of their election or by May 1st. Any student seeking or holding office in any chartered organization on Xavier's campus must meet the following requirements:

1. Full time enrollment status.
2. Resident GPA of 2.75 or better.
3. No University sanctions – academic or disciplinary.

The officers are responsible for assuring that the organization adheres to all governing regulations.

Eligibility requirements for the Student Government Association, Classes, and other organizations, only where the GPA is higher and/or other requirements are necessary, will supersede or be added to the minimum listed above.

Suspension and Revocation of Organization Charter

An organization which fails to meet the necessary requirements as outlined in this manual or violates any university guidelines or regulations, will have its charter revoked for a period of no less than one semester.

Organizations should refer to specific University guidelines governing Greek Letter organizations, Inter-Organizational Council and Professional Societies/Fraternities. Copies of each set of guidelines are available to relevant organizations in the Office of Student Activities.

USE OF UNIVERSITY FACILITIES

Activity Clearance

All campus activities of a social, invitational, or co-curricular nature (whether sponsored by Student Organizations, Faculty, Staff, or Alumni) must have approved clearance. Approved clearance reduces the likelihood of competitive programming and assures availability of requested campus location.

This clearance should be obtained at least two (2) weeks prior to the scheduled activity. Exceptions to this deadline can be made for guests and speakers who come on short notice, and in some cases, small group meetings.

The following takes place in the activity clearance process:

1. Pick up a clearance form from the Office of Student Services.
2. Complete entire top portion, giving full description and disclosure of the type of activity to be held.
3. Complete and attach Facility Reservation form if special setup and arrangements are needed.
4. Advisor's signature **must** be on the clearance form.
5. Return clearance form to the Office of Student Services for processing.:
 - Screening of Activity
 - Date check and listing on University Master Calendar
 - Location Check and Facility Reservation
 - Assignment of fees where applicable

A copy of the completed clearance form will be sent to the sponsor/advisor and organization representative. **NO ACTIVITY SHALL BE PUBLICIZED PRIOR TO FINAL CLEARANCE BEING GRANTED!!**

Any outside agency, department, or University faculty/staff member must also submit an Activity Clearance form. The same procedures should be followed with exception of an Advisor's signature.

Room Reservation

The following additional information is also understood:

1. The room requested will be assigned if available. We reserve the right to assign a different room if necessary.

2. Meeting rooms will be available 15 minutes before the scheduled meeting time. Rooms will be in standard set-up unless a Facility Requisition accompanies Activity Clearance form. Room set-up should be double checked prior to any meeting in order that any reasonable or necessary alterations may be made.
3. The sponsoring organization is responsible for notifying the Manager's Office when the meeting is over. Misuse of rooms may result in refusal of permission for meeting space in the University Center and any other facility, or a maintenance fee may be required.
4. Xavier University facilities can serve each group only to the extent of the information that is supplied to the Facility Manager. Please be accurate and complete in requesting room reservations and set-ups.

Contracts

All contracts for campus entertainment, vendors, etc. must be reviewed and approved in the Office of Student Services. No student may agree to verbal or written contracts on behalf of any student organization or the University.

Alcoholic Beverages

The serving of alcoholic beverages at any function is strictly prohibited. ALL EXCEPTIONS MUST BE APPROVED BY THE VPSS.

Security

All organizations must provide security at activities that are open to the public. Arrangements must be made with the Student Services Office.

STUDENT CLUBS and ORGANIZATIONS

A number of chartered student organizations are available to students, offering something for everyone. The organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Included are governmental, academic, professional, service, religious, social, and special interest groups. The following is a list of the many diverse clubs and organizations that are registered with the University. A detailed description of these organizations is listed in the Student Activity Guide Book.

Note: Because the University requires clubs and organizations to re-register each fall semester, this listing may not be current.

ACADEMIC/DEPARTMENTAL CLUBS

Closely associated with respective academic departments, these clubs focus on study and research; exposure to career options; and foster fellowship among majors and other interested students.

Academy of Students of Pharmacy	Marketing Association
ACS/Chemistry Club	Psychology Club
African American Studies Club	Sociology Club
Biology Club	Student Art Organization
English Majors Club	Theology Club
History Club	

HONOR SOCIETIES

These groups encourage and recognize outstanding academic achievement as their primary purpose.

Alpha Epsilon Delta (Pre-med)	Phi Alpha Delta (Law)
Alpha Kappa Mu (University)	Psi Chi (Psychology)
Beta Beta Beta (Biology)	Rho Chi (Pharmacy)
Kappa Phi Kappa (Education)	Sigma Tau Delta (English)

PROFESSIONAL GREEK ORGANIZATIONS

These organizations provide pre-professional association and contacts while focusing on scholarship, professional development, and ethical leadership.

Kappa Epsilon (Pharmacy)	Phi Gamma Nu (Business)
Kappa Psi (Pharmacy)	Phi Lambda Sigma (Pharmacy)

SOCIAL GREEK ORGANIZATIONS

Founded on the principle of Brotherhood and Sisterhood, these nationally-affiliated organizations stress scholarship, leadership, and service through well-balanced social programming.

Sororities

Alpha Kappa Alpha
Delta Sigma Theta
Sigma Gamma Rho
Zeta Phi Beta

Fraternities

Alpha Phi Alpha
Kappa Alpha Psi
Phi Beta Sigma
Omega Psi Phi

RESIDENCE HALL COUNCILS

Each residence hall council operates from a committee structure with goals varying depending on the challenges and projects taken on by the group.

Female

Claver Hall
House of Studies
Katherine Drexel Hall
St. Joseph Hall
Fountainbleau Apartments
Living Learning Center

Male

St. Michael's Hall
Fountainbleau Apartments
Living Learning Center

SPECIAL INTEREST ORGANIZATIONS

These groups provide interaction and various activities based upon mutual interests which cooperate with and contribute to the general welfare and programs of the University.

American Humanics Student Association
Business Achievers
California Club
Caribbean Students Association
Chicago Club
East Coast Club
Georgia Connection
Gold Star Dance Team
Golden Girls Pom Pom Squad
Louisiana Association of Educators
Student Program
Louisiana Association of Health Systems
Pharmacists
M.A.X.
Memphis Club
Michigan Club
Minority Association for Pre-Health
Mississippi Club
NAACP

National Association of Black Accountants
National Society of Black Engineers
National Student Speech, Language,
Hearing Association
New Voices
Nubian Expressions
Panhellenic Council
Pre-Alumni Association
Pre-Dental Club
Pre-Pharmacy Student Association
Pre-Vet Club
Pure Genius Poetry Club
Student Environmental Club
Student National Pharmacy Association
Texas Team
Toast Masters
XU Vietnamese Association

OTHER STUDENT GROUPS

There are other student groups which do not operate on the basis of self-government, but are under the umbrella of University departments. A partial list of these groups appear below.

Intercollegiate Athletics

Gold Rush Men's Basketball Team
Gold Nuggets Women's Basketball Team
Gold Rush Men's Tennis Team
Gold Nuggets Women's Tennis Team
Cross Country

Performing Groups

Cheerleading Squad

Instrumental** Symphonic Band
Jazz Ensemble

Vocal** University Chorus
Concert Choir
Opera Workshop
Campus Ministry Gospel Choir

**Students are not required to be Music majors to participate

HEALTH POLICIES

Health Procedures for University Registration

New Admissions

- A. A health packet is mailed to each accepted applicant.
- B. Students submit immunization reports and Health Assessment Form.
- C. Students submit parental consent form regarding permission relating to need for emergency medical procedures.

Re-Admitted Students

- A. Students returning to the University after an absence of a semester or more will be notified of health requirements based on length of absence and immunization status.
- B. ***ALL FULL TIME UNDERGRADUATE STUDENTS ARE REQUIRED TO SHOW HEALTH INSURANCE EVIDENCE WHICH PROVIDES COMPREHENSIVE COVERAGE IN THE NEW ORLEANS METROPOLITAN AREA. OTHERWISE, THE STUDENT WILL BE REQUIRED TO ENROLL IN THE UNIVERSITY'S HEALTH INSURANCE PLAN.***

All Students

Effective August 2002, Xavier University in support of recommendation of the Advisory Committee on Immunizations Practices (ACIP) of the Centers for Disease Control (CDC) and the American College Health Association (ACHA), will implement the following meningococcal meningitis policy:

All students living in dormitories and residence halls will be required to show proof of a meningococcal meningitis vaccine administered within three years of assignment to campus housing. (The vaccine is effective for 3 - 5 years). Documentation must be submitted by October 31st of the fall semester and March 31st of the spring semester.

Campus Accident Procedures

All campus accidents involving students should be reported **IMMEDIATELY** to the Student Health Services, 483-7392, or EXT. 7391/2. After hours, the office of University Police should be notified at 483-7490 or EXT. 7490. The office is open 24 hours a day. Should transportation be required, the following resources may be used:

TAXI: Contact residence hall directors, Vice President Of Student Services, and Student Health Services.

AMBULANCE: 911 or Care ambulance (367-4231). Insurance and billing information will be necessary for an ambulance call.

FAMILY NOTIFICATION

Every effort will be made to notify the student's family of the emergency illness or injury.

ILLNESS / INJURY: If the student is a dormitory resident, the resident hall manager will also be notified.

SERIOUS INJURY / ILLNESS: The Student Health Services and the Vice President of Student Services **MUST** be notified of any serious injury or illness involving a Xavier student.

Hospitals

Medical Center of LA (Charity) - All Trauma 1532 Tulane Ave. 568-2311

Memorial Medical Center - Mercy Campus - 301 N. Jefferson Davis Parkway, 483-5000

Memorial Medical Center - Baptist Campus – 2700 Napoleon Avenue, 899-9311

Tulane Medical Center - 1415 Tulane Ave. 588-5800

Touro Infirmary - 1401 Foucher Street 897-7011

Poison Control Center - 1-800-256-9822

Reporting of Accidents/Illness

A written report **must** be made to the Student Health Services, *immediately* upon completion of the above procedure. The report can be left in the mail box after hours.

Note: Campus visitors should be handled through University Liability Coverage.

Emergency Service/Illness

At all times emergency medical care is available. An accident or illness occurring during office hours, including evenings, must be reported to Student Health Services. **If the situation is life-threatening, call an ambulance first, 911, then notify Student Health Services and University Police.** For non-emergency calls, a nurse will evaluate the situation and determine whether care should be rendered at Student Health, off campus physician's office, or emergency room.

AFTER HOURS EMERGENCY SERVICE/ILLNESS

(Resident Students)

Any serious illness or injury must be reported to the Resident Manager. An injury of a criminal nature must also be reported to University Police, 483-7490. A minor illness or injury must be reported to the Resident Manager or Health Aide.

The Health aide is a student assigned to each residence hall who has access to the first-aid kit and is able to provide care for minor illness/injury. They are supervised by Health Center Staff members and by the Residence Hall Managers.

OFF CAMPUS ILLNESS/INJURY

An illness or injury occurring off-campus and after hours should be reported to Student Health Services on the next working day. If a criminal act is involved, the police department must also be notified (911) at the time of occurrence or as soon as possible.

Any student (resident or commuter) whose illness warrants an emergency room visit or hospitalization, Student Health Services should be notified within 24 hours. The appropriate dean will be notified of an extended illness which causes absence from class.

EMERGENCY TRANSPORTATION SERVICES

If emergency transportation is required, either a taxi or an ambulance will be called depending on the severity of the condition. Transportation by taxi to, or from Xavier and the hospital emergency room, will be **at the expense of Student Health Services.** The distance should be within a five-mile radius of the University. Ambulance transportation will be at the student's expense -- insurance or cash. University Police must be notified of an accident/illness requiring an ambulance call.

ILLNESS/MEAL SERVICE

A resident student with a serious illness, or who is on bed rest, may need assistance securing meals. The Resident Manager must be notified of the need for a “sick tray” from the cafeteria. The student’s meal card must accompany the meal slip when obtaining a sick tray. The student is responsible for returning all dishes and trays to the cafeteria.

Absence From Class

A student whose illness warrants an absence from class will be issued a “Report of Absence” slip if he/she has been seen by a physician or nurse, on campus or private office and has documentation of the illness.

- A. A student must call the Student Health Services prior to class on day of the illness. This call will be documented. A DORMITORY resident must also report the illness/absence to the Residence Hall Manager.
- B. In order to obtain an absence slip for an illness, the student **MUST BE SEEN BY THE CAMPUS NURSE/PHYSICIAN WITHIN 24 HOURS OF THE ABSENCE OR THE FOLLOWING WORK DAY!!!**
OR
Submit a “Return to School” statement from his/her private physician/nurse.
- C. A “Report of Absence” slip will **ONLY** be issued at the time of occurrence. It will not be issued at the end of the semester for an earlier illness.

Return To School

- D. A student who has been hospitalized or absent due to a lengthy illness/injury, must submit a “Return to School” statement indicating Activity status/limitations.
- E. **AN ABSENCE SLIP DOES NOT GUARANTEE AN EXCUSED ABSENCE FROM CLASS.** This is the privilege of the respective professor/dean.
- F. The absence slip should be presented to the professor of each “missed” class and finally submitted to the respective dean.

Fire and Emergency Procedures

The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are **NOT** to be used in the event of a fire/fire drill. Designated stairways only.

Prescription Drug Use

Students are advised to use only those drugs prescribed by the medical authorities. Medicines and dangerous drugs so prescribed, **SHOULD NOT BE EXCHANGED BY STUDENTS!!!**

RESIDENCE LIFE REGULATIONS

The Residence Life Staff

The Residence Staff assumes major responsibility in the overall functioning of the Residence Facilities. The staff has a duty to:

1. establish a pleasant and growth-promoting living environment;
2. assist individual students in their needs and problems;
3. advise student organizations, committees, or other groups;
4. enforce rules and regulations; and
5. perform administrative duties required in the functioning of the residence facilities.

Residence Government

Residence Hall government consists of the student, the Council and the Judicial Board. Each student is an important part of this process. The extent and effectiveness of the Council and Judicial Board depend mainly on individual student efforts in self-government and their interest in Residence affairs.

The ***Hall Council*** consists of the unit representatives. It functions as an executive and legislative body, establishing regulations and representing student residents to conduct residence hall business.

The ***Residence Hall Judicial Board*** hears referred cases. It also reviews and interprets the residence guidelines and constitution. The responsibility for deciding cases involving residence hall violations referred to in this handbook is granted to the Judicial Board of the residence unit. This board will assess the facts and recommend the disposition in all cases. Those infractions which subject a student to suspension or dismissal from the University will be handled by the Office of Student Services or referred to the University Hearing Committee. Appeals from the residence board may be made to the Office of Student Services. The Hall Council, in conjunction with Student Services, determines policies designed to insure a favorable living environment for all students.

The ***Inter-Residence Hall Council*** was organized to coordinate joint activities of the residence halls. It is comprised of representatives from each hall.

Residence Hall Facilities

There are seven major facilities to house resident students. Four which house female students—St. Katharine Drexel, St. Joseph, House of Studies, Claver Hall—one which houses male students—St. Michael Hall and two which house both male and female upperclassmen—Fountainbleau Apartments and the Living Learning Center. A limited number of single rooms for females is available in the House of Studies.

ADDRESS

The general address of the residence hall is posted on the bulletin board in the lobby of residence unit. In order for students to receive mail, the assigned P.O. Box must be added to this general address.

Curfew Regulations

Freshmen - *Male and Female*

Sunday - Thursday	12:30 a.m.
Friday & Saturday	2:00 a.m.

Sophomores

Sunday - Thursday	2:00 a.m.
Friday & Saturday	4:00 a.m.

Juniors and Seniors and 21 Year Old Students

Monday - Sunday	4:00 a.m.
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OFF CAMPUS PRIVILEGES

Your parental permission form is on file at the main desk. It is your responsibility to know whether you have general or limited permission. Overnight absences from the hall require filling out a request slip in sufficient time for it to be authorized. Residents must have curfew extension and overnight slips confirmed before leaving the residence hall. Notification of an overnight absence for regular "overnight" will be sent to parents. If a resident signs out for an overnight and decides not to take it, he/she must return to the hall according to his/her curfew.

SPECIAL OVERNIGHT

This applies to Sophomores, Juniors and Seniors and to 21 year olds. An overnight may be used when a student wishes to remain out of the residence unit longer than 4:00 a.m., or until the following morning. The residence unit telephone numbers are listed in the New Orleans directory. Students should contact the residence unit if emergencies arise which necessitate their being out later than the curfew.

LATENESS

When a resident returns late, disciplinary action by the Judicial Board or Staff may result.

SIGN-IN - SIGN OUT

A Sign out must be used any time a resident will be out of the residence unit overnight. A student who violates this regulation will face disciplinary action.

SPECIAL CURFEW REGULATIONS

- a. After any campus social activity the curfew is extended one half hour past the close of the event for those in attendance.
- b. On nights preceding class holidays, the curfew is the same as for weekends.

CURFEW PENALTIES

Frequent violations of curfew will be considered serious acts of insubordination and subject the student to dismissal from the residence facility and the University.

"CAMPUS"

There are two types of "Campuses" imposed:

1. The student is confined to the grounds of the University with no restricted privileges.
2. The student is confined to the campus grounds and is restricted from all social and athletic activities.

A "campus" is in effect 24 hours a day. All emergencies must be cleared through the head residence advisor.

Residence Hall Dining Services

UNIVERSITY DINING HALL

The University Cafeteria is open seven days a week, serving both resident and commuting students. The housing contract includes cafeteria services. These may not be separated, except for persons residing in Fountainbleau Apartments. The cafeteria offers a 19 meal plan which has three meals Monday through Friday and brunch plus dinner on Saturday and Sunday. Meal hours and menus are posted in the cafeteria. When it becomes necessary to alter meal hours for any special purpose, notices will be posted in the cafeteria at least 24 hours in advance. If a student's class schedule does not permit him/her to eat during the regular meal hour, he/she should take his/her schedule card to the cafeteria manager and make other arrangements. If the conflict cannot be resolved by the cafeteria manager he/she is to contact the Residence Life Office.

In keeping with the significant improvement in the setting of the dining hall, inappropriate attire and revealing garments will not be permitted in the dining hall of Xavier University.

MEAL CARD

Photo engraved meal cards are issued to resident students by the Cafeteria management office. The card must be presented for verification to the cashier at each meal, or the student must pay cash. A card which is not signed, coded or which does not bear a picture cannot be considered valid. For resident students, loss of a meal card should be reported immediately to the residence director in your dormitory, and to the cafeteria manager. A lost meal card will be replaced for a fee of \$5.00 payable in cash to the cafeteria management.

Residence Hall Policies

CONDUCT CODES (also see Campus Code of Conduct)

The campus code and following additional regulations will govern student conduct in the residence facilities. The willful violation of any of these regulations will subject the offender to possible suspension or dismissal from the facility and/or the University.

Hall Decorum

GENERAL AREAS

We expect each resident to be considerate of the staff as well as his/her fellow residents by maintaining the cleanliness of the general areas of the residence hall including bathrooms, utility rooms, corridors, laundry rooms, etc. Each resident is responsible for the condition of the lounge. Furnishings may not be removed or interchanged from the lounge or any other areas.

NOISE

Students are expected to respect the rights of others 24 hours per day. Shouting, screaming, cursing and other types of boisterous behavior are strictly forbidden at all times. Any resident has the right to tactfully and courteously approach another resident regarding noise. Excessive noise which indicates a disrespect for the rights of others will not be tolerated.

Noise is any sound that can be heard outside of the confines of a room. Radios and stereo sets are to be modulated in such a way that they entertain only the occu-

pants of the room in which they are located. The use of earphones is encouraged. The playing of stereos and radios or any equipment at a level which falls into the scope of the definition of noise may result in the confiscation of the set and/or the loss of the privilege to play the set.

STUDY HOURS

All class periods are considered periods of study. The evening study period begins at 7:00 p.m. and lasts for the entire evening Sunday through Friday. During this time, the study atmosphere must be maintained.

ATHLETIC CONTESTS AND HORSE PLAY

Athletic activities are confined to the gymnasium, activity fields and other designated areas. Active game play of any type on the grounds surrounding and/or in the residence halls is prohibited.

LOUNGES/RECEPTION AREA

The main lounge is the reception area of the residence. The following Lounge regulations are in effect:

1. Dress: Pajamas and robes are not permitted until the residence closes.
2. Eating and dancing are permitted only on approved occasions.
3. Sleeping or lying down on couches is not permitted. Feet must remain on floors or hassocks.
4. Draperies: Residents are not permitted to operate drapes
5. Furniture Removal: Removal of Furniture from the lounge for use elsewhere or on the patio is not permitted.
6. Co-ed visitation is permitted in the lounge until closing hours.
7. The playing of cards is not permitted at any time.
8. Residents wishing to comb or braid hair may have access to the conference room in Drexel when it is not in use. Combing hair is not permitted in the hall lounges.

EXTERIOR HALL DECORUM

Since eating is not permitted on the front porches, students are encouraged to use the patio and courtyard areas in the rear of the residence halls for outdoor lounging. The noise level should be kept at a minimum so as not to disturb the other residents.

PATIO

The Patio, located to the rear of St. Michael, is for male residents, however female students are admitted as guests. Grill cooking may be done at any time by residents and their guests under the following conditions:

- a. The patio area must be cleaned, fires extinguished and all equipment should be placed in the proper storage area.
- b. Cooking and eating are to be confined to the patio area Food is not to be brought into the lounge.
- c. The use of electronic equipment (Stereos, radios, etc.) is permitted only if the volume is kept at a level which will not disturb the residential quarters and the neighbors.
- d. Permission is given by Residence Staff.

Use of Electrical Appliances

Electric hot plates, hot pots, ovens and electric heaters constitute a fire and casualty hazard. Use of these devices within a resident's room is expressly prohibited. Microwaves are prohibited as well.

Decorations

The occupants of each room will be held accountable for any damage incurred during their tenure. Students causing damage through the use of these items will be assessed for damages, and will be fined the cost of repairs. Only notices and signs approved by Student Services and Residence Managers may be posted inside or outside the residence hall.

Additional floor coverings and personal drapes may be used, however, the following are forbidden:

1. The installation of traverse drapery rods, or any permanent objects.
2. The painting of, or otherwise altering the appearance of the wall.
3. The use of combustible materials in decorating areas. All decorations must be approved by the Residence Manager and Physical Plant Director.

Furniture and Equipment

Furniture and Equipment provided in each resident's room and all other areas of the building are the property of the University and are provided for the convenience of the occupant. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building, any equipment of this nature unless granted permission by the Director Housing.

FURNISHINGS AND ROOM INVENTORY

You are responsible for all of the furnishings and items in your care. Each room is provided with suitable furnishings which the occupants are expected to maintain. The beds in Drexel and St. Joseph halls, because of their particular construction, provide a support to the bolsters. These are not to be moved from their normal positions. Damages done to rooms or furniture will be charged to the occupants. Plastic liners purchased by the room occupants are to be placed in the trash cans. At registration time each resident will be provided with a "Room Condition Form" which should be filled out and returned to the dormitory office the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the dormitory, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the "Room Condition Form" will be charged to the resident. ***FIRE DOORS & LOUNGE DOORS ARE TO BE KEPT CLOSED AT ALL TIMES.***

University property is not to be removed and transported elsewhere without the approval of the Resident Manager. Students with non-approved property found in their possession will face **disciplinary sanctions and fines.**

PAYMENT OF ROOM DAMAGES

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement (to be determined by the Office of Physical Plant) and \$20.00 negligence fee. Payments for damages must be made in full before the resident is permitted to register for the next semester. All payments are to be made at the Fiscal Office.

The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the Office – cost of materials only.
2. Damages caused by a resident accidentally but not reported to the Dormitory Office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the general resident body.

Guests

Each resident is responsible for the conduct of his/her guest(s). Residents may not entertain guest(s) in their rooms overnight unless approval is obtained through the Residence Manager. Visiting hours are over at 12:00 a.m. midnight, Sunday through Thursday and 1:00 a.m., Friday and Saturday. Extension of visiting hours for reasons of study, etc., will usually be granted at the discretion of the Residence Manager or in his absence the Residence Assistant. Because of security considerations, all visitors to the residence hall are required to register at the main desk *and* leave identification until the visit is concluded. ***HOSTS WILL BE FINED FOR ANY UNAUTHORIZED GUEST, AND WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY RESULT IN DISMISSAL FROM THE HALL.***

Overnight visitors, whenever possible, may be housed in the residence halls. This courtesy is extended to parents and relatives, usually in emergency situations. Students desiring accommodations for the above will contact the Head Residence Manager or the Director of Housing for authorization or clearance. A nominal fee of \$15.00 per night will be charged to all overnight guests.

Co-ed Visitation

Co-ed inter-residence hall visitation is not permitted in the living areas of the traditional style residence hall, nor in the sleeping quarters of the apartment style buildings. It is permitted, however, in the public lounge on the first floor and shared living areas of apartment buildings. Exceptions to this rule on special occasions (e.g. Open house, Graduation, etc.) will be posted on the bulletin boards. In exceptional cases, notices will be given on the intercom system. Acceptance of campus residency is construed as an endorsement of the policy. ***VIOLATION OF THE COED VISITATION RULE WILL RESULT IN THE IMPOSITION OF DISCIPLINARY SANCTIONS UP TO AND INCLUDING DISMISSAL FROM THE UNIVERSITY.***

Keys

Each resident is issued a key to his/her room and a key to the Security doors and is cautioned to lock the door upon leaving. Persons wishing added protection may purchase lock-out locks from a lock company at his/her own expense, however, a key must be given to the Residence Manager so that the room may be entered by him/her. Staff members are not obligated to open a room door for a resident who is without his/her key. A small charge may be levied for this service. Staff will not open any room for anyone, except for the occupants of that room and by authorization of the Dean of Student Services (see section on privacy).

The University is not responsible for any theft, consequently, any key lost should be reported to the Residence Manager. The costs for first key replacements are \$10.00 (\$20.00 at Claver Hall and Fountainbleau) for a regular room key and \$25.00 for a security key. The replacement key cost for lost mail box keys at Claver Hall and Fountainbleau Apartments is \$25.00.

The University is not responsible for keys left in mailboxes, at the mailboxes, or at the office desk. **UNAUTHORIZED DUPLICATION OF A ROOM KEY BY A STUDENT WILL RESULT IN AUTOMATIC DISMISSAL FROM THE HALL.**

A defective key may be returned for replacement. No fee will be charged if the key is defective through normal wear and tear.

Meetings

Residents are expected to attend **all** official residence hall meetings and are held accountable for all official information disseminated at these meetings.

Room Changes

During the two-week period after the residence unit opens, one room change without charge may be granted with the approval of the Residence Manager. After this time a fee of \$5.00 will be assessed for each person granted a change. Residents who change rooms without the approval of the Residence Staff will be assessed a fee of \$100.00 and will face disciplinary action. The University reserves the right to make room changes without the prior consent of the student resident.

Room Cleanliness and Order

All students will be individually and jointly responsible for the care of their rooms. They are expected to keep it clean, orderly and aesthetic in appearance.

The University reserves the right to hold periodic room inspections. The student must correct within twenty-four (24) hours all discrepancies noted in the inspection. Cooking in individual rooms is forbidden. To discourage rodents and other pests, food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the hall, and denied future housing.

Unauthorized Room Entry/Invasion of Privacy

The general rule is that no one may enter a student's room or general area without explicit permission from the occupants of that room. Doors should be kept locked when the occupants of that room are absent. However, when an advisor must enter a room for some good reason he/she is expected to knock.

ROOM SEARCH

A room search can be conducted only with the authorization of the Dean of Student Services. This exception to the privacy which each student deserves is for the general good of the whole student body and the University. It will be used sparingly and only when absolutely necessary. In the event it becomes necessary to search a resident's room and personal belongings for stolen articles, contraband, etc., the search party must present to the occupant of the room a search warrant signed by the Dean of Student Services.

Solicitation (also see Personal Business Enterprises)

The University will not allow salesmen from outside businesses, including insurance salesmen, to confront residents within the halls. Should there be any violation of the latter provision, your cooperation is asked in bringing it to the attention of the residence staff or the Office of Student Services.

Smoking

SMOKING OF ANY SUBSTANCE IS NOT ALLOWED IN RESIDENCE HALLS.

Incense Burning is also not allowed in Residence Halls.

Residence Hall Services

BULLETIN BOARDS

Residence bulletin boards are the most important single means of communication on campus. Residents are responsible for knowledge of all notices posted on official bulletin boards. Campaign posters, commercial posters, etc are not to be placed in these areas of posting.

LAUNDRY

Laundries are equipped with washers, dryers and ironing boards. Inside drying racks are provided. The hanging of clothing in dormitory windows or from window sills is prohibited. Since all machines are set to operate for 30 minutes, students should time the laundry and remove their clothes when dry. Out of consideration for others, clothing should not be left soaking for long periods in the sinks. ***THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGES TO OR LOSS OF CLOTHING RESULTING FROM THE USE OF THE LAUNDRY FACILITIES PROVIDED IN THE RESIDENCE HALL.***

Be certain that all electrical appliances are disconnected, lights off and the general area is in order before you leave it. If you are in doubt as to the operation of laundry appliances, please ask a residence staff member for assistance. Machines that are out of order should be reported to the residence hall office immediately, and a sign placed over the machine.

LINEN SERVICES

Linen Services are available through an agency contracted by the University. Each resident can receive two (2) sheets and one (1) pillow case weekly. Linen exchange will be made weekly. The day of the week and hour will be posted in the residence. Residents will bear the cost of lost linen. (*Notice: This service will be discontinued after the 1996-97 academic year.*)

MAIL

The combination of your box is given only to you to insure your privacy and the security of your mail. Even if you don't expect any mail, check your box daily. A notice will be placed in your P.O. Box when you receive packages, special deliveries, telegrams etc. These items may be picked up at the Post Office.

MAINTENANCE AND REPAIRS

All reports of needed maintenance, e.g., locks, electrical fixtures, door closures, etc., are to be reported immediately to the dormitory office using the repair request form available at the office desk. Notify the director when the repairs are completed.

PEST CONTROL

All rooms will be sprayed for insects on a regular monthly schedule. Each resident is required to have his/her room sprayed whether or not he/she is present.

STORAGE

Personal property will not be stored in the living quarters over the summer when the University is not in session and/or the student-owner is not residing in the residence facility.

SUPPLIES

Each residence hall is equipped with cleaning facilities and supplies which, after

using, are to be returned promptly to their proper places in clean condition. If supplies are lacking, notify a residence staff member.

TELEPHONES

Residents should check the bulletin board regularly for any telephone calls or messages. Because of the limited number of pay phones, conversations must be limited to fifteen minutes. The phone must be surrendered for waiting residents or for incoming calls.

THE RESIDENCE HALL PHONE NUMBERS ARE LISTED IN THE NEW ORLEANS TELEPHONE DIRECTORY.

The office telephone is for staff use for conducting official University business and for emergency use only. These phones are not for general student use. To make a long distance telephone call and charge it to Xavier is an illegal practice, and is in violation of University policy. “**Any**” student who violates this policy will be assessed the amount of the call and be assessed a \$10.00 service fee for each call made and may be subject to dismissal from the residence hall and/or the university.

VENDING MACHINES

In all residences, vending machines are provided for the convenience of the residents. These machines are controlled and regulated by the companies that own and service them. Any abuse or damage to these machines will result in their removal by the vending companies. Loss of money in a vending machine should be reported to the unit office. Refunds will be made by the vending company.

Residence Hall Security and Safety Procedures

UNIVERSITY POLICE

The University Police are responsible for protecting all University property as well as the safety of the students, faculty, staff, and visitors on the Campus. Students returning late to campus may be stopped for identification purposes. You are expected to cooperate by showing your I.D. Card and furnishing any other information requested of you. Should the policeman request the surrender of your I.D. Card, you are expected to comply. For your protection certain campus areas may be declared off limits. Please cooperate.

FIRE AND EMERGENCY PROCEDURES

The ringing of the fire alarm buzzer shall be the signal for an immediate, quiet, and orderly evacuation of the building by all occupants. No one is to wait to collect any items. For your convenience, evacuation directions are posted on the room doors. The elevators are not to be used in the event of a fire/fire drill. Use designated stairways only.

FIRE ALARMS AND EQUIPMENT

Tampering with the fire equipment or fire alarm is strictly prohibited. Violators of this regulation may also be prosecuted under civil laws of Louisiana. The cost for resetting of the fire alarm is \$50.00. The use of Fire Doors except in emergencies is prohibited. Persons violating this regulation are subject to immediate dismissal or a fine to reset.

OTHER IMPORTANT INFORMATION

CHECK-IN PROCEDURES

The residence halls will open for upperclassmen for the Fall and Spring sessions

at noon of the day prior to the first day of their scheduled registration. Upperclassmen arriving for accommodations prior to this date may be refused admittance or if granted permission to enter by the Housing Manager will be charged daily.

Students must check into reserved room in the residence hall by the last day of *regular* registration for the term or forfeit the space.

CHECK-OUT PROCEDURES

Holiday Check-Out

Those under 21 years of age who wish to spend a holiday (Mardi Gras, Easter, etc.) period off campus with friends or relatives must have parental permission cleared through the Residence Manager. He/she should enter the name, address and telephone number of the person he/she is visiting on the Holiday Log.

Semester Check-Out

A log will be provided at the end of the semester for Check-Out purposes. Detailed check out procedures will be sent to individual students and posted in the residence halls.

General Check-Out

THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY LEFT ON THE PREMISES.

- a. All unwanted paper, notes, posters, etc., must be placed in the Janitor's receptacle. All personal property must be packed and ready for departure. *Note: Any personal property left in rooms by occupants will be confiscated.*
- b. Rooms are to be left completely cleaned, floors are to be cleaned. Waste baskets are to be emptied and washed out; desk drawers and closet shelves emptied and cleaned.
- c. Furniture is to be left in an orderly arrangement; the covers should be removed from the mattress and left on the center of the bed; windows should be closed and locked; and blinds should be fully lowered and closed.

HOUSING CONTRACT

Any student requesting campus housing accommodations will be required to submit a signed housing contract. Students in campus housing will be required to re-submit a signed contract in the Spring of each year.

Students who have not met fiscal responsibilities and whose contracts and room reservation fees have not been received by the established deadline, forfeit any prior claim to residence hall space and will be treated as new applicants.

Students making their initial application for campus housing or those returning to campus housing after a period of absence will be required to submit the signed housing contract and the room reservation fee within 10 days of notification of acceptance into campus housing. The room reservation fee will be held in escrow by the University.

REFUNDS

The percentage of refund of the Room Reservation Fee will be determined by the date on which a cancellation of housing notice reaches the housing office. Deadlines will be posted in both the Residence Halls and the Office of Residence Life.



XAVIER UNIVERSITY OF LOUISIANA

Office of Student Services

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Honor Statement

Honor and **integrity** have been an integral part of Xavier University's history. Our **Honor System**, though not officially stated until recently, is an institution that has always carried with it the underlying tenets of honor and trust. It is our belief that honor and trust are moral ideals that **true "Xavierites"** have and should display at all times during their matriculation at Xavier and beyond. Within the **Xavier Honor System** is a moral ideal by which students live and guide their lives. This ideal is **absolute honesty** to oneself, others, Xavier and in all aspects of life. We believe this principle is fundamental in ethical life, both during and after college.

The **Honor System** at Xavier is a *tradition*, an *inheritance*, and an *opportunity* all in one. It is a *tradition*, because it is and has been a valued, intangible possession of Xavier students since the University was founded. It is an *inheritance* because each entering class will receive it from the previous class as a gift to be proud of and respected. Above all, it is an *opportunity* because it allows the fullest possible expression of individual life in harmony with community life.

The objective of the Honor System is to develop the student spiritually, morally, and intellectually. This is promoted and encouraged by the freedom and responsibility the student gains by virtue of living within the **Honor System**. **Students are personally responsible for their work, their actions, and their word.** To ensure that individual liberty is protected and enforced, students must encourage adherence to the **Honor Code** by reporting any violations of which they are aware. In order to preserve an atmosphere of **honor** and **trust** at Xavier, it is necessary that all cases of dishonesty which is associated with academic or campus life be fully and immediately investigated, with proper disciplinary action taken. All members of the Xavier community must fulfill their obligation to the **Honor System** because it is vital to the spiritual, moral, and intellectual development of Xavier University of Louisiana.

CODE OF CONDUCT

The authority over student behavior, academic and non-academic, rests with the Vice President of the respective division of the University. The Vice President for Academic Affairs delegates authority over academic behavior to the Dean of the college or school. In all other areas, whether on or off campus, the Vice President for Student Services delegates authority in matters of conduct to the Associate Vice President/Dean of Students and the judicial system of the University. The Vice President for Student Services is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations.

The Student Code of Conduct applies to all students enrolled at Xavier University and incidents occurring on campus and in most situations off the campus, if an infraction involves a student or a student organization that has an affiliation with the University. If an enrolled student is charged with a violation of the Code, he/she may have to resolve the charge(s) before registering for a subsequent term or receiving a transcript or diploma. If a student is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve the charge(s) arising from an alleged violation of the Code while enrolled. Incidents and events that violate this Code and that involve Xavier University students or organizations occurring at institutions part of a Xavier University consortium are subject to Xavier University judicial action.

Student Responsibility

The Act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with standards of good taste.

Students are expected and required to abide by the laws of the city of New Orleans, State of Louisiana and of the United States. Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which obstructs the work of the university or to be injurious to the welfare of the University or any of its members.

It is imperative that students become thoroughly familiar with the Student Handbook in order to avoid jeopardizing their relationship with the University and to fully understand their responsibility as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions.

These guidelines are subject to change without notification.

Alcoholic Beverages and Other Drugs

The University does not permit or condone the illegal possession, use, distribution, or sale of drugs, narcotics, or alcohol.

Federal, state and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons 18 years and older and under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of Act 33, RS 14.91.2, Sections .1 and .5]

The University will cooperate in criminal investigations pertaining to violations of laws concerning alcohol and the use, possession and/or distribution of illegal sub-

stances on or off campus. In all instances the university reserves the right to refer violations of law for appropriate disciplinary action on campus.

Alcoholic beverages will not be served at University-sponsored events for students. (All exceptions must be approved by the VPSS.) The possession or consumption of alcoholic beverages and other drugs on campus or in buildings is strictly prohibited. Any infraction will result in disciplinary sanctions up to, and including, expulsion.

SPECIFIC REGULATIONS

The University has zero tolerance for illegal drugs, alcohol and weapons on campus. Anyone caught in the possession, use, or distribution of any of the above will be subject to immediate dismissal from the University.

The following are examples of misconduct; they are not intended to exclusively define misconduct and should be interpreted in the broadest terms. The following actions or any actions that violate the principles and standards stated or implied herein violate University standards of conduct, as do attempts to commit any of the following actions. Jurisdiction over violations of the Code of Conduct includes actions on University premises, at University-sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.

Academic Dishonesty

Students may not engage in plagiarism, receive or give assistance during examinations, term papers, assignments, seminars, etc., or obtain without authorization an examination or parts of an examination before taking the examination. Students must adhere to university, college or specific course guidelines regarding the use and documentation of sources of information, specifically information accessed on the internet.

Alcohol and Other Drugs – (Refer to section under Code of Conduct)

Change of Name

Any official name change with appropriate documents must be on file in the Registrar's Office.

Co-Ed Visitation

Xavier University does not permit unsupervised or unauthorized co-ed visitation in the living quarters of its residence halls.

Disorderly Conduct

Interference with the educational process or other University sponsored activities; disruptive activities and disorderly or unlawful behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing/stalking/abusive/harassing or intimidating behavior; lewd or obscene conduct; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.), or the violation of any civil, municipal, state, or federal law on or off campus or failure to identify upon request or comply with directives of University Police or any University official while performing their duties is prohibited.

Firearms and Weapons

Use, possession, or storage of any weapon, including firearms, knives, firecrackers, explosives, or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited.

Falsification of Records

The falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of Identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; and furnishing false information to the University is prohibited.

Fire Equipment

Tampering with/damage of fire-safety equipment and false fire alarms are prohibited and are subject to prosecution under the civil laws of Louisiana. The use of fire doors except in emergencies is also prohibited.

Gambling

The playing of cards or any other games of skill or chance for money or other items of value is prohibited. Fund-raising activities must be cleared by the Office of Student Services.

Hazing

Excessive physical, financial demands, or mental abuse of students during rites and ceremonies of induction, initiation, or orientation into the life of any college group is prohibited. See Student Organization Guidelines for more information.

(University) Key Duplication or Possession

The unauthorized possession or duplication of any University key is prohibited.

Personal Business Enterprise

Use of the University's name for personal business enterprise or activity without authorization is prohibited.

Posting

All posting of flyers, banners, posters, and stickers on University property must be approved by the Office of Student Services.

Solicitors

Any unauthorized solicitation on campus is prohibited. Should there be any violation of this rule, each student's co-operation is requested in bringing it to the attention of the Residence Hall Managers, Student Services staff or the Vice President of Student Services.

Theft

Theft and/or unauthorized use of University property or services, or property or services belonging to another member of the community, or the knowing possession or sale of stolen property is strictly prohibited.

Use of University Facilities

The property and facilities of Xavier University are available to students for educational, cultural, and social, etc. activities by organizations formally approved and recognized by the University. Activity Clearance and room reservation is through the Office of Student Services. Violation of University principles, policies, or rules concerning entry and use of university facilities, and vehicles is prohibited.

Student Discipline

The University reserves the right to request withdrawal of any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations shall be made with regard for reasonable due process in each case. The Vice President of Student Services, or designee, shall have ultimate administrative responsibility.

SANCTIONS AND NOTIFICATION OF PARENTS

When a student is placed on academic censure, disciplinary probation, preliminary suspension, disciplinary suspension, permanent separation or loss of housing privileges, the student's parents or legal guardian(s) will be notified concerning the disciplinary action unless the student can prove independent status. The notification will specify when the violations involve the alcohol or drug policy. Students who do not complete sanctions by the assigned due date will not be returned to "good standing" status until the sanctions are completed.

For violations of the Academic Honor Code for which students are found responsible, the Judicial Administrator or Committee may recommend an "F" for the assignment or class involving the violation; the professor may choose to accept or reject this recommendation.

DISCIPLINARY SANCTIONS

The following sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

Academic Censure

Censure is the minimum sanction assigned for Academic Honor Code violations. A disciplinary record will be created and maintained in the Student Judicial Affairs Office. The file will contain all documents pertaining to the incident and judicial process. In addition, the hearing board or officer may recommend an "F" or other grade modification for the assignment and/or course in which the violation occurred.

Alcohol Education Class

Students found in violation of the Xavier University Alcohol Policy may be required to attend the alcohol education class, or other approved program, at a cost.

Campus Restitution Hours

Campus restitution hours are intended to benefit the individual and the campus. Any student who plans to enter a responsible plea is encouraged to propose a constructive or educational task to be considered by the judicial body hearing the case. It may include, but will not require, uncompensated university service. Those not wishing to perform campus restitution hours may request and will be given a sanction-

ing option. If the student does not complete the assigned campus restitution hours by the required date, the student's records will be withheld until verification of completion of the hours is provided to the Dean of Students. NOTE: Service provided through programs coordinated by the Xavier Volunteer Services office may not be used to satisfy a restitution hour requirement.

Disciplinary Censure

An incident may be considered to be minor and spontaneous in nature (no planning or pre-meditation) by the student. The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

Disciplinary Probation

A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all special stipulations associated with the sanction, further judicial action will be taken, which may include suspension or expulsion from the University. A letter will be sent home to the parent(s) or legal guardians of a student placed on disciplinary probation with notification of probationary status. Alcohol and/or drug violations will be specified in this letter to the parents.

Disciplinary Suspension

The removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of Students. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future. If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension.

Educational/Developmental Sanctions

The administrative hearing officer or hearing board may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

Emergency or Interim Suspension

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued

presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

Fines

Students may be required to pay a reasonable sum of money as a sanction for behavior that results in damage, destruction, or loss of property belonging to the University and others, or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

Loss of University Housing

Administrative hearing officers or Judicial Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. If a student loses housing privileges, a letter will be sent to his/her parent(s) or legal guardian(s) with notification of his/her housing status. Room rent for the remainder of the student's housing contract period will *not* be refunded.

Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

Official Warning

An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken.

Preliminary Suspension

A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete. If a student is placed on preliminary suspension, a letter is sent home to his/her parent(s) or legal guardian(s) with notification of preliminary suspension status. Alcohol and/or drug violations will be specified in this letter.

Permanent Separation (Expulsion)

The student is permanently separated from the university. A permanent notation will be made on the official transcript and a letter will be sent to his/her parent(s) or legal guardian(s) notifying them of the separation. Alcohol and/or drug violations will be specified in this letter. The student is also barred from University activities, services, facilities and grounds.

The Vice President of Student Services reviews all recommendations for expulsion. Expulsion may be approved, altered, deferred, or withheld at the discretion of the Vice President of Student Services.

Referral for Counseling

If, in the opinion of the hearing officer or hearing/honor board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

Residence Hall Probation

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified. A letter is sent home to his/her parent(s) or legal guardian(s) with notification of probationary status.

Residence Hall Relocation

This is a recommendation to the Dean of Students from Residence Life that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the hearing board or hearing officer feels the student would benefit from a change of environment in order to conform to acceptable group living standards. This includes university-leased housing as well.

Restitution

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Suspension of Social Privileges

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis.

The administrative officer or judicial board may impose other sanctions deemed appropriate. The Dean of Students may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action.

All sanctions are subject to review by the Vice President for Student Services.

JUDICIAL GUIDELINES

Preamble:

Self discipline is the aim of the University in its policies on student conduct. Xavier expects of all students responsible and mature conduct that shall reflect credit upon themselves and upon the University; it requires behavior that is consistent with laws of decency and with the generally accepted morals and manners of an advanced society.

In order that Xavier maintain its educational purposes for the entire academic community, the responsibility to preserve the balance between the individual student or group rights and the general welfare is ultimately the University's. Hence in cooperation with faculty and students, the University will be the final judge of the excesses, the appropriateness, or the undesirability of student conduct on campus. Concurrently, obligation to establish and promulgate the reasonable norms to be applied in the adjudication of charges of student misconduct is also reserved to the University. All judicial boards and/or committees which serve the University will be guided in their determination and recommendations by these norms.

Description, Function, Operation and Procedures of the University Judicial Systems for Students

Article I.

Authority

Students committing violations of the Student code of Conduct at off-campus sites may be subject to University judicial action. Judicial action against any student committing a misdemeanor will be considered on a case-by-case basis upon filing by a complaint of an Incident Report. The filing of a report must occur within 10 working days of the offense. Judicial action will be taken against any student committing a felony.

All persons who are not members of the Xavier University community who violate the Code are subject to being barred from all University-owned and operated property and all university-sponsored events.

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system.

University Police (UP) officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first respondents to calls for police services on campus. However, complainants may request the NOPD respond to any reported offense or incident. UP investigators also cooperate fully with specialized units of the NOPD in coordinating efforts to solve crimes of mutual concern.

Section I. University reserves the right to impose sanctions on any student whose personal conduct indicates an inability to achieve minimum standards of progress for personal development in the University community. All decisions in these situations will be made with regard for reasonable due process of each case. The Vice President for Student Services, or his designee, will have ultimate administrative responsibility.

Section II. The University may delegate authority to various administrators, faculty-student groups, and committees to assist in enforcing regulations governing student life. To this end, the following components of the University Judicial System have been established and charged by the President of the

University with the responsibility of hearing, adjudication, and/or reviewing cases of students charged with the violation of University regulations.

- a. Resident Hall Judicial Boards
- b. The Student Judicial Board
- c. The University Hearing Board
- d. The University Appeal Board

Article II. Composition

Section I. The University Hearing Board is an eight-member joint hearing board consisting of 3 students, 3 faculty, and 2 administrators. Recommendations for appointment of these members shall be as follows: Faculty members by the University Academic Assembly; Administrators by the Vice President of Student Services; and student representatives by the President of the Student Government Association. The Associate Vice President of Student Services is the chair or his/her designee and votes only in the event of a tie.

Section II. The SGA Judicial Council serves as the Student Judicial Board. All are voting members. (See Article IV, Section 5, SGA Constitution, Judicial Branch) Appointments are for one year.

Section III. The Resident Hall Judicial Boards shall be established in each residence hall. Each of these bodies is a seven member student committee consisting of five voting members and two alternates.

- a. The two alternate members, who shall serve on the board in place of absent members or in cases where a member is the complainant or the accused, must be a member of the junior or senior class.
- b. Members of each board will be selected by open balloting of the residents of the hall to be served by the board and appointed by the Director of the Housing and Residence Life of designated representative.

Section IV. The University Appeal Board is a five member committee consisting of the Vice President of Student Services, who serves as the permanent chair, Student Government Association President, Faculty member, Staff member and an Administrator. The latter three members will be selected based upon the procedures under Section I.

New members must attend an orientation session on the standards of conduct, sanctions, and the judicial system.

All decisions of Student Hearing Boards are recommendations to the chief judicial affairs officer or designated representative. Sanctions may be approved, altered, or withheld at the discretion of the chief judicial affairs officer or designee.

Article III. Jurisdiction

Section I. Any case of student violation of University policy is subject to possible review and a hearing that may result in disciplinary or corrective action by the appropriate Judicial Board.

Section II. The University Hearing Board has original jurisdiction in cases in which a student is charged with a serious breach of University policy and his/her continued presence and participation in the academic and social life of the institution is not in the best interest and welfare of the University community.

Section III. The Student Judicial Board is delegated original jurisdiction and power to appeal and review cases involving general infractions of University rules and regulations with the following exception: those offenses which merit

suspension or dismissal. This Board has jurisdiction in reviewing minor offenses involving violation of residence hall rules and regulations.

Section IV. The Residence Hall Judicial Boards have jurisdiction in cases involving violation of rules governing resident hall living except those which merit suspension or dismissal.

Section V. The Appeals Board has appellate jurisdiction in cases where:

- a. An individual requests that the Appeals Board review the judgement of a Judicial Board.
- b. The action of a Judicial Board is considered to be procedurally or substantively faulty.

Article IV. Channeling of Cases:

Section I. Incidents of misconduct may be reported to Student Services or to other University officials by students, resident directors, faculty members or administrators. The report must specify the person(s) implicated, the alleged violation and the facts of the situation.

Section II. The Associate Vice President of Student Services will employ one of the following options in processing cases:

- a. The Associate Vice President of Student Services or designee may assume original jurisdiction in a case. In this instance the student will be given the option of having the case referred to the appropriate judicial body or of accepting the jurisdiction of the Associate Vice President of Student Services. If the student selects the latter option, he/she will be required to sign a statement waiving his right to a hearing and is required to abide by the decision rendered by the Associate Vice President of Student Services (or designee).
- b. The Associate Vice President of Student Services may refer minor cases to either the Student Judicial Board or to one of the Residence Hall Judicial Boards.
- c. In the event that the case involves a violation of the moral codes of behavior or constitutes a grave violation of University policy, the Associate Vice President of Student Services will institute a thorough investigation of the matter and assume jurisdiction in the matter, or he/she may refer the case directly to the University Hearing Board. The Associate Vice President of Student Services will assume original jurisdiction in those cases in which strict confidentiality is required to prevent undue damage to the good name and reputation of the student or when the safety of the campus community is endangered.

Section III. The Vice President of Student Services reserves the right to refer back to a judicial board any decision in which the penalty imposed is excessive or in which there is evidence that the hearing was procedurally faulty.

Article V.

Section I. Procedural Review

A student who is charged with a violation of the Code of Conduct is required to attend a procedural review with the chief judicial affairs officer or designated representative and provide a written response to the charges. The chief judicial affairs officer or designated representative reviews the case and determines whether it should be referred to a Joint Hearing Board. If the violation is less serious, the chief judicial affairs officer or designee will give the student a choice between having the case heard by a Student Hearing Board or a disciplinary conference. A student charged with a violation of residence hall policies which has not been

referred to a Joint Hearing Board, will be asked to meet with a staff member of the Department of Housing and Residence Life. The charged student will then be given a choice between having the case heard by the Residence Hall Judicial Board or a disciplinary conference.

Section II. Procedural Rights and Freedoms

The chairman of each judicial board shall upon assignment of a case to his board execute the following procedures:

- a. An official notice informing the charged student of the time and place of the specific charge and the code allegedly violated.
 - b. Present the student with written notification of his basic right as listed below and at the student's request, verbally review them with him.
1. The right to be informed of the nature of the allegations charges or reports brought against him at least 48 hours before a hearing.
 2. The right to testify in his own behalf, but at no time, and under no circumstances shall the accused be forced to testify against himself.
 3. The right to challenge the Board members by showing proof of bias on the part of the members prior to the time of the hearing; the other Board members must vote on the challenge.
 4. The right to be notified of decisions reached.
 5. The right to appeal a decision of the Board.

Article VI. Judicial Procedure

Section I. All voting members are necessary for hearings. Hearings are held in closed session and all proceedings of the board are confidential.

Section II. The accused is responsible for presenting their own case, and advisors/lawyers are not permitted to speak or to participate in any hearing before a judicial body.

Section III. The general order of the hearing shall be as follows:

1. The hearing is called to order by the chairperson.
2. The Board Chairman reads the charges and if necessary witnesses are called.
3. Each party presents his/her case, which may include calling of witnesses and the use of evidence.
4. The Board deliberates on the facts of the case and renders a decision. All decisions of the Board shall be made in closed session and shall be determined by majority vote.
5. The Summary of the Hearing is forwarded to the Vice President of Student Services for review and implementation of the Board's decision.
6. The Associate Vice President of Student Services officially notifies the accused students of the Board's decision and when necessary imposes the restrictions embodied in the Board's decision.

Article VII. Appeal Procedures

Section I. In the interest of fairness, only the recipient of disciplinary action has the right to appeal. Requests for appeal must be in writing and submitted through the same channels of authority and jurisdiction as outlined in Article IV within 48 hours of official notification of the Board's decision.

Section II. Appeals concerning decisions of the University Hearing Board or the Student Judicial Board should be addressed to the Vice President of Student Services.

Section III. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision shall not be accorded as a basis for consideration of an appeal. The only basis for considering an appeal is the presentation of facts that include:

1. an error in procedural due process by the original body,
2. the emergence of compelling evidence that could not have been previously discovered,
3. the appropriateness of sanction(s), condition(s), and/or restriction(s) to the violation.

Section IV.

1. Appeals will be limited to a review of the record of the hearing, written statements submitted by parties, and any new evidence. Appeals based upon new evidence shall be treated as grounds for a new proceeding by the original body.
2. The Vice President for Student Services serves as the appellate officer. He/she shall make an initial determination as to whether or not sufficient grounds for appeal, based upon the standard enunciated above, have been alleged. Appeals that do not allege sufficient grounds shall be denied consideration and shall be dismissed. Appeals that do allege sufficient grounds shall be accepted for consideration.
3. If the appeal is allowed, its presiding officer represents the judicial body that rendered the decision under appeal so those questions of procedure or sanction may be clarified. The appellate officer shall not conduct a de novo hearing (a rehearing) but will consider only the record made by the adjudicating body. The appellate officer may, at his/her own discretion, permit written or oral statements from the concerned parties at the time the appeal is considered; but the appeals officer will review only that portion of the original hearing that is addressed by the appeal.
4. The decision shall be communicated in writing to all parties concerned within seven class days. The alternatives available to the appellate body are:
 - a. to sustain the recommended penalty;
 - b. to reverse the verdict; or
 - c. remand it to the original judicial body (to consider new evidence or reconsider the penalty, not guilt or innocence).

Article VIII Confidentiality Standards and Records – Policy/Procedures

All proceedings under the Code are confidential. All proceedings and all documents generated by the process form a part of the charged student's records and are, therefore, confidential under the federal Family Educational Rights and Privacy Act (FERPA). Participants in the process, including the charged, the complainant, witnesses, hearing board members, and staff members are advised to preserve the confidentiality of all proceedings and all documents under this Code. Any breach of the confidentiality may subject the responsible party to charges under this Code.

Article IX Interpretation and Revision

Section I. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student Services or his/her designated representative.

Section II. The Student Code of Conduct shall be reviewed every three years under the direction of the chief judicial affairs officer.

Section III. Policies, procedures, sanctions outlined in this Code are subject to change without notice.



XAVIER UNIVERSITY OF LOUISIANA

Office of the President

1 Drexel Drive
New Orleans, Louisiana 70125-1098
(504) 483-7541 • FAX (504) 485-7904

To: Students, Faculty and Staff

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226, the attached statement of the Xavier University Policy and Sanctions Relating to Use of Illicit Drugs and the Abuse of Alcohol, has been published and is being sent to Students, Faculty and Staff. The information contained therein refers to the use of illicit drugs and the abuse of alcohol; the institutional policy and sanctions; the Federal and State Laws applicable to such use; health risks; and on-campus and community counseling and treatment resources.

Prior to this latest law we established a committee on the subject. A plan was designed, in keeping with the guidelines at the time.

In compliance with the amendment of 1989, the committee has been expanded and an even more formal policy has been developed, with more vigorous monitoring, to assure compliance with the Law. This Committee will review the effectiveness of this program annually and report to me the University's effectiveness in addressing the use of illicit drugs and the issue of alcohol abuse and the consistency of application of sanctions for any violations of institutional policy.

The use of illicit drugs and the abuse of alcohol are national problems of epidemic proportions. The abuse of alcohol and drugs is inconsistent with and detrimental to the academic community.

Xavier University is committed to providing a drug-free campus environment.

Sincerely,

Norman C. Francis
President

Xavier University of Louisiana

Drug Free Campus

Statement of Policies

Xavier University of Louisiana, in its concern for the physical and emotional health, development and well-being of its students and employees, and to be in compliance with regulations of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Section 22, provides a program of prevention and early intervention for alcohol abuse and other drug use, misuse, and dependency.

REGULATIONS: Section 1213 “Drug And Alcohol Abuse Prevention”

Section 1213 Subpart B (a) (1) requires annual distribution to each student and employee of:

“standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;”

Policies regarding the drug free campus will be disseminated to faculty and staff at the required fall and/or spring Institutes and to students at the time of registration. These policies are as follows:

Xavier University of LA neither permits nor condones the illegal possession, use, manufacture, dispensing, distribution, and/or sale of drugs, narcotics, or alcohol.

Students and employees (individually and as members of groups or organizations) are subject to criminal prosecution for violations of local, state and federal laws concerning the unlawful possession, use, manufacture, dispensing, distribution and/or sale of drugs and alcohol both on and off campus.

The responsibility for knowing and abiding by the provisions of the University’s alcohol and drug policies rest with each individual. Precise regulations and standards of conduct may be found in the handbook appropriate to each individual’s status on campus.

Section 1213 Subpart B (a) (2) requires:

“a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;”

State and local laws prohibit the sale of alcoholic beverages to persons under the age of 21. Persons 18 years or older and under 21 shall not purchase or have public possession of an alcoholic beverage. [Summary of State Act 33, RS 14.91.2, Sections .1 and .5].

State law provides that anyone who is found guilty of manufacturing or distributing illicit drugs could be sentenced to a term of imprisonment at hard labor for a period not to exceed 30 years and may in addition be sentenced to pay a fine of not more than \$15,000.

A person over the age of 25 who is found guilty of distributing illicit drugs to a person under the age of 18 is automatically sentenced to life imprisonment at hard labor. Any person convicted of an offense as a second or subsequent offense shall be sentenced to a term for twice the amount authorized by the original statute. Any prop-

erty used in the distribution or manufacture of controlled substances is subject to forfeiture under Louisiana law.

Section 1213 Subpart B (a) (3) requires:

“a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;”

Illicit drugs and alcohol abuse are a threat to the physical and mental well being of individuals and clearly are an impediment to the learning process and environment. The use of illicit drugs and the abuse of alcohol may contribute to birth defects in children, health hazards and other debilitating conditions.

Section 1213 Subpart B (a) (4) requires:

“a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;”

Individuals who seek assistance with substance abuse problems are provided health and counseling referral for evaluation, treatment, rehabilitation, or re-entry programs. These referral services are available through the Counseling Center or Student Health Service Center. Off campus referrals may be made to one of several agencies based on an individual’s personal situation including: Ochsner Alcohol & Substance Abuse Program, River Oaks Adult Chemical Dependency Program, Counterpoint Center of CPC Coliseum Medical Center, Charity Hospital of New Orleans Medical Detoxification Unit. Participation in assistance programs will be viewed positively by the University, but will not prevent disciplinary action for acts which have occurred, nor will it relieve the employee of the responsibility to perform assigned duties in a safe and effective manner. Failure to successfully complete an assistance or rehabilitation program will constitute grounds for dismissal.

Section 1213 Subpart B (a) (5) requires:

“a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1).”

The University will cooperate in criminal investigations of violations of the law and will administer upon students and employees disciplinary sanctions of suspension, dismissal, expulsion, termination of employment and/or referral for prosecution. Sanctions may also include treatment assistance and/or rehabilitation programs. Employees and students must notify the University within five days of any arrest or conviction under a criminal drug statute. Any individual with the presence of drugs in his or her body for non-medical reasons or a blood alcohol level in excess of .05% is prohibited from University premises.

POLICY STATEMENTS

A. STATEMENT ON NON-DISCRIMINATION

Xavier University of Louisiana is a private Catholic institution whose programs and activities are open to all qualified persons regardless of race, color, national and ethnic origin, sex, handicapping condition or religion.

B. RELIGIOUS ACTIVITY

Xavier University, founded in the Roman Catholic tradition, is committed to encouraging the personal faith life of its members. The University affirms the spirituality of its faculty, students, and staff members of varying religious backgrounds and persuasions. Xavier continues its primary religious institutional commitment to the Roman Catholic Church. The University prohibits any activity by other individuals or organizations which proselytize (to make converts of) members of the University community to a church or religious organization.

GUIDELINES

1. All activities of student organizations and groups on the campus must follow the regular requirements for organizations as defined in the Student Handbook and be duly recognized and registered through the Office of Student Services. In addition, all religious activities must be cleared by the Office of Campus Ministry.
2. When a religious-affiliated group becomes an officially chartered student organization, the Office of Campus Ministry guidelines supersedes those of the Inter-Organizational Council.
3. The University reserves the right to limit or restrict the on-campus activity of any organization or individual whose purposes are directly contrary to the University's religious values as stated in the University Catalog, the Student Handbook, and the Faculty Handbook.

This policy is not meant to discourage or inhibit the sharing and discussions of religious beliefs between members of the University community in the variety of contexts the education the community provides.

C. ROOM AND BOARD CHARGES

Students contracting to live in University residence facilities automatically agree to the combined room and board charges as outlined in the fee schedule.

A health condition might be cause for an exception. A written statement by the attending physician, enumerating the diagnosis, medication and food items necessary for the prescribed diet, must be submitted each semester that conditions of exception exist. This information will be furnished to the cafeteria management for their cooperation in having available a variety of choices for the students. A request for exception to this policy should be directed to the University Health Center. The request must be made within two weeks of the date of regular registration so that if conditions are not acceptable to parties concerned, the student will have time to seek off-campus accommodations.

D. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED (F.E.R.P.A.)

The Family Educational Rights and Privacy Act of 1974 was enacted by Congress effective November 19, 1974. In brief, this Act grants to students, and to parents of students under the age of 18, the right to inspect and/or challenge their school or college files.

IN COMPLIANCE WITH THE REQUIREMENTS OF THIS ACT, XAVIER UNIVERSITY HAS ADOPTED THE FOLLOWING POLICY PROVISIONS:

1. Xavier University will inform students annually of the rights accorded them by the Privacy Act. This will be done through publication in the Student Handbook and in the Fall/Spring registration booklets.
2. Xavier University recognizes the right of students to review their records.
 - a. Request must be made in writing.
 - b. Review of records will be made in the presence of a University Official.
 - c. Upon request, copy of record(s) will be made at a nominal cost.
 1. Transcripts may not be copied if:
 - a. Financial obligations to the University are not cleared;
 - b. Deficit appears on Federal Loan repayments.
 2. Copies will not be made of transcripts from other universities.
3. Xavier University recognizes the right of students to challenge their records for inaccuracy, being misleading or incomplete, violating their right to privacy.
4. Xavier University recognizes the right of students to seek amendment/correction of their education records.
 - a. Requests must be made in writing.
 - b. Students have the right to a hearing if records are not corrected or amended.
 - c. Students dissatisfied with results or the hearing may place a statement in the education record commenting on the information therein, and/or setting forth any reason for disagreement with Xavier's decision not to correct or amend the record.
5. Xavier University will provide an all-inclusive list of types and locations of education records. The list is available in the Office of the Registrar as well as in the Office of Student Services.
6. Xavier University will not disclose personally identifiable information from education records with prior written consent of the students except when this written consent is not required by the Act.

– RECORDS WILL BE RELEASED WITHOUT STUDENT'S PRIOR WRITTEN CONSENT TO:

(Records released will be determined by individual's "need to know.")

- a. Authorized Federal and State Authorities who require information in connection with the audit and evaluation of Federal and State supported education programs, or in connection with the enforcement of or compliance with the legal requirements which relate to these programs:
 - (1) Representatives of the Comptroller General
 - (2) Secretary of Health & Human Services
 - (3) Secretary of Department of Education
 - (4) Director of National Institute of Education
 - (5) State educational authorities
 - (6) Federal Inspector Generals;
- b. State or local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- c. Representatives of the Veterans Administration;
- d. Accrediting organizations in order to carry out accrediting functions;
- e. Persons/organizations providing financial aid or determining financial aid eligibility;

- f. University Officials with “legitimate educational interest;”
 - Persons having “legitimate educational interest” are those who perform tasks related to the education of students or work with students’ records in performing tasks related to their job descriptions.
 - Faculty and administrative officers who have a legitimate interest in the material and demonstrate a need to know for purposes reasonably related to the performance of their official duties will be permitted to look over students’ records.
- g. Persons in compliance with judicial order/lawfully issued subpoena (provided Xavier makes reasonable attempt to notify student in advance of the compliance);
- h. Parents of undergraduate students who have established students’ status as dependent according to Internal Revenue Code of 1954, Section 152;
 - All undergraduate students are considered as “dependent” unless they inform Xavier before the fifteenth day of classes each semester that they consider themselves to be “independent.”
 - If the student declares to be “independent” and the parent submits a certified copy of the most recent Federal Income Tax Form, information will be released to the parent.

Xavier University maintains records of requests for disclosure of personally identifiable information and permits students to view those records.

TYPES AND LOCATIONS OF EDUCATION RECORDS AT XAVIER UNIVERSITY

1. **OFFICE OF THE REGISTRAR**
(University Registrar - Xavier South Bldg.)
 - a. Admissions data
 - b. Courses attempted/completed
 - c. Grades earned
 - d. Enrollment/withdrawal/graduation dates
 - e. Schools attended
 - f. Changes made in student’s name/social security #/address/grades/major
 - g. Requests for disclosure of personally identifiable information
 - h. Academic actions
2. **ACADEMIC DEPARTMENTS** - advising records
(Chairpersons of departments - Departmental offices)
3. **OFFICE OF FINANCIAL AID** - financial aid data
(Consultant Financial Aid - Xavier South)
4. **OFFICE OF STUDENT ACCOUNTS**
(Associate Vice President, Finance - Xavier South – Office Manager, Student Accounts - Xavier South)
 - a. Charges
 - b. Payments
 - c. Disciplinary actions
5. **OFFICE OF STUDENT SERVICES**
(Vice President of Student Services - University Center, Rm. 202A)

- a. Immigration records
 - b. Housing information
 - c. Disciplinary actions
6. **HEALTH CENTER** - Health records
(Director, Student & Environmental Health - Health Center)
 7. **WORK STUDY PROGRAM** - Employment records of work study students(Coordinator, Student Work Program - Administration Bldg., Room 306-A)
 8. During Fall and Spring registration periods, Xavier University will notify students of Directory Information it intends to make available to the general public. Student must inform the UNIVERSITY within fifteen days of notification if any or all of the Directory Information should be released.
 9. Xavier University will release Directory Information of students not currently enrolled without the students' prior written consent.-"Directory Information" for both current and former students is defined as:
 - a. Student's name
 - b. Address
 - c. Telephone number
 - d. Date and place of birth
 - e. Major field(s) of study
 - f. Dates of attendance
 - g. Enrollment status
 - h. Classification
 - i. Degree(s)
 - j. Awards/honors received (includes Dean's list)
 - k. Most recent previous educational agency or institution attended by student
 - l. Past and present participation in officially recognized sports and activities
 - m. Height and weight of members of athletic teams.
 10. Documents submitted by or for the student in support of his/her application for admission or for transfer credit will not be returned to the student, nor sent elsewhere at his/her request. For example, a transcript from another college, or a high school record will not be sent to a third institution.
 - In exceptional cases; however, where another transcript is unobtainable or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student must present a signed request. Usually, the copy, marked as a certified copy will not be released.

E. GUIDELINES FOR STUDENT PUBLICATIONS

Publications

1. All articles should be signed. The editor assumes the responsibility for all articles which do not bear a signature.
2. On each edition of a printing a definitive statement should be made indicating that the views and ideas expressed are those of the writer and/or the editor, and do not necessarily reflect the views of the University - its students, faculty, or administrators.
3. Each issue should indicate the name of its editor, the publishing address, the mailing address or any contact address of the publishers.

4. Editors are expected to subscribe to the canons of responsible journalism, namely: responsibility, independence, sincerity, truthfulness, accuracy, impartiality, fair play, decency and freedom of the press.
5. At the same time it is expected that editors will be protected from arbitrary suspension and removal. Only for proper and stated causes will editors be subject to removal and then by orderly and prescribed procedures.

(Proper cause for action against an editor will be determined by a Publications Board which would consider the canons of responsible journalism as these relate to the avoidance of libel, slander, obscenity, vulgarity, etc.)

Publications Board

1. The Board shall consist of nine members: four (4) students, two (2) faculty, two (2) administrators and a chairman named by the President.
2. For this time only, the members will be appointed by the President upon recommendations from the students and faculty.
3. The board will serve the University in the responsibility of judging whether or not an article is considered in bad taste or in violation of the canons of responsible journalism, as these relate to the University community. It is understood that the Publications Board will take into consideration the fundamental rights and responsibilities that the student possesses as a member of the society at large.
4. Any ruling against an editor or writer by the board may form the basis for disciplinary proceedings. The University reserves the right to refer such cases for further appropriate action.

Nothing contained in these procedures preempt any individual group or agency, which may claim to be aggrieved from pursuing outside legal redress.

Outside Publications

1. All outside publications of any kind must be cleared by the Office of Student Services before distribution or posting.
2. Failure to receive clearance may be appealed to the Publication Board.
3. The same basic standards applicable to campus publications will be required of outside publications.

The Office of Student Services is charged with the responsibility of supervising the overall mechanic of these guidelines, and the power to act on and then refer cases involving violations. It is understood that the Publications Board, the Office of Student Services, as well as all other board and offices of the University are subject to the final review of the University President.

For Independently Published Newspapers

In order to emphasize that the student newspaper does not speak officially for the institution, it should carry neither the institutional seal, official motto, nor the name of the University.

All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

F. LOSS OF PERSONAL PROPERTY

The University is not responsible for loss of, or damage to personal property in the residence hall including equipment and appliances, due to fire, theft, interruption of water, heat, utilities, power surges, or other causes. Students residing in residence halls are required to provide a power surge protector with a *minimum* joule rating of at least 600 to assist in protecting equipment and appliances.

G. WRITTEN STUDENT COMPLAINTS

Written complaints may be filed with any University administrator (e.g., Chairs or Unit Managers) who will then forward the written complaint to the administrative officers (1) responsible for the area of the complaint, or (2) who is the immediate supervisor of the person about whom the complaint is being filed. The appropriate administrative officer will meet with the complainant and attempt to resolve the complaint within a reasonable time. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the next highest administrative level. The office of the appropriate Vice President is the highest level to which appeals may be made, and the decision of that office is final.

H. NETWORK RESPONSIBLE USE POLICY

The 2000 Network Responsible Use Policy is available on the University's website at www.xula.edu/itc/policies