Dillard University
2012-2013

Division of Student Success
Office of Student Affairs

Student Handbook

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Name: __________________   Phone #: ___________________

Please visit www.dillardbleudevils.com for most current and accurate athletic schedules.
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August 2012

Dear Students,

There are a number of tools available to assist you as you matriculate through Dillard University. One of those tools is this student handbook. The handbook compliments the university catalog in providing major rules and regulations which are in place to ensure your success.

You will find that the handbook contains important information that not only gives you guidelines for life as a Dillard student, but also important information for your health and safety. Please take some time to review the handbook so you know what the basic policies are, and how they apply to you. Use this as a reference book that you refer to for particular situations.

With all policies, if you have questions, feel free to ask us as well. We are here to ensure your success, and the student handbook helps us understand a common set of values to make this a safe, enjoyable and caring community.

Sincerely,

Walter M. Kimbrough, Ph.D.
President
Dear Dillard Scholar,

Dillard University’s institutional emphasis is on student success. As noted in Pillar V of the university’s strategic plan, the Division of Student Success was created to provide the leadership in ensuring that all students are successful at Dillard University.

The Division of Student Success strives to facilitate institutional change that provides the necessary support for all students to successfully meet their personal and professional goals and objectives through their Dillard University experience.

The Division defines student success as an appropriate match between a student and a university. It is incumbent upon the entire university community to provide the resources necessary to the student from matriculation to become an asset to our society. It also means fostering pride and respect from the experience obtained at the institution that a student can, and will, positively promote and encourage others to want to be part of the Dillard University family.

The Division of Student Success strives to improve the quality of life and learning through the development and implementation of specific institutional strategies for improvement, modification, and creation of programs, services and facilities for student success.

With this in mind, I ask that you become familiar with this handbook. This handbook will help you navigate the expectations of a Dillard student but also provide for your rights, responsibilities and clarification on how to avoid breaches in student conduct.

The Division of Student Success strives to create an environment where all Dillard University administrators, faculty, staff and students embrace the notion that “Student Success is Everybody’s Business!” However, we also want students who will be accountable and responsible for their own success.

Best wishes for a successful year.

Dr. Toya Barnes-Teamer
Vice President for Student Success
The Office of Student Affairs would like to welcome you to Dillard University! Congratulations on this milestone in your life. The Office of Student Affairs Division of Student Success is delighted you have chosen Dillard University as your institution of undergraduate studies. We look forward to assisting you in your academic journey.

In order to make certain you have a successful journey during your tenure at Dillard University, we would like to equip you with the information needed to navigate the campus and successfully march across the oaks. The Dillard University Student Handbook will provide you with the necessary information to accomplish your goals at Dillard University. It is designed with you in mind. This handbook will assist you in becoming acquainted with services that are available to assist you in your educational growth and development in and beyond the classroom. The student handbook will serve as your resource guide to university services, and student life activities and programs. Therefore, I trust you will find it most useful.

I encourage you to read this handbook and become familiar with it. I am sure that you will refer to it many times during the academic year. If you have questions about the handbook, please contact me or stop by the Office of Student Affairs.

I wish you every success at Dillard University, and I hope that this resource guide will serve you well in your endeavors.

Sincerely,

Dr. Dawn J. Williams
Chief Judicial Officer
To Our Dillard University Family,

The Dillard University Student Government Association is very excited to welcome you to your Dillard family. Whether you are returning once again to the gleaming white and spacious green, or beginning your journey down your avenue of opportunity, we are pleased that you are here and look forward to a fantastic year together. As we embark upon a new year, we are very optimistic about what the future holds for our community.

We believe that the pulse of the University lies within the student body. The infrastructure is set and sustained by administration, faculty, and staff. They will provide opportunities for academic growth, career development, intellectual stimulation, and much more. That is their responsibility to us.

But we want each and every student to remember their responsibility to Dillard University and most importantly, themselves. We are responsible for bringing Dillard University to life. As students, it is our responsibility to engage in everything Dillard has to offer, on all levels—academically, socially, and beyond. We must also give back to Dillard through the use of our talents, time, and efforts. We must be informed students. We must participate in University events and activities. We must support each other’s growth. We must be involved in making our DU experience. We cannot take a backseat to our collegiate experience.

Remember, we are the university, and that movement is a team effort. This is about setting an example for your community, your generation, and the generations to come. Be the change you look for.

These are our responsibilities as students. We hope you are ready to commit to them. It’s what we are called to do. We must hold ourselves accountable.

As your representatives, we are committed to the values, traditions, and progression of our University. We are enthusiastic about serving you this year. We look forward to working with every student to make Dillard the home that we dream of!

In DU love,

Your 2012-2013 SGA Executive Board
Alma Mater
Fair Dillard
Gleaming white and spacious green,
    We love thy every blade and tree;
We love thy breathless days, thy nights serene,
    Thy halls where men are men and free.
Arise, O sons and daughters, hail thy queen,
    And pledge for aye thy loyalty.
Fair Dillard
Flaming love and learning’s light
Teach us each day, each passing hour
A deep’ning love for beauty, truth, and right
Source of all nobleness and pow’r
And through the joyous day, the dreaded night,
    Forever guide, Alma Mater!
    Forever guide, Alma Mater
DILLARD UNIVERSITY SENIOR ADMINISTRATION

Walter M. Kimbrough, Ph.D.
President

Walter Strong, Ph.D.
Executive Vice President

Phyllis Worthy-Dawkins, Ph.D.
Senior Vice President for Academic Affairs/Provost

Toya Barnes-Teamer, Ph.D.
Vice President for Student Success

Gerald B. Coleman
Vice President for Finance and Administration

2012-2013 STUDENT GOVERNMENT ASSOCIATION
EXECUTIVE BOARD

Jakarah Porter, President
Clarence Carr, Vice President
Kevin Perry, Treasurer
Sara Forrest, Secretary
Christopher Neal, Parliamentarian
Kiaerrra Harris, On-Campus Representative
Kanitria Mason, Off-Campus Representative
Christine Maiden, Historian
Andrew Webber, Chaplain
Johne’tra Trotter, Miss Dillard
Jerome Bailey, Mr. Dillard

GENERAL INFORMATION

HISTORY
In 1869, with support from the American Missionary Association of the Congregational Church (now the United Church of Christ) and the Freedman’s Aid Society of the United Methodist Church, Straight University and Normal Schools were founded. They were subsequently renamed Straight College and New Orleans University, respectively.

Gilbert Academy, a secondary school, was a unit of New Orleans University. Straight College operated a law department from 1874 to 1886. In 1889, New Orleans University opened a medical department, including a school of pharmacy and a school of nursing. The medical department was named Flint Medical College and the affiliated hospital was named the Sara Goodridge Hospital and Nurse Training School. The medical college was discontinued in 1911, but the hospital, including the nursing school, was continued under the name Flint-Goodridge Hospital. In 1930, New Orleans University and Straight College merged to form Dillard University. The trustees of the new university called for the implementation of a co-educational, interracial school, serving a predominantly African-American student body adhering to Christian principles and values. The University was named in honor of James Hardy Dillard, whose distinguished service in the education of African Americans in the South forms an important chapter in the history of American education. The University is affiliated with the United Methodist Church and the United Church of Christ.
Dillard trustees elected to continue the work of the hospital but not that of Gilbert Academy. The latter continued operations as a separate institution under the sponsorship of the Board of Education of the Methodist Church until 1949. The University operated Flint-Goodridge Hospital of Dillard University from 1932 until 1983. In September 1935, on a new site with a new physical plant, Dillard University began instruction. As Dillard celebrates nearly 140 years of challenge and change, the University continues to build on its heritage of academic excellence to guide the institution along new avenues of opportunity.

LOCATION
Dillard University is located in New Orleans, Louisiana, a metropolitan area with a population of 250,000. New Orleans is situated on the Mississippi River, 50 miles above the Gulf of Mexico. The ports along the Mississippi River from New Orleans to Baton Rouge comprise the world’s busiest port system.

Long referred to as one of the nation’s most interesting cities, New Orleans is one of the few cities that has managed to maintain a major portion of its historical past. Indeed, the famous Vieux Carre, or French Quarter, is a veritable living museum. New Orleans has an unmatched charm, punctuated by exciting annual events such as Mardi Gras and Jazz Fest. The city also boasts numerous parks, libraries, museums, art galleries, theaters, opera companies, a nationally known symphony orchestra, and the Louisiana Superdome, one of the nation’s premier facilities for sporting and musical events.

The city is an educational center, home to numerous institutions of higher learning, graduate and professional schools. Moreover, New Orleans is the state's medical, cultural, banking and judicial center.

Dillard’s convenient location in the Gentilly area, combined with the local transit system, makes access to most places and events easy and economical for students.

VISION
Dillard University will be unified with the community through scholarship, teaching, civic engagement and service rooted in spiritual values. Graduates of the New Dillard will be global citizens excelling in a competitive world and committed to the improvement of the human condition.

MISSION
True to its heritage, Dillard University’s mission is to produce graduates who excel, become world leaders, and are broadly educated, culturally aware, and concerned with improving the human condition. Through a highly personalized and learning-centered approach, Dillard’s students are able to meet the competitive demands of a diverse, global, and technologically advanced society.

GOALS
To increase the institution’s ranking among the nation’s universities, rebuild a beautiful campus, attract top faculty and recruit the best and the brightest students, the university has set the following goals:

• Dillard University will be a premier private undergraduate university in our region and in the world of Historically Black Universities and Colleges.
• Dillard University will expand selectively into graduate studies, building on our best programs that also represent future projections of workforce needs.
• Dillard University will increase and enhance its commitment to and production of quality, useful research.
• Dillard University will infuse globalization into our curriculum so that it expands its reach to other languages, cultures and countries.
• Dillard University will demonstrate commitment to all students’ success.
• Dillard University will develop student leadership training and enriched educational opportunities outside of the classroom to offer a balanced environment as part of the college experience.

• Dillard University will continue to attract and graduate talented African-American students, while welcoming those from a diverse background who can benefit from the unique experience we offer.

• Dillard University will demonstrate commitment to technology as subject matter, a teaching tool and the underpinnings of internal systems that are efficient, reliable and cost-effective.

• Dillard University will show fiscal integrity, with systems of financial and professional accountability and stability.

• Dillard University will be engaged in the revitalization of its home, New Orleans.

• Dillard University will develop and promulgate practices relative to greening of our campus and promotion of environmental sustainability.

• Dillard University will develop a Gulf Coast Public Policy Center.

**CODE OF CONDUCT**

**SECTION 1: PREAMBLE**

The continuing mission of Dillard University is to conduct and maintain an atmosphere conducive to learning and growth through programs of academic excellence within the framework of the liberal arts tradition. To this end, the University promotes and upholds a level of behavior and citizenship that enhances the attainment of its mission. Dillard strives to safeguard the ideals of academic excellence through scholarship, and the moral atmosphere of the University community.

It is assumed and expected that when a student chooses to attend Dillard University, he/she does so fully prepared to accept the standards of conduct and citizenship which are considered desirable by the University. Accordingly, failure to abide by the rules and regulations of Dillard University constitutes misconduct and will result in appropriate disciplinary action.

Dillard strives to promote a just and positive community that focuses on conflict resolution. We believe that one’s actions demonstrate one’s commitment to respecting differences and we must be responsible for our behavior and accountable for our actions. Everyone who chooses to participate in and or visit our community must abide by our policies and practices designed to insure a safe, educational and comfortable existence.

**SECTION 2: DEFINITIONS**

“Accused student” means any student accused of violating the Code of Conduct.

“Active” or “Active Status” or “Active Promotion” means the right to actively promote the goals, purposes, identity, programs and activities of a student organization. Active promotion shall be regarded as wearing any clothing and/or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization or an event, public announcements at a Dillard event or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Dillard-associated event.

“Appellate Officer” means a University official authorized by the Vice President for Student Success or his/her designee to convene and conduct an appeal proceeding. An Appellate Officer shall not have participated in an original hearing.

“Bias” means the predisposition toward an issue or person which makes it impossible for the hearing board or officer to remain neutral.

“Burden of proof” means factual evidence that would lead a reasonable person to conclude that it is more likely than not that a student’s or student organization’s behavior violated the Code of Conduct.

“Complainant” means any person who submits an allegation of violation, or presents a complaint on behalf of the University, alleging that a student violated the Code of Conduct.
“Day” means the normal University business day.

“Effective Consent” means the clear and unambiguous agreement and willingness, displayed through an exchange of words, which includes a voluntary agreement to engage in mutually agreed-upon sexual activity.

“Faculty member” means any person hired by Dillard to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

“Guest” means any person to whom a student or university official has extended hospitality or an invitation to come onto University facilities or to attend University events. Guests of the university, such as those individuals or groups of individuals who participate in summer programs or conferences shall be held accountable to the policies of the Code of Conduct.

“Good standing” means academic good standing as defined by the student’s respective college or school or University Catalog and means completion of all conditions and requirements of sanctions of Disciplinary Probation, Disciplinary Suspension, Residential Probation or Residential Expulsion.

“Group” or “student group” or “groups of students” means a number of persons who are associated with each other, participating in a University sponsored program, activity, or living/learning environment, or who have not complied with University requirements for registration as a club, organization, or University program.

“Hearing board” means any persons or group authorized by the Vice President for Student Success to convene and conduct a judicial proceeding.

“Hearing officer” means a University official authorized by the Vice President for Student Success or his/her designee to convene and conduct a judicial proceeding. The Vice President for Student Success may authorize a University official to serve simultaneously as a hearing officer and as a member of a hearing board.

“Illegal drugs” means amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, LSD compounds, marijuana, mescaline, methadone, methamphetamine, morphine, PCP, peyote, Quaalude, psilocybin, and tranquilizers, non-prescribed prescription medication, and any and all substances so defined by the law.

“Institution” and “University” mean Dillard University.

“Judicial Transcript” and “Judicial File” and “Judicial Record” and “Judicial Recording” means the official written or recorded documentation maintained by the University on matters related to student conduct.

“Organization” and “Student Organization” means any number of persons who have complied with University requirements for recognition as a club or organization.

“Policy” means the written regulations of Dillard University found in, but not limited to, the Code of Conduct and/or University Catalog whether in print or electronic format.

“Premises” includes but is not limited to all land, buildings, facilities, and other property in the possession of or owned, leased, operated, used, or controlled by Dillard University or a recognized student organization, including premises utilized for university-related events.

“Property” includes but is not limited to buildings, facilities, furniture, vehicles, keys, identification badges, parking passes and other items owned, used or controlled by Dillard University or a recognized student organization, including property utilized for university related events.

“Protected classes” include age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran’s status.

“Sexual activity” means any intentional bodily contact intended in a sexual manner.

“Student” means a person currently enrolled or eligible and intending to enroll in any University program or class whether on or off a University campus and including all persons taking courses at the University, both full-time and part-time, pursuing studies. During the intercession period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrollment or graduation. For the purposes of this Code, “student,” may additionally mean “group” or “organization”.
“University community” means students, faculty, staff, alumni, or religious community members of the University. A person’s status in a particular situation will be determined by the Vice President for Student Success.

“University events” or “programs” mean any activity on or off-campus which is initiated, authorized, registered, or supervised by the University or a University group or organization.

“University official” includes any person employed by Dillard University performing assigned administrative, academic or professional responsibilities. This includes full and part-time faculty, staff, and administrators.

“Will” or “shall” are used in the imperative sense. The term “may” is used in the permissive sense.

“Witness” means any person called upon to furnish information relating to an incident in which he/she was not a complainant or respondent.

SECTION 3: INSTITUTIONAL AUTHORITY

The authority over behavior involving individuals, groups, and/or organizations rests with the Board of Trustees and is delegated by them to the President of the University. The President delegates authority in matters of non-academic student conduct to the Vice President for Student Success to establish and hold student conduct proceedings that will ensure the proper administration of the University’s rules and regulations.

The Vice President for Student Success along with the Assistant Vice President for Student Affairs and hearing officers shall oversee the operation of the student judicial system and administration of the Code of Conduct.

This Code of Conduct applies to students while they are on-campus, when they attend programs and events off campus that are Dillard-related, or when their off-campus behavior is a violation of this Code or of criminal law or constitutes a hazard to the health, safety, or well being of themselves or members of the University community.

A. The University reserves inherent authority and the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The University also reserves the right to take necessary and appropriate action as a result of student incidents off-campus that may affect the well-being of the Dillard community and/or the mission of the University.

1. The Vice President for Student Success or his/her designee may separate a student from the University or residence hall or take other appropriate action whenever the student’s alleged actions constitute a danger or hazard to the University community or a threat to self or others.

2. Separation may occur prior to or simultaneously with judicial proceedings.

3. Before separation can exceed ten days, the student shall be given the opportunity to speak directly to the Vice President for Student Success.

B. Students may be accountable to both civil authorities and the University for acts that constitute violations of law and of the Code of Conduct. At the discretion of the Vice President for Student Success, proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

1. Determinations made or sanctions imposed under the Code will not be subject to challenge on the grounds that civil or criminal charges involving the same incident are pending or have been dismissed, reduced, or resolved in favor of or against the student.

C. The Vice President for Student Success along with the Assistant Vice President for Student Affairs and hearing officers (Vice President for Student Success designees) have the right to consider all alleged violations of University policy and determine if a student, group, or student organization should be charged with an alleged policy violation.

D. The Vice President for Student Success shall determine the appropriate course of action for all alleged policy violations.
E. Any question of interpretation regarding the *Code of Conduct* shall be referred to the Vice President for Student Success or his/her designee for final determination.

1. Disciplinary policies at the University are set forth in writing in order to give students general notice of standards of conduct. The regulations should be read broadly and are not designed to define conduct in exhaustive terms.

2. In exceptional circumstances the Vice President for Student Success may modify procedures outlined under the *Code of Conduct*.

F. The following may be adjudicated to the same extent as completed violations:

1. Attempts to commit an act that violate this *Code*.

2. Failure to act after witnessing a public violation of this *Code*.

G. The *Code of Conduct* shall supersede any and all regulations and/or decisions made by student groups and/or organizations and their affiliates.

H. Students are asked to assume positions of responsibility in the University judicial system so they might contribute their skills and insights toward the resolution of disciplinary cases. However, ultimate authority in disciplinary matters is vested in the University administration.

I. Judicial correspondence shall occur via campus mail, U.S. Mail, Dillard e-mail (dillard.edu), and/or personal hand delivery of letters. Students will be held accountable for retrieving mail in a timely manner. Failure to do so is not an acceptable excuse for delaying the judicial process.

J. The complainant must file a complaint within one year of the alleged incident with the exception of allegations involving Title VII or Title IX incidents (Sexual Assault and/or Battery, Sexual Harassment, or Sexual Verbal Abuse).

K. The *Code of Conduct* shall be reviewed each year by the Vice President for Student Success, Assistant Vice President for Student Affairs, hearing officers, and General Counsel and Vice President for Legal Affairs, and other designees.

L. Dillard University expressly reserves the right to revise, supplement or withdraw any policy or portion of a policy from time to time, as it deems necessary.

M. The University reserves the right to grant access of a student’s full judicial file to a hearing board or hearing officer when determining sanctions after a student is found responsible.

N. Students are expected to know and comply with University policies and any special instructions and directives announced by the Vice President for Student Success or designee. Ignorance is not an acceptable justification for committing violations of University policies. Lack of intent or awareness of such policies will not be accepted as excuses for violations and will generally receive the same consequences as deliberate violations.

O. There are occasional, exceptional situations in which a student’s physical or mental health condition is of such a nature that action needs to be taken to withdraw the student from the University.

1. The intent of this policy is to assist the student who appears to be unable to function effectively in the University community, for physical or mental health reasons, without infringing on the rights of others in the University community. It is also the intent of this policy to enable a student to continue toward the successful completion of his/her academic goals, if not immediately, then in the future.

2. Administrative Withdrawal can occur, if in the judgment of the University, the student cannot benefit from the available medical and/or psychological resources of the University, and/or if the student is threatening harm to self and/or others, and/or is of disruptive concern to others.

3. Upon review of available information, the Vice President for Student Success or designee has the authority to separate involuntarily a student from the University for reasons of physical or mental health.

4. A student separated for reasons of physical or mental health may not re-enter the University unless written clearance is given by the Vice President for Student Success.
SECTION 4: STUDENT DISCIPLINE PHILOSOPHY

The submission of an application for admission to Dillard University is an optional and voluntary action. Approval of that application is, in turn, an extension of privilege to join the academic and social community and to remain a part of it as long as academic and behavioral standards are met. These expectations have been established so that the educational purpose of the university may be pursued in an atmosphere conducive to such an undertaking.

When a student or group of students or student organization infringe upon the rights of a portion of the rest of the community, these students must accept responsibility for their actions. The function of this disciplinary process is to promote the students’ learning by examining how patterns of unacceptable behavior interfere with, and are therefore detrimental to, the educational process.

Students are expected to exhibit good judgment and responsibility in their behavior both on university premises/property and off campus. The university reserves the right to address student behaviors that occur off-campus, including those that are also being acted upon by legal authorities. Although the university will not automatically impose sanctions in addition to those imposed by law enforcement agencies, it does have the obligation to introduce counseling and/or disciplinary action if the student’s behavior conflicts with the university’s educational objectives or its responsibilities to members of the community. Disciplinary action taken on this basis shall conform to the Code of Conduct, including appeal.

Jurisdiction & Direction

In general, any non-academic violation by a student or group of students or student organization at Dillard University will come under the jurisdiction of the judicial system.

A. Judicial Affairs at Dillard University is under the direction of the Assistant Vice President for Student Affairs and hearing officers. The Assistant Vice President for Student Affairs is charged with the responsibility for seeing that fair process is provided to students accused of violating the Code of Conduct and, to accomplish this task, has the following duties:

1. Revises, as needed, and publishes a Code of Conduct that details those university regulations for which all students will be held accountable through the university judicial system.
2. Receives reports for alleged violations of the Code of Conduct.
3. Sets up a review with each student implicated in a judicial report to discuss the charges and the student’s rights.
4. Schedules Administrative Hearings, Residential Life Hearings, or Judicial Board Hearings as required.
5. Determines the sanction to be applied if the student is found responsible.
6. Officially communicates all judicial charges and decisions to each student so charged.
7. Notifies university officials whose relevant interest necessitates their being informed of a violation of the Code of Conduct.
8. Maintains the university’s official judicial records

B. The Assistant Vice President for Student Affairs delegates to the Executive Director, Student Union and Residential Life and hearing officers the responsibility for seeing that fair process is provided to students accused of violating the Residential Life Student Handbook and/or Code of Conduct. To accomplish this task, the Executive Director, Student Union and Residential Life has the following duties:

1. Revises, as needed, and publishes a Residential Life Student Handbook which details those university regulations for which residential students will be held accountable through the university judicial system.
2. Receives reports for alleged violations of the Code of Conduct and/or Residential Life Student Handbook.
3. Sets up a review with each student implicated in a judicial report to discuss the charges and the student’s rights.
4. Schedules and chairs the Residential Life Hearing Board as required.
5. Determines the sanction to be applied if the student is found responsible.
6. Officially communicates all judicial charges and decisions to each student so charged.
8. Maintains the university’s official judicial records.

SECTION 5: STUDENT RIGHTS, RESPONSIBILITIES, AND BREACHES OF CONDUCT

All students have the right to assume that he or she will not be deprived of life, liberty, or property without fair process. Although every student has rights guaranteed to him/her by the United States Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability, and these rights are not absolute.

It is, therefore, each student’s responsibility to adhere to the conduct and standards prescribed by the University through the Code of Conduct as well as those laws established by local, state, and federal authorities.

A. Student Rights

The following enumeration of rights shall not be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large:

1. Free inquiry, expression, and assembly are guaranteed to all students.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the University.
3. The right of students to be free from harassment or discrimination based on sex, race, color, national origin, religion, ancestry, sexual orientation, disability, or, as specified by law, age, or veteran status, marital or parental status shall not be abridged.
4. The right of students to be secure in their persons, living quarters and effects against unreasonable searches and seizures is guaranteed.
5. Students will be exempt from disciplinary action that affects their status as students except for academic failure or violation of a published Code of Conduct standard.
6. No disciplinary sanctions resulting from a violation of rules and regulations may be imposed upon any student without notice of the nature and cause of the charges, and a fair hearing shall include factual evidence submitted by witnesses against him or her.
7. A student, a student organization, or a campus organization charged with violating University regulations is entitled to a hearing. A student or an organization may waive the right to a hearing when the party chooses to admit responsibility for misconduct and accept disciplinary sanctions from the University.
8. The right to appeal through established procedures any sanctions administered by the University.
9. The right to privacy of personal information and the right to review their conduct and academic records in accordance with state and federal laws.
10. The right to request the amendment of portions of their university records that they believe are misleading or inaccurate.

B. Student Responsibilities

By enrolling at Dillard University, a student assumes the obligation to be a responsible member of the University community. All students are responsible to:

1. Contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.
2. Obey all duly established Dillard University, local, state, and federal policies, regulations, and laws.
3. Refrain from actions that deny other members of the university community their rights as described herein.
4. Refrain from acts of violence, intimidation, or degradation toward any person.

5. Cooperate with University administrators, faculty, staff and contracted personnel in the performance of their authorized duties.

6. Give and maintain accurate and complete information for all official records required by the University.

7. Meet all financial obligations to the University.

8. Carry personal picture identification at all times while on University property or at University functions and provide identification to University Officials when requested.

9. Attend all judicial proceedings when issued notice to do so.

10. Maintain the highest ethical standards in academic achievement.

C. Student Organization Rights and Responsibilities

Student organizations recognized by the university have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Dillard University and abide by university policies and procedures.

The life of an organization is reflected in its membership, acting collectively and/or individually in fostering the goals, purposes, activities, and identity of the group. Members have responsibilities to their organization to conduct their personal behavior in a manner that does not negatively reflect on the organization, particularly in matters that can be related to the functions and activities of the organization.

Organizations are expected to educate their members to the appropriate and legitimate ways in which the individual member is to foster the organization’s existence at the university and to take organizational action when the individual fails to adhere to the standards of the group or the university.

Consequently, an organization may be held responsible for a member’s behavior when that member’s behavior is demonstrably related to the organization’s life and draws attention to the organization rather than to the member as an individual student.

Such behavior includes but is not limited to actions of organization officers, discussions and announcements at organization meetings or via organization social media/email list serves, or when it has been alleged or determined the member was engaged in active promotion as defined in Section 2 “Definitions.”

In such instances, alleged violations may be brought against the organization as a whole and the student organization President, or equivalent thereof, shall serve as the organization’s representative in a hearing.

D. Breaches of Conduct

Dillard University strives to help students and student organizations develop a sense of moral, ethical, and community responsibility as well as to create an environment conducive to living and learning. By accepting admission to Dillard University or registration as a student organization, a student accepts its standards of conduct and citizenship and acknowledges the right of the University to take disciplinary action, including suspension or expulsion for conduct judged unsatisfactory or disruptive. In keeping with this philosophy, the University regards the following as breaches of conduct:

Abduction and/or Kidnapping

Enticing, persuading, or forcibly seizing and carrying of any student, faculty, staff or University official from one place to another without that person’s consent.

Academic Misconduct

Plagiarism (including materials from the Internet), cheating on examinations, forgery, collusion, procuring copies of examinations or other materials which should not be in student possession, credential misrepresentation, and other acts of academic dishonesty.
Administrative Instruction

A student of the Dillard community is expected to comply with the oral and written instructions of University Officials. Compliance would include providing clear and factual information concerning the situation and cooperating in a polite and respectful manner.

Aiding and/or Inciting

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct or a breach of the peace.

Alcoholic Beverages/Intoxication

The use, consumption, possession, purchase, sale and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any University activities is prohibited.

Animals

Only animals that are approved under the American Disabilities Act for special assistance or for teaching and research are permitted in University facilities. The University prohibits pets, including but not limited to, insects and reptiles from campus facilities.

Arson / Fire Setting

The malicious, fraudulent, and/or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

Assault

The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, dormitories, and the University premises. Physical contact is not required.

Battery

The intentional use of force or violence which is directed upon another. This may include slapping, pushing, and/or contact by using a weapon or any sort of object with the purpose of physical abuse or violence. Physical contact is required.

Behavior Unbecoming of a Dillard University Student

Any violation of the Standard of Student Conduct and/or behavior that reflects negatively on the image of the student or reputation of the University.

Cohabitation

Cohabitation is prohibited and is defined as a non-resident, regardless of gender, using a room as if he/she were a resident of that room, which includes: the presence or storage of clothing and/or other personal belongings in the room, studying in the room on a regular basis, being in the room when the resident is absent, and using the bathroom facilities as if he/she lived in the room/apartment. Cohabitation includes residents of the same gender who live together in an intimate relationship particularly an emotionally and/or sexually intimate one.

Contempt

Failure to appear before the Hearing Board after receiving proper notification of a scheduled hearing. This may also include willful disobedience to, or displaying open disrespect for a hearing officer by using profanity, a threatening gesture or behavior, or derogatory remarks; falsification, distortion, or misrepresentation of information before a hearing officer; disruption or interference with the orderly conduct of a judicial hearing; instigating a judicial hearing or charge of Bias in bad faith; attempting to discourage an individual’s proper participation in or use of the judicial process; or attempting to influence the impartiality of a hearing officer prior to and/or during the course of the judicial proceeding.
Damage to Property / Destruction of Property
Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual including faculty and staff members.

Dangerous, Threatening and/or Unsafe Behavior
Any conduct or behavior that threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, verbal threats, horse playing or practical jokes.

Disorderly Conduct, Obstruction and/or Disruption
Any offensive or annoying act that disrupts the peace. It includes, but is not limited to, conduct that is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, noise producing devices, talking excessively loud, failure to dispose of food trays, shouting or loud music.

Additional examples include the intentional obstruction, interruption, hindrance or disruption of teaching, research, administration, ceremonies, disciplinary proceedings or other University tasks and activities.

Distribution of Printed or Social Media Material
Distribution of printed materials or posting of materials or videos through social media that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations. While the university respects a student’s right to free inquiry, expression, and assembly as outlined in Section 5: Student Rights, Responsibilities, and Breaches of Conduct, it reminds students of their responsibility, among others, to contribute to a climate of academic integrity consistent with the rights of others and refrain from acts of degradation toward any person.

Domestic Violence
Domestic Violence is defined as abusive behavior, including threats, verbal and/or emotional abuse, and physical assault between persons in an intimate and/or sexual relationship. It includes behavior(s) used by one person in a relationship to control another. Examples of domestic violence include but are not limited to name-calling, intimidation, threats, and physical harm. Preventing a partner from making contact with others among the partner’s family, friends, or peer group also falls within this definition.

Drugs (illegal)/ Drug Paraphernalia
The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of, or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances or possession of drug paraphernalia, which includes but is not limited to hookah pipes.

Endangerment
Reckless or intentional acts that endanger or put at risk the welfare of oneself or others are prohibited. Threats in any form or behavior that could endanger oneself or others are prohibited. Compromising the security measures of the campus will constitute violation of the Standard of Student Conduct.

Failure to Comply
Failure to comply with the directions of University officials acting in the performance of their duties. This includes failure to promptly identify oneself to University officials when requested and failure to comply with disciplinary sanctions.

False Alarm/Fire Safety
Giving false alarm of fire is prohibited. Tampering with fire alarm devices or fire equipment is prohibited. Failure to adhere to fire evacuation procedures is prohibited.
Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation/Falsification of Information

Forgery of names, signatures and/or documents (personal, public, and/or private) is prohibited. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to, lying, misuse of University documents, records, or student identification cards or meal cards, or documents and records belonging to another.

Fire Arms / Weapons

Fire arms and weapons are strictly prohibited. Knowledge of people possessing fire arms should be reported to the Office of Public Safety immediately.

Gambling

Gambling is prohibited on campus.

Guest Behavior

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. Where a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host’s knowledge, applicable charges will be brought against the student host and/or the host student organization.

Harassment

Communication directed at an individual(s), whether physical, verbal, written, or electronic, that is likely to cause annoyance or alarm; engaging in any other course of conduct or repeatedly committed acts with the purpose to alarm or seriously annoy any other person.

Hazing

Any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual’s inherent dignity as a person for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization whether occurring on or off campus.

In addition, any requirements by a group, member or prospective member that compels another group, member or prospective member to participate in any activity that is against University policy or state or federal law for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization whether occurring on or off campus.

Health and Safety Violations

Behavior that creates a risk or danger to others, including, but not limited to, propping open doors to residence halls, use of windows to enter/exit university facilities, throwing objects from windows or balconies, or failure to maintain reasonable standards of sanitation, cleanliness and safety.

Identity Disclosure / Identification Cards

Failure to carry a valid University student identification card while on the University premises or failure to present it to a University official, including residence hall staff, police officers, administration, and staff members upon request.

Indecent, Obscene, Immoral Behavior and/or Profanity

Conduct that is disorderly, lewd, indecent and/or profane, portrayed on the premises of the University or at University-sponsored or supervised activities.

Library Violations

Students using the university library facilities or services are expected to abide by the regulations governing the library as set forth by the Dean of the library.

Misappropriation

Misappropriation is the taking of property belonging to another or the use of another’s property with the intent of converting the property for personal use or gain. This includes, but is not limited to, the unauthorized use of University golf carts, removing utensils and flatware from dining services, moving or relocation of University furniture, loaning or making copies of keys to University facilities, and allowing others to occupy or sublet personal residential spaces without authorized consent.
Misuse of Technology (Computer Use Violations)
Charging long-distance telephone calls to any telephone that is located on University premises without proper authorization, delinquency in paying for telephone services, or the misuse or abuse of University telephone codes or computers. Please refer to University Computer Policy that is posted on the Dillard University website.

Motor Vehicles, Traffic Violations, Parking Violations
Violation of rules and regulations governing the use of motor vehicles on University-owned or controlled property or at University sponsored or supervised activities.

Obstruction of University Activities
Obstruction of teaching, research, administration, disciplinary procedures or other university activities, including public service functions or other authorized activities on campus is prohibited.

Persistent Misconduct
Persistent infractions of University policies and/or regulations including, but not limited to, repeated violations of the same conduct standard and/or university policy.

Residential Hall Violations
Failure to abide by the regulations governing residential life as set forth in the Residential Life Student Handbook.

Rogue Student Organizations
A rogue student organization is defined as any organization that has become unrecognized or attempts to maintain an active presence on the campus without following the policies and procedures necessary to become a registered student organization.

Safety Procedures
Tampering with safety equipment, including fire extinguishing or safety- equipment, exit signs, smoke alarms and detectors, sprinkler systems, hoses, fire mischief, or any violation of University guidelines regarding fire safety.

Sexual Assault and/or Sexual Battery
Any sexual behavior including sexual intercourse or attempted intercourse that is against the will of another or the intentional placing of another in reasonable apprehension of receiving unwanted sexual contact. This definition includes rape, attempted rape, molestation, and other cases where the victim is unable to refuse or effectively consent to sexual advances. The definition applies regardless of whether the assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, and sodomy. The unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast.

Sexual Harassment
Unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or
- Submission to, or rejection of, such conduct by an individual used as a basis for employment, or services, or academic decisions affecting him or her; or
- Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual’s work or academic performance or of creating an intimidating, hostile or offensive employment, service, or educational environment.
Sexual Verbal Abuse
Language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication which would be considered obscene.

Smoking
Smoking is prohibited inside of all University buildings and facilities. Students who smoke outside of buildings must do so 15-20 feet from the entrances.

Solicitation
Unauthorized selling, collection of monies, and promotion on campus or within University buildings without proper approval.

Stalking
Stalking is defined as repeated harassing or threatening behavior, which intrudes upon another’s privacy in a manner that causes intimidation or fear. Examples include but are not limited to repeated visits, phone calls, text messages, Emails, letters, and unwanted gifts. Other examples include the pursuit or surveillance of another in either public or private settings.

Theft
Theft is the wrongful taking of, or the attempt to take, money or property without consent of the owner. Theft also includes the acceptance of stolen property and/or the unauthorized removal of University property, including library materials and books.

Trespassing
Unauthorized presence on or within any building or property owned or operated by the University.

Unauthorized Use / Entry of University Facilities
Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities.

Use of University Name
Use of the name or logo of the University is prohibited unless specifically authorized in writing by the President of the University or delegated representative. Students are prohibited from falsely presenting themselves as entities of the university beyond the normal scope of activities associated with their student status.

Verbal Abuse
Verbal Abuse can be defined as any derogatory language used to degrade or impose harm on others.

Violent Behavior
Violent behavior is prohibited. Behavior that is considered stalking is prohibited. Dating violence is prohibited. Sexual assault is prohibited.

Violation of Civil or Criminal Law
Violation of Federal, state or local law in a way that affects the university’s pursuit if its educational purpose is prohibited and may subject students to disciplinary action. Such violation may be established independent of and prior to a criminal conviction.

Violation of Condition of Judicial Sanction
Students who violate the conditions of judicial actions placed upon them are thereby in violation of University regulations and may be subjected to further disciplinary action or an additional judicial sanction.
A. Incident Reports
Any member of the university community who has evidence of an alleged violation of the Code of Conduct may file a written report with the Office of Student Affairs, Office of Residential Life, or Office of Public Safety. Any person who feels their rights, privileges, the Code of Conduct or the rules of the university have been violated may file a written report.

B. Judicial Charges
The Assistant Vice President for Student Affairs or designee, upon receiving an incident report, determines the charges and sends notice, when appropriate, of the reported alleged violation(s) to the student or student organization that has been reported.

If the incident report contains allegations against members of a student group or organization and additional clarity is needed to determine whether the incident is related to student organization members acting as individuals or to student organization members acting on behalf of the organization, the Assistant Vice President for Student Affairs or designee may authorize a Judicial Inquiry Board to determine if the incident is individual-related or student organization-related or both.

If the Assistant Vice President for Student Affairs or designee feels that an incident report does not warrant charges, the case may be dismissed after a review with the Vice President for Student Success.

C. Timeframe
While an academic semester is in session, the appointment for review is generally set within 3-5 business days of receipt of the incident report.

D. Judicial Inquiry Board
If further investigation into an incident is needed, the Assistant Vice President for Student Affairs shall appoint an independent, fact-finding Judicial Inquiry Board consisting of a panel of 3 students, faculty, or staff. The Judicial Inquiry Board members shall be selected from among the appointed Judicial Board Hearing members which is composed of the Assistant Vice President for Student Affairs (chair), or designee, six full-time students, six full-time faculty members, and six full-time staff members.

To avoid a conflict of interest, the Assistant Vice President shall designate one full-time staff member or one full-time faculty member as chair. The presence of two other Judicial Board members, not including the chair, constitutes a quorum. Quorum consists of the presence of one faculty member, one staff member, and one student. A majority of votes decides the issue with the chair as voting.

To avoid a conflict of interest, Judicial Inquiry Board members are ineligible to serve on the Judicial Hearing Board for that particular case should the Judicial Inquiry Board recommend moving forward with alleged violations against a student(s) or student organization.

The Judicial Inquiry Board is authorized as a fact-finding board that will gather information and evidence, interview all parties named in the incident report, expand interviews to student organization advisors, chapter advisors, or any other person believed to have knowledge of an incident as warranted. The Judicial Inquiry Board is an interview process with full presentation of factual evidence and witnesses.

Depending on the nature of the case, the number of students or parties involved in the case, and at the discretion of the Judicial Inquiry Board chair, the involved parties may participate collectively in one interview rather than separate, individual interviews.

The Judicial Inquiry Board will produce a written report submitted to the Assistant Vice President for Student Affairs which details the information gathered, sets forth its findings of fact and recommended disposition of each allegation of the incident. The fact-finding process will be conducted within a reasonable time frame established by the Assistant Vice President for Student Affairs.
E. Determination of Hearing Type

The Vice President for Student Success along with the Assistant Vice President for Student Affairs shall make the determination as to which hearing board shall hear an alleged Code of Conduct policy violation. The hearing board shall be chaired by a hearing officer.

F. Hearing Board Type

The University has established three hearing boards that may convene and conduct judicial proceedings: Administrative Hearing, Judicial Board Hearing, and Residential Life Hearing Board.

Administrative Hearing Board:

An Administrative Hearing is composed of the Assistant Vice President for Student Affairs or designee, one hearing officer, and the accused student(s).

It is a hearing with full presentation of factual evidence and witnesses. The board will weigh the evidence as presented, may consider a charge that involves equal or lesser judicial action, will make a final decision based on the burden of proof of responsible or not responsible, and will decide upon the sanction if responsibility is adjudged.

The hearing officer(s) may levy appropriate sanctions consistent with Code of Conduct and university policy and the violation under consideration. Decisions are final and sanctions implemented pending the appeal process.

Due to the importance of the matter or in the interest of the university the Assistant Vice President for Student Affairs may decline to handle the matter administratively and refer the matter for hearing before the Judicial Board or Residential Life Hearing Board.

Criteria for an Administrative Hearing

1. Exceptions: In cases where a student is charged with alleged violations of the following standards:
   - Abduction/Kidnapping
   - Alcoholic Beverages/Intoxication
   - Arson/Fire Setting
   - Assault
   - Battery
   - Domestic Violence
   - Drugs (illegal)/Drug Paraphernalia
   - Endangerment
   - Fire Arms/Weapons
   - Hazing
   - Sexual Assault and/or Sexual Battery
   - Sexual Harassment
   - Sexual Verbal Abuse
   - Stalking
   - Theft
   - Violation of Civil or Criminal Law

2. In cases that warrant charging a student or student organization of alleged violations after an official Judicial Inquiry or investigation has been completed.

3. In cases where the accused student is charged with a violation that does not involve harm to or complaint of another person and the charged student may admit responsibility for the violation.

4. In cases that, in the discretion of the Assistant Vice President for Student Affairs, primarily affect the university community as a whole.

5. Summer Session/Intercession/Exam Periods: Alleged violations of the Code of Conduct that occur during the summer session or during university intercessions or during exam periods will be adjudicated by Administrative Hearing or Residential Life Hearing Board.
Judicial Hearing Board

A Judicial Board Hearing is composed of the Assistant Vice President for Student Affairs (chair), or designee, six full-time students, six full-time faculty members and six full-time staff members and the accused student(s). The presence of four Judicial Board members including the chair, constitutes a quorum. Quorum consists of the presence of at least one faculty member, one staff member, one student, and the chair. A majority of votes decides the issue with the chair as non-voting.

It is a hearing with full presentation of factual evidence and witnesses. The board will weigh the evidence as presented, may consider a charge that involves equal or lesser judicial action, will make a final decision based on the burden of proof of responsible or not responsible, and will decide upon the sanction if responsibility is adjudged.

The hearing officer(s) may levy appropriate sanctions consistent with Code of Conduct and university policy and the violation under consideration. Decisions are final and sanctions implemented pending the appeal process.

Criteria for a Judicial Hearing Board

1. In cases where the accused student is charged with alleged violations of the Code of Conduct (but not included on the above Exceptions list).
2. In cases that warrant charging a student of alleged violations after an official University inquiry or investigation has been completed.
3. In cases where the accused student is charged with a violation that does not involve harm to or complaint of another person and the charged student may admit responsibility for the violation.
4. In cases that, in the discretion of the Assistant Vice President for Student Affairs, primarily affect the student community.

Residential Life Hearing Board

A Residential Life Hearing Board is composed of the Executive Director, Student Union and Residential Life (chair) or designee and Resident Managers, Housing Coordinator/Administrative Assistant, Desk Assistants, and Resident Assistants. The presence of three Residential Life members, including the chair, constitutes a quorum. Quorum consists of the presence of two staff members and the chair or one staff member, one Resident Assistant, and the chair. A majority of votes decides the issue with the chair as non-voting.

It is a hearing with full presentation of factual evidence and witnesses. The board will weigh the evidence as presented, may consider a charge that involves equal or lesser judicial action, will make a final decision based on the burden of proof of responsible or not responsible, and will decide upon the sanction if responsibility is adjudged.

The hearing officer(s) may levy appropriate sanctions consistent with Code of Conduct and/or Residential Life Handbook and university policy and the violation under consideration. Decisions are final and sanctions implemented pending the appeal process.

Criteria for a Residential Life Hearing Board

5. In cases where the accused student is charged with alleged violations of the Residential Life Handbook.
6. In cases where the accused student is charged with alleged violations of the Code of Conduct occurring within the residence halls (but not included on the above Exceptions list).
7. In cases that, in the discretion of the Assistant Vice President for Student Affairs, primarily affect the residential community.

G. Hearing Officer(s)

The hearing officer’s role ensures the fair process of students, groups, and/or student organizations, ensures that rights and responsibilities are upheld, and advises the hearing officer(s) and board(s). The hearing officer(s) shall monitor all judicial proceedings to ensure consistency with University policy.
H. Code of Ethics

All hearing officers must be fair and impartial. Each hearing officer must cultivate a sensibility that will result in an unbiased outcome of the proceedings. In order to facilitate this standard, the following guidelines have been established.

1. Hearing officers are committed to ensuring that the intent and meaning of the Code of Conduct will be carried out on all occasions.

2. The name, status, and alleged violation(s) of any student must not be discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any judicial body deliberations or the vote on any case must not be disclosed. However, the University reserves the right to comment upon disciplinary matters if disclosed by the principal(s) in a hearing. A general listing of offenses may be made public, so long as the privacy rights of individual students are protected.

3. The board as a whole body must consider each case. No substitution of a hearing officer is possible once a hearing has started. Also, if a member is absent, he/she may not participate further in the deliberations of the board.

4. If a member is biased according to the definition in the Code of Conduct, he/she must disqualify himself/herself before the commencement of the hearing. The board member’s right to this privilege is absolute and may not be questioned.

Criteria for Selection of Board Members

1. All appointments of students to the University-level disciplinary boards are subject to the conditions specified in the code of ethics and general operating procedures that govern disciplinary boards.

2. Student board members are to have sufficient available time to responsibly perform as a student representative.

3. Maturity.

4. Board members are not to be prejudiced either for or against persons or University policy.

5. Board members are to be fair-minded.

6. Board members will be familiar with the University and its procedures.

7. Students appointed to the University disciplinary boards may not have been found responsible in a judicial proceeding in the nine months prior to appointment.

I. Fair process

Regardless of hearing type, and in order to protect the rights of the student and to guarantee procedural fairness in all disciplinary hearings, guidelines for the conduct of a disciplinary hearing have been established.

1. The fault for which a student is subject to sanctioning is a violation of University policy.

2. The accused student is informed of his/her right to have the alleged violation of University policy adjudicated by an appropriate hearing board or officer.

3. The accused student must be given written notice of the nature of the charges and be informed of one’s rights.

4. The accused student has the right to be assumed not responsible until proven responsible. Responsibility is determined either:
   a. by an admission of responsibility or
   b. by the presentation of factual evidence at a hearing, upon which the Assistant Vice President for Student Affairs or designee or a hearing board bases a decision of responsibility.
   c. The burden of proof rests with the complainant.

5. The accused student must be given an opportunity to testify and to present factual evidence and witnesses. The student shall have the right to question any witness brought before the judicial hearing officer(s) or hearing board to offer evidence and will be given a copy of any written statement presented by witnesses.
6. The right to plea individually and separately on each charge

7. A Judicial Transcript or Judicial Recording shall be maintained by the University. The Judicial Transcript and Judicial Recording are the property of the University. If a student is found responsible of the violation(s) and wishes access to his/her judicial file prior to writing an appeal, the student may read the file in the Student Affairs Office.
   a. No copies of the judicial file, Judicial Transcript, or Judicial Records shall be released.
   b. This process preserves the confidentiality of the disciplinary process.

8. The accused student is informed in writing of their right to appeal the decision of any disciplinary body or hearing officer.

J. Rights of the Complainant

Individuals bringing the charge will be entitled to the following procedural rights:

1. To be notified of the disposition of a charge.
2. To withdraw the charge at any time.
3. To present witnesses or information at the hearing.
4. To be offered reasonable protection from retaliation, intimidation, or harassment.
5. To be informed of the outcome of the charge.

In the event a complainant withdraws a charge, the University reserves inherent authority and the right to take necessary and appropriate action to protect the safety and well-being of the campus community as contained in Section 3: Institutional Authority. Therefore, cases may be adjudicated even if the complainant withdraws a charge.

K. Cooperation of All Parties

Both the individual bringing the charge and the charged student will be expected to cooperate fully. Similarly, all parties with knowledge pertaining to a case will be expected to cooperate fully in the judicial case and if requested, appear at the judicial hearing. Depending on the nature of the case, the number of students involved in the case, and at the discretion of the Assistant Vice President for Student Affairs, the accused students may participate collectively in one hearing rather than separate, individual hearings. Honesty is expected from all who participate in a judicial case. Dishonesty in a hearing may be grounds for a separate violation charge. If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the student. Such an absence will not be considered grounds for an appeal, unless the student provides a reasonable and compelling excuse.

Procedures for All Original Hearings

A. Prior to the Hearing

1. The accused student will be notified, in writing, about the alleged Code of Conduct violation and which hearing board they will go before. The written notification shall include the type, date, time, and location of the hearing.

B. Hearing

1. The hearing officer informs the accused informs all participants that the proceedings of the hearing are being audio recorded and confirms their awareness.
2. At the beginning of a hearing, all participants shall introduce themselves.
3. The hearing officer inquires whether or not the accused wishes to allege Bias against a hearing officer as defined in the Code of Conduct.
   a. If an accused student alleges Bias, then the hearing will be rescheduled. The accused student shall have 24 hours to submit in writing to Appellate Officer factual, relevant information that substantiates the claim.
   b. The Appellate Officer will respond within 24 hours of his/her decision, which is final. If the charge of Bias is upheld, then the hearing officer shall be replaced with another hearing officer and the hearing reconvened.
c. If the Appellate Officer determines that the accused student has abused the claim of Bias, then the accused student may receive an additional charge of Contempt.

4. The hearing officer confirms the accused student awareness of the *Code of Conduct and/or Residential Life Handbook.*

5. The hearing officer confirms the accused student(s) have read the judicial file, including incident report(s).

6. The accused student may present an opening statement.

7. The accused student is asked to identify his/her role in the incident.

8. The hearing officer shall record responses on the Judicial Transcript.

9. The accused student may present witnesses and witness statements.

10. Hearing officers will be allowed to question statements, seek clarifications, and engage in conversation directed toward establishing the facts and motives operating in the incident under examination.

11. At the conclusion of the hearing, the accused student will be asked to enter a plea. The plea choices are:
   a. Responsible
   b. Not Responsible

12. The student may plea individually and separately to each charge.

13. The accused student may present a closing statement.

14. The hearing officer concludes the hearing, explains that the accused student will receive written notification of the hearing outcome, advises the student of their right to appeal, advises that all information presented in the hearing is considered confidential and therefore all parties are prohibited from divulging any information related to the hearing unless the student(s) provides a signed FERPA form releasing the information to another party, and dismisses the student.

C. Deliberations

1. The hearing officer and/or hearing board will consider the factual evidence presented in the hearing and decide on the responsibility of the student.

2. Based on information presented by the student(s) during the hearing, the hearing officer and/or hearing board may add and/or modify charges against the involved parties, including the complainant.

3. If responsibility is adjudged, the chair will provide to the board the accused student’s full judicial file for review of past behavior and adjudicated cases. The hearing officer and/or hearing board may consider past incidents in determining appropriate sanctions.

4. In cases where there are mitigating circumstances, the hearing officer and/or hearing board will take the circumstances into consideration during sanctioning.

5. No recording of deliberations shall occur.

6. The hearing officer and/or hearing board will recommend sanctions to the chair. The chair in turn submits hearing board decisions in the form of written recommendation to the Vice President for Student Success.

D. Notification of Outcome of Hearing

Normally within two working days, the student charged will be informed in writing of the hearing outcome and the sanction administered if responsibility is established.

In all student and student organization cases, the appropriate university officials will be notified of the outcome of the hearing.
SECTION 7: JUDICIAL SANCTIONS

Judicial Sanctions

Departures from acceptable conduct may lead to one or more of the following sanctions. There is no standard penalty that applies to violations of the Code of Conduct. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and the present demeanor and disciplinary record of the offender are considered.

All judicial actions are communicated to the student in writing. A copy of all correspondence is placed in the student’s judicial file. In the event that a student is found responsible a copy of written notification is sent to appropriate university personnel. If a student is found responsible for violating the student code of conduct pertaining to violence or non-violent sex offenses, the following information will be released upon request; name of student, offense and sanction imposed.

The following sanctions, or other sanctions appropriate to the circumstances of a given case, may be imposed, singly or in combination, for violations of the Code of Conduct.

Admonishment

A warning to the student to deter from any disciplinary matters without additional sanctions.

Campus Service

Services provided by the student without pay for a specific amount of hours.

Disciplinary Probation

Probation constitutes a span of time when a student found responsible for violating the Student Code of Conduct will be monitored closely to ensure that he/she refrains from any further violations. Probation could include exclusion from extracurricular activities during the period of observation. Violating the Student Code of Conduct during a probationary period could lead to a much more serious penalty, including suspension or expulsion.

Expulsion

Permanent release from the University without the privilege of readmission. Any student expelled from the University may not attend University sponsored functions on or off-campus, participate in student organizations, represent the University in any capacity, or visit any campus facility without the written consent of authorized University officials.

Failing Grade

Assignment of a failing grade to a student for a course in which he/she was found guilty of scholastic dishonesty. Lesser penalties may be imposed by the appropriate academic official.

Fine

A mandatory payment of money by the student made payable to the University for violations.

Loss of Privileges

A student who receives this sanction shall be notified in writing by the Assistant Vice President of Student Affairs or designee as to the privileges which he/she has lost. The loss of privileges may range from removal from University housing to a loss of parking privileges. This written notification shall indicate the time period for which the student has lost the privilege.

Other Penalties

Other sanctions may be imposed which bear a reasonable relation to the fault for which the sanction is imposed. This may include psychological counseling, viewing appropriate films or studying other documents, or attending substance abuse or other forms of counseling.

Reprimand

A written or oral reprimand is an official statement from the Assistant Vice President of Student Affairs or designee to a student that a University Standard of Student Conduct has been violated. This reprimand officially advises the student of a violation and warns that further violations may result in a more severe disciplinary action.
Reprimand with Conditions
Where appropriate, this level of reprimand may include any or all of the following conditions:
1. Educational program or task – Assignment of educational program or appropriate task.
2. Loss of privileges – Removal of privileges or restriction of activities for a designated period of time.
3. Restitution – Reimbursement by the students to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending upon circumstances; e.g. number of people involved or degree of responsibility.
4. Referral – A student may be referred for counseling or other appropriate professional help if it is believed that this can assist in avoiding further violations.

Research Assignments
Students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed and completed by the deadline specified, thorough, comprehensive and scholarly. The completed project must conform to any other specifications given by the University Judicial Board.

Residential Suspension
Temporary denial of the student’s privilege of living in any University housing.

Residential Expulsion
Permanent denial of the student’s privilege of living in any University housing.

Restitution
Reimbursement for damages to or misappropriation of University property or property belonging to another. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension
Dismissal from the University for a specified period of time following acts of violation of the Standards of Student Conduct or violation of a present probationary status. Suspensions are recorded on the student’s permanent record.

Temporary Removal
Temporary dismissal by the Office of Student Affairs in the event of a threat to the safety of anyone in the University community or in the event a student refuses to answer a disciplinary summons. During the dismissal period, the student is prohibited from visiting the University campus or from being initiated into an honorary, social, service or Greek organization without approval from the Office of Student Affairs.

Transcript or Registration Hold
Withholding a student’s transcript or registration until all monies, fines, services, etc., owed the University are paid in full.

Withholding of Degree
Temporary denial of a student’s degree or participation in the graduation ceremonies pending resolution of a disciplinary matter.

Workshop Participation
Students may be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed.
Guidelines for Possible Sanctions

There is no standard penalty that applies to violations of the Code of Conduct. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and the present demeanor and disciplinary record of the offender are considered. The following table represents potential sanctions for each infraction:

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SECTION 8: JUDICIAL APPEALS

The decisions and sanctions rendered in a hearing are final and not subject to appeal when the charged student admits responsibility to the charge.

Either a student or individual who files an incident report or any student who is found responsible for violating the Code of Conduct may request an appeal of the decision of the hearing board.

Appellate Jurisdiction

Appeals to an Administrative Hearing Board shall be reviewed by the Appellate Officer appointed by the Vice President for Student Success, usually the Assistant Vice President for Enrollment Management or the Assistant Vice President for Student Support Services.

Appeals to a Judicial Hearing Board shall be reviewed by the Appellate Officer appointed by the Vice President for Student Success, usually the Executive Director of Student Union and Residential Life.

Appeals to a Residential Life Hearing Board shall be reviewed by the Appellate Officer appointed by the Vice President for Student Success, usually the Director of the Center for Career and Professional Development.

In order for an appeal to be granted and/or for the outcome to be amended, one or more of the following grounds for appeal must be met:

1. Fair process: Specified procedural errors or misrepresentation of university regulations are so substantial that the accused is denied a fair and impartial decision; thus a lack of fair process

2. New Evidence: New and significant evidence has become available which was not reasonably discoverable or available before the original decision was rendered

3. Inappropriateness of Sanctions: The determination of responsibility and/or the sanctions are arbitrary or unjustified by the evidence.

4. Bias: Demonstrated bias by any board member.

5. Fraud: Evidence of fraud or deception practiced by one of the parties in the hearing.

Appeals must be filed in writing to the Appellate Officer within 48 hours of the hearing board decision issued by the Assistant Vice President for Student Affairs or designee. Appeals must state verbatim the basis of appeal and be substantiated by factual, relevant information.

The Appellate Officer shall conduct a preliminary review of the original hearing, including all written materials and Judicial Transcripts or Recordings.

Upon completing a preliminary review the Appellate Officer shall take one of the following actions:

1. The Appellate Officer may refuse to consider the case for appeal if the ground(s) for appeal has not been met. The student will be notified in writing of the decision. The appeal process is now completed, and no further appeal will be accepted.

2. The Appellate Officer may open the case for reconsideration if the grounds for appeal have been met or at his/her determination, an unfounded departure from the policies and procedures as outlined in the Code of Conduct occurred during the original hearing.

In the event a case is re-opened for reconsideration, the Appellate Officer may:

1. Sustain the decision of the hearing board or hearing officer.

2. Refer the case back to the original hearing board or hearing officer for a rehearing when Fair Process was not upheld; sufficient new evidence exists to warrant that the case be reconsidered; when the sanctions are inappropriate; or when an individual board member acted with bias; or when evidence exists of fraud or deception practiced by one of the parties involved in original hearing.

3. Make recommendations for modified outcomes and sanctions.
   a. If the Appellate Officer’s recommendations are accepted by the original hearing officer or board, the appeal process is now completed, and no further appeal will be accepted.
b. The Appellate Officer shall notify the student in writing of the appellate outcome.

c. If the Appellate Officer’s recommendations are not accepted by the original hearing officer or board, the Appellate Officer shall forward the complete judicial file including the appeal request and Appellate Officer’s recommendations to the Vice President for Student Success for review.

The Vice President of Student Success and designee(s) shall review the letter of appeal and judicial file.

The Vice President of Student Success or designee(s) have the option to make decisions that extend the full range of the judicial system, from finding the student responsible or not responsible for the violation to assigning any sanction deemed appropriate to the offense, including maintaining, decreasing, or increasing the sanction initially issued.

The decision of the Vice President of Student Success is final.

UNIVERSITY POLICIES AND STATEMENTS

ACADEMIC AFFAIRS
Students can obtain academic information from three sources: 1) The Dillard University Catalog; 2) The Office of Academic Affairs, Suite 203 Rosenwald Hall; 3) Divisional office of the student’s major.

ALCOHOL/DRUG POLICY
Possession, distribution and/or consumption of alcohol are prohibited, regardless of age. See the Code of Conduct. Incidents will be documented and the student will be subject to disciplinary action.

Illegal drugs are not permitted on campus. A student who is in possession, distributes, or is in an area where illegal drugs are located is in violations of the Code of Conduct.

Guests are prohibited from the possession, distribution, and use of illegal drugs and alcohol on University property or at sponsored events, including intercollegiate competition.

ANTI-HAZING POLICY
The university supports only those activities that are constructive, educational, and inspirational and contribute to the intellectual growth and personal development of students. The university unequivocally opposes any situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Dillard University prohibits any of the following actions taken or situations created, regardless of location, intent, or consent of the participants which:
1. Endangers the physical and/or psychological health or safety of an individual
2. Creates a risk of injury
3. Causes discomfort, embarrassment, harassment, or ridicule
4. Willfully destroys or removes public or private property for the purpose of initiation or admission into, or affiliation with, or as a condition for, continued membership and affiliation in an organization.

Dillard University prohibits actions or situations that:
1. Are mentally, physically, or morally degrading
2. Interfere with scholastic activities or responsibilities of a student
3. Require a person to perform a menial task of any kind
4. Are inconsistent with Greek-letter organization ritual, founding principles, or national affiliate principles.

Dillard University prohibits any other activities that are in violation of the policies and rules of recognized student organizations, Dillard University, city, parish, state, or federal law, and/or national governing bodies/associations, conferences, or affiliates.
Dillard University cannot and will not tolerate hazing activities and will pursue severe action against any student or organization found in violation of this policy, up to and including indefinite revocation of the charter for the organization and suspension or dismissal for students involved.

Louisiana State Law states: “Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution, is prohibited. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.” LA R.S. 17:1801 (2008). Dillard University abides by the Louisiana State Law in its definition and handling of hazing.

Dillard University defines hazing as any act, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual’s inherent dignity as a person for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization whether occurring on or off campus.

In addition, any requirements by a group, member, or prospective member that compels another group, member, or prospective member to participate in any activity that is against University policy or state or federal law for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization whether occurring on or off campus shall be defined as hazing.

Such action is considered hazing, whether it occurs on or off campus. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

1. Forcing, requiring, or encouraging an individual to drink alcohol or any other substance.
2. Calisthenics such as push-ups, sit-ups, and runs.
3. Throwing anything at an individual.
4. Forcing, requiring, encouraging, or participating in theft of any property under any circumstances.
5. Assigning or endorsing “pranks”, such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
6. Defacing trees, grounds or buildings on or off University property.
7. Awakening or disturbing individuals during normal sleeping hours.
8. Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent (road trips, kidnaps, etc.).
9. Conducting hunts or quests.
10. Expecting participation in an activity in which the full membership is not willing to participate.
11. Required eating of anything an individual would otherwise refuse to eat.
12. Requesting, requiring, or having a person feel obligated to be branded or tattooed.
13. Causing excessive fatigue through physical and/or psychological abuse.
14. Paddling or caning of any nature.
15. Physical abuse of any kind.
16. Interrogations conducted in a psychologically damaging manner.
17. Forcing, requiring, or encouraging someone to wear, in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
18. Calling an individual demeaning names.
19. Any form of audible harassment.
20. Not permitting a person to talk for an extended period of time.
22. Nudity at any time or forced reading or viewing of pornographic material.
24. Walking the line.

There are no exceptions to these requirements.

It is the right of every student on this campus to be free from the humiliation and danger of hazing. Hazing by any individual or organization shall be viewed as incongruent with the mission and values of the university. Each student and organization is responsible for the designing of programs that recognize the moral, spiritual, and intellectual qualities of human rights.

DRESS CODE POLICY

The dress code is based on the theory that learning to use socially acceptable manners and selection attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one’s life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Dillard University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives – essential areas of development necessary for propelling students toward successful careers. Based on this premise, students at Dillard University are expected to dress neatly at all times.

The following are examples of appropriate dress for various occasions:

• Classroom, Cafeteria, Kearny Hall and University offices – neat, modest, casual or dressy attire.
• Interviews – business attire.
• Social/Recreational activities, residence hall lounges (during visitation hours) – modest, casual, or dressy attire.
• Balls and galas – formal, semi-formal, and dressy attire respectively.

Students may be denied entrance to various functions if their manner of dress is deemed inappropriate.

Examples of inappropriate dress and/or appearance include but are not limited, to:

1. Do-rags, head scarves, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Dillard University (except in the privacy of the student’s living quarters) for both men and women. This policy item does not apply to headgear considered a part of religious or cultural dress.
2. Baseball caps, head coverings and hoods for men in any building.
3. Midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts in classrooms, cafeteria, Kearny lounge and offices.
4. Bare feet or indoor slippers.
5. Men’s short must be at knee length or longer. Women’s shorts must be at mid-thigh or longer.
6. Blue jeans at programs dictating professional or formal attire, such as Commencement.
7. Clothing with derogatory, offensive, and/or lewd messages either in words or pictures.
8. Men’s undershirts of any color worn outside the private living quarters of the residence halls.
9. Pants must be worn fastened securely at the waist and are not allowed to sag below the waistline.
FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students specific rights to their education records. The rights are:

The right to inspect and review the student’s education records within forty-five (45) days of the day the University receives a request for access. A student who wishes to inspect her or his record should submit written requests to the register for the record(s). The register will make arrangements for access and notify the student of the time and place where the records may be inspected. The registrar will inform the student if the record requested is not maintained by the Office of the Registrar, and will advise the student of the University official to whom the request should be addressed.

The right to request amendment of the student’s educational record(s) that the student believes is inaccurate or misleading. The student should write the Registrar, the Vice President for Student Success or the University official responsible for the record and ask for a review of her or his record. The letter should specify the part of the record that he or she believes is inaccurate and specify why it is incorrect or misleading. A student may ask the University for a hearing to amend the record that they believe is incorrect or misleading. The University will notify the student in writing.

The right to consent to disclose personal identifiable information contained in the student’s education records. The exception is information FERPA authorizes disclosure without consent, such as to University officials with legitimate educational interests and the need to know.

A University official is an individual employed by the University with administrative, supervisory, academic, research or support staff rules and responsibilities, including but not limited to, public safety; an individual with whom the University has contracted, such as an auditor, attorney, or collection agent; an individual serving on the Board of Trustees, or a student serving on an official committee or assisting a University official performing her or this duties. A University official has a legitimate educational interest if he or she needs to review an education record to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by Dillard University to comply with the requirements of FERPA. Complaints should be address to the Family Compliance Office, Department of Education, 400 Maryland Avenue, S. W., Washington, and D. C. 20202-5920.

Dillard University, at its discretion, will release Directory Information, as it is allowed by FERPA, without a student’s prior consent unless she or he specifies in writing not to release directory information prior to his or her consent. Directory information is for internal use. It includes a student’s name, address, telephone number, cell number, classification, enrollment status, participation in officially recognized activities and intercollegiate athletics, and degree earned. The exceptions to internal use are: (1) the University may use a student’s name in a press release about activities and intercollegiate sport; (2) in response to legitimate inquiries such as compliance with a lawfully issued subpoena or court order. A student may request to withhold information from the University directory by informing the registrar in writing by the end of the second week for each semester and the summer session(s).

FERPA questions should be directed to Office of Records and Registration.

FINANCIAL AID AND SCHOLARSHIPS

Review for SAP includes a review of all courses attempted throughout a student’s career at Dillard, not on a semester or yearly basis.

What is required to maintain SAP?

There are three components to the SAP requirement. Each component is detailed below. Failure to comply with any one requirement may result in a loss of aid eligibility:
MAINTAIN A MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)
Freshman (0-29 hours attempted) 1.50 minimum GPA
Sophomores (30-64 hours attempted) 1.75 minimum GPA
Juniors/Seniors (65 and above hours attempted) 2.00 minimum GPA
All students must complete 70% of all coursework while attending Dillard. This includes any accepted coursework that is transferred in from other institutions.

COMPLETE A DEGREE OR CERTIFICATE PROGRAM IN NO MORE THAN 150% OF THE AVERAGE LENGTH OF THE PROGRAM:
Students are expected to complete degree requirements within a reasonable timeframe based on the average length of their program. Students must complete graduation requirements in no more than 150% of the average length of their program. For example, a program that requires 124 credits to graduate can have no more than 186 credits transferred accepted from other institutions, assuming the requirements above are also met.
Undergraduates who have completed all coursework required for a major or degree will only be eligible to receive loan funds, even if they have not completed an application to apply for graduation. This includes any student pursuing a double major or dual degree that’s completed the necessary coursework for one major or degree and is still completing coursework for the second major or degree.

Note: Students cannot receive Merit Scholarships beyond 08, full-time semesters and 06, full-time semesters for Transfer Students.

Will I be notified if and when I fail to achieve SAP?
Yes. At the end of each Spring semester, OFA&S will review the progress of each student. Students who have not met all three of the requirements listed above (for all terms enrolled, not just those terms that you received aid) will be notified in writing that they are on SAP hold.

What happens if I fail to meet the requirements of SAP probation?
Students who fail to adhere to the terms of SAP are ineligible for financial aid. A written notification is sent to all students who fail to comply with the terms of their probation.

How do I regain financial aid eligibility if I fail to meet the terms of SAP?
To regain eligibility, a student must do ALL the following:
1. complete a minimum of 12 credit hours WITHOUT financial aid from Dillard University, if approved by the student’s academic advisor;
2. achieve a minimum GPA of 2.0 G.P.A.; and
3. complete 100% of attempted credit hours.

What do I do if special circumstances exist?
Contact a financial aid advisor if you have been notified that you have been placed on SAP hold, or your financial aid eligibility has been suspended, and special circumstances exist. With proper documentation of circumstances (i.e., doctor’s notice, letter from academic advisor, etc.), you may appeal the SAP hold and/or aid eligibility suspension by completing a Satisfactory Academic Progress Appeal Form. This form is available from OFA&S. Also contact your academic advisor to help you develop a plan for achieving good academic standing.

How do poor and incomplete grades, withdrawal from classes, and repeated classes affect my SAP status?

GRADES:
Only courses for which the student received grades of A, B, C, D or P are acceptable. Grades F, I, W, or WF are not acceptable. Students who fail to complete at least 70% of attempted credit hours because of incomplete grades will be placed on SAP suspension.
TERMS WITH ALL FAILING GRADES:
Students will be asked to verify attendance during a term in which all grades received are unacceptable (as defined above). Failure to verify attendance will result in cancellation of all aid.

WITHDRAWAL
Any student who withdraws from all classes will have his or her financial aid eligibility suspended until the student meets with a financial aid advisor. Any student who fails to complete 70% of attempted credit hours because of withdrawal from classes will be placed on SAP probation.

REPEATED CLASSES
A student may not receive financial aid to repeat a class for which a grade of W, I, or WF, or FA was received that was not completed within a prescribed timeline. Classes for which the student received grades of F or D- may be repeated twice. However, repeating classes that will not result in additional credit hours or honor Points (per University policy) will not improve the student’s completion rate.

Return of Title IV (Federal) Financial Aid
The federal government mandates that students who withdraw from all classes may only keep the financial aid they have “earned” up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the university and/or the student to the federal government. Thus the student could owe aid funds to the university, the government, or both.

To determine the amount of aid the student has earned up to the time of withdrawal, OFA&S divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (minus any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (either to the student’s university account or to the student directly by check or direct deposit) for the semester.

This calculation determines the amount of aid earned by the student that he or she may keep (for example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid disbursed minus the earned amount) must be returned to the federal government by the university and/or the student. OFA&S will notify and provide instructions to students who are required to return funds to the government.

Students whose circumstances require that they withdraw from all classes are strongly encouraged to contact OFA&S and their academic advisor before doing so. At that time, the consequences of withdrawing from all classes can be explained and clearly illustrated. The OFA&S financial aid counselors can provide refund examples and further explain this policy to students and parents.

ALLOCATING RETURNED TITLE IV (FEDERAL) AID
Funds that are returned to the federal government are used to reimburse the individual federal programs from which the student received the aid. Financial aid returned (by the university and/or the student or parent) must be allocated, in the following order, up to the net amount disbursed from each source:
1. Federal Unsubsidized Stafford/Direct Loan
2. Federal Subsidized Stafford/Direct Loan
3. Federal Perkins Loan
4. Federal Stafford/Direct PLUS (Parent) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other Federal Loan or Grant Assistance
GREEK LIFE

In order to seek membership into a Greek-lettered organization on Dillard University’s campus, students must meet the University’s requirements detailed below. A student is eligible to apply for Membership Intake when he/she has:

1. Registered as a full-time Dillard University student for two (2) consecutive semesters;
2. Earned a minimum of 30 credit hours;
3. Maintained a cumulative grade point average of 2.75 or above, with no grade(s) of “I”;
4. Signed a copy of the current Dillard University Anti-Hazing Policy;
5. Achieved a record of good citizenship, as reported from the Office of Student Affairs; and
6. Received fiscal clearance, as reported from the Office of Business & Finance.

Dillard University joins the nine historically African-American Fraternities and Sororities, the Council of Presidents representing these nine organizations, as well as the National Pan-Hellenic Council, Inc. and many other national organizations including the National Association of Student Personnel Administrators, the Association of Fraternity Advisors, the National Pan-Hellenic Conference, and the North American Interfraternity Conference in support of the elimination of hazing.

HIPPA - The Health Insurance Portability & Accountability Act

The Health Insurance Portability & Accountability Act (HIPPA) of 1996 mandates certain rights to privacy regarding protected health information (PHI).

Notice of Privacy Practices Policy

This notice describes how your medical information may be used, disclosed and how you can get access to your health information.

The Health and Wellness Center provides medical health care services. The staff and providers of the center must collect information about you to provide these medical services. The Health and Wellness Center knows that information we collect about you and your health is private. We are required to protect this information by Federal and State law. We call this information “protected health information.” Personal and health information includes both medical information and individually identifiable information, like your name, address, telephone number, or Social Security number. We protect your information in all formats including electronic, written and oral information.

This Notice of Privacy Practices tells you how the Health and Wellness Center may use or disclose information about you. Not all situations will be described in this notice. We are required to give you a notice of our privacy practices for the information we collect and keep about you. The Health and Wellness Center may change its privacy practices and make that change effective for all PHI maintained by Dillard University. The effective date of this Notice of Privacy Practices is April 4, 2011.

Dillard University Health and Wellness Center may use and disclose information without your authorization for the following:

1. Treatment. Your health care information may be disclosed to other health care providers involved in your health care.
2. People you designate. Your information may be released to individuals upon your request.
3. Payment. Your information may be used or disclosed to get payment for services rendered through a second party.
4. Health Care Operations. Your information may be used or disclosed to manage Health and Wellness Center programs and activities.
5. Public health activities. The Louisiana Department of Health and Hospitals is the public health agency that keeps and updates vital records such as births, deaths, and tracking of some health care issues and diseases.
6. Health Oversight activities. Your information may be used or disclosed to agencies during the course of audits, investigations, inspections, licensure and other proceedings.
7. **Required by Law for Law Enforcement.** Health and Wellness Center will use and disclose information when required by Federal or State law, by a court order, or Dillard University Office of Public Safety.

8. **Abuse Reports and Investigations.** Dillard University Health and Wellness Center is required by law to receive and investigate reports of abuse, neglect or exploitation.

9. **Government Programs.** Your information may be used or disclosed for public benefits under government programs.

10. **University officials.** Your information may be used or disclosed to administrative personnel for administrative intervention.

11. **To avoid harm.** Your information may be used or disclosed in order to avoid a serious threat to health, welfare and safety of a person or the public.

12. **Disaster relief.** Your information may be used or disclosed to a public or private disaster relief organizations assisting with an emergency.

**Other rights regarding your health information**

1. You have the right to inspect your health information and obtain a copy of it.

2. You have the right to request to receive your health information through a reasonable alternative means or at an alternative location.

3. You have the right to revoke any authorization you may have given us to use or disclose your health information, except to the extent that the action has already been taken.

4. You have the right to be told whom we have given your health information within five (5) years of your initial visit.

5. You have the right to ask us to amend your health information in writing. If we do not agree to amend your record, we will tell you why, in a written document.

6. You have the right to request a restriction on certain uses and disclosures of your health information. The Health and Wellness Center is not required to agree to the requested restriction.

*Any of the above requests must be made in writing and submitted to Dillard University Health and Wellness Center.*

**IDENTIFICATION CARD (ID CARD)**

Each student is issued a University identification card at registration. Students, faculty, and staff are required to display their identification cards at all times, and, when asked, present to a University official. Lost or stolen identification cards must be replaced within ten (10) business days.

**ID BADGE ENFORCEMENT GUIDELINES**

Dillard University’s Office of Public Safety enforces the wearing of the Dillard University ID Badge by all members of the university community. We understand that our enforcement of this policy is more stringent than those at other local universities in the area; however, this enforcement is strictly for safety and security reasons for our university community.

**A. Entering Campus or Off-Campus Sites:**

1. Campus Public Safety Officer will have the discretion to ask all personnel entering Dillard’s campus via the walkway gates or in a vehicle to present their Dillard University ID Badge.

2. Campus Public Safety Officers will also have discretion to ask all personnel on off-campus sites (DUALS or Elysian Fields Apts.) to present their Dillard University ID Badge.
B. On-Campus:
1. Students, faculty, and staff will be asked to wear ID’s in a visible fashion to be seen by campus public safety officers and others on campus.
2. We are asking all departments when conducting business with a staff, faculty or student to verify who they are by asking for their ID.
3. No personnel are allowed to give their ID Badge to another employee or person to gain entry into a selective card access area.
4. Each department head will be asked to submit names of employees in their area that would need building (Rosenwald Hall) access after 6:00pm when the building is closed for the evening.

C. Visitor’s Policy
1. Visitors that are scheduled to meet with or have an appointment to meet with someone here on campus should email name, date and time of visit and place of visit to the Office of Public Safety so a parking pass and visitor’s pass can be issued at the gates.
2. Visitors to off-campus residents should present a valid picture ID to Residential Life staff and sign the visitor’s log to say who and where they are visiting.

D. Entering campus after close of business and weekends:
1. Students, faculty, or staff should present their Dillard University ID Badge to the officer on duty.
2. Students, faculty, or staff should provide the officer with the location or destination that they are going to or wish for the officer to open.
3. The officer will only open an area that is authorized to the faculty or staff member. The officer will not open any office not assigned to the faculty or staff member.
4. The staff or faculty member must call the DUPD Dispatcher (5310) on their departure from the area or destination.
5. Faculty or staff members not in possession of their Dillard ID badge will be cited and reported to their supervisor.

E. Failure to Comply:
1. Students:
   a. 1st Occurrence: Written notice and copy sent to Student Affairs
   b. 2nd Occurrence: 2nd written notice and copy sent to Student Affairs
   c. 3rd Occurrence: 8 hours of on campus community service
2. Faculty:
   a. 1st Occurrence: Written notice and copy submitted to Academic Affairs
   b. 2nd Occurrence: Written notice and copy submitted to Academic Affairs
   c. 3rd Occurrence: Appropriate disciplinary action by Academic Affairs
3. Staff:
   a. 1st Occurrence: Written notice and copy submitted to supervisor and human resources.
   b. 2nd Occurrence: Written notice and copy submitted to supervisor and human resources.
   c. 3rd Occurrence: Appropriate disciplinary action by supervisor and human resources.

**ILLEGAL DRUGS POLICY**
The University prohibits the unauthorized use, possession, and distribution of any controlled substance or illegal drug. The University will cooperate with law enforcement agencies in the criminal investigation of the possession, distribution, use, and sale of illegal drugs or controlled substances.
IMMUNIZATION REQUIREMENTS

In accordance with Louisiana State Health Department, all students must have proof of vaccination to be enrolled at Dillard University. Vaccinations are required as a component of Dillard University admission requirements.

Students must provide proof of immunization to the Health and Wellness Center for the following:

1. Measles, Mumps and Rubella (MMR). Students will need two (2) doses of Measles, Mumps, and Rubella (MMR) if born on or after January 1, 1957.
2. Diphtheria-tetanus (DT) or Tetanus diphtheria tetanus pertussis toxoid (Tdap). Immunization of either one above within the last 10 years.
3. TB Skin test (Mantoux/Tuberculin). Current within six months prior to Dillard University admission
4. Meningococcal. Immunization within the last four years prior to admission.*

*All students residing in any residence hall provided by Dillard University will have proof of the Meningococcal vaccine before they are allowed into housing on opening date of assigned residence. NO Temporary Exemptions will be given for the Meningococcal vaccine. Failure to provide proof of immunization may result in the students’ registration and admittance to residence hall delayed. For information on the Meningococcal vaccine please go to http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf

MEDICAL & PSYCHIATRIC EMERGENCIES

In the event of a medical emergency during normal business hours, which are Monday – Friday, 8am-5pm, with the exception of approved university holidays and weekend days, the office of Student Health and Wellness will be notified of any incident on campus requiring medical services at (504) 816-4532. When the Student Health and Wellness Center is closed the Office of Public Safety will be contacted at (504) 816-4911

Medical emergency is defined as any event which impairs airway, breathing, or circulation; loss of life, limb, or eyes, or any intent or attempt to end life or threaten life by any physical means.

Non-medical emergency is defined as any event or injury that does not involved events of a medical emergency as defined above.

The Standard Operation Plan for Residential Life and the Office of Public Safety:

1. The Resident assistant (RA) should be notified first either by the student or witness of the medical event. The RA will then contact the Office of Public Safety for assistance.
2. If the incident is a classified as a medical emergency, then the Office of Public Safety will be notified at extension 4911. The incident is documented on the Incident Report form.
3. The Health and Wellness Center on-call provider will be contacted by the Resident Assistant and/or Desk Assistant and the Office of Public Safety for notification purposes and medical direction for all medical emergencies.
4. The Resident Assistant and/or Desk Assistant on duty will then notify the person(s) in their chain of command of the incident.
5. The Resident Assistant and/or Desk Assistant on duty will complete an incident report and notify the following: Assistant Vice President of Student Affairs, Executive Director, Student Union and Residential Life, and the Health and Wellness Center providers.
6. The Assistant Vice President of Student Affairs and/or medical director and/or the nurse practitioner will contact the Vice President for Student Success.
7. It will then be the decision of the medical provider, practitioner, Vice President for Student Success, and/or the Assistant Vice President for Student Affairs as to whom or who will contact the parents. Parents will be notified for all incidences regarding medical emergency as defined earlier.
Ambulance transport services:

1. Transportation to medical facilities must be cleared by the medical providers of the Student Health and Wellness. This may cause and unnecessary delay in true medical emergencies where time is of essence.

2. The Student Health and Wellness Center and the Office of Public Safety prefer that all emergencies be transported by New Orleans Emergency Medical Services (EMS) for safety concerns. The Office of Public Safety will make initial contact to expedite services. The student is to bring their Dillard insurance and/or private insurance card and their Dillard University student identification card. If neither one of these cards are available at the time of transport, copies can be sent at a later time to the facility providing medical care and transport by either fax or mail.

3. **For non-emergency medical care**: Transportation to medical facilities may be arranged for and by the Office of Student Affairs and Dillard University fleet department. The use of Dillard University fleet department excludes any event involving a sexual violation, a violent event, or psychiatric event.

4. The Dillard University fleet department will transport to medical facilities in the New Orleans area. If the fleet department is closed then the Office of Public Safety may provide transportation.

5. For non-emergency medical events (i.e. medical referral appointments and care) as defined earlier in this policy, it is suggested to utilize the city of New Orleans public transportation through the Regional Transit Authority (RTA). The city bus travels to and from all local hospitals in the city of New Orleans and areas in Jefferson Parish. The RTA bus schedule and routes for New Orleans may be located at [http://www.norta.com/?page=maps_schedules](http://www.norta.com/?page=maps_schedules).

**Psychiatric Emergencies**

Psychiatric emergency is defined as any situation in which any person is in imminent danger of death or bodily harm from the activity of a person who appears to be suffering from a mental disorder and/or a student who appears to be an imminent danger to themselves or has attempted to harm themselves secondary to a mental disorder.

Whenever a student demonstrates or reports a risk of self-destructive behavior a risk to harming others as defined above, immediate assistance should be sought by the counselor and medical providers. The counselor and medical providers in consultation with the University Psychiatrist will then perform an assessment to emergently proceed forward with a mental health evaluation. The mental health evaluation determines the subsequent actions needed to provide the student with proper support and monitoring during this critical period.

The Standard Operation Plan for Management of Students who Indicate Potential Harm to Self or Others:

The Student Success Counselor or University Psychiatrist is aware of signs of students that or imminently a danger to self or others, which may include:

1. Student engages in or attempts to engage in behavior with potential for self-harm (e.g., swallows razor blades, ingests several pills, places bag over head, self mutilation)
2. Student talks about or threatens suicide or self-injurious behavior and or threatens to harm others with staff or other student(s)
3. Student has a documented history of previous suicidal attempt(s) or self-harm, harm to others or threats to harm others
4. Student exhibits markedly sad, tearful behavior, or reduced emotional reactivity
5. Student makes vague references to death or harming others
6. Students exhibits dramatic shift from depression to elation, or agitated depression to calm
7. Student appears withdrawn with minimal responses, typically registered in a flat, emotion-less tone
8. Student is suffering or has been informed of a major crisis (e.g. death of a family member or significant other, divorce)
The referral process for the potentially suicidal or homicidal student is as follows:

1. The University Psychiatrist or Student Success Counselor should be contacted immediately.
2. The Office of Public Safety should be contacted at extension 4911 for all potential suicidal threats/attempts.
3. Any student who has attempted suicide which requires medical attention is attended to and then sent to the hospital by New Orleans Emergency Medical Services (EMS), by dialing 911 or New Orleans Crisis Unit at 911.
4. All psychiatric emergencies that occur on Dillard University campus will proceed to the hospital by assistance of New Orleans EMS or NOPD.
5. Any faculty or staff member that is concerned that a student may be potentially suicidal and/or a threat to self or others should inform the University Psychiatrist or the Student Success Counselor immediately and the Office of the Assistant Vice President for Student Affairs in writing the nature of the concern.
6. The student is placed on immediate wellness checks/observation (only applies to students who are residing in Dillard University residential facilities) until further direction from the University Psychiatrist and/or Student Success Counselor. The student will also be reviewed at Threat Assessment and Management System meetings.

Medical Information for Psychiatric Evaluations and/or Admission.

Psychiatric evaluations and treatment are usually covered by all insurance policies. Dillard University encourages students/parents/guardians to review their private insurance coverage regarding psychiatric services.

The City of New Orleans has very limited psychiatric beds available for treatment and therefore, the student may be transferred to the nearest psychiatric facility where services are available, which may be anywhere in the state of Louisiana. Psychiatric placement is determined by insurance coverage and bed availability. Once a student is admitted for evaluation the student’s care then becomes the responsibility of the admitting facility. All information and updates are to be directed to the admitting facility.

Initial psychiatric evaluations in the state of Louisiana are done at any Emergency room. Once a student is sent for a psychiatric evaluation, Dillard University medical providers may not have consulting authority for placement of the student for continued treatment if needed. ALL student rights are null and void, once a threat and/or attempt to take the life of oneself and/or others have been reported to authorities. A psychiatric evaluation must be performed by a psychiatrist and the reported evaluation referred to the parish coroner for continued psychiatric observation and evaluation.

There are two types of certificates used for psychiatric evaluations:

1. Physicians Emergency Certificate (PEC) is a valid psychiatric hold for 72 hours.
2. Coroner’s Emergency Certificate (CEC) is valid in-patient psychiatric evaluation for 15 days in a psychiatric hospital.

It is the consensual agreement that the Office of Student Affairs, the Office of Student Support Services and the Office of Public Safety encourage parental/guardian involvement of any student placed on a Physicians Emergency Certificate (PEC) or Certified Emergency Certificate (CEC).

A medical doctor, psychiatrist or the Coroner’s office may initiate the Physicians Emergency Certificate (PEC) for anyone who requires mental health care or evaluation due to suicidal threats and/or attempts, any violent harm to one self and/or others. Once a certificate is initiated visiting privileges and phone use is at the discretion of the admitting facility. It is very important for parents/guardians at the time of evaluation to make contact with the admitting facility for guidance on their policy regarding psychiatric evaluations and/or admissions.

Discharge from a Psychiatric Facility

Upon discharge from any psychiatric facility a student will be make an appointment with the University Psychiatrist in the Health and Wellness Center for a follow-up consultation and evaluation. The University Psychiatrist will make recommendations to the medical director and the Vice President for Student Success for either continuation of the academic semester or medical withdrawal from the university based on the post-discharge evaluation.
It is the responsibility of the student/parent/guardian to make arrangements for discharge from any psychiatric facility. Arrangements can be made through the discharging facility case manager for transportation arrangements. Dillard University recommends that parents make contact with admitting facility for treatment updates, and also to be available for discharge pickup to facilitate out-patient services and treatment. In the event the parents/guardians are not available for pick-up, the student then becomes the responsibility of the admitting/discharging facility; this includes making arrangements for discharge (transportation) and facilitation of out-patient counseling services. **Dillard University faculty and staff are not responsible to pick-up any student for transport held at a psychiatric facility** due to safety concerns.

Students will follow the *Class Attendance* and *Student Excuse* policy in the University Catalog upon discharge from any psychiatric facility. A psychiatric clearance statement with follow up recommendations and a statement that the student is able to return to school written by the students attending Psychiatrist, must be provided to the Office of Academic Affairs and the University Psychiatrist before the student is cleared to return to school.

**Automatic External Defibrillator (AED)**

Automated External Defibrillator is available to assist anyone who has suffered a sudden witnessed or un- witnessed cardiac or respiratory arrest.

AEDs are located in the following buildings:

- The Office of Public Safety
- Rosenwald Hall 1st floor near main entrance
- Stern Hall 1st floor near main entrance
- Dent Hall athletic training room
- Cook Hall 1st floor
- Williams Hall main office
- Library main desk
- Health and Wellness Center main office
- Lawless Chapel Social Room

Anyone can access and use the AED, if needed. Directions are given to the user by turning on the AED. However, to maximize the effectiveness of the AED, it is important that the Office of Public Safety, at extension 4911, or the Health and Wellness Center at extension 4532, is notified immediately.

The exact details of the event must be given to the dispatching officer, to include:

- Exact location; building, floor, room number, open area location.
- Information if known:
  - WHO: faculty, staff, student, or visitor
  - WHAT: incident details (if witnessed)
  - WHEN: approximate time of incident; or length of time of incident
  - WHERE: location of incident
  - HOW: incident occurred (witnessed or not witnessed)

This information will expedite the need of EMS personnel for assistance.

**MEDICAL EXCUSE POLICY**

Excessive absences due to medical illness/injury interfere with the educational goals and academic success of both the student and the University. Students are encouraged to visit the health center before, between, or after scheduled classes as not to interfere with academic achievement. At no time does the Health and Wellness Center supports excessive absence. **A Student Excuse note or Office Visit note does not guarantee an excuse from class attendance, duties, or assignments.** Refer to the *University Catalog* for additional information.
Absence from class:

1. A student whose illness warrants an absence from class will be issued a Student Excuse note from the provider, if he/she has been seen by the provider on staff in the center; or if the illness/injury warrants an absence from class based on diagnosis and/or symptoms at the time of the medical evaluation.

2. An Office Visit note will be given to validate the student’s visit to the Health and Wellness Center for medical care and/or consultation.

3. Students are encouraged to seek out health care through the student health center on the day of the illness.

4. If the student has been seen by a provider other than the provider at Health and Wellness Center, the student must get an illness note from the provider from whom the student has sought out medical care.

5. A Student Excuse or Office Visit note will only be issued at the time of occurrence (injury and/or illness). It will not be issued at the end of the semester for an earlier illness or back-dated for illness/injury not confirmed by Dillard University Health and Wellness Center.

Absence after hospitalization or lengthy illness/injury

1. Students who have been hospitalized or absent due to a lengthy illness or injury must submit a Return to School statement from his/her provider indicating health clearance. A copy of the statement should be given to the Health and Wellness Center to keep in the medical file.

2. Refer to the University Catalog for additional information regarding class absences.

3. It is ultimately the student’s responsibility to make arrangements with instructors for any missed assignments or class time due to an illness or injury.

Any of the above requests must be made in writing and submitted to the Health and Wellness Center.

MEDICAL INSURANCE PROGRAM

Dillard University is committed to promoting good health and meeting the medical needs of its students. A health insurance plan is a critical component in providing peace of mind, knowing that students can receive the appropriate medical services they need in the event of a sickness or injury.

Dillard University provides a Student Accident & Sickness Insurance Plan through Educational & Institutional Insurance Administrators, (EIIA), Inc. The insurance plan provides annual coverage from the beginning of the fall semester to the day preceding the initial date of coverage. Students (newly enrolled) enrolled in the spring semester are covered from the beginning of the spring semester until the last day preceding initial enrollment period of the fall semester. Students enrolled for summer sessions are covered from the beginning of the summer session until the last day preceding enrollment of the fall semester coverage dates.

The University requires all full-time registered students to be enrolled in the Student Accident and Sickness Insurance Plan. The insurance fee is placed on the student’s tuition and fee bill. All students with Medicaid are allowed to waiver the insurance offered by Dillard University, however, if outside-referrals are needed the student must go through their assigned Medicaid provider. Students who have comparable insurance coverage are allowed to waive Dillard insurance.

It is advised that before a student waives the insurance plan offered by Dillard University, the student contacts their insurance plan of choice to determine medical coverage in the state of Louisiana. Dillard University will not be responsible for any medical bills as a result of any student not having proper insurance coverage in the state of Louisiana. Wavers must be processed via an online process at www.eiia.org/dillard.

Part-time students with six (6) or more credit hours are eligible on a voluntary basis if the student participates in a degree-granting program. Dependents and part-time students must contact EIIA Insurance to enroll in the plan.
Eligible students who are enrolled may also insure their dependents into the Student Medical Insurance Plan. Eligible dependents are the spouse and unmarried children under 19 years of age that are not self-supporting and reside with the insured student. Dependent eligibility expires concurrently with that of the insured student.

Students may access the student website at www.eiia.org/dillard to print out temporary insurance cards or locate information regarding the insurance policy offered through Dillard University. In the event of an accident the student must submit a claim form to NAHGA claim services, PO Box 189 Bridgton, ME 04009. Phone number (800) 952-4320, Fax: (207) 647-4569, or E-mail: eiia@nagha.com. Claim forms and instructions are also available at www.eiia.org/dillard. More details about the student insurance plan are available at eiia.org/dillard or by calling (888) 260-7415.

NON-DISCRIMINATION POLICY STATEMENT

Dillard University is an Equal Opportunity/Affirmative Action Employer. Dillard University strictly prohibits discrimination on the basis of sex, sexual orientation, race, creed, national origin, age, disability or veteran status in recruitment and admissions to educational programs, extra-curricular activities, employment, scholarships and awards, and other areas not specifically covered by the foregoing. Any member of the Dillard University community, classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University’s discrimination policy will not suffer any adverse consequences.

RESIDENCY REQUIREMENT

First-time, full-time students (i.e. freshmen) who are new to Dillard University are required to live on campus during their first year at Dillard University and transfer students in the Spring semester are required to live on campus for one semester unless a valid exemption has been granted by the Office of Residential Life.

An exemption will be granted to students who meet one or more of the following criteria:

1. Commute no more than 50 miles from the home of a parent or guardian.
2. Commute no more than 30 miles from the home of an immediate family member other than a parent or guardian (e.g. grandparent, aunt/uncle).
3. Are legally married.
4. Have dependent children living with them.
5. Are active duty or veterans of military service.
6. Are 21 years of age or older.
7. Have a documented medical condition as approved by the Center for Health and Wellness and/or the Office of Student Support Services.

Students who commute no more than 50 miles from the home of a parent or guardian, with the home address being determined by the permanent address indicated on the Application for Admission, are automatically exempted from the Residency Requirement. No further action is needed on the part of the student.

All other students requesting an exemption to Dillard University’s residency requirement must complete a Residency Requirement Exemption Request Form available from the Office of Residential Life. A Residency Requirement Exemption Request may only be submitted once per academic year and must be submitted no later than 10 business days prior to the date of enrollment.

Upon receipt of a completed Residency Requirement Exemption Request Form and supporting documentation, the Office of Residential Life will make a recommendation to the Vice President for Student Success whose decision is final.

The residency requirement does not preclude the removal of a student from housing and termination of the housing contract if the student fails to abide by the rules and regulations of the University.
RESIDENTIAL STUDENT EVACUATION POLICY

All residential students are required to submit a Primary Evacuation Plan to the Office of Residential Life prior to taking occupancy within the housing unit. Residential Life keeps all Primary Evacuation Plans on file.

When a state of emergency has been declared that requires residential students to evacuate from campus, residential students are required to activate their Primary Evacuation Plan and begin checking-out of the residence halls.

The university recognizes that not all residential students will be able to evacuate on their own. The university can provide limited transportation at the student’s expense or off-site shelter to a limited number of residential students.

Students who are unable to evacuate on their own are required to alert the Office of Residential Life by submitting either Request for Transportation Assistance Form or Shelter of Last Resort Form by the required deadline.

SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of Dillard University that all decisions regarding educational and employment opportunities at this University shall be made without unlawful discrimination because of race, sex, sexual orientation, color, creed, age, national origin, disability or veteran status. Sexual harassment is a form of sex discrimination and is therefore in violation of University policy as well as federal and state statutes.

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.”

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:

• Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or
• Submission to, or rejection of, such conduct by an individual used as a basis for employment, or services, or academic decisions affecting him or her; or
• Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual’s work or academic performance or of creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome and that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or “kidding” which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
2. Nonverbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, that is sexual in nature.
3. Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and/or fondling; forced sexual intercourse or assault.

Courteous, mutually respectful, non-coercive interactions between employees and/or students that are acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Sexual harassment may occur within a variety of relationships. These relationships may or may not involve unequal authority. Allegations of sexual harassment will be scrutinized, regardless of the relationship of a complainant to an alleged offender. Sexual Harassment will not be tolerated in any form.

**Three forms of Sexual Harassment**

**A. Quid pro quo harassment**

Where submission to harassment is used as the basis for employment or educational decisions. *Quid pro quo* harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc., are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment.

*Example:* A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

**B. Hostile environment**

Where the harassment creates an offensive and unpleasant working or learning environment. Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

**C. Gender-based hostility**

Where an individual or individuals are harassed because of their gender.

Sexual Verbal Abuse is language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication which would be considered obscene.

Sexual misconduct in any form is prohibited. Sexual assault and sexual battery are both considered crimes of violence. Louisiana law defines rape as any anal, oral, or vaginal intercourse committed without lawful consent due to force, alcohol, narcotics, or unsoundness of mind. A person’s conduct may violate Dillard University’s definition of sexual misconduct while not violating Louisiana law.

1. Effective, lawful consent does not exist when a party has an abnormal condition of mind produced by any cause including but not limited to the ingestion of alcohol or drugs. There can be no effective, legal consent when a party knows or should know of an impairment of the other party’s capacity to give knowing and completely voluntary consent.

2. Both partners must be equally free to act. The option must exist to change “yes” to “no” at any point in intimacy. Sexual activity may be deemed to be non-consensual if determined that coercion existed, meaning that each involved person was not afforded the option to choose whether or not to become, and continue to be, intimate with another.

3. Both partners must clearly communicate their willingness and permission. Consent is not the absence of the word “no”. Sexual activity may be deemed to be nonconsensual if determined an individual did not display obvious and unmistakable communication of wishing to become intimate with another.
Any member of the Dillard University community classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University’s discrimination policy will not suffer any adverse consequences.

SMOKING POLICY
Smoking is prohibited in University buildings, including residential units, and within twenty feet of a building or window.

SUICIDE POLICY STATEMENT
If a student is suspected of contemplating suicide or transported to the hospital for a suicide attempt, the Office the University Police, the counselor on call, the nurse on call, and the administrator on call will coordinate a crisis response.

If it is determined that the student is a threat to him/herself or the larger community, the administrator, the counselor, nurse on call, and the Vice President for Student Success will determine whether the student will be given a medical leave, a psychological leave, or a personal leave as well as determine the length of the leave.

If it is determined that a student will be placed on leave, the student will be withdrawn from the University.

At the end of the student’s leave, the student will be eligible for readmission. However, the student must provide documentation that he/she has received ongoing counseling/therapy from a licensed professional and be eligible to function in a collegiate environment.

The documentation must also include any medication that the student may be taking to nurture his/her physical, emotional, and psychological healing and a suggested program of study (reduced load, continued counseling, extra-curricular activities, etc).

If continued counseling is suggested, the student must honor these sessions. If a University counselor feels that continued counseling is necessary against the advice of the student’s personal counselor, the student must honor those sessions as well. If the student refuses to honor any counseling sessions, the student can be withdrawn from the University.

Confidentiality
All records regarding suicide gestures or attempts will remain confidential in accordance with the Family Educational Right to Privacy Act (FERPA) and the Health Insurance Portability Accountability Act (HIPAA).

If a student is suspected of contemplating suicide or transported to the hospital for a suicide attempt, those who are best qualified to serve as a resource for the student will be contacted for support. The philosophy behind this policy is that the student will need all the resources available to foster his/her physical, emotional, and psychological healing.

VIOLENCE PREVENTION POLICY
Violence prevention on campus is a community responsibility. It is the responsibility of all students and employees to be alert to the possibility of campus violence on the part of prospective, current, or former students or employees as well as campus visitors. Students shall immediately report any violent behavior, potential for violent behavior, or threatening behavior to the Office of Student Affairs or the Dillard University Police Department. Employees shall immediately report any violent behavior, potential for violent behavior, or threatening behavior to Human Resources or the Dillard University Police Department.
DEPARTMENTAL POLICIES AND STATEMENTS

ACADEMIC AFFAIRS

Students can obtain academic information from three sources: 1) The Dillard University Catalog; 2) The Office of Academic Affairs, Suite 203 Rosenwald Hall; 3) Divisional Office of the student’s major.

BUSINESS AND FINANCE

Expenses and Fees

All students are required to pay full tuition, fees, and related expenses when they register based on due dates established. A student has not officially completed registration until all tuition requirements and applicable fees have been paid and certified by the Office of Business and Finance. If registration is not completed during the designated times, the student must pay a late registration fee. The University reserves the right to change, with due notice, any of the expenses listed and to withhold statements, grade reports, transcripts, diplomas, etc; until all indebtedness to the University has been discharged or until satisfactory arrangements have been made with the Office of Business and Finance. No student will be allowed to register if prior indebtedness has not been satisfied. Refer to the University Catalog for more information.

Any communications concerning expenses and fees should be directed to:

Office of Business and Finance  Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana 70122-3097
Phone: (504) 816-4654
Fax: (504) 816-4443

Indebtedness to the University

Failure to meet financial obligations as scheduled will result in the following penalties:
1. Administrative hold on any future registration until debt is settled.
2. Academic records held. This includes final grade reports, transcripts and access to grades via the Internet.
3. Participation in the graduation ceremony will not be allowed, and the diploma will be held until debt settled.
4. Placement of the delinquent account with outside collection agency.

Fines levied by the Library, Public Safety, Student Housing and others that are not paid at the end of the current semester will be added to the student’s account.

Financial Clearance Policy for Membership Intake

Students are required to have a zero balance with the University to obtain financial clearance for membership intake. If the balance is not zero, financial clearance will be granted if the following two conditions are met:
• There are financial aid awards pending that will bring the account to a zero balance. Work study awards will not be considered in our calculations.
• If the student is on the tuition payment plan for the semester he/she is applying for membership in an organization, the student’s account will be examined to determine if there is an acceptable payment history. If there is a history of checks returned for insufficient funds or past due payments financial clearance will not be granted.

Use of Financial Aid Funds in Payment of Fees

Most financial aid (scholarships, loans and grants, etc.) is distributed in two equal disbursements. Half of the award is credited to a student’s first semester account and the other half to the second semester account. Students who are awarded work-study will receive monthly payments by a direct credit to the student’s account or by payroll check. The total financial aid payment cannot exceed the cost of attendance as defined by federal regulations. Aid recipients must pay the difference between the amount of aid credited and the amount due for registration.
If you decide not to attend the University, you must officially withdraw. Failure to follow this procedure will result in grades of “F” for the semester and possible financial obligations to the University.

If your financial aid award is reduced or eliminated due to ineligibility determined after registration, the student will be responsible for paying the financial obligations.

**Credit Balances**

Dillard University disburses Title IV funds by crediting a student’s account. Those funds that exceed tuition, fees, room and board, and other authorized charges, will be refunded to the student or parent in accordance with Title IV federal guidelines.

All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student’s account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a bi-weekly cycle.

**Institutional Policy on Refund of Fees and Return of Title IV Funds**

Students may be due refunds for the following reasons:

**A. Withdrawal** – all courses dropped for the semester.

When a student officially withdraws from the University, a refund of the University Tuition and other specialized instructional fees for the class(es) in which the student is currently enrolled will be made as follows:

**Fall and Spring Semesters**

100% 1st class day to 7th class day

**Summer Semester**

100% 1st class day to 3rd class day

Students are advised to withdraw officially through proper academic channels. An official withdrawal form should be properly executed by the student, approved by the authorized officials and presented to the University Registrar. The student identification card should be presented to the University cashier at the time of withdrawal.

Refunds will be based on the date the student receives approval for withdrawal in the Registrar’s Office regardless of the date of last attendance. Failure to attend classes does not constitute official withdrawal from the University. Also, withdrawal does not cancel an unpaid balance.

**Federal Financial Aid Title IV Recipients**

Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies when a student who receives Federal Financial Aid ceases attendance. The tuition, fees, room and board and financial aid awards, except work-study may be pro-rated for an official withdrawal that occurs after the 7th class day (3rd during the Summer) for the respective term based on the number of calendar days completed for the semester divided by the number of days in the semester. The refund will consist of a pro rata share of the tuition and fees paid, less charges prior to the official withdrawal date in accordance with the current Return of Title IV Aid Refund Policy. No adjustment will be made to tuition, fees, or Title IV financial aid for a student who withdraws after the 60% point in the semester.

If funds are released to a student because of a credit balance on the student’s account, then the student may be required to repay some of the federal grants released to the student.

**Order of Return:**

The funds due to the Title IV programs or the institution will be returned in the following order:

**A. Unsubsidized FFEL Loans** The formula is the number of days completed divided by the number of days in the semester = % refunded to student

Example 1:

\[
\frac{15 \text{ days completed}}{115 \text{ days in the semester}} = 13\% \text{ refund to the student}, \enspace 87\% \text{ returned to Title IV programs or to the institution.}
\]
Example 2:

\[
\frac{75 \text{ days completed}}{115 \text{ days in the semester}} = 65\%. \quad \text{No charges or aid will be adjusted.}
\]

- Unsubsidized Federal Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- FFEL PLUS Loans
- Federal Pell Grant
- Academic Competitiveness Grant
- National Smart Grant
- Federal SEOG
- Other Title IV assistance
- Institutional Scholarships/Grants
- State Scholarships

**B. Schedule Change Refunds – reduction of number of hours taken.**

Students’ schedule changes that require reductions in fee assessments will be refunded at 100% if such changes are made on or before the 7th class day (3rd day during summer).

Students due a University fee refund because of a course cancellation should contact the Office of Business and Finance.

**C. Military Service Refund**

Students in good standing who volunteer for, or are called to, active duty with the Armed Services before the day midterm examinations begin will have the University fee refunded in full. After midterm examinations begin, only 50 percent of the University fee will be refunded. Documentary proof establishing voluntary or involuntary enlistment will be required before the fees are refunded. Federal regulations require schools participating in the Student Financial Aid Programs to use specific policies when a student who receives Federal Financial Aid ceases attendance. (See section entitled “Federal Financial Aid Title IV Recipients.”)

**D. Deceased Student Refund**

Follows the same guideline as Military Service Refund.

**E. Room and Board Refund**

Should the resident officially withdraw from the University, or be required to leave due to circumstances beyond the resident’s control, or should the resident be required to leave for misconduct and/or discipline, the Office of Business and Finance may approve a refund of housing fees. This refund will be made in accordance with the refund schedule below. All refunds of housing fees are contingent upon compliance with Campus Life policies and procedures. Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies when a student who receives Federal Financial Aid ceases attendance. (See section entitled “Federal Financial Aid Title IV Recipients”)

**Fall and Spring Semesters (Housing)**

100% 1st class day to 7th class day

**Summer Semester (Housing)**

100% 1st class day to 3rd class day

**F. Appeal Process**

Students and/or parents who feel that individual circumstances warrant exceptions from normal policy may appeal by completing an appeal form and submitting documentation to support the appeal. Appeal forms may be obtained in the Offices of the Registrar, Financial Aid and Business and Finance. To ensure compliance with Federal regulations, all appeals must be approved by the Office of Student Financial Aid and the Office of Business and Finance.
Use of Financial Aid Funds in Payment of Fees

Most financial aid (scholarships, loans and grants, etc.) is distributed in two equal disbursements. Half of the award is credited to a student’s first semester account and the other half to the second semester account. Students who are awarded work-study will receive monthly payments by a direct credit to the student’s account or by payroll check. The total financial aid payment cannot exceed the cost of attendance as defined by federal regulations. Aid recipients must pay the difference between the amount of aid credited and the amount due for registration.

If you decide not to attend the University, you must officially withdraw. Failure to follow this procedure will result in grades of “F” for the semester and possible financial obligations to the University.

If the financial aid award is reduced or eliminated due to ineligibility determined after registration, the student will be responsible for paying the financial obligations.

Credit Balances

Dillard University disburses Title IV funds by crediting a student’s account. Those funds that exceed tuition, fees, room and board, and other authorized charges will be refunded to the student or parent in accordance with Title IV federal guidelines.

All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student’s account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a bi-weekly cycle.

Room and Board

Students will not be permitted to check into the residence halls without obtaining fiscal clearance for each registration period. No room will be held for a student after the second day of registration.

The room contract is an annual contract. Students who claim their room assignment and key for the fall semester agree to remain a resident hall student throughout the full year and will be charged for both fall and spring semesters, provided that they are academically enrolled for both fall and spring semesters. For this reason, room fees are not refunded after the 7th class day for students who withdraw from the residence hall during the fall and spring semester and after the 3rd class day for the summer.

Any student who claims their room assignment and key and then decides to move off campus within the first seven (7) class days will be charged a pro-rated cost for the days in which he/she resided in the residence halls for the fall and spring semester, and within the first three (3) class days for the summer session.

Rooms are provided with principal articles of furniture, but students supply linen, pillows, blankets, a study lamp, etc. A student’s property in residence halls and in other University buildings is there at the sole risk of the owner. The University is not responsible for loss, theft of, or damage to such property arising from any cause. All residential students will be enrolled in a theft insurance policy.

All residential students will be charged a one-time Housing Maintenance Fee. This fee is non-refundable. Students will be financially responsible for any property damages in excess of the housing maintenance fee. The Office of Campus Life may assess students for cost for property damages and the student will be responsible for this additional cost.

Students residing on campus are required to purchase the meal plan. Any unused portion of the meal plan is forfeited at the end of each semester, and cannot be used in the succeeding semesters. Balances on the meal plan are not transferable. The meal plan is non-refundable.

The student identification card will serve as the meal card. Student ID cards are issued to all students. The card will be activated for use in the University Dining Hall once the student is officially registered and has obtained fiscal clearance.

New Residential students are required to pay a $300 pre-paid housing deposit.

For Continuing Students: Pre-paid tuition deposits are not required from continuing students.
Housing Deposits

For New Students: A housing deposit of $300 is required upon notification of acceptance. Applications for rooms are given preference according to the date the deposit is received. This deposit, which is not refundable or transferable, will be applied to the room and board fees at the time of registration.

New student deposits should be made payable to Dillard University and mailed to the Office of Enrollment Management and Admissions. (See “Payment of Fees” for other payment options)

For Continuing Students: Every Dillard student who wishes to reserve a room for the following year must make a deposit of $150 on or before March 1. The housing deposit secures the reservation only until the second day of registration. This deposit, which is not refundable or transferable, will be credited towards the room and board fees at the time of registration.

Continuing student deposits should be made payable to Dillard University and mailed to the Office of Business and Finance. (See “Payment of Fees” for other payment options)

DINING SERVICES

It is mandatory that all resident students purchase a meal card, which may be used for dining privileges in the University Dining Hall.

Meals are served cafeteria style from a variety of delicious, nutritious offerings. Featured on the lunch menus are salad and vegetable bars, as well as deli-style service. Salad and vegetable bars are also featured at dinner with a wide selection from which you might build your own salad.

After dining, everyone is required to return dishes to the appropriate receiving area. China, silver, glassware, sugar containers, salt and pepper shakers, linen and food preparation equipment are for use only in the University Dining Hall and under no circumstances are these items to be removed from the premises. It is expected that rules of good conduct, proper attire and good citizenship will be observed in dining areas at all times.

The University Dining Hall will be open on the day new students arrive. It will close after the last meal on Commencement Day. Meal hours and schedules will be posted.

All resident students will be issued meal cards upon completion of registration. These cards are numbered serially and placed in the I.D. Card folder and both should be presented at the control desk upon entering the University Dining Hall. Persons who misplace meal cards may request an interim meal authorization from the Office of Business and Finance. This authorization will provide meals for three days, after which a permanent replacement must be obtained.

In order to retain a pleasant dining atmosphere, full cooperation is requested from students in refraining from:

1. The use of loud and abusive language.
2. The use of personal radios in the dining room.
3. Cutting line and arguing in the serving line.
4. Dancing, marching, and otherwise performing in a manner that would prevent the smooth operation of the University Cafeteria.

Persons who disregard normal courtesies and who create disturbances in the dining facility will be asked to leave. Students who habitually disregard policies of the dining hall will be subject to more severe penalties as warranted.

Special Services Available to Campus Organizations

The University’s food services are operated by a contract provider, Sodexo, which emphasizes assisting campus organizations with special dining requirements, such as banquets, picnics, receptions, etc. Individuals and/or organizations requiring such services should contact the Catering Manager, making all the necessary arrangements through the Sodexo Office. Requesting individuals and/or organizations should allow at least seven (7) working days advance notice. Budgeted organizations must submit an approved requisition for services rendered by Sodexo. Cash payments are also acceptable. It is imperative to remember that no service can be rendered without all of the financial arrangements being completed.
A. Mission Statement
The mission of the Department of Intercollegiate Athletics is to produce scholar-athletes who will demonstrate excellence in the classroom, career, competition and civic engagement. Scholar-athletes will develop critical leadership skills through emphasis on the five core values of the NAIA Champions of Character Program: Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship.

B. Vision Statement
The Department of Intercollegiate Athletics aspires to regain national prominence in academic excellence and competitive excellence. The Department of Intercollegiate Athletics will raise the profile of Dillard through continued commitment to our five core values.

C. Goals
1. Produce scholar-athletes who demonstrate excellence in the classroom and career.
2. Produce scholar-athletes who demonstrate excellence in competition.
3. Produce scholar-athletes who demonstrate excellence in civic engagement.
4. Regain national prominence through excellence in communication and marketing.

D. National and Conference Affiliation
Dillard University competes at the Division I level of the National Association of Intercollegiate Athletics (NAIA) and is a member of the Gulf Coast Athletic Conference (GCAC) there are 8 members of the GCAC:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillard University</td>
<td>New Orleans, Louisiana</td>
</tr>
<tr>
<td>Edward Waters University</td>
<td>Jacksonville, Florida</td>
</tr>
<tr>
<td>Fisk University</td>
<td>Nashville, Tennessee</td>
</tr>
<tr>
<td>Philander Smith College</td>
<td>Little Rock, Arkansas</td>
</tr>
<tr>
<td>Southern University -New Orleans</td>
<td>New Orleans, Louisiana</td>
</tr>
<tr>
<td>Talladega College</td>
<td>Talladega, Alabama</td>
</tr>
<tr>
<td>Tougaloo College</td>
<td>Tougaloo, Mississippi</td>
</tr>
<tr>
<td>Xavier University</td>
<td>New Orleans, Louisiana</td>
</tr>
</tbody>
</table>

Dillard University offers competition in the following sports:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
<th>Co-Ed Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
<td>DU Diamonds Dance Team</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Track &amp; Field</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

E. Academics

CLASS ATTENDANCE POLICY
Scholar-athletes are expected to attend all classes except when traveling for official university business.

ABSENCES
The university recognizes that scholar-athletes may miss a class for legitimate reasons. The university allows no more than three (3) excused or unexcused absences per course.
Absence forms which must be handed in to the instructor with documentation of the absence (e.g. doctor’s note, etc.) are available from the athletics department. A scholar-athlete may incur an excused absence under the following documented circumstances: 1) illness/hospitalization; 2) death of a parent, sibling, or grandparent; 3) official university business (athletic contests); 4) legal matter.

Whether the absence is excused or unexcused, all missed assignments or class work must be contractually arranged with the instructor no later than the end of the semester.

STUDY HOURS
The athletic department works with the Library staff to administer a study hall for all scholarship scholar-athletes. The objective of study hall is to provide an environment that is conducive to learning and to help foster productive study habits for scholar-athletes. Study hall operates in the Will Alexander Library for scholar-athletes and includes a computer lab, tutorial/mentor rooms, and a quiet study room.

The Study-Hall Binder is given to the monitor in the Library.

The 2nd floor study rooms have been designated for study hall. Each room can seat 4 to 5 students and is equipped with wireless connectivity and an internet jack. Scholar-athletes may bring their own laptops or check out laptops from the library. Rooms and laptops can be checked out by submitting a valid DU student ID.

Scholar-Athletes with a cumulative GPA of 3.5 and above must complete 10 hours of study hall weekly. Scholar-athletes with a cumulative GPA of 3.499 or less must complete 20 hours of study hall weekly. Study hours can be achieved beginning Saturday at 8 am through Friday at 5 pm weekly. The total hours must be achieved by Friday at 5 pm or the head coach will impose a team penalty for not achieving the required number of hours.

STUDY HOUR GUIDELINES FOR THE SCHOLAR-ATHLETE
While in study hall, all scholar-athletes must abide by the following guidelines. If a scholar-athlete fails to follow these guidelines, the scholar-athlete will be asked to leave study hall and lose any hours earned during that particular study hall session.

1. No food or drink allowed.
2. The internet must be used for academic purposes. The study hall coordinator or any other Athletic Department personnel may question the purpose of a scholar-athlete’s use of the internet at any time and the scholar-athlete must provide a sufficient explanation.
3. No instant messenger of any kind (i.e. AOL, Yahoo, MSN, etc.). This includes having an instant messenger program open and/or active regardless of any conversation.
4. No cell phones at any time. Cell phones should be turned off or left in your room.
5. Students must use study hall time to complete academic coursework. Study hall hours may not be earned while internet surfing, doodling, listening to your IPOD, etc. If you think you do not have academic work to do, read your textbook, reread your textbook, begin projects and assignments in advance, etc.
6. No sleeping.
7. Students are not permitted to place their feet on any of the chairs and/or tables.
8. All students must be in accordance with the University dress and grooming policies and all shoes and clothing must be kept on while attending study hall.
9. Study hall participants must notify both their coaches and study hall advisor, in advance, if they will be unable to attend any study hall session.
10. Plan ahead! Before coming to study hall, determine what assignments or readings you will be completing while in study hall.

To ensure our scholar-athletes attendance at study hall, penalties of scholar-athlete removal from practice, and/or competition may be considered and implemented by the head coach and/or Director of Athletics.
REGISTRATION AND COURSE SELECTION

Scholar-athletes at Dillard University register for classes in the same manner as the rest of the student body. Scholar-athletes are expected to take initiative and follow the procedures described below:

1. Set up an appointment with a faculty advisor to be advised.
2. Go to campus web and input classes.
3. Print out a copy of schedule to be turned into the coach.
4. Once you have a schedule, do not change it by dropping and adding classes unless you have consulted your Faculty Advisor and Coach.

REPEAT COURSES

There are special rules for repeat courses, depending on the grade earned as to whether or not it can be counted towards the 24 hour rule. Scholar-athletes must check with the Faculty Athletic Representative (FAR) or the Athletic Director for clarification:

- Graduating seniors may not be required to carry 12 hours in the semester in which they graduate. Athletes must check with their respective coaches.
- Any questions regarding eligibility should be referred to the Faculty Athletic Representative or the Athletic Director.

WITHDRAWAL FROM A COURSE

Scholar-athletes may not withdraw from any course without consulting with the Faculty Athletic Representative or Athletic Director. The FAR or Athletic Director must verify eligibility status first. The FAR or Athletic Director will send the student to their faculty advisor to determine the impact on satisfactory progress toward a degree. Once the student has received approval from the FAR or Athletic Director and the faculty advisor the student may withdraw from a course.

F. Eligibility

In order to assure the scholar-athletes are aware and abreast of applicable NAIA and GCAC Conference eligibility regulations, an annual review is conducted by the Faculty Athletic Representative or Athletic Director during separate team meetings in the fall semester in conjunction with the administration of the NAIA Certificate of Clearance. Scholar-athletes who walk-on or transfer and join teams at later dates must set up review appointments with the Faculty Athletic Representative or Athletic Director. Scholar-athletes will be provided with copies of the Summary of NAIA eligibility regulations. Scholar-athletes are instructed to contact the Faculty Athletic Representative or Athletic Director immediately when a question arises or if they are approached by boosters, agents, equipment representatives, possible representatives of gambling interests, or by anyone representing any area where rule violations might occur.

NAIA RULES SEMINAR FOR SCHOLAR-ATHLETES

All scholar-athletes in all sports are required to meet with the Faculty Athletic Representative or Athletic Director to discuss pertinent NAIA regulations. These rules seminars are conducted once a year at Scholar-Athlete Leadership Training (SALT), and rules and regulations concerning professional sports, agent contacts, gambling and bribery, and substance abuse are a part of all discussions. If a scholar-athlete has a question concerning any NAIA rule or has any suspicion that any rule may have been violated, he or she is instructed to immediately contact the Faculty Athletic Representative or Athletic Director.

ELIGIBILITY CERTIFICATION FOR SCHOLAR-ATHLETES

The Faculty Athletic Representative is responsible for certifying all scholar-athletes with the GCAC Conference Office. All scholar-athletes must be certified prior to competing in the first scheduled competition date. It is the responsibility of the Faculty Athletic Representative and Athletic Director to coordinate with the Registrar in providing all the documentation necessary for athletic certification.
Scholar-athletes wishing to check on their current athletic eligibility should check with the Faculty Athletic Representative or Athletic Director. Each scholar-athlete’s eligibility status will be reviewed after every graded term. Once a scholar-athlete has been certified, the Registrar will notify the Athletic Director who will then notify the head coach of his/her eligibility for competition.

**FULL-TIME ENROLLMENT**

All scholar-athletes are required to maintain full-time enrollment (12 hours) to be eligible to receive and continue to receive aid, practice with the team, and compete in intercollegiate competition. The Registrar monitors full-time enrollment throughout the fall and spring term. In addition, it is the responsibility of each athletic academic counselor or the Faculty Athletic Representative (FAR) to monitor the full-time enrollment of scholar-athletes and notify the Athletic Director when a scholar-athlete intends to drop below full-time enrollment.

Once a scholar-athlete officially drops below full-time enrollment, the Registrar issues a letter notifying key personnel that that scholar-athlete is no longer athletically eligible. (NAIA Official Handbook and Policy Handbook, Article V, Section C, Item 3).

**INITIAL AND CONTINUING ELIGIBILITY**

Dillard University will strictly adhere to all NAIA, GCAC and institution rules regarding eligibility to compete in Intercollegiate Athletics. These rules are published in the NAIA Official Policies and Procedures Handbook.

**Initial Eligibility (entering freshman scholar-athletes)**

According to the NAIA, entering freshmen must meet two of the following three criteria:
1. Achieve a minimum of 18 on the Enhanced ACT or 860 on the SAT (Critical reading and math only)
2. Have a minimum of a 2.0 high school grade point average
3. Have graduated in the top 50% of the high school graduating class

**Initial Eligibility (entering junior college transfer scholar-athletes)**

According to the NAIA, transfer students must meet the following criteria:
1. Transfer in 48 semester hours or 36 quarter hours
2. Have at least a cumulative grade point average of a 2.0 on a 4.0 scale

**Continuing Eligibility (all scholar-athletes)**

Each scholar-athlete must register and carry a minimum of 12 hours for the fall and spring semesters and be enrolled as a full time student.

**IMPORTANT: Dropping below 12 hours will automatically render you ineligible for that particular semester!**

All scholar-athletes must have passed 24 hours in the previous two semesters in order to be eligible to compete in any semester.

The scholar-athlete must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA.

To compete in a 2nd season of competition a scholar-athlete must have earned at least 24 hours.

To compete in a 3rd season of competition a scholar-athlete must have earned at least 48 hours. Scholar-athletes are classified as juniors and must have attained a cumulative 2.0 grade point average.

To compete in a 4th season of competition a scholar-athlete must have earned at least 72 hours. Scholar-athletes are classified as seniors and must have attained a cumulative 2.0 grade point average.
REQUIRED FORMS FOR ELIGIBILITY CERTIFICATION AND SCHOLAR-ATHLETE SPORT PARTICIPATION

<table>
<thead>
<tr>
<th>Form</th>
<th>Filed With</th>
<th>Signed By</th>
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</thead>
<tbody>
<tr>
<td>NAIA Scholar-athlete Pledge</td>
<td>AD/Head Coach</td>
<td>Student</td>
</tr>
<tr>
<td>Substance Abuse Policy</td>
<td>AD/Head Coach</td>
<td>Student</td>
</tr>
<tr>
<td>Scholar-Athlete Media Questionnaire</td>
<td>SID</td>
<td>Student</td>
</tr>
<tr>
<td>FERPA Statement</td>
<td>AD</td>
<td>Student</td>
</tr>
<tr>
<td>Training Room Forms</td>
<td>Athletic Trainer/AD</td>
<td>Student</td>
</tr>
<tr>
<td>Dress Code Policy</td>
<td>AD/Head Coach</td>
<td>Student</td>
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</tbody>
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EXIT INTERVIEW FOR SCHOLAR-ATHLETES (Scholar-athlete Coaches Evaluation Form)
When a scholar-athlete who is on scholarship leaves a program, because of quitting a team or expended eligibility/graduation, an exit interview with that scholar-athlete will be conducted by the appropriate sports supervisor or designee. The purpose of the interview is to get scholar-athletes’ input regarding experiences in the program and to utilize that input for improvements, etc.

G. Athletic Scholarships and Financial Aid
The Office of Financial Aid and Scholarships (Institutional Scholarship Policy “Responsibility”, p. 2) is responsible for institutional scholarships. An ‘athletic scholarship’ is considered an institutional scholarship and is subject to the Institutional Scholarship Policy. Athletic scholarships are available based on athletic ability in men’s and women’s basketball, men’s women’s cross country, men’s and women’s track and volleyball (Institutional Scholarship Policy, “Types of Institutional Scholarships, p. 2).

NAIA FINANCIAL AID GUIDELINES
NAIA rules on financial aid are straightforward. Under no conditions may anyone provide direct financial assistance to any scholar-athlete. Financial aid to either prospective or enrolled students must come through normal institutional channels. It must be administered by the institution using the same policies and procedures established through its regular committee on student loans and scholarships. Financial aid cannot exceed the actual costs for tuition, mandatory fees, books, supplies or room and board. The NAIA allows flexibility for institutions to determine its athletic scholarship awards.

FULL SCHOLARSHIPS (Definition)
Athletic scholarships are available to assist students with their direct cost of education. The direct cost includes tuition, room, and board. The awards may also cover the costs of fees, books if designated on scholarship award letter by the coach. The awards may not cover the costs of personal and miscellaneous expenses, or for students to make a financial profit. (Institutional Scholarship Policy, “Policy Statement”, p. 2).

SUMMER SCHOOL AID POLICY
Athletic scholarships or grant awards are not offered during the summer enrollment period. (Institutional Scholarship Policy, “Scholarship Guidelines”, p. 4).

FIFTH YEAR AID POLICY
Athletic scholarships for a new student are renewable annually for eight semesters of continuous enrollment. This is the equivalent of four years. Transfer scholarships are renewable based on transfer credit accepted, but cannot exceed a maximum of three consecutive years (six academic semesters) (Institutional Scholarship Policy, “Scholarship Guidelines”, p. 4). As a result, fifth year athletic scholarships are not available.
ATHLETIC SCHOLARSHIP AWARD LETTER

In all cases, recipients will receive an athletic scholarship award letter that includes the amount, duration, condition, and terms of the athletic award. This award will come from the Office of Financial Aid and Scholarships with the Director of Financial Aid and Scholarships and Athletic Director’s signature authorizing the award. Coaches are not authorized to make verbal offers to scholar-athletes.

H. Conditions for an Athletic Scholarship

Athletic scholarship awards are conditioned on your meeting the academic and athletic requirements in accordance with Dillard University and the National Association of Intercollegiate Athletics (NAIA) regulations. Scholar-athletes understand that to qualify for this financial award, they must:

1. Meet the admission requirements of Dillard University and be formally admitted to the University.
2. Meet the eligibility requirements for athletic participation established by the NAIA and be cleared through the NAIA Eligibility Clearinghouse.
3. Complete the Free Application for Federal Student Aid (FAFSA) (International Students excluded from this requirement). The scholarship award will not appear on the Financial Aid Award Notification Letter until the FAFSA has been completed.
4. Meet all athletic ability and academic requirements of the University.

I. Scholar-Athlete Responsibility During the Period of Athletic Scholarship Award

1. The scholar-athlete must adhere to all National Association of Intercollegiate Athletics (NAIA), Gulf Coast Athletic Conference (GCAC), and Dillard University policies, procedures, rules and regulations, as set forth in the NAIA and GCAC handbooks and the Dillard University Student Handbook.
2. The scholar-athlete must adhere to all team and athletic department rules as set forth by the Head Coach and the Dillard University Athletic Department. If conduct becomes inappropriate or performance becomes deficient, the Coach/Athletic Department reserves the right to dismiss you and revoke all or a portion of the scholarship.
3. The scholar-athlete must meet the NAIA and GCAC eligibility requirements prior to and during enrollment for the year. For more information regarding eligibility requirements, contact the Athletic Director.
4. The scholar-athlete must agree to participate in the sport while physically able to do so. You agree to promptly notify the Dillard Athletic Trainer/Head Coach of any physical condition/injury that prohibits full participation.
5. The scholar-athlete agrees to notify the Dillard Athletic Trainer of any pre-existing condition that may prohibit full participation. If the athlete withholds this information, the Coach/Athletic Department reserves the right to reduce or revoke a player’s scholarship.
6. The scholar-athlete must notify the athletic trainer of an injury/illness that precludes him/her from participation within 48 hours of the inability to participate. You agree to participate in proper treatment and rehabilitation as prescribe the Dillard’s Athletic Trainer and Team Doctors and return to full participation as soon as possible.
7. The scholar-athlete understands that if full participation is not possible, you agree to provide assistance to the athletic department (under the supervision of the Athletic Director) in lieu of the scholarship.
8. The scholar-athlete understands that only unexpected injury/illnesses beyond the control of, or occur as a direct result of, participation in said sport allows for scholarship renewal in the year the injury occurred. If athletes are unable to return to full participation in subsequent years, the Coach/Athletic Department reserves the right to reduce or revoke a player’s scholarship.
9. The scholar-athlete must maintain satisfactory academic progress and regular classroom attendance is expected for the duration of the scholarship period.

10. The scholar-athlete agrees to represent the team and Dillard University in a positive manner. If your conduct becomes inappropriate, the Coach reserves the right to dismiss you and revoke all or a portion of your scholarship.

11. The scholar-athlete must maintain full-time (12 hours) status each semester for the duration of the scholarship period.

12. The scholar-athlete must be willing to train during the season and in the off season at the discretion of the coach in order to achieve one’s full potential.

13. The scholar-athlete will keep personal disagreements away from practices and contests.

14. The scholar-athlete will accept constructive criticism.

15. The scholar-athlete will be grateful for the opportunity afforded by the intercollegiate athletic program and be willing to assist in program tasks as evidence of this gratefulness.

16. The scholar-athlete will respect and accept the decisions of coaches.

J. Conditions for Reduction or Cancellation of an Athletic Scholarship during the Period of Award

Athletic scholarships are renewed on a year-by-year basis. Reduction or cancellation of an athletic scholarship may occur during the period of award for reasons of misconduct, misrepresentation, academic or athletic ineligibility or your withdrawal from the University. Any violations of the Dillard University Student Handbook, Scholar-Athlete Responsibilities listed above, or Judicial Affairs sanctions will result in immediate reduction or cancellation of an athletic scholarship.

K. Renewal and Non-Renewal of Athletic Scholarships

Scholar-athletes who receive an athletic scholarship the previous year, and who have eligibility remaining, will be notified in writing of the renewal or non-renewal status of an athletic scholarship by July 1 preceding the next academic year. If the scholar-athlete feels that his or her scholarship has been unjustly removed, he or she may submit a letter of appeal to the Athletic Director in order for his or her case to be heard.

L. Dress Code Policy

Dillard University scholar-athletes are expected to adhere to the University Dress Code Policy found in the student handbook. When athletic teams are representing the University in an official capacity (i.e. athletic contests, community service initiatives, etc.) an athletic administrator will determine the appropriate attire. Attire may be business attire or a University issued athletic warm-up.

M. Orientation Sessions: SOAR and Scholar-Athlete Leadership Training

Campus orientation sessions are held at the beginning of each academic year and are mandatory, per institutional rules. Academic advisors will be available during the SOAR sessions to assist with registration.

The athletic department conducts its own orientation that deals with specific issues of being a scholar-athlete. Topics covered may include, time management, career development, study skills, eligibility rules, team bonding, etc. Other topics covered include review of institutional rules and policies and campus support services offered by the institution. Both sessions are mandatory.

N. Scholar-Athlete Advisory Committee (SAAC)

The Scholar-Athlete Advisory Committee at Dillard University is an active committee that consists of representative from each intercollegiate sport. The main goal of the committee is to work collaboratively with the Athletic Department for the welfare of scholar-athletes. The committee meets on a monthly basis with athletic department representatives to discuss problems, issues, and concerns of all Dillard University scholar-athletes.
This committee is also proactive within institutional and city communities, organizing at least one community service event per year, and assisting with the Annual Scholar-Athlete Awards Banquet. It is the responsibility of each varsity sport to ensure that their respective sport has consistent representation at the monthly meetings and the SAAC constitution is upheld.

O. Athletic Training and Insurance

The athletic training department is a unit of the Department of Intercollegiate Athletics which provides athletic training and medical services to Dillard University’s scholar-athletes. The athletic training department aspires to achieve the highest standards of sports medicine care of athletic injuries and illnesses, maintaining a leadership role in the healthcare of athletes.

The health and welfare of scholar-athletes is the first priority. The primary service that the sports medicine unit provides is multi-faceted patient care in the intercollegiate setting. Every scholar-athlete at Dillard University is entitled to the best medical care available while participating as a Dillard University student athlete. The Athletic Training staff coordinates and delivers professional and comprehensive preventive treatment and rehabilitation services. The Athletic Training Program provides comprehensive medical care for athletically related illnesses and injuries, subject to NAIA and Department of Intercollegiate Athletics rules, and within the limitation of the Department of Athletics’ insurance policies. The staff is composed of certified athletic trainers, a primary team physician and consulting physicians/specialists.

Dillard University Scholar-Athlete Rights

A Dillard University scholar-athlete being treated by a member of the Dillard University Athletic Training/Medical Staff has the right to:

A. Considerate and respectful treatment and care.
B. Complete and current information regarding their condition, treatment, rehabilitation and prognosis in terms and language they can understand.
C. Participate in the planning of their treatment and rehabilitation program.
D. Confidential treatment of the release of their personal and medical records.
E. Approve or refuse the release of their personal records and medical information.
F. Expect the athletic trainers and medical staff to make a reasonable response to their requests.
G. Expect continuity of care.

Responsibilities of the Scholar-Athlete

In order to achieve the objective of quality medical care, each athlete has a responsibility to:

A. Be honest and direct with the medical staff caring for them.
B. Report all injuries and illnesses within 24 hours.
C. Follow the treatment and rehabilitation plan prescribed. It is their responsibility to advise the medical staff if there is any problem or reason why they cannot follow the plan.
D. Report to the athletic training room daily for treatment until the medical staff clears them.
E. Report any change in condition to a staff athletic trainer.
F. Understand their health problem and treatment program.

If they do not understand any part of their program, they should ask a staff athletic trainer or physician.

It is the mission of the Dillard University Department of Athletics to see that each participating athlete is afforded these rights.
TRAINING ROOM
The Athletic Trainer supervises the staff and the operations of the athletic training rooms. The athletic training facilities at Dillard University are for the care and treatment of scholar-athletes. The athletic training staff must take strict precautions to ensure compliance with all Federal and State Laws in the application of this treatment. Only the team physician is responsible for diagnosing injuries and prescribing the appropriate treatments. The team physician will give referrals, if it is deemed necessary.

Athletic trainers and student athletic trainers are under the supervision of the Athletic Director. All guidelines for athletic trainers are issued in writing by the Athletic Director and must be followed at all times. Athletic trainers and student athletic trainers must follow the policies and guidelines for operations and for conduct set forth by the Athletic Director and the respective head coach when they travel with that respective team.

MEDICAL CLEARANCE (PHYSICALS)
All scholar-athletes must be given medical clearance through a physical examination before participating in intercollegiate athletics. The athletic training staff will arrange for all scholar-athletes to undergo physicals from team physicians. It is a head coach’s responsibility to make sure all scholar-athletes in their sport have completed a physical.

ATHLETIC INSURANCE
Dillard University athletics carries an excess insurance policy and the insurer is called a secondary insurance provider.

COLLECTING ATHLETIC INSURANCE CARDS
1. The Athletic Director sends a letter to all scholar-athletes to fill out training forms online and complete forms by July 1. (HIPPA, Informed Risk, etc.)
2. Once the Athletic Director receives the athletic insurance forms, the Athletic Director forwards these forms to the athletic trainer.
3. If the scholar-athlete does not complete the online form prior to the physical, the scholar-athlete will be required to have a copy of the insurance card at the physicals.
4. The athletic trainer will forward copies of all cards received at the physicals to the Athletic Director.

All forms are stored in the Athletic Trainer’s office files.

ATHLETIC INSURANCE CLAIMS PROCESS
1. Athletic trainer completes medical referral form for scholar-athlete.
2. Athletic trainer makes copy of referral form and submits to assistant to the Athletic Director.
3. Assistant to the Athletic Director contacts scholar-athlete and has them complete an insurance claim form.
4. Assistant to the Athletic Director takes insurance claim form and enters information via the online claim form provided by the insurance company.

P. Substance Abuse Policy
The overall goal of the Scholar-Athlete Drug Education and Testing Policy is to promote a year-round drug free environment in the Dillard intercollegiate athletics program. It is our belief that the abuse of alcohol and drugs are detrimental to the physical and mental well-being of the scholar-athlete. Education and Counseling will be the cornerstones of this policy. These components will be conducted to alert scholar-athletes and coaches to the potential harm of substance abuse. Education and counseling are supplemented with drug testing, since studies have shown that education alone is not a sufficient deterrent to drug use.
The purpose of this policy is:

- To protect the health, safety and welfare of the scholar-athlete;
- To identify, address and treat scholar-athlete problems and concerns involving drug and alcohol use and abuse.
- To inform and educate scholar-athletes and others associated with athletic teams about drugs and alcohol, and the effects of their abuse.
- To protect the institution’s integrity.
- To ensure safe, fair and equitable competition for scholar-athletes.

Participation

All scholar-athletes (whether eligible or ineligible) will be required to consent to participation in the Drug Education/Testing programs as a condition of participation in intercollegiate athletics at Dillard University. Failure to consent is a declaration of ineligibility to participate in intercollegiate athletics at Dillard University and forfeiture of an athletic scholarship. Cheerleaders, dance team members, student managers and student athletic trainers will also be subject to this policy.

Education Component

A major component of this policy is education. An explanation of the Scholar-Athlete Drug Education and Testing Policy is conducted at the beginning of each sports season at Scholar Athlete Leadership Training (S. A. L. T.). The training includes a review of the policy, its purposes and implementation, and sanctions for violations of the policy.

A copy of this policy is given to the scholar-athlete and they will be asked to sign a form acknowledging receipt of the policy and consent to testing. This is kept on file in the athletic department. Scholar-athletes may refuse to consent to drug testing under this policy. However, scholar-athletes who refuse to be tested in accordance with this policy, which is designed to protect the health and welfare of the scholar-athlete, will not be permitted to participate in intercollegiate athletics at Dillard University and will, therefore, lose their athletic scholarship.

Other opportunities for drug education will be provided throughout the year as determined by the Athletic Director and Head Athletic Trainer. These sessions will focus on information regarding the dangers of using illegal drugs and alcohol.

Attendance of the scholar-athlete at scheduled sessions is mandatory. Athletic staff (coaches and trainers) are also expected to participate in at least one session each year about alcohol and drugs.

Counseling Component

The counseling component of this policy is designed to provide assistance, direction, and resources for scholar-athletes who need support as a result of positive tests, physician referral, or self-referral. Counseling will be provided by a trained specialist in the Student Health and Wellness Center. The specialist will be involved in developing an appropriate treatment plan. Counseling will be confidential.

Drug Testing Component

Testing of scholar-athletes will be conducted throughout the academic year (in-season and out-of-season). Testing takes a variety of forms:

- Random individual test - individual names are selected at random for immediate testing.
- Reasonable Suspicion testing - when college officials have a good faith reason to believe that a student athlete may have violated this policy.
- Coach may request an individual or team to be tested at their discretion.

Records of test results are considered medical records and are confidential to the degree permitted by law. The records will be maintained by the Athletic Director, and released only under the circumstances allowed by this policy or as otherwise required by law.
Drug Testing Protocol

Random drug testing will be conducted on an unannounced basis throughout the calendar year. The Head Athletic trainer may require the collection of an initial specimen from each scholar-athlete as part of the annual pre-season medical screening.

If there is reasonable suspicion that a scholar-athlete is using alcohol or drugs in violation of this policy, the scholar-athlete may be referred to the athletic trainer for medical evaluation and/or testing. Reasonable suspicion exists where an observable, articulable basis in fact indicates that a scholar-athlete is using alcohol or other drugs in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing on the “Reasonable Suspicion Report” found online at www.dillardbleudevils.com/intranet.com.

Specimen Collection

1. Upon notification, the scholar-athlete must present himself/herself at the specified collection site at the designated time for testing.
2. Specimen collection will be carried out under the direction of the licensed medical provider at a certified/accredited drug testing laboratory.
3. Once the individual has been selected, they will not be authorized to leave until an adequate specimen has been provided. If the athlete leaves before giving an adequate specimen, the athlete will be given a positive test and will be subject to departmental sanctions detailed in this policy.
4. A test site administrator must view collection of the specimen. The administrator will be the same sex as the scholar-athlete.
5. All individuals taking prescribed or over the counter medications have the responsibility of notifying the test site administrator with written documentation or prescription in hand.
6. Failure to show up or refusal to take the test at the designated time will result in the same consequences as a positive test. The appropriate level of discipline will be applied to that scholar-athlete, whether it is a first, second or third positive test.
7. Final test results will be reported to the athletics director who may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information.
8. A medical review will be done of the test results by a qualified physician to rule out any potential reasons other than abuse for a positive result.

Negative Test Results

All results are reported to the scholar-athlete, athletic director, head athletic trainer, and the appropriate head coach. If the tests come back negative, scholar-athletes remain eligible for participation in athletics.

Positive Test Results

All results are reported to the scholar-athlete, athletic director, head athletic trainer, and the appropriate head coach. The athletic director may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information. The Athletic director may also inform the parent and/or guardians of any scholar-athlete who is under 18 years of age of a first positive test result. The athletic director may notify a scholar-athletes parents and/or guardians of second and subsequent positive results, regardless of the scholar-athletes age.

Safe Haven Clause

If a student wishes to address any substance abuse before they are selected for testing that person will be allowed “Safe Haven”. If a student wished to receive “Safe Haven” he/she must admit substance abuse no later than 24 hours before any random drug test. A scholar-athlete may declare “Safe Haven” only once.
Departmental Sanctions for Positive Test Results or Admission of Drug Problem

All results are reported to the athletic director, athletic trainer and the athlete’s head coach and the scholar-athlete. The athletic director may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information. The athletes file will be forwarded to judicial affairs for appropriate action according to the Dillard University Student Code of Conduct. In addition to University judicial sanctions (if any), the scholar-athlete may still be subject to these additional sanctions.

Levels of Offense

a. First Positive:
   i. If the scholar-athlete chooses to admit his/her substance abuse before being tested he/she will be given a first positive and be required to attend receive substance abuse counseling. The individual will be subjected to a one-week suspension.
   ii. If there is no admission of guilt the athlete will be subjected to a two-week suspension. This includes no practices, no weights, no games and no involvement in the athletic program. The scholar-athlete will also attend substance abuse meetings with the Center for Health and Wellness.
   iii. After the suspension is completed, the athlete will be retested. If the athlete tests negative for substances on the banned substance list, he/she will be allowed to continue participation. If the athlete tests positive, the athlete will be on a weekly suspension and retested weekly until he/she tests negative for substances on banned substance list.
   iv. If the retesting yields a positive for 5 consecutive weeks after the initial positive, he/she will be given a second positive.
   v. After the first positive drug test, the athlete may be subjected to further testing at the discretion of the athletic director at any time.

b. Second Positive:
   i. Following a Second positive test the scholar-athlete will be suspended for four months from any participation in Dillard University athletic programs.
   ii. The scholar-athlete will not be able to request a medical hardship, based on a positive test.
   iii. Upon the second positive the scholar-athletes parents/guardians will be contacted and notified of the infractions to University Athletics policy.
   iv. During the second suspension, the athlete can be tested randomly at the discretion of the athletic director. In order to be released from suspension the athlete must test negative following his/her suspension period.

c. Third Positive:
   i. Upon the third positive test, the student athlete will be suspended for his/her remaining time in Dillard University Athletics. This does not include intramural athletics or club sports.
   ii. Upon the third positive the student athlete’s parents/guardians will be contacted and notified of the infractions to Dillard University Athletics policy.
   iii. A third positive test result is not subject to the appeals process.

1 The definition of positive for the following substances is: for caffeine, if the concentration in urine exceeds 15 micrograms/ml; for marijuana or THC, if the concentration in the urine of THC metabolites exceeds 15 nanograms/ml; for testosterone, if the administration of testosterone or use of any other substance or manipulation has the result of increasing the ratio of testosterone to epitosterone in urine to greater than 6:1. (This definition was taken from the NCAA Drug Testing Program Brochure 2011-12. You may find an electronic copy at http://www.ncaapublications.com/p-4198-2010-2011-drug-testing-program-booklet.aspx.)
The head coach, after consultation with the Athletic Director, may impose additional sanctions up to and including, but not limited to dismissal from the team and or revocation of the athletic scholarship.

Appeals Process
A scholar-athlete may appeal any athletic department sanction resulting from a positive drug test. A scholar-athlete desiring to appeal must file a written notice of appeal with the Athletic Director within 48 hours of the decision issued by the athletics department.

A hearing will be conducted by a three-person Appeal Committee chosen from the Intercollegiate Athletics Committee. The scholar-athlete may argue that (a) reasonable suspicion for the testing did not exist or (b) that the proposed sanctions for a positive test are inappropriate or contrary to the policy. The scholar-athlete will have the burden of proving that (a) no reasonable suspicion for the drug testing existed or (b) the sanction imposed for a positive drug test was inappropriate or contrary to the policy.

The appeals committee will notify the Head Athletic Trainer or designee, the scholar-athlete, the appropriate Head Coach and the Athletic Director of its decision. The Athletic Director may inform other University Officials of the decision when the director determines that relevant official has a legitimate institutional interest in receiving the information. The decision of the appeal committee is final and may not be appealed. A written record of the appeal committee’s decision will be maintained by the Athletic Director.

List of Drugs to be tested
Examples of drugs to be tested is listed below. NOTE: There is no complete list of banned drug examples. Scholar-athletes should check with the athletics department staff before you consume any medication or supplement.

Stimulants:
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstene-19-ni) 
boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc.

Street Drugs:
heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

Peptide Hormones and Analogues:
growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:
anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

Beta-2 Agonists:
bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned! (unless otherwise noted)
Q. Additional Sources of Information are:
- Dillard University Operating Policies and Procedures
- Dillard University Scholar-Athlete Handbook (section found in Student Handbook at www.dillard.edu)
- Dillard University Student Handbook (www.dillard.edu)
- GCAC Operating Policies and Procedures (www.gcaconf.com)
- NAIA Operating Policies and Procedures (www.naia.cstv.com)

RESIDENTIAL LIFE

The mission of the Office of Residential Life is to provide a safe, secure, and healthy living environment for students that enhance learning and development through community service, quality programming, and academic support.

The residential life program has four diverse residential units that can accommodate students. Each residence hall has its own unique character with either traditional, suite-style units or apartment-style units. Occupancy in each unit varies.

All residential units are furnished with standard college furniture (bed, dresser, desk, chair, and bookcase) and each residential unit has internet access, basic cable television, and local telephone service (upon request). Each university apartment has a stove, refrigerator, and standard living-room furniture.

Shuttle service is available when the University during academic semesters.

Williams Hall
Williams Hall is located in the center of the campus and offers suite-style living. There are two double-occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). Williams Hall has laundry machines, study and meetings rooms, lounge area, and a small kitchen on each floor.

Straight Hall
Straight Hall is located next to Williams Hall in the center of campus. Straight Hall offers suite-style living arrangements. There are two double-occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). Straight Hall has laundry machines, study and meetings rooms, and a lounge area.

DUALS
Dillard University Apartments Limited (DUALS) is a vibrant community located less than one mile from campus. This community offers a laundry facility, common room, limited on-site parking, and is accessible through a card access system. The Dillard University Apartment Complex has one-bedroom, double-occupancy units and two-bedroom units that house three persons.

Gentilly Gardens Apartments
The Gentilly Gardens Apartment complex is located on campus. This tranquil community offers two laundry facilities and on-site parking. The Gentilly Gardens Apartment Complex has two bedroom, double-occupancy apartments, three bedroom, triple occupancy, and one bedroom, single occupancy units.

Evangeline Apartments
The Evangeline apartment complex is located on campus. It has two bedroom, triple occupancy apartments.

Community and Personal Property
An area of concern among roommates is the issue of community property or common areas (areas within a residential unit that can be used by any roommate) and personal property (those “off-limit” items).
Personal property must be respected, and not borrowed or used without permission from the owner. Storage for personal belongings is not available except in the resident’s room or apartment.

The University does not provide insurance or financial protection, assume any responsibility for any loss or damage or destruction to the president’s personal property, nor for articles left after the resident has vacated the premises.

The resident shall utilize all security measures provided by the University to secure personal property. All residential students must be insured for loss of personal items. Please contact the Office of Residential Life for information about obtaining this type of insurance.

Community Living Standards

Residents are governed by all university policies, the Code of Conduct, and the Residential Life Student Handbook.

Curfew

Curfew is enforced for freshmen and sophomore students. The curfew hours are as follows:

- Freshmen/Sophomores: Sunday –Thursday 12am – 7am
- Friday-Saturday 2am – 7am
- Juniors & Seniors: No Curfew

Family Housing

Family housing is not offered through the Office of Residential Life. Students with dependents or married students must make their own off-campus housing arrangements.

Guests

A guest is defined as any commuter student, family member, a prospective or former student not currently enrolled, or any other person who is not a contracted occupant of the residence halls (e.g. non-Dillard-related friends)

Guests may visit the residence halls from 10am -11pm Sunday-Saturday. Guests are required to present a valid ID and are required to sign in at the main desk of the hall. Guests are to remain inside the lobby (Williams Hall and Straight Hall) or outside the main gates (DUALS) until the resident host arrives to greet them. Residents of the Gentilly Gardens and Evangelines are required to notify their Resident Assistant, Desk Assistant, or Resident Manager of the presence of a guest.

Williams Hall, Straight Hall, and New Student Gentilly Gardens apartments:

- A guest of the same gender may be in a room or apartment from 10am – 11pm Sunday-Saturday.
- A guest of the opposite gender is prohibited, with the exception of a family member. A family member of the opposite gender may only be in the Williams Hall or Straight Hall lobby or common area. A family member of the opposite gender may be in a New Student Gentilly Gardens apartment from 10am -11pm Sunday-Saturday with the express permission of the roommate(s).

DUALS, Evangeline, and Continuing Student Gentilly Gardens Apartments

- A guest of the same gender may be in an apartment from 10am – 11pm Sunday-Saturday.
- A guest of the opposite gender may be in an apartment from 10am -11pm Sunday-Saturday with the express permission of the roommate(s).

The university restricts the number of guests, including overnight guests. One guest per room is the limit in Williams Hall and two guests is the limit for apartment units.

Students may request permission from Residential Life to have an overnight guest. Students must complete the proper form at least one week before the date the resident wishes the guest to visit. The resident's roommate must provide his/her consent to the visit.
Visitation

Visitation is defined as the ability of current residents to visit each other in their room/apartment. Visitation applies to all residents regardless of classification.

New Students

New students of the *same gender* are allowed to visit each other until 12am Sunday-Thursday and 2am Friday-Saturday; visitation after curfew in a room or an apartment must be with the express permission of the roommate(s).

New students of the *opposite gender* may visit anywhere on campus except within their room, apartment, or apartment courtyards Sunday-Thursday. New students of the opposite gender may visit each other in Williams Hall lounge or Gentilly Gardens apartments Friday and Saturday from 10am – 2am. Visitation within an apartment must be with the express permission of the roommate(s).

Continuing Students

Continuing students are allowed to visit each other until 12am Sunday-Thursday and 2am Friday-Saturday with the express permission of the roommate(s). Visitation in a room or apartment after these hours must be with the express permission of the roommate(s).

The University restricts the number of total residents in a room or apartment at a time. Four (4) residents is the limit in Williams Hall and Straight Hall. Six (6) residents is the limit in an apartment.

Violators of the policy may be subject to eviction from the University housing.

Room Assignments

A student must submit a completed housing application and proof of deposit in order to receive a housing assignment.

Housing assignments are determined by the number of credits earned as reported through the Office of Records and Registration at the time of assignment.

Every effort is made to honor a resident’s preference for roommate, room type, and location. However, Dillard University does not guarantee the type or location of residence and/or roommate requests.

The Office of Residential Life reserves the right to change a resident’s hall, apartment, and/or room assignment at any time. The Office of Residential Life will assign a student residing in a double or triple-occupancy room a roommate(s). All room assignments will be based on maximum occupancy for the unit.

Roommate Rights and Responsibilities

Residential communities are comprised of students in a living and learning environment. Each resident has rights and responsibilities that must be respected and honored. Mutual respect, concern for others, sensitivity, trust, and a willingness to participate in programs are the standards for residential life. Rights and responsibilities of roommates include:

1. The right to read, study, or sleep without disturbances and interference in or around one’s room, suite, or apartment.
2. The responsibility to respect the rights of others and behave in ways that do not infringe on or violate the rights of others.
3. The right to a safe and secure living environment.
4. The right to be free from fear of intimidation, physical harm, and/or emotional distress.
5. The responsibility to take steps to correct conditions and actions that violate the rights of others.
6. The right and responsibility to report violations of your rights and any breach of safety and security.
7. The right to be treated with respect and courtesy at all times.
8. The right to personal privacy.
9. The responsibility to respect the personal belongings of roommates, apartment mates, suitemates, and others.
10. The right and responsibility to seek assistance from the appropriate residential staff members to resolve conflict when peer mediation fails.
11. The responsibility to respect others’ rights.
12. The right to a clean living environment.
13. The responsibility to share equally in the work to keep personal and common living areas clean.
14. The responsibility to host guests in a manner that does not interfere with the rights of your roommates or other community members.
15. The responsibility to complete and honor your roommate agreement.

Quiet Hours
Quiet hours are from 11pm – 10am Sunday-Saturday.
Residents are expected to use discretion where noise is concerned both inside and outside the housing units. Therefore, excessive noise is prohibited at all times. Residents and their guests are responsible for respecting the rights of others at all times.

Living in the residence halls is designed to achieve desirable living conditions for all students in the residence hall community and maximum security for the residents. The achievement of the goals depends greatly upon the understanding and cooperation of each resident. For more information regarding the Residential Life policies and procedures, please refer to the Residential Life Student Handbook.

OFFICE OF UNIVERSITY POLICE
The Mission of the Office of Public Safety, Dillard University, is to provide for a crime free environment and promote programs on Crime Prevention, Safety & Security Awareness, Risk Reduction, and Avoidance as comprehensive approaches to meet the goals of the Department and the University.

The Office of Public Safety is open 24 hours a day for students, faculty, staff or visitors seeking assistance or to report any suspicious persons, activities and/or circumstances, or emergencies occurring on campus. The telephone number is 504-816-4911.

Each member of Office of University Police is a trained Officer who holds a State of Louisiana, University Police Commission or a Special Officer Commission issued by the New Orleans Police Department. Although the commissions authorize University Police Officers to be armed and to apprehend persons who have been observed committing criminal acts, the Primary Mission of the University Police Officer is to Prevent and Serve as a deterrent to criminal activities within the jurisdiction of Dillard University and its subsidiaries.

Services performed by The Office of Public Safety include, but are not limited to:

- Securing and Opening Buildings
- Vehicle and Foot Patrols of properties
- Enforcement of University Rules and Regulations
- Investigation of Criminal Violations & Auto Accidents
- Crime Prevention & Personal Safety Programs
- Emergency & Personal Escort Services
- Security Surveys (On & Off Campus)
- Identification Badge Enforcement
- Anonymous Information & Tips
General Policy

Regulations and restrictions relating to campus parking and Identification Badge enforcements are indicated in these printed guidelines. As a practical matter, it is impossible to mark with signs all areas where parking is prohibited but the campus driver should be aware of the following.

Parking or Driving Prohibitions

Parking or driving is absolutely prohibited on grass, construction areas, or any reserved areas specifically marked by the University Police or where it will create a safety hazard, interfere with the use of University facilities or hinder the free movement of traffic.

General Regulations

The interpretation of the intent of these regulations will be the responsibility of the Office of University Police.

Access to campus parking is limited by University policy and the availability of parking spaces. **The parking permit confers upon the holder the right of limited access to university parking facilities and is not to be interpreted as a guarantee that a parking space will be available for the holder’s use at all times.**

**PARKING ON UNIVERSITY PROPERTY IS AT THE OWNER’S RISK. THE RECEIPT OF A PARKING PERMIT IS NOT TO BE INTERPRETED AS AN ASSUMPTION OF LIABILITY BY THE UNIVERSITY.**

Because parking permits remain the property of Dillard University, the University reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and flagrant non-compliance of the University’s parking and traffic regulation(s).

Illegally parked vehicles may be immobilized and/or fines may be assessed against the owner or operator. Immobilization devices may only be removed by University Police personnel. The removal of the device by the operator of the vehicle or by other persons may result in damage to the vehicle and will certainly result in damage to the immobilization device. If damage occurs to the immobilization device, the violator shall be charged for its repair or replacement. The University assumes no liability for any damage as a result of placement or removal of any immobilization device.

If towed, you must pay the towing fee plus fines for the ticket stating the violation for which you were towed. Towing fines may be paid in **cash, check, money order, Master Card, or Visa.** If vehicle is impounded, you must report to the Office of University Police to get further instructions on the retrieval of the vehicle.

Penalties and Payment of Fines for Campus Parking

All fines must be verified through the Office of University Police. Refer to the Department of Public Safety Parking Violations Pamphlet.

Registration

All motor vehicles regularly, occasionally or temporarily using University parking facilities must be registered with the Office of Public Safety and properly display a parking permit. Failure to do so constitutes a violation of these regulations and subjects the offender to the penalties herein. It is emphasized that any type motor vehicle operated on campus by students, university personnel, or visitors, whether owned or not by the operator, is required to properly display a current parking permit. (Motorcycles included) See Department of Public Safety Parking Violations Pamphlet for detailed explanations of violations.

To secure a permit, the vehicle must be registered with the Office of Public Safety. To register a vehicle, the owner or operator must:

1. Pay the required registration fee
2. Complete the permit application
3. Provide receipt of payment of registration fee, proof of vehicle registration and insurance, driver’s license, and a notarized statement of permission from the owner, if applicable, to the Office of Public Safety.
Types of Parking Permits

“Student(s)” permits are issued to students and are valid for the academic semester in which they are issued.

THE PERMIT MUST BE MOUNTED ON THE INSIDE OF THE FRONT WINDSHIELD, LOWER CORNER OF DRIVER’S SIDE.

“Faculty and Staff” permits are issued to faculty and staff and are valid for the calendar year in which they are issued. The hang tag permit must be placed on the rearview mirror of the vehicle and permit information must be visible and in place whenever on campus.

“Temporary” permits, issued to persons in attendance at University sponsored meetings and/or functions on campus. Permits may be secured at the Office of Public Safety. The fee for this permit may be waived at the discretion of the Chief of Police or if proper arrangements are made in advance for any special guest visiting the University.

“Replacement” permits can be obtained in situations when a registered vehicle is sold and a new vehicle is purchased and the original permit is unable to be returned or re-used. Proof of new vehicle must be provided.

Parking is on a first come, first serve basis in the Gravel Lot (rear of Library), Dent Lot (near tennis courts), and Cook Lot (near duck pond), except in spaces marked RESERVED.

Cost of Permits

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<td>Temporary</td>
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Parking permits do not guarantee a parking space.

Operation of Motor Vehicles on Campus

Unless otherwise stipulated herein, motor scooters and motorcycles are subject to the same regulations that govern automobiles, including registration, and must obey all traffic signs and regulations

1. Motor vehicles must be driven in a careful and prudent manner at all times.
2. Driving or parking on grass and sidewalks is prohibited.
3. All traffic signs and instructions of University Police Officers must be obeyed.
4. The stopping of vehicles in traffic flow is prohibited. When taking on or discharging passengers the vehicle must be pulled to the curb.
5. Motorists must give right of way to pedestrians crossing at campus crosswalks.
6. The passing of moving cars going in the same direction is prohibited.
7. Motorists must observe a 15 mile per hour speed limit on all campus drives and parking lots.

University Parking

1. The use of campus parking facilities is restricted to vehicles displaying a valid parking permit.
2. ALL SIGNS INDICATING RESERVED SPACES, HANDICAPPED PARKING, NO PARKING, SERVICE, FREIGHT AND LOADING ZONES MUST BE OBSERVED.
3. Hampering with the passing of emergency vehicles in the event of a fire or other emergency is prohibited.
4. Parking in an area other than that designated for the type permit assigned to your vehicle is prohibited.
5. No vehicle is to be parked in such a manner as to interfere with the orderly flow of traffic or to cause interference with normal parking procedures.
6. Parking spaces that are designated as “RESERVED” are RESERVED 24 HOURS A DAY.

7. Parking spaces that are designated for the PRESIDENT or EXECUTIVE VICE PRESIDENT are RESERVED 24 HOURS A DAY.

8. For reason of suspected trespass or violation of parking regulations, the Office of Public Safety shall have the right to immobilize any vehicle using university parking facilities until the owner or operator of the vehicle has made a satisfactory accounting for his/her actions.

Payment of Fines
Fines must be cleared within sixty calendar days of the date of the offense. During regular hours, payment may be made by CASH, CHECK, VISA, or MASTERCARD to the Office of Business and Finance (University cashier). After regular hours, weekends, and holidays, the payment of fines may be made at the Office of Public Safety (only Check or Credit Card payments are accepted).

Banning
Non-payment of fines, frequent or flagrant violations of the University’s parking regulations, or the unauthorized removal of an immobilization device may result in banning. Persons in violation of the unauthorized removal of an immobilization device may be subject to University disciplinary action and/or criminal action.

BANNING IS THE LOSS OF PRIVILEGE OF PARKING A MOTOR VEHICLE ON UNIVERSITY PROPERTY.
The option to impose the banning sanction will be made on a case by case basis and will be a discretionary recommendation of the Chief of Police based on the facts of the violation. If any individual wishes to contest a citation, he/she may appeal to the Chief of Police. All supporting evidence, explanation or documentation must be available to contest the citation. In such instances, the Chief of Police will present a recommendation to the final authority. Refer to the Department of Public Safety Parking Violations and Appeal Process Pamphlet.

STUDENT ORGANIZATION POLICIES AND REGULATIONS
Dillard University subscribes to the idea that every experience or activity endorsed or promoted by the University must contribute to the total development of the student and thereby be a learning experience. The educational program, therefore, is not limited to the academic curriculum but includes all the experiences and activities supervised by the institution. An effort is made to provide an integrated, vital educational environment in which each student may be stimulated to grow in a manner that will reflect an increasing achievement of moral spiritual values as well as intellectual growth.

It should remain clear, however, that all organizations operate on campus at the invitation and approval of the University. Therefore, student clubs and organizations must adhere at all times, on and off campus, to governing policies and regulations established by the University.

Definition
A student organization shall be defined as “a group of Dillard University students joined together in the pursuit of a common purpose, which is in support of the mission, goals and values of Dillard University, guided by a lawful constitution under the direction of chosen officers, and which has been recognized and approved by the director of Student Engagement and Leadership Development (SELD).” Recognition of a student organization in no way implies that Dillard University necessarily endorses the behavior, activities, positions, or points of view espoused privately or publicly by members of the recognized student organization.
Procedures for the Recognition of Student Organizations

Applying for Charter

Any group of 10 or more Dillard students desiring to establish an organization which will be in support of the university goals, purposes and values, may petition the Office of Student Engagement and Leadership Development for recognition.

The proposed organization must submit to the Director of SELD a full application consisting of the following:

1. Student Organization application form obtainable in the office of Student Affairs. The interested students then have (30) days in which to submit a full application for recognition. During that period of time, a proposed organization may be granted the opportunity to have limited organization privileges which may include the following: reserving a meeting space up to four (4) times for organizational planning purposes and advertising for the recruitment of members and announcing planned meetings. No programs or activities may be conducted during this period in the organization’s name.

2. Completed Petition Form to Form a New Student Organization.

3. Completed Organization Advisor Form.

4. Completed Student Senate Agreement Form.

5. One typewritten copy of the constitution as outlined below.
   a. National organizations must have a copy of their national constitution and by-laws as well as student chapter constitution and by-laws. A copy shall be maintained in the SELD office.

6. A typewritten statement explaining both the need for the organization and how the organization proposes to contribute to the quality of student life at Dillard. This statement should address the criteria outlined in Criteria for Student Organization Recognition Approval outlined below.

7. Campus media groups must have the approval of the Vice President for Student Success to move forward with application.

8. Religious groups must have the approval of University Chaplain to move forward with the application.

9. Recreational and athletic groups must have the approval of the Director, Recreation, Health and Wellness to move forward with application.

10. Greek letter organizations must have the approval of the National Pan-Hellenic Council and the Vice President for Student Success to move forward with the application. Specific procedures exist within each group for the establishment of new chapters.

Constitution

The constitution of the proposed organization may be written and structured according to the desires of the authors; however, it must at least have the following topics covered in the document:

1. Name and purpose of the proposed organization.

2. Qualifications and selection process for membership, including a statement of non-discrimination based upon race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin, or age. NPHC organizations that have a partial exemption under Title IX may so modify this statement as authorized by law.

3. Election of officers, their duties, responsibilities, and removal procedures.

4. Meetings of organization.

5. Relationship with university. A statement that the organization will support in its actions and programs the goals, purposes and values of Dillard University and abide by university policies and procedures.

6. Constitution amendment process.
Preliminary Review

The Director of SELD will review the full application, recommend/require changes to ensure compliance with university policies and upon completion by the organization, and forward the full application to SGA for action.

Presentation to the SGA

It is the responsibility of the proposed organization to request being placed on the SGA agenda to appear before the voting body. This request must be made beforehand to the SGA Vice President and upon notification that the full application has been forwarded to SGA for action. The representative shall be required to make a presentation to the SGA to explain why there is a need for the organization and how the organization proposes to contribute to the quality of student life at Dillard. In addition, the representative should be prepared to respond to any questions regarding the application, proposed constitution, or other relevant information that may impact the proposed organization or the quality of student life at Dillard.

Criteria for Student Organization Recognition Approval

The criteria which shall be used by SGA to determine whether a proposed organization deserves recognition is as follows:

1. Is there an identifiable need for the organization at the University?
2. Will the proposed organization contribute to the quality of student life at the University?
3. Does the proposed organization espouse a purpose and a program, which makes it compatible with the mission, goals, and values of the University?
4. Has the proposed organization accurately and completely fulfilled the requirements of submitting the full application packet as specified in the Student Handbook?
5. Is there any other relevant, factual information that may affect the suitability of the organization’s recognition by the University?

SGA Voting Procedure and Appeal Process

After the presentation, the vice president of the Student Government Association shall call for a vote. A two-thirds affirmative vote shall be required to recommend recognition to an organization.

If approved and passed, SGA forwards its recommendation within one week to the director of SELD for final review and approval.

If the director of SELD denies the application that SGA recommended for approval, a letter shall be sent to both the denied organization and the SGA informing each of the specific reasons for denial of the organization’s application based upon the criteria for recognition of student organizations. This decision may be appealed to the Assistant Vice President for Student Affairs within five business days of receipt of recognition of denial.

If SGA recommends denial of recognition, the SGA president shall send a letter to the proposed organization providing specific reasons and the rationale. This decision may be appealed to SGA Student Senate within five business days of receipt of recommendation to deny.

The organizational recognition process is not complete until the organization receives written notification of approval/denial from the director of SELD.

Rights of Campus Organizations

Upon approval of recognition, the group shall become a recognized organization, with all the rights and privileges and immunities conferred by such recognition, which include the following:

1. Use of the university’s name in association with the name of the organization.
2. Use of university facilities in accordance with the policies that govern them.
3. Solicitation of membership on campus under the organization’s name.
4. Solicitation of funds on campus under the organization’s name, subject to the approval of the director of SELD.
5. Listing of the organization in the official publications of the university.
6. Use of university bulletin boards.

7. Registration of events. All events held on campus and off campus which are sponsored by a student organization must be registered with the office of SELD.

8. Ability to petition the Student Government Association for an allocation of funds to be used for activities for the organization.

9. Receipt of university publications that can assist in the organization’s work.

10. Right to request the use of a student organization mailbox.

11. Right to actively promote the goals, purposes, identity, programs and activities of the organization. Active promotion may be regarded as wearing any clothing and/or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization or an event, public announcements at a Dillard event, use of social media, or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Dillard-associated event.

Responsibilities of Student Organizations

Student organizations recognized by the university have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Dillard University.

The life of an organization is reflected in its membership, acting collectively and/or individually in fostering the goals, purposes, activities, and identity of the group.

Members have responsibilities to their organization to conduct their personal behavior in a manner that does not negatively reflect on the organization, particularly in matters that can be related to the functions and activities of the organization. Organizations are expected to educate their members to the appropriate and legitimate ways in which the individual member is to foster the organization’s existence at the university and to take organizational action when the individual fails to adhere to the standards of the group or the university.

Consequently, an organization may be held responsible for a member’s behavior when that member’s behavior is demonstrably related to the organization’s life and draws attention to the organization rather than to the member as an individual student.

Such behavior includes but is not limited to actions of organization officers, discussions and announcements at organization meetings or via organization social media/email list serves, or when it has been alleged or determined the member was engaged in active promotion as defined in Section 2 “Definitions.”

In such instances, alleged violations may be brought against the organization as a whole and the student organization President, or equivalent thereof, shall serve as the organization’s representative in a hearing.

NOISE/AMPLIFIED SOUND/LYRICS

The Director of SELD reserves the right to deny the use of amplified sound or to instruct students or student organizations to turn down the volume of amplified sound if excessive noise will disrupt academic or religious pursuits or the sleep environment in the residence halls. Quite hours in the residence halls are Sunday-Saturday 11pm – 10am.

Music with vulgar or explicit lyrics is prohibited.

MEMBERSHIP

Each organization’s officer must be in good standing in order to remain active in their position with the organization.

An officer must have and maintain at least a 2.75 GPA at the time of nomination or selection or election and throughout the time in office.

If a member loses good standing, he/she will be considered inactive and will receive written notification to that effect from the Office of Student Affairs. The inactive status will remain until such time when both academic and conduct standards are met.
Each organization/club is required to delegate two (2) members to sit on the SGA Senate and have at least one member to attend each meeting. SGA Senate meetings will be held once a month and attendance will be taken.

If the delegate members miss three or more consecutive meetings without a valid written justification, the organization will be placed under suspension and will forfeit privileges of recognized organizations.

ANNUAL REGISTRATION

It is the policy at Dillard University that each campus organization is registered with the Office of Student Engagement & Leadership Development by an established date at the beginning of each academic year. Registration forms can be obtained in the Office of Student Affairs. In this case, registration means providing (1) a current list of active members and officers, and (2) the names and contact information of the advisors, primary and secondary. Before an organization can function on campus, it must be registered.

ADVISORS

The University requires that each campus club or organization shall have an advisor, who is an active member of the faculty, staff, and/or local chapter organization. Advisors are held responsible for insuring that all groups function in ways that are compatible with the University’s mission. In addition, advisors are required to be present at ALL meetings, activities, ceremonies, and social affairs conducted by the organization.

STUDENT ORGANIZATION & CLUB EVENT POLICIES

Eligibility to Sponsor Programs and Events

Student organizations that are in good standing at the University are eligible to apply to sponsor events and activities in University facilities. Student organizations that are on probation or that have outstanding financial obligations to the University are not eligible to sponsor programs or events. A student organization is defined as any organizations that are managed by students including honor societies.

Student organizations may not co-sponsor a special event or late night event with an off-campus organization or with any commercial enterprise. Appeals to this policy must be in writing to the Assistant Vice President of Student Affairs. The University requires contracts and insurance coverage for programs and events that are co-sponsored with external organizations and vendors.

Student organizations may co-sponsor events with organizations, companies, and vendors. They are prohibited from co-sponsoring events with establishments that are commonly known as bars, taverns, or pubs. (Bars, taverns, or pubs are defined as establishments that generate more than half of annual gross sales from alcohol.)

Approval of Events

All programs and activities including but not limited to, workshops, seminars, parties, step-shows, films, recreational activities, university events and activities sponsored by student organizations must be scheduled and approved through SELD. In any case an event is not approved by SELD, an officer of the chartered organization may contact the Director of SELD for further clarification. Events that are not allowed on campus are car washes, Bid-A-Date, and auctions for dates and services. Students and others are also asked to clear all religious events, including visits from local pastors and congregations, through the Office of the University Chaplain. This includes one-time events and recurring events such as Bible Studies.

Reserving Facilities

University facilities will be made available for use to student organizations and officially approved groups on a first-come, first-served basis. In order to reserve a facility, an officer of an organization must submit an Event Request form to SELD at least two (2) weeks prior to the event. SELD will notify the request or via email of the status of their request: approved or unapproved within five (5) working days upon receipt of requisition forms. All events will require the signature and presence of an approved advisor.
Special Event and Late Night Programming Policy

Dillard University endeavors to provide fun-filled events and programs in a safe and secure environment. The following guidelines for special and late night events are designed to complement the University’s regular reservation policies and procedures governing and regulating campus facilities and space. For the purpose of this policy, “late night events” shall mean events expected to end at 11pm; and “special events” shall mean events with anticipated attendance of over one hundred and fifty (150) students and guests, end by 1:30am, and events that may pose safety and security concerns determined by Office of the University Police or a University official (i.e. party, neophyte show, Lock-in, and etc.).

An officer or representative of an organization that sponsors a Special Event or Late Night Program must submit the approved Event Request Form to the Office of the University Police when requesting for Dillard University Security or New Orleans Police. The Office of Public Safety has the authority to require a New Orleans Police detail. The sponsoring organization is responsible for the cost of New Orleans Police details and additional University Police Officers.

All registered student organizations are permitted to reserve University facilities to hold meetings, sponsor workshops, dance parties, recreational programs, concerts, performances and other special events that are approved by SELD. A venue to hold an event will be assigned based on availability, type of activity, number of participants, and location of other events within the facility. Special event/late night venues include the following: Kabacoff Plaza, Kearny Dining Hall, Kearny West Wing, Kearny Terrace, Dent Hall Gymnasium, Natatorium/Pool, Cook Theater or Foyer, Stern amphitheater, DUICEF Lobby, and parking areas.

Procedures for Registering and Sponsoring Events

All organizations are required to register events by fulfilling all of the registration requirements. An organization has the right to request that an event be publicized as a private event in SELD Master Calendar.

Procedures for Registering all events, including Special Events or Late Night Programs

An officer or representative of an organization must complete the Event Request Form at a minimum of three (3) weeks in advance of the program or event. The request for a reservation will remain tentative until all requirements are met. SELD will not approve a Special Event or Late Night Program without the fulfillment of the procedures governing Registering and Sponsoring a Special Event or Late Night Programs such as advisor signature. All organizations must comply with policy. Reservations or requests to use a facility must be submitted directly to SELD.

The Event Request Form is available in the Office of Student Engagement and Leadership Development. This form will be used to evaluate the event for potential risk as well as to determine public safety and staffing requirements. It is imperative that this form has detailed and accurate information about the event so that University personnel can review the program or events logistics fairly and accurately. It may be necessary to follow up with the event sponsor in person to further clarify any areas that appear unclear or nonspecific.

If a University official determines that a meeting is required to discuss the event or program, for example, risk, safety, security, and venue, the meeting must be held at least two weeks in advance of the program date. Representatives from the organization and their advisor will meet with University staff to thoroughly review the event logistics. It is strongly recommended that a program proposal be prepared for distribution at this meeting. Revisions and changes to the event may be requested at this meeting.

In order to ensure that all requests are honored in a timely and efficient manner, an officer or representative of the sponsoring organization must complete all business and finance requirements at a minimum of three (3) weeks in advance prior to the event (i.e. request for a check, requests for catering, equipment, audio and visual equipment, and specifications for venue set up).
Procedures to Request the Natatorium/Pool or Henson Hall Facilities
In order for a student organization to host an event in the Natatorium/Pool, such as a pool party, the student organization is required to have lifeguards and security officers. The student organization must receive the approval of the Director, Recreation, Health and Wellness to use the Natatorium/Pool or Henson Hall. A meeting should be held with the Director of Recreation, Health and Wellness to determine the number of lifeguards that is needed for the event. The sponsoring organization is responsible for the cost of the security officers as well as the lifeguards.

Procedures for University Police Coverage of University Events
Certain university/student-sponsored events will require additional University safety, security, and police coverage. The types of events requiring special coverage include, but are not limited to the following:

- Events that will attract more than one hundred and fifty (150) guests.
- Events that present a topic or activity with the reasonable potential for a disturbance or disruption.
- Events that require entrance fees.
- Events where money will be collected.
  - The Office of Business and Finance must be notified about events where money will be collected.
  - The Office of Business and Finance must assign a staff member to receive money at events.
  - A representative of a sponsoring organization is responsible for contacting the Office of Business and Finance at 816-4654.

Requirements for Security:
1. All pay events open to the University and the public will require paid security.
2. All pay events open only to Dillard University students may not require paid security.
3. Non-paid events open only to Dillard University students may not require paid security.
4. Non-paid events open to Dillard University and the public may require paid security.
5. All fees for security may be paid directly to the Office of the University Police or SELD.

University Police Coverage of University Events
The Office of Public Safety will make the final determination as to whether an event will require special security coverage and the number of officers required.

- Arrangements for special security services must be made with the Office of the University Police at least two (2) weeks prior to the scheduled event.
- A sponsoring organization is responsible for the cost of police details and additional public safety officers according to an hourly rate that is determined by the Office of the University Police.
- Failure to make appropriate arrangements for university police coverage will subject the event to cancellation.

Responsibilities of Public Safety Officers
At events where Public Safety officers are required:

- One (1) officer will be stationed at the main entrance and will conduct periodic checks of the immediate surrounding areas of the event.
- Other officers will be responsible for roving inside the facility and will make periodic checks around the outside perimeter of the area where the event is held.
- Public Safety officers must be scheduled a half hour before the event begins and remain until the event is over and the doors are secured.
There will be a meeting for all event staff, sponsoring organization members and the organization’s advisors with Public Safety a half an hour before the start of the event. At this meeting, event staff will be given instructions and assignments by the advisor or event coordinator.

**Guidelines for the Night of Special Event or Late Night Program**

- **The organization’s Advisor(s) must be present at the event from start to finish:** There are **NO EXCEPTIONS.**
- When required, all attendees must present Dillard University ID for admittance. Students will be asked to present their ID’s each time they enter the event facility.
- A student who does not abide by the policy will not be permitted admission and will be required to leave the premises.
- Security officers at entrance gate will require each guest to submit a valid stated issued photo identification to enter the campus.
- The sponsoring group must ensure that the music stops at the scheduled ending time of the event.
- The sponsoring group must usher event attendees out of the building at the end of the event through the main entrance of the room.
- If the event requires paid admission, there will be no reentry into the venue without official identification such as a stamp or approval of an events staff person.

**Advertising & Publicity**

In order to protect the rights of student organizations and individuals as well as university property and to ensure the campus maintains an attractive appearance, the following rules shall apply:

- A copy of the proposed flyer/poster, table tent, email or social media message, t-shirt, or any other creative form of advertisement must be approved in advance and stamped by SELD.
- All notices and signs must clearly state the official name of the sponsoring organizations.
- Notices or signs are to be limited to bulletin boards. In no case should signs or notices be posted on the outside or inside of campus buildings, except on bulletin boards. Signs posted on walls, glass windows and doors of any campus building will be removed. Signs may not be posted on elevators, trees, or benches.
- Notices or signs posted on departmental bulletin boards must be approved by the department.
- Flyers or notices may not be placed on vehicles parked on campus.
- All signs posted in contradiction to this policy will be removed and discarded.
- Sidewalk chalk is permitted on horizontal surfaces that are exposed to rain where it will naturally be washed away. These surfaces cannot be under overhangs or other areas that would block the surface from being exposed to rain.
  - Only water-soluble chalk may be used for sidewalk chalking. Sidewalk-paint is prohibited.
  - Chalking is strictly prohibited on vertical services such as building walls, steps, columns, etc.
  - Chalking is limited to the following horizontal surfaces: Kearny Hall entrance and Student Union front entrance. Please contact the Director of SELD for additional information.
  - Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.
o Removal of substances that damage university property shall be the responsibility of the persons or parties established as the violators and reimbursement for any restoration costs (i.e., paint removal, cleaning, removal of residual substances, and so on) will be responsibility of the violating party.

o Chalking space can be reserved for a week at a time. After one week, the sponsoring group must remove the chalk from the sidewalk.

• If the event is open to non-Dillard students, the advertisement must state valid college or university identification is required for admission

• For closed events, (Dillard students only), the advertisement must state valid Dillard University identification required for admission

• SELD will review requests from Dillard students to invite a maximum of two (2) guests to a closed event.

• The time the event starts and ends must be on the advertisement, as well as the name of the sponsoring organization. All events must end by 1:30am.

• Admission fee must be included in advertisement about the event.

Proper Identification/Guest Policy

When requested, all Dillard University students are expected to present or surrender a valid University identification card. Pay events that are open to non-Dillard attendees require students from other colleges to present a valid ID card from their college for admission. Individuals who are not current college students will not be permitted to attend late night events, with the exception of Dillard alumni or alumnae who are on a guest list and present a valid state issued photo ID. No exceptions will be made. Special events may or may not require identification. Students may have to pick up their guests at the University entrance gate depending on the event.

Financial Responsibilities

Any organization that financially obligates itself, whether through a member or officer, for services, merchandise, or a facility does so in the name of the organization and its members. Dillard University is not responsible in any way for debts incurred by an organization.

Vendor Contracts

All contractual agreements are required to be reviewed by the Office of Legal Affairs. SELD will not sign any contracts or requisitions that have not been signed by Legal Affairs. Please turn in any contracts that you would like to be review by the Office of Legal Affairs with the Event Request Form to SELD.

Students are prohibited from entering into a verbal or written contract with any vendor or person. Contracts that require payment(s) and are entered into by a student may not be honored by the University. In such cases, the student may be held financially liable for payment and subject to disciplinary action.

Use of University Facilities/ Security

All requests for facilities, other than courses scheduled through the Office of Records and Registration, are considered events. Officially recognized student organizations or groups have use of university facilities free of charge.

All organizations must provide security at events/ activities when attendance is expected to be greater than 150 students. Arrangements for security can be made through the Office of Public Safety. The Office of Public Safety will provide the security needed for any event. There is a cost associated with providing the security and the organizations will be charged.
RECOGNIZED STUDENT ORGANIZATIONS

African World Network Phi Beta Sigma
California Club Omega Psi Phi
Phi Gamma Nu Sigma Gamma Rho
DU Elites Zeta Phi Beta
DU Diamonds Student Government Association
One People Student Activities Board
Blue People Freshperson Class Council
Pre Law Program Sophomore Class Council
Mock Trial Association Junior Class Council
KB Clark Psychology Club Senior Class Council
Peer Educators Commuter Student Club
Collegiate 100 Black men of Dillard University Pre- Alumni Council
Alpha Psi Omega Pre- Med Society
Phi Upsilon Nu Soul of a Poet
NABA Phi Eta Sigma
National Pan Hellenic Council, Inc. Black Ivy Couture fashion club
Alpha Kappa Alpha Global Scholars
Kappa Alpha Psi Chicago Club

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association. The students of this institution have formed a union and have adopted a constitution for their government within the bonds of the union. The aims of the Student Government Association are:

1. To act as a clearing house for student opinion on all matters relative to student welfare at Dillard University.

2. To provide a means through which students may work in close cooperation with administrative officers and faculty members in all programs in which students, administrative officers, and after faculty members participate jointly.

3. To enable students to exercise themselves in the art of self-governance under the democratic process.

Student government at Dillard University is considered a teaching-learning opportunity for the purpose of providing a first-hand experience in democratic living for students. The Office of Student Affairs works closely with the SGA, and the Assistant Vice President for Student Affairs or his/her designee serves as a primary advisor of the organization. A secondary advisor may be selected from the University faculty or staff.
DIVISIONAL INFORMATION

THE DIVISION OF STUDENT SUCCESS
The Division of Student Success provides the necessary support for all students to successfully meet their personal and professional goals and objectives through their Dillard University experience. Students can obtain support and resources through the various departments housed within the Division of Student Success. These departments are:

• Chaplain/VisionQuest
• Enrollment Management
  o Financial Aid and Scholarships
  o Records and Registration
  o Recruitment, Admissions, and Programming
• Student Affairs
  o Center for Career and Professional Development
  o Center for Health and Wellness
  o Judicial Affairs
  o Recreation, Health and Wellness
  o Residential Life
  o Student Engagement and Leadership Development
  o Student Activities
  o Student Union
• TRIO Programs
  o Student Support Services
  o Educational Talent Search
  o Eighth Grade Initiative
  o Upward Bound
  o ADA

ENROLLMENT MANAGEMENT

A. Financial Aid and Scholarships
Dillard University makes every effort to give financial assistance to capable and promising students who would otherwise be unable to attend the University. This assistance is designated to supplement what the student and his/her families are not able to contribute toward his/her expenses. Although the basic premise of financing one’s higher education is the responsibility of the family, Dillard University is committed to assisting each family in obtaining the necessary level of funding. Financial aid resources at Dillard University consist of scholarships, grants, loans and student employment.

Specific information and forms may be obtained from the Office of Financial Aid in Rosenwald Hall, Room 126.

To be considered for financial aid, one must be admitted as a degree-seeking student into the University, be a U.S. citizen or an eligible non-citizen, make satisfactory academic progress, be registered with the Selective Service, if required to, and not be in default on any student loan. Please confer with the current Dillard University catalog or the Office of Financial Aid and Scholarship for more information.

While information about specific programs is available at the Financial Aid office, the important thing to remember is to apply for financial aid each year. Application information is available in Rosenwald Hall, Room 126 beginning mid-fall semester. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) over the internet at: http://www.fafsa.ed.gov. Apply as soon as possible after January 1. There are no application deadlines; however, priority consideration is given to those who apply by March 1. Please refer to the Dillard University Catalog or the Office of Financial Aid for more information.
B. Records and Registration
The Office of Records and Registration provides support to students, faculty and staff in gaining access to student academic records, transcript requests, degree verification and enrollment verification. Specifically, the Office of Records and Registration coordinates and manages the registration process for students at Dillard University. The Office of Records and Registration encourages students to carefully complete the registration process for courses at Dillard University by keeping in mind the following:

• Incoming, continuing, transfer and re-admitted students must present themselves for registration in accordance with the plans of registration established for the current year and listed in the University Calendar.

• Students should consult their academic advisors for assistance in preparing their schedules.

• Each student, however, must assume the responsibility of studying his/her curriculum carefully and should register each semester according to its requirements.

• Continuing students are expected to participate in pre-advisement/early registration for the succeeding semester.

• No student has completed registration until he/she has paid fees as assessed by the Office of Business and Finance.

• No student will be permitted to remain in class unless his/her name appears on the class roster generated by the Office of the Records and Registration.

For information on the actual step-by-step process of registering for courses as well as dropping or adding classes, please read the registration section in the catalogue of the year in which you entered Dillard University.

C. Recruitment, Admissions, and Programming
The Office of Recruitment, Admissions, and Programming coordinates enrollment services for Dillard University, working collaboratively with the academic, student affairs and administrative units to identify and implement process to meet, and strive to exceed student/customer expectations and university goals.

To that end, the Office of Recruitment, Admissions, and Programming seeks to provide the highest standards of excellent in enrollment planning. We actively identify, recruit, and enroll academically qualified students and provide services that promote student retention and success.

It is the policy of Dillard University to admit those applicants who possess high standards of scholarship, serious and realistic educational goals, potential for service and leadership, and the personal characteristics of honesty, loyalty and self-respect.

The University does not make any distinction as to religion, race or sex in the admission of its students. Specific information on admissions policies and requirements may be obtained from the Office of Recruitment, Admissions, and Programming, Rosenwald Hall Room 110, or by consulting the Dillard University Catalog.

STUDENT AFFAIRS
The mission of the Office of Student Affairs is to foster student success by engaging students in learning opportunities that enhance their personal, social, cultural, moral, physical and cognitive growth. The Office of Student Affairs strives to provide services and programs that support students’ educational aspirations and foster students’ academic and personal success, as well as promote student leadership development and aid in providing students with a successful collegiate experience.

Student Affairs provides central leadership and guidance of student services at Dillard University, which includes the direction of divisional strategic planning, facilitation of inter-departmental interaction, coordination of student support and crisis intervention and referral and facilitation of divisional and student life assessment efforts. The office is an important contact point when a student’s need is apparent and it is not clear where to turn for help.
Staff in the office coordinates specific programming and initiatives that promote academic integrity, self-awareness and growth and connection to the Dillard community and the greater New Orleans community.

Student Affairs strives to create a campus environment that is both supportive and stimulating and provides a range of experiences in which personal development thrives and learning flourishes.

Student Affairs believes university students of all ages and backgrounds are engaged in a process of growth and change. The extent and intensity of each student’s involvement in academic pursuits and other aspects of student life determine in large measure the degree of individual student success attained. While students are ultimately responsible for their own lives, the campus environment is formative and instrumental in their efforts to achieve academic success and personal success, therefore the Office of Student Affairs commits to aiding in students’ success by providing opportunities that facilitate the growth, change and development of all students. Opportunities are provided to students through the following areas:

A. Center for Career and Professional Development

The Center for Career and Professional Development supports the holistic development of students by guiding them through the career and professional development process in an effort to prepare them for entry into graduate or professional schools, as well as into the global marketplace.

The process includes student guidance from the first through the fourth year of academia by providing awareness of career development exploration opportunities, professional development activities and leadership experiences to assist in clarification of values, and goal setting for life choices and career decisions.

Each student beginning in their first year is guided through a four-phase process that takes them from the beginning stages of choosing a major and adjusting to college life to the world of work and life after Dillard.

Emphasis is placed on training and developing Dillard University students for internships, permanent employment and graduate/professional school admissions. Through the infusion of career planning and development initiatives into student life, students are empowered to advance their career goals.

- Career development exploration
- Graduate or professional school preparation
- Internships
- Community Service
- Alumni Career Network
- Resume Writing

B. Health and Wellness Center

The Health and Wellness Center strives to promote health awareness for Dillard University students and the academic community by providing quality primary and preventive health care, through educational programs and counseling and by promoting healthy behaviors that facilitate academic success.

- Treatment of illness and injuries
- Physical Exams
- Women’s Health
- Diagnostic screenings
- Over-the-Counter Medication and Prescriptions
- First Aid and Emergency care
- Mental health counseling and medication management
The University Psychiatrist provides counseling and crisis intervention services to Dillard University students.

Health and Wellness offers quality health care provided by a medical doctor and a board certified family practice nurse practitioner. The Health and Wellness Center offers physical examinations, maintenance of chronic illnesses (e.g. high blood pressure, Diabetes, Asthma) and treatment of other minor illnesses. A limited amount of Over-the-counter (OTC) medications are dispensed to students for fever, acid reflux, and cough and colds. All Dillard University students have access to the center services, regardless of insurance coverage. Students can receive unlimited office visits in the center by presenting their student identification card.

The Health and Wellness Center hours of operation are 8:00am – 5:00pm, Monday through Friday. After-hour care is available by contacting Residential Life staff members or University Police.

C. Judicial Affairs

Judicial Affairs strives to make Dillard a just and positive community that focuses on conflict resolution. We believe that one’s actions demonstrate one’s commitment to respecting differences and we must be responsible for our behavior and accountable for our actions. Everyone who chooses to participate in and or visit our community must abide by our policies and practices designed to insure a safe, educational and comfortable existence.

• Student Conduct

D. Recreation, Health and Wellness

The mission of Recreation, Health and Wellness is to enhance the quality of life for the Dillard University family and its community members by providing active and passive recreational, educational, and cultural. It is our objective to provide recreational activities and facilities that are safe, accessible, and aesthetically pleasing to the entire Dillard family.

• Intramurals and Extramural Sports
• Club Sports
• Aquatics
• Group and Individual Fitness

E. Residential Life

The mission of the Office of Residential Life is to provide a safe, secure, and healthy living environment for students that enhance learning and development through community service, quality programming, and academic support. The office provides oversight of:

• Residence Halls
• Residence Hall Association (RHA)
• Resident Assistants

F. Student Engagement and Leadership Development

The office of Student Engagement and Leadership Development is committed to learning beyond the classroom by providing students opportunities to engage actively in orientation & leadership development programs, student governance, and clubs & organizations. We support the mission of Dillard by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

• Student Government Association
• Campus Activities Board
• Greek Life
• Welcome Week
• Homecoming
• Springfest
• Student Organizations
• Commuter Services
• Class Councils
• Student Orientation and Registration (SOAR)
• Martin Luther King Week of Peace and Justice
• UNCF Walk

G. Student Union
The Student Union serves Dillard University as a community center, bringing together students, faculty, staff, alumni, and the surrounding community. Our core values are student engagement, development and success, communication, learning, and building community. The Student Union houses:
• Office of Student Affairs
• Student Government Association
• Student Activities Board
• Health and Wellness Center
• Bowling Alley
• Movie Theatre
• Fitness Center

TRIO Programs
A. Student Support Services
Student Support Services (SSS) is an education grant through the U.S. Department of Education. SSS at Dillard University provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

Eligibility Status
To be eligible to participate in the SSS Program, a student must be a low-income student, a first generation college student, or disabled student. These terms are defined below:
• Low-income student – a student whose family’s taxable income does not exceed 150 percent of the poverty level in the calendar year preceding the year in which the individual initially participates in the project. The poverty level amount is determined by using criteria established by the Bureau of the Census of the U.S. Department of Commerce.
• First-generation college student - a student from a family in which neither parent (whether natural or adoptive) received a baccalaureate degree or a student who, prior to the age of 18, regularly resided with and received support from only one natural or adoptive parent and whose supporting parent did not receive a baccalaureate degree.
• Student with disabilities – a student who has a diagnosed physical or mental impairment that substantially limits his or her ability to participate in the educational experiences and opportunities offered by the grantee institution.

B. Upward Bound
Upward Bound is a highly successful, college-based program of rigorous academic instruction, individual tutoring, and counseling for high school students. These students are the first generation of their families to consider post-secondary education.
Dillard University’s Upward Bound Program is designed to instill confidence in students while generating the skills and motivation necessary for success in education beyond secondary school. We believe that all students have the capacity to learn and excel academically, socially and emotionally.
Our staff works diligently to ensure that all program participants realize their highest academic potential, and the benefits of a quality education. We create a safe, friendly, and caring environment that is conductive to learning. We offer comprehensive instruction in math, science, language arts, and foreign language.

Finally, in order to expose our students to multiple ethnic and socio-cultural perspectives, students attend cultural awareness events, and participate in volunteer service projects. We expose our students to various learning environments, and we acknowledge their learning styles. It is our desire that students who participate in the Upward Bound Program at Dillard University will embrace and enjoy learning, with hopes they will enroll in and graduate from a post secondary institution.

C. Pre-Collegiate Emerging Scholars: Eight Grade Initiative

The Dillard University Pre-Collegiate Emerging Scholars is a cutting edge program that is designed to encourage New Orleans students from diverse backgrounds to successfully negotiate high school and to attend college. Special emphasis is on black male participation, as this segment of the student population has experienced significant high school dropout rates and subsequently a lower matriculation rate in higher education. The program model was founded at California State University at Stanislaus in 2000. Cohorts of 100 students are enrolled into the Dillard University’s Eighth Grade Program Initiative each year. These students remain in the Eighth Grade Initiative Program until their matriculation into Dillard University. The Dillard University Eighth Grade Initiative provides academic and personal counseling and support, financial counseling, college preparation seminars, tutoring and parent workshops in cooperation with selected schools in the Orleans Parish and Recovery School District. All academic and enrichment services are provided here at Dillard University.

For any additional information regarding the Dillard Pre-Collegiate Emerging Scholars program, Please call (504) 816-4714.

D. Educational Talent Search

The Dillard University Educational Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice.

Educational Talent Search provides academic and enrichment services in cooperation with selected schools in the Orleans and Jefferson Parish School Districts, the Recovery School District and the New Orleans Charter Schools. Most of our services are conducted at the targeted schools. In addition students have the opportunity to receive supplemental academic services on the Dillard University campus.

The Educational Talent Search Program is free of charge for each participant through funding from the United States Department of Education. For additional information concerning the Dillard University Educational Talent Search program, you may call (504) 816-4154 or (504) 816-4818.

CENTER FOR FIRST YEAR EXPERIENCE (FYE)

The Center for the First Year Experience (a Title III Project) mission is to ensure that the first year student’s academic experience at Dillard is satisfying and rewarding. To this end, the Center is proactive in anticipating change and takes steps to provide the services first year students need and will require in the future.

The First Year Experience Program, the major focus of the Center, is a structured yearlong program experience designed to assist new students in making a smooth transition from high school to college. The instructors guide students through the transition, teaching them how to navigate waters in which students must swim during their four years at Dillard University. The instructors serve not only as mentors, but also as instructors and advisors.
The Center also schedules workshops, group study sessions, and seminars — FYSI 101 or 102, a one hour per semester course. Its staff consists of a Director for First Year Experience, an Administrative Assistant and instructors. The Center collaborates and cooperates especially with the academic divisions and all campus divisions to achieve its mission, goals and objectives. The Center is a part of Academic Affairs.

**STUDENT SERVICES**

**COLLEGIATE BOOKSTORE**
The Collegiate Bookstore provides for the purchase of textbooks and supplies by students and faculty. It carries personal items, such as toiletries and sundries, candy, stationery, postage stamps, clothing, and jewelry. Purchases may be made with cash Discover, MasterCard, Visa, or American Express. Hours are from 8:30am to 5:00pm Monday-Friday.

**COMMUTER STUDENTS, FACULTY AND STAFF FOOD SERVICE**
Several meal plans are available for commuter students, faculty and staff, including the nineteen (19) meals per week plan. The most popular plans are the eleven (11) meal plan, which has a ten percent (10%) enhancement and the twenty-five (25) Meal Block Plan. These meal plans are valid for breakfast, lunch, dinner, and brunch. See the Sodexho Food Services Manager for more information or to purchase a meal plan.

**COMPUTER ACCOUNTS**
The Office of Information Technology and Telecommunications provides all Dillard students Email accounts, cable and access to the Internet. If you have questions, please contact the helpdesk via email helpdesk@dillard.edu. Contact the library at 504-816-4784 or via email at dulibrary@dillard.edu for remote access to library resources. Students are encouraged to protect their passwords.

**COUNSELING SERVICES**
Students who may need the assistance of professionals regarding personal issues they may be facing can seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

**CONTROLLED SUBSTANCE SUPPORT SERVICES**
Students with alcohol or drug related dependencies should seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

**FITNESS CENTER**
The Fitness Center has an array of exercise equipment, tennis and basketball courts. Members of the Dillard community have access to the Fitness Center, basketball, and tennis courts during hours of operation.

**DISABILITY SERVICES**
The University assists students with disabilities by providing and identifying services and accommodations. Please contact the office of Student Support Services via phone at 504-816-4306 with any question.

**HEALTH SERVICES**
Health and Wellness Center
Student Health and Wellness Center provides services to all students at Dillard University. Clinic hours of operation are Monday through Friday from 8:00am – 5:00pm. Students are seen on a first come first served basis with unlimited visits. The Nurse Practitioner is available to assist students with their health care needs.

After-hour care is available by contacting Residential Life staff members or University Police.
The Health and Wellness Center provides health care examinations and evaluations to all Dillard University students regardless of insurance coverage. There are certain diagnoses (illness and/or injuries) that may require prescribed medications, laboratory tests and other diagnostic examinations, which may or may not be covered by medical insurance. The students are responsible for the cost of prescription medicine, lab work and other diagnostic tests.

**Student health insurance coverage.** (Refer to Student Medical Insurance Plan) Students are encouraged to report to the Health and Wellness Center before going to any hospital and/or private physician for any illness or injury. Medical referrals are given by the Health and Wellness Center to facilitate direction of health care services needed. Emergencies are to be reported without delay for proper documentation of the incident.

**INTRAMURAL SPORTS AND RECREATION**
The Intramural Sports and Recreation program at Dillard University is dedicated to providing students, faculty, and staff with competitive and recreational activities. Through a variety of team sports and individual or group events, the Intramural Sports and Recreation program provides a fun atmosphere and a positive experience to the university community.

**LIBRARY SERVICES**
The Will W. Alexander Library is a learning-friendly, user-oriented library that serves a vital on-campus role as a center for the enhancement of skills and knowledge to ensure students’ college success and encourages post-graduate life-long learning. The library is a place where the highest quality learning tools in information gathering and usage are provided, thereby enhancing its students’ academic and learning experiences. Included among the collections in the Alexander Library are the following:

- **Patton Collection** - a major collection of resources by African-Americans authors.
- **Archives and Special Collections** - a non-circulating collection of documents with major concentrations of resources detailing the history of Dillard University.
- **Periodicals** - the library currently subscribes to more than 300 prints and over 10,000 full-text journals in electronic format.
- **Media Resources** - a number of audiovisual resources are available to enhance classroom instruction.

**The Learning Commons** is learning centered, and offers many services. Located on the first floor, offers 70 computer workstations as well as a variety of research and instructional services, which include:

- **Information Literacy (IL) Instruction** - a core initiative that provides instruction in locating, evaluating, and using resources. Information Literacy is provided through formal classroom lectures, as well as through individualized instruction. Electronic and printed guides, handbooks, pathfinders and bibliographies made available to patrons.
- **Reference Assistance** - Librarians are available at all times to help patrons locate, select and interpret the appropriate information and resources.
- **Interlibrary Loan** - Resources not held by the library are made available through this service. Some nominal fees may be incurred.

**Facilities** - The library is state-of-the-art facility furnished to meet the comfort and needs of library users.

- **Group Study Rooms** are located on the first and second floors are provided for groups engaged in study.
- **Distance Learning** with a seating capacity of 40, the room is located on the second floor and is used for a variety of instructional and campus based activities.
- **Café A´la Carte** – Offers quick-and casual dining for students on the go. The café offers a variety of sandwiches, salads and wraps along with a coffee and pastry stop. It is located inside the library’s Casual Reading room.
Library Technology - Electronic library resources are available from campus as well as from remote locations and may be accessed from the library website at http://books.dillard.edu. In addition to the online public access catalog (OPAC), other electronic resources include indices, abstracts, full text articles and journals, and online books. These resources are made available through the LOUIS consortia as well as through subscriptions to EBSCOHost, Pro Quest, JSTOR and NetLibrary.

MAIL ROOM
The mail room is located in Kearny Hall and provides mail services for the campus community. Mail for the University offices may be sent through the University mail room. However, all inter-campus mail of a personal nature requires postage. Postage stamps will be sold in the bookstore in Henson Hall. The mailroom is open 24hrs a day; however, the mail room service window is open from 8:00am to 5:00pm Monday-Friday. Neither postal mail nor packages are delivered to the housing units. Mail is received and distributed in the University Post Office in Kearny Hall.

PUBLIC SAFETY
University Police provides armed security service 24/7 with the expressed responsibility of protecting life and property of students, faculty, staff, and visitors while on campus. The main entrance to the campus and all buildings located on campus are patrolled by trained armed officers. All campus police officers are licensed and certified by the Louisiana Board of Private Security Examiners and commissioned by the City of New Orleans.

Safety Tips:
1. Students are asked to take normal security precautions, such as locking doors and windows and refusing to admit strangers into their residences or campus facilities.
2. Students display ID cards at all times.
3. Students must register their guests. All guests must surrender a valid state issued photo ID to a University public safety officer to enter the campus.
4. Always attend off campus events with at least one friend.
5. Do not display money and expensive items, such as jewelry in residential unit or in public.
6. Never give a stranger your address.
7. Never prop open the Williams Hall exterior doors, the gates to the Elysian Fields, the DUALS, or other facilities.
8. Do not invite strangers to the campus.
9. Inform University Police of all suspicious activity.
10. Lock your vehicle.
11. Avoid confrontations. Report concerns and problems to Residential Life staff or University Police.

RELIGIOUS SERVICES
The Lawless Chapel Ministry is a student organization affiliated with the Office of the University Chaplain and, in addition to on-campus programming, presents a lively Sunday morning worship in Lawless Memorial Chapel at 11:00am every Sunday. LCM’s ministries include a gospel choir, praise dancers, Sunday school, Bible Study, Council of Christian Brotherhood, women of vision, benevolence and evangelism program.

UNDERGRADUATE RESEARCH
The goal of undergraduate research and creative work is to introduce students to the empirical methods of inquiry, history, and language of intellectual investigation, research, and creative expressions.
VENDING MACHINES
Vending machines are located throughout the campus. There is also several laundry centers located on campus. Students are invited to use these laundries and snack centers at their convenience.

If, for some reason, the machine in which coins have been deposited does not give desired service, malfunction of the machine should be reported immediately. A card is located in the area of each machine describing procedures for reporting malfunctions. It is a crime to insert slugs, counterfeit coins or any foreign substances in a vending machine.

WRITING LAB
Dillard University Writing Center, Division of Humanities
Dillard University’s Writing Center is part of the Division of Humanities, but it services the entire University. Its primary goal is to provide the academic support necessary to increase the academic performance, retention, and graduation rates of all students.

The Writing Center is staffed by trained and experienced writing tutors who are available to meet with you and answer questions. Also, the instructors and tutors in the Writing Center will help you improve your writing skills so that you become a more confident and successful writer in all classes and for all purposes.

Writing Center Hours:
The Writing Center is open when the University is open for fall and spring classes. The peer tutors are available beginning the second week of classes. The Writing Center is not open during exam weeks.

The Writing Center is open Monday through Friday; the Writing Center hours are posted during the second week of classes.

Although walk-ins are welcome, you are encouraged to make an appointment to be sure you receive assistance when you need it. Stop by today.

UNIVERSITY EMERGENCY EVACUATION PLAN
Overview
Emergency Evacuation Plan
• Emergency Evacuation recommendation to President when Level 3 hurricane is in the Gulf of Mexico and vector points North (up to 3 days advanced warning).
• Kabcoff is the designated location to meet for instructions and evacuation.
• Designated staff will evacuate to Shreveport, LA.
• Students and chaperones will evacuate to Centenary College in Shreveport, LA on buses contracted by the University.
• Cell phones with area codes other than 504 are already available to designated administrators.
• Text messaging is already available; students and university personnel need to sign-up to receive messages via their cell phones. Sign-up is available through a link on the University’s website at www.dillard.edu/emergencyalerts.
• A back-up website server has been established at a remote site.
• Emergency information will be updated continuously on the Dillard website: www.dillard.edu/emergencyalerts.
• Emergency Evacuation Plan will be placed on web prior to fall semester.
• An Academic Plan has been developed to ensure no loss in instruction for students; students should consult instructors regarding individual class plan.
• Each division and department should have a Telephone Calling Tree with emergency contact numbers and a designated emergency coordinator.
8-Step Emergency Plan Summary

1. **DECLARATION OF EMERGENCY**
   The President is advised to declare an emergency and immediately begin evacuation procedures once a tropical storm/hurricane reaches the Gulf of Mexico as a Category 3 Hurricane and the directional vector points north.

   [It is anticipated that such analysis should provide as much as three (3) days advanced warning].

2. Crisis Decision Team reviews the situation (President, Executive Vice President, Director of Public Safety and Director of University Communications, President’s Senior Executive Officer).

3. Decision is made to assemble full Emergency Preparedness Team (President, Executive Vice President, Senior Cabinet, Director of Public Safety, Director of University Communications, Facilities Management, SODEXO Food Services, ITT, Human Resources and University Nurse).

4. President (or designee) declares emergency/crisis status and gives instructions to ensure maximum coordination to Executive Vice President and Emergency Preparedness Team.

5. Emergency Preparedness Team begins implementation of plan based on the nature of the situation.

6. Emergency Preparedness Team assembles as frequently as necessary to provide status updates.

7. During the emergency, members of the response team will handle tasks as assigned.

8. Recovery procedures will be implemented after the President declares “all clear” and return to business as usual.

For communication updates: Call the Information Line at 877-551-558 or consult the University’s website at www.dillard.edu

**EMERGENCY EVACUATION PREPARATION CHECKLIST**

**Students**

**Non-Residential**
- Check with local media regarding closure and evacuation.
- You will be informed of make-up days, if necessary.

**Residential**
- Determine where you will evacuate.
- If you require evacuation assistance contacts Residential Life for information.
- Pack medicines, valuables, toiletry items, pillow and blanket or throw cover.
- Unplug all electronic devices. Move items away from windows and off the floor.
- Notify Residential Life staff of your destination and contact number.
- If instructed, you **must** evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check in with residential staff upon your return to receive further instructions.
- Take photos if possible before you leave.
- Take important papers and research documents.
- Take CDs, DVDs and other electronic storage devices.
- Check with local media for further instructions.
- Persons with disabilities use the “buddy system” for assistance to the most appropriate exit route or nearest area of rescue.
Faculty
• Once notified of closure, dismiss classes if necessary.
• Move items from floor of your office.
• Turn off/unplug all electronic devices.
• Secure valuables and lock all doors.
• Check with local media for further instructions.

Staff
• Once notified of closure, turn off and unplug all electrical equipment.
• Remove anything from the floor.
• Dispose of trash and food items.
• Clear items from desk and near windows.
• Secure valuables and lock all doors.
• Watch local media for further instructions.

Emergency Response Team
• President, Senior Cabinet, Public Safety Director, Director of Communications, Facilities Management.
• Others as designated by supervisor/vice president depending on situation.
• Report to president’s conference room when instructed for briefing and assignment prior to emergency and as instructed once implementation of plan begins.
• Secure personal work space.
• Direct employees as instructed.
• Implement tasks as determined by Crisis Decision Team.
• Evacuate as instructed. Be sure to inform President’s Office of your destinations and contact information.
• You will be notified regarding further instructions to return to campus.
# SPORTS SCHEDULE

## VOLLEYBALL

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25/12</td>
<td>Spring Hill College</td>
<td>Mobile, AL</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>9/27/12</td>
<td>Talladega College</td>
<td>Talladega, AL</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>9/29/12</td>
<td>Tougalo College</td>
<td>Tougaloo, MS</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>10/4/12</td>
<td>Southern University at New Orleans</td>
<td>New Orleans, LA</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>10/5/12</td>
<td>Alcorn State University</td>
<td>Dillard</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>10/6/12</td>
<td>Edward Waters College</td>
<td>Dillard</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>10/8/12</td>
<td>Xavier University</td>
<td>New Orleans, LA</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>10/23/12</td>
<td>Spring Hill College</td>
<td>Dillard</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>10/25/12</td>
<td>Fisk University</td>
<td>Dillard</td>
<td>7:00 PM</td>
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<tr>
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<tr>
<td>10/30/12</td>
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<tr>
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</tr>
<tr>
<td>11/3/12</td>
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<tr>
<td>11/5/12</td>
<td>University of Mobile</td>
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<tr>
<td>11/7/12</td>
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<tr>
<td>11/8/12</td>
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<td>TBA</td>
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<tr>
<td>11/9/12</td>
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<td>TBA</td>
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<tr>
<td>11/10/12</td>
<td>GCAC Volleyball Conference</td>
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## MEN/WOMEN BASKETBALL

<table>
<thead>
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<th>Opponent</th>
<th>Location</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>11/6/12</td>
<td>William Carey (Hattiesburg, MS)</td>
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<tr>
<td>11/8/12</td>
<td>Wiley College (Shreveport, LA)</td>
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<tr>
<td>11/9/12</td>
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<td>11/17/12</td>
<td>Blue Mountain College (Homecoming)</td>
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<td>Mobile, LA</td>
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<td>1/5/13</td>
<td>Edward Waters College</td>
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<tr>
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<td>1/14/13</td>
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<td>1/19/13</td>
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<td>1/26/13</td>
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<tr>
<td>2/4/13</td>
<td>Edward Waters College(DH)</td>
<td>Jacksonville, FL</td>
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<tr>
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<td>Xavier University</td>
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</tbody>
</table>

## MEN’S BASKETBALL

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>11/16/12</td>
<td>McNeese State University (Exh.)</td>
<td>Lake Charles, LA</td>
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## WOMEN’S BASKETBALL

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
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<th>Time</th>
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<tbody>
<tr>
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<td>Xavier University Classic</td>
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<td>11/23/12</td>
<td>Xavier University Classic</td>
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<td>TBA</td>
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<tbody>
<tr>
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<tbody>
<tr>
<td>12/29/12</td>
<td>Columbia College Classic</td>
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<tr>
<td>12/30/12</td>
<td>Columbia College Classic</td>
<td>Columbia, MO</td>
<td>TBA</td>
</tr>
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</table>

Please visit www.dillardbleudevils.com for most current and accurate athletic schedules.