

# DILLARD UNIVERSITY

**2022-2023**

## **DILLARD UNIVERSITY STUDENT HANDBOOK**





Dear Students,

As a historically Black university, our Dillard community strives to cultivate leaders who live ethically, think and communicate precisely, and act courageously to make the world a better place. To achieve this, we must protect each other's mental, physical and spiritual health.

Our academic community uses this handbook to explain our expectations of excellence by students and policies and procedures to help us have effective and efficient operations that help us live our mission. It also outlines consequences for not adhering to it. If you have a grievance or want to affect change, the handbook provides guidance for that too.

This handbook is a contract between students and the university. We update it every year! If we all follow it, we should become a better campus and excel at what we are called to do.

Read it, refer back to it and let it guide you as you matriculate.

Following it allows us to activate our commitment to each other.

With Faith and Strength,

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a series of loops and a final flourish.

Rochelle Ford, Ph.D., A.P.R.

President

## **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.

Known 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 Mercedes Benz Superdome, one of the nation's premier facilities for sporting and musical events.

The city is 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.

## **MISSION**

Dillard University is a historically Black institution that cultivates leaders who live ethically, think and communicate precisely, and act courageously to make the world a better place.

## **VISION**

Dillard University attracts the leaders, thinkers, and artists of tomorrow, and equips them with the tools they need to imagine and build a better world for everyone.

Our students do not acquire knowledge alone; they develop compassion and high ethical standards alongside it. They think critically, but they do not stop at thinking; they act to turn their dreams into reality. In doing the work they are called to do, they do not choose the easy path over the right path. Instead, their commitment to excellence and integrity makes their work resilient by inspiring others to join their cause.

Our motto, "Ex Fide, Fortis," means "From Faith, Strength." It is this faith that keeps our vision clear, our hearts full, and our actions confident and deliberate, as together we transform the world into the world that it should be.

## **UNIVERSITY POLICIES AND STATEMENTS**

### **ALCOHOL & DRUG POLICY**

Dillard University recognizes that illegal or abusive use of alcohol and other drugs by members of the university community has a detrimental effect on the university's commitment to provide continual excellence in teaching, research and education. Misuse of drugs by students poses hazards both to the individual involved and to the community. Students share with faculty and staff the responsibility for creating attitudes conducive to eliminating the abuse of alcohol and other drugs within the university community.

Dillard University's approach to addressing substance abuse emphasizes:

- Promoting a healthy environment for our campus community.
- Maximizing opportunities for student development and academic success.
- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
- Providing continuous access to prevention, health promotion and medical and behavioral healthcare services, along with referrals to off-campus treatment facilities as appropriate.
- Encouraging individuals who are experiencing problems associated with alcohol and other drugs to seek assessment and treatment.
- Engaging in ongoing self-assessment of university sanctions for the illegal manufacture, distribution, use or possession of drugs and the unlawful possession or use of alcohol.
- Compliance with the Drug-Free Schools and Communities Act Amendments of 1989: Public Law 101-226 (Appendix A) and Executive Order 12564, Public Law 100-71 and subsequent regulations including the Drug Free Workplace Act (Appendix B).

Please visit [www.dillard.edu](http://www.dillard.edu) and click on MyDU for the complete drug and alcohol policy.

### **ANTI-HAZING POLICY**

#### **I. Policy Statement**

Dillard 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.

## II. Introduction

In accordance with Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature (“Louisiana Hazing Laws”), Dillard University hereby adopts this Uniform Policy on Hazing Prevention (“Policy”) applicable to all Louisiana postsecondary education institutions. This Policy aims to enhance the University’s efforts to establish mandatory requirements and is designed to create and maintain safety for all students who participate in the institution’s activities, programs, groups, teams, organizations and Greek-lettered associations.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018, codified at R.S.17:1801.1, R.S. 14:40.8 and R.S. 14:502 respectively. Dillard University will amend this Policy to reflect any subsequent changes to these statutes. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in the institution’s policy.

## III. Definitions

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- i. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iii. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iv. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

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

**Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.

**Appropriate authority** includes:

- i. Any state or local law enforcement agency.
- ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- iii. Emergency medical personnel.

**Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

**Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

#### IV. Additional Definitions

In addition to the aforementioned actions provided in the Uniform Policy on Hazing Prevention, Dillard University considers the following actions or activities as acts of hazing:

- i. Assigning or endorsing “pranks” such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
- ii. Defacing trees, grounds or buildings on or off University property.
- iii. Conducting hunts or quests.
- iv. Interrogations conducted in a psychologically damaging manner.
- v. Prohibiting a person from talking for an extended period of time.
- vi. Engaging in public stunts and buffoonery.
- vii. Acts of servitude.
- viii. “Walking the line”

#### V. Compliance with Laws

Dillard University’s policy complies with applicable laws and regulations, and will be amended to reflect changes to such laws and regulations, including but not limited to the following:

- A. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;

- B. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
- C. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana’s postsecondary institutions, requires the Louisiana Board of Regents (“BOR”) to adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR’s uniform policy in a manner consistent with the laws and BOR policy.

In accordance with Act 637 of 2018, codified at R.S. 14:502, Dillard University requires any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person.

Any person who violates the provisions of R.S. 14:502 shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both. If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

It is the right of every student at Dillard University 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 designing programs that recognize the moral, spiritual, and intellectual qualities of human rights.

***THE LOUISIANA BOARD OF REGENTS UNIFORM POLICY ON PUBLIC INFORMATION ON HAZING PREVENTION***

**I. POLICY STATEMENT**

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

**II. INTRODUCTION**

In accordance with Act 382 of the 2019 Regular Session of the Louisiana Legislature (“Act 382”), the Louisiana Board of Regents (“BOR”) hereby adopts this Uniform Policy on Public Information on Hazing Prevention (“Policy”) applicable to all Louisiana postsecondary education institutions. This Policy aims to enhance the Legislature’s efforts to make relevant non-confidential information on hazing incidents reported at an institution or by the institution’s students available to the public in accordance

with applicable laws and regulations. This Policy is intended to be implemented in conjunction with the BOR Uniform Policy on Hazing Prevention.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018, and Act 382 of 2019, codified at R.S. 17:1801.1, R.S. 14:40.8 and R.S. 14:502. BOR will amend this Policy to reflect any subsequent changes to these statutes. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in an institution's policy.

### **III. DEFINITIONS**

For purposes of this Policy, Information on Reported Hazing shall mean the information required to be reported by institutions and organizations to law enforcement under Act 382. All other terms, including Hazing, Institutions and Organizations, shall have the same meaning as defined in Acts 640, 635 and 637 of 2018 and Act 382 of 2019.

### **IV. PUBLIC ACCESS TO INFORMATION ON REPORTED HAZING**

When an institution or organization receives sufficiently credible and specific information about an alleged act of Hazing, the institution or organization shall make the Information on Reported Hazing public, subject to the following restrictions and exemptions:

The Information on Reported Hazing shall be redacted to comply to the fullest extent with applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act; and

After necessary redactions have been made pursuant to Subsection IV (a) above, any other information or details that could reasonably lead to the identification of the individual(s) involved in the incident or reasonably jeopardize the safety of the person reporting the incident shall be redacted.

The Information on Reported Hazing, with the redactions authorized above, shall be made public on each institution's website specific to hazing; in addition, an institution may also make such information available on any platform related to hazing, such as brochures or other materials or other source of information that an organization or institution maintains or uses.

### **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 and 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 all students. This policy item does not apply to headgear considered a part of religious or cultural dress.
2. Baseball caps, head coverings and hoods 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. Blue jeans at programs dictating professional or formal attire, such as Commencement.
6. Clothing with derogatory, offensive, and/or lewd messages either in words or pictures.
7. Pants must be worn fastened securely at the waist and are not allowed to sag below the waistline.

## **IDENTIFICATION CARD POLICY**

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.

Dillard University's Office of Public Safety enforces the wearing of the Dillard University ID Badge by all members of the university community.

## **ENFORCEMENT GUIDELINES**

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. Students, faculty, and staff may be asked to wear ID's in a visible fashion to be seen by campus public safety officers and others on campus.
3. All departments should ask for the ID of faculty, staff, and students to verify identity.
4. No personnel are allowed to give their ID Badge to another employee or person to gain entry into a selective card access area or to use privileges associated with the card (i.e. meal plan; copy rights; entrance to events)
5. 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.

## VISITOR POLICY

Visitors that are scheduled to meet with or have an appointment to meet with someone on campus should email name, date, 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.

Visitors of campus residents must present a valid picture ID to Residential Life staff and complete the sign-in process upon entering any residence hall or facility. Visitors must complete the sign-out process upon exiting the halls or facilities. Visitors must adhere to all university policies. All visitors must be accompanied by the host at all times.

### 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.

## IMMUNIZATION REQUIREMENTS

In accordance with Louisiana State Health Department, all students must provide proof of vaccination to be enrolled at Dillard University. Vaccinations are required as a component of Dillard University admission and enrollment 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.\*
5. COVID-19 Vaccine and Booster

\*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/vismening.pdf>

## MEDICAL EMERGENCIES

In the event of a medical emergency during normal business hours, Monday – Friday, 8am -5pm, with the exception of approved university holidays and weekend days, medical and psychiatric issues will be

referred to the office of Student Health Services. When the Student Health Services is closed, the DUPD will serve as the initial contact for service.

**Medical Emergency:** an injury or medical condition of recent onset and severity including severe pain that would lead a prudent lay-person, acting reasonably and possessing an average knowledge of medicine and health, to believe that the absence of medical attention could reasonably be expected to result in:

- (a) placing the health of a person, or with respect to a pregnant woman, the health of the woman or her unborn child in serious jeopardy;
- (b) serious impairment to such person's bodily functions;
- (c) serious impairment or dysfunction of any bodily organ or part of such person; and/or
- (d) serious disfigurement of such person.

Examples of medical emergencies include, heart attacks or stroke; severe abdominal pain; severe bleeding, loss of consciousness, gun shot or stab wounds, injuries to eyes or any attempted suicide, by any means.

Non-medical emergency is defined as any injury that does not involve a medical emergency as defined above.

### **The Standard Operation Plan (SOP)**

In the event of medical or non-medical emergency, the Office of Public Safety should be notified by dialing (504) 816 – 4911 or 4911 from an on campus telephone. If delay may increase the likelihood of severe injury or death, non-university 911 should be contacted first. The Office of Public Safety must be contacted immediately thereafter.

1. Information describing the medical condition, number of person (s) involved, location of the medical condition, name and a call back number are important to share with the Office of Public Safety. This is particularly important for medical emergencies in order for the Public Safety personnel to expedite the arrival of Emergency Medical Services (EMS) by providing directions as well as escort to the scene of the emergency.
2. The Office of Public Safety should assign a person to greet emergency personnel at the place where the person with the medical condition is located.
3. The responding Public Safety Officer will contact the Chief of Police and the Professional Staff member on duty. The Professional Staff member on duty will contact the Asst. Dean of Students and/or the Vice President for Student Success.
4. The Office of Public Safety and Professional Staff member on duty will prepare an objective incident report on the day of event and email it to the following: Asst. Dean of Students, Vice President for Student Success, and Student Health and Wellness Center.

5. In consultation with the medical provider and/or practitioner (or designee), and the Vice President of Student Success (or designee), the emergency contact on file for the student will be contacted. No medical information will be communicated to the emergency contact. The emergency contact will be notified for all incidences regarding psychiatric and medical emergencies.

#### **Ambulance Transport Services:**

1. If the student requires transportation by ambulance, their insurance card and student identification cards should be made available.
2. Dillard University will make arrangements for transportation to a medical facility.
3. Dillard University is not responsible for payment for transportation to or from a medical facility.
4. Upon discharge from any medical facility it is the student's and/or parent/guardian's responsibility to make arrangements for transportation back to Dillard University.

#### **Psychiatric Emergencies on Dillard University Campus**

A psychiatric emergency is defined as any situation where a student attempts to take his/her life, either by drugs, or physical means meant to harm him/herself. A psychiatric emergency may also be defined as any situation where a student attempts to cause harm or harms another individual. Whenever a student demonstrates a risk of destructive behavior towards him/herself or others, immediate assistance should be sought by the Dillard University Police 4911; Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714. The mental health evaluation determines the subsequent actions needed to provide the student with proper support and monitoring during this critical period.

#### **Standard Operation Plan (SOP)**

The following plan is designed for the management of students who indicate potential harm to self or others. Signs of suicidal students, which may include:

Student engages in or attempts to engage in behavior with potential harm to self (e.g., swallowing razor blades, ingesting pills, placing a bag over head, self-mutilation).

Student talks about or threatens suicide or self-injurious behavior with staff or other student(s).

Student has a documented history of previous suicidal attempt(s) or self-harm.

Student exhibits markedly sad, tearful behavior, or reduced emotional reactivity.

Student makes vague references to death.

Student exhibits dramatic shifts from depression to elation, or agitated depression to calm.

Student appears withdrawn with minimal responses, typically registered in a flat, emotionless tone.

The **referral process** for the potentially suicidal student is as follows:

The Office of Public Safety should be contacted at extension 4911 for all potential suicidal threats/attempts. The Professional Staff member on duty, Asst. Dean of Students and/or Vice President for Student Success must be contacted for all potential suicidal threats/attempts.

Any student who has attempted suicide is given medical attention; referred to the Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714; or is sent directly to the hospital.

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 Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714.

### **Automatic External Defibrillator (AED)**

Automated External Defibrillator (AED) is available to assist anyone who has suffered a sudden cardiac or respiratory arrest.

AEDs are located in the following buildings:

- The Office of Public Safety
- Rosenwald Hall 1<sup>st</sup> floor near main entrance
- Stern Hall 1<sup>st</sup> floor near main entrance
- Dent Hall- Athletic training room
- Cook Hall 1<sup>st</sup> floor
- Williams Hall – residence office
- Library – Main desk
- Student Health and Wellness Center

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 is notified immediately at extension 4911 or call the Student Health and Wellness Center at extension 4532. 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, and/or students **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 Hospitalization and Transportation**

In the event of a student requiring hospitalization, it is the student/parent/guardian's responsibility to provide transportation from the facility where the student is being discharged. If the student is having problems with transportation back to Dillard University, the student is encouraged to utilize case management at the facility of admittance.

Medical personnel are best equipped to monitor student health in route to a medical facility. Should any Dillard University student require transportation to the hospital or emergency care facility, an ambulance will be contacted. In non-emergency situations, students may find alternative means of visiting off campus emergency or non-emergency facilities.

Dillard University staff is prohibited from transporting students for medical emergencies and/or psychiatric situations.

### **PSYCHIATRIC ADMISSION AND/OR DISCHARGE**

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 oneself and/or others.

The Culture Center, the Office of Student Support Services and the Office of Public Safety encourage the parental/guardian involvement of any student placed on a Physicians Emergency Certificate (PEC) or Certified Emergency Certificate (CEC). University representatives reserve the right to contact parents, guardians, or caregivers in the event of potential or actual self-harm behavior.

A Physicians Emergency Certificate (PEC) is a valid psychiatric hold for 72 hours.

A Coroner's Emergency Certificate (CEC) is valid inpatient psychiatric evaluation for 15 days in a psychiatric hospital.

Dillard University is not liable for transportation to and from a medical facility requiring psychiatric services. However, New Orleans Emergency Medical Services (EMS) 911 will be activated from the Office of Public Safety if needed.

It is the responsibility of the student/parent/guardian to make transportation arrangements upon discharge from any facility/agency.

## **INVOLUNTARY MEDICAL WITHDRAWAL POLICY**

Students are considered adults when attending the University, and students have a responsibility to not cause harm to themselves or others and to participate in University life safely. A student whose conduct, actions, or statements pose a significant danger of serious harm to the health or safety of themselves or others at the University may be subject to involuntarily withdrawal from the University by the Dean of Students or designee.

Such action will be taken only after an individualized assessment of the student and his or her conduct and in consultation with the University CARE Team.

Involuntary withdrawal of a student is intended as a last resort, when all other options have been considered and are inapplicable, incompatible, or ineffective. Nothing in this policy shall, nor is intended to, override or interfere with a student's right to reasonable accommodations under the Americans with Disabilities Act. Dillard University restates here its commitment to providing reasonable accommodations for students with disabilities.

- (1) A student subject to involuntary withdrawal shall be afforded written notice of the University's intended decision to seek an involuntary withdrawal stating the reasons for the action and the opportunity to provide a response to the notice for consideration by the Dean of Students or designee within five (5) days of the notice.
- (2) Should circumstances warrant, a student may be subject to an immediate temporary withdrawal, pending a further determination. A student subject to an immediate temporary withdrawal shall be provided notice of such withdrawal stating the reasons and an opportunity to respond to the Dean of Students or designee as soon as reasonably possible after such withdrawal. After so responding, the temporary withdrawal may be rescinded, modified, or allowed to stand pending further determination. Notice of this decision shall be given to the student.
- (3) Failure of a student to take the opportunity to respond at the time and in the manner provided by the University shall not affect the validity of or delay any decision made under this policy.
- (4) A student subject to involuntary withdrawal may receive a refund of tuition and fees.
- (5) A student subject to involuntarily withdrawal shall have a hold placed on his or her records and enrollment, and the University may impose conditions for readmission, including but not limited to one or more of the following:
  - (a) Requiring the student to provide the Dean of Students or designee a complete written assessment from the student's treating physician, independent licensed psychiatrist, or other licensed mental health provider stating that the student is ready and able to safely return to his or her educational pursuits;
  - (b) When necessary, a determination from an outside independent licensed psychiatrist or other licensed mental health provider retained by the University and at the cost of the student, that the student is ready and able to safely return to the University;

(c) A written agreement from the student to attend and participate in any treatment/programs/meetings to the extent recommended by student's treating physician or licensed mental health provider and/or an independent licensed psychiatrist or other licensed mental health provider retained by the University; and/or

(d) A determination by a University official or officials, made after consultation with appropriate personnel, that student has met conditions for readmission and that the University has appropriate resources to support and meet any ongoing needs of the student.

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).

### **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 backdated for illness/injury not confirmed by the 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.
4. Students are encouraged to register with the Office of Disability Services to obtain accommodations during and after the hospitalization due to an illness or injury.

### **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. Students attending Dillard University are encouraged to enroll in a private or government sponsored health insurance program. Dillard University does not sponsor student health insurance.

### **NONDISCRIMINATION 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, extracurricular 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.

### **NON-RETALIATION STATEMENT**

Dillard University strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed by the Office of Human Resources, Office of the Dean of Students, or the Office of Academic Affairs, and individuals who engage in such actions are subject to discipline up to and including suspension, exclusion, or dismissal from the University, consistent with University procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

### **PUBLIC HEALTH CRISIS**

In keeping with the mandates of the Centers for Disease Control (CDC), State of Louisiana, and the City of New Orleans, Dillard University reserves the right to change, update, or modify all University and residential life protocols and policies. Compliance with all public health related policies and procedures is mandatory. Failure to comply will result in disciplinary action.

## COVID-19 INFORMATION AND RESOURCES

### KNOW HOW IT SPREADS

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### AVOID CLOSE CONTACT

- **Inside your home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### COVER YOUR MOUTH AND NOSE WITH A MASK WHEN AROUND OTHERS

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

- Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

### **COVER COUGHS AND SNEEZES**

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **CLEAN AND DISINFECT**

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants external icon will work.

### **MONITOR YOUR HEALTH DAILY**

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of **COVID-19.**
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Centers for Disease Control: [www.cdc.gov](http://www.cdc.gov)

Louisiana Office of Public Health: <http://ldh.la.gov/coronavirus/>

Office of Governor John Bel Edwards: <https://gov.louisiana.gov/>

Text LACOVID to 898-211 for updates from the LA Dept of Health.

**Louisiana 211** is partnering with the Louisiana Department of Health to ensure citizens have access to current and accurate information on COVID-19. **Dial 211 for immediate answers to your questions.**

Office of Mayor Latoya Cantrell: [nola.gov](http://nola.gov);

Text COVIDNOLA to 888777 for COVID-19 Updates

**NOLA Ready:** [ready.nola.gov](http://ready.nola.gov)

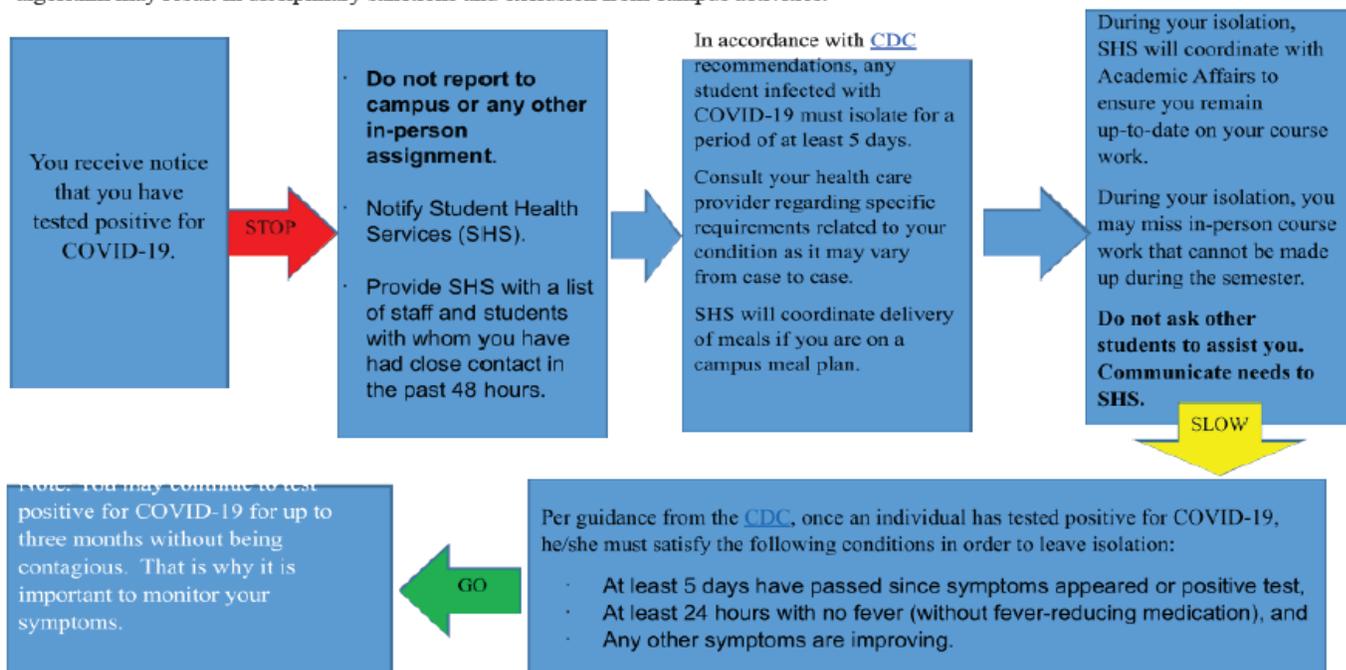
## POSITIVE COVID-19 ALGORITHM

Dillard University has put in place many policies and procedures to protect our community from an outbreak of COVID-19. In spite of these efforts, it is possible that some members of our student, staff or student population may become infected with COVID-19. It is vital that anyone with a positive test result immediately contact the Office of Human Resources (Faculty/Staff) or Student Health Services (Students). We will quickly put in place our infection control protocols and ensure that you receive access to any and all services you need. But, in order to maximize the safety of the Dillard community, everyone who participates in any on-campus, in-person activity must follow the steps outlined below if they have received a positive (+) COVID-19 test result or have been in close contact (6 ft. or closer for 15 min. or longer) with someone who has tested positive.



### COVID-19 Safety Algorithm (Students) – Confirmed COVID-19 positive test

The University also encourages students to monitor themselves for COVID-19 symptoms and undergo testing whenever there is a concern regarding a possible infection. The University understands that there may be a stigma associated with a positive COVID test. Given that more than 36 million Americans have contracted this illness, we hope that any stigma gives way to a desire to keep others safe from harm. The algorithm below is for any student who tests positive for COVID-19. Any failure to follow the steps in the below algorithm may result in disciplinary sanctions and exclusion from campus activities.

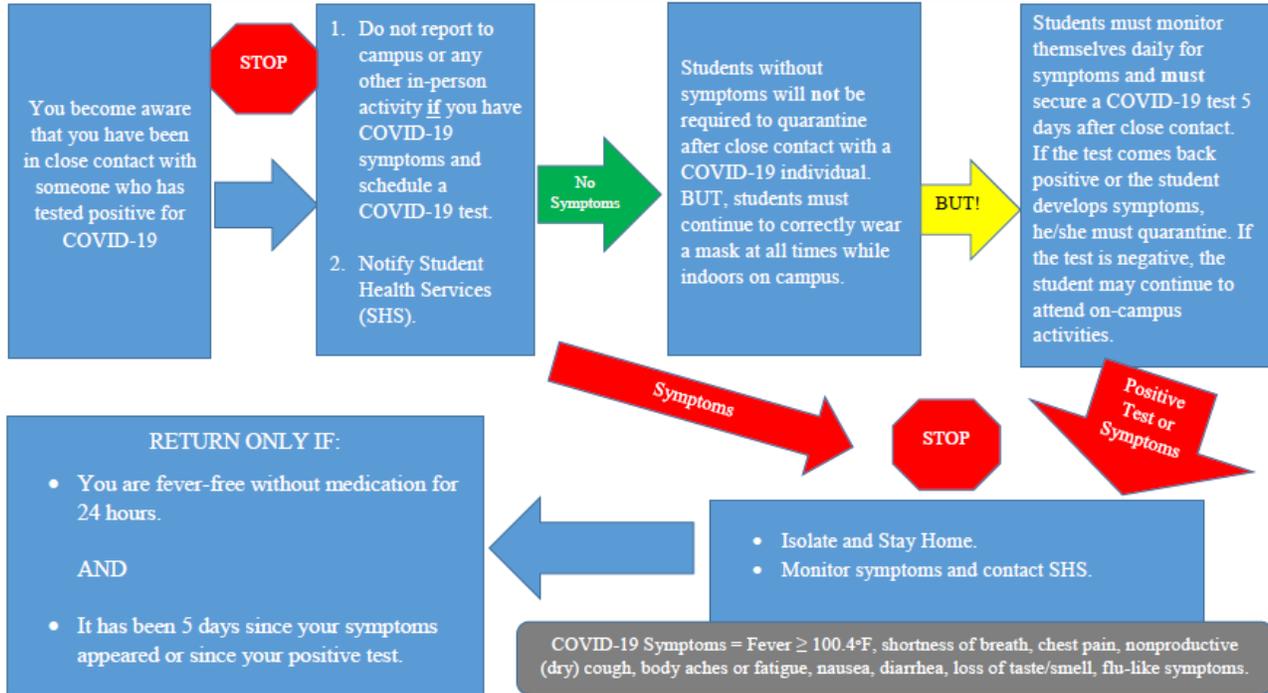




## COVID-19 Safety Algorithm (Students) –

### Close contact exposure to confirmed COVID-19 positive individual

If you become aware that you have been in close contact with someone who has tested positive for COVID-19, you **MUST** follow the steps outlined below. Any failure to follow the steps in the below algorithm may result in disciplinary sanctions. Please note that, for the purposes of all University policies, “close contact” means six feet (6 ft.) or closer for a total of fifteen minutes (15 min.) or longer during any 24-hour period. **Follow the steps below even if you and/or the infected person were wearing masks during close contact.**



## QUARANTINE

**If You Must Quarantine** If you must quarantine due to a positive COVID-19 test result, or if must quarantine due to suspected exposure to COVID-19, immediately contact the Dean of Faculty and Student Academic Services, Dr. Eartha L. Johnson at [ejohnson@dillard.edu](mailto:ejohnson@dillard.edu), [academicaffairs@dillard.edu](mailto:academicaffairs@dillard.edu), and Student Health Services at [studenthealth@dillard.edu](mailto:studenthealth@dillard.edu) to arrange support services and the continuation of class assignments during the quarantine period.<sup>29</sup>

### Who to Contact

Academic leadership wants to ensure direct communication with you during this period of online instruction. Therefore, a list of program coordinators, school chairs, and college deans is shared for your use and reference. In addition, questions should be routed as below:

1. Question about a class? - Contact the instructor.
2. Question about registration and advising? - Contact your advisor.
3. Question about the major? - Contact the program coordinator.
4. Question about the curriculum or other requirements? - Contact the school chair or dean.
5. Question about Canvas/virtual learning? – Email DEAL Support - [dealsupport@dillard.edu](mailto:dealsupport@dillard.edu).
6. Question about pre-law? - Contact Ms. De’Jonique Carter - [dcarter@dillard.edu](mailto:dcarter@dillard.edu).
7. Question about pre-health? - Contact Ms. Tracie Thomas - [tthomas@dillard.edu](mailto:tthomas@dillard.edu).
8. Are a new student/freshman (DU 2025)? - Contact Dr. Kimberly S. Moorehead - [kmoorehead@dillard.edu](mailto:kmoorehead@dillard.edu).

9. Question about an absence or excuse? - Contact Dr. Eartha L. Johnson. – [ejohnson@dillard.edu](mailto:ejohnson@dillard.edu).

General questions can be emailed to [academicaffairs@dillard.edu](mailto:academicaffairs@dillard.edu). Documents can be scanned and emailed to [academicaffairs@dillard.edu](mailto:academicaffairs@dillard.edu).

### *Virtual/Remote Learning Expectations*

- Appropriate dress is required; students should not attend class wearing pajamas or other sleepwear.
- Have a quiet place free from distractions when logging into class. Consider using a virtual background to protect the privacy of others who might be in your home, apartment or shared space. Some Dillard themed virtual backgrounds can be found here. Full URL: <https://www.dillard.edu/communications/backgrounds.php>
- Be ready for class - which means have materials and be on time.
- Do not log into class from the car, while running errands, shopping, working, etc. Virtual learning has the same requirements and expectations as in-class learning.
- Your camera must be on for the duration of the class meeting as well as for quizzes and tests.
- Homework and assignments are due on the date assigned by the instructor.
- Central Standard Time/Chicago Time will be used for class start time and homework/assignment due dates. For example, if a class is scheduled to start at 8:00am, then that would be 6:00am for those in the pacific time zone (west coast), 7:00am for those in the mountain time zone, and 9:00am for those in the eastern time zone (east coast). The same will be observed for homework/assignments due dates.
- There are no make-up classes for virtual sessions that are missed.
- The chat feature should not be used for personal communication and exchanges. It should only be used as directed by the instructor. Note: Accreditation and licensure considerations for the nursing program may affect some of the above. Nursing students should contact Dr. Sharon Hutchinson, Dean of the College of Nursing, at [shutchinson@dillard.edu](mailto:shutchinson@dillard.edu) for details. Faculty members and students considered part of a vulnerable population will have options to work or learn from home. Faculty members should contact Mrs. Collette Brannon in the human resources office at [cbrannon@dillard.edu](mailto:cbrannon@dillard.edu). Students should contact Dr. Eartha L. Johnson, Dean of Faculty and Student Academic Services at [ejohnson@dillard.edu](mailto:ejohnson@dillard.edu).

### *Student Vaccine Requirement*

Students who fail to produce proof of vaccination shall be prohibited from registering for classes. Vaccine Information: The U.S. Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA) have approved vaccines that offer substantial protection against COVID-19. According to the CDC, large-scale clinical trials found that COVID-19 vaccination prevented most people from getting COVID-19 and was also very effective at preventing severe illness and hospitalizations related to COVID-19. Reports of serious side effects from vaccinations are rare, but students should consult with their medical provider prior scheduling a vaccination and review information on the CDC's website here. Please be advised that submission of false immunization documentation, in addition to being a crime, will result in the initiation of judicial proceedings and possible expulsion.

Next Steps: The State of Louisiana has opened vaccination to all individuals aged 16 and older. Call 1-855-453-0774 to find a vaccination location near you or visit the Louisiana Department of Health's website here. Please bear in mind that the two doses of the Pfizer vaccine are separated by three weeks and the two Moderna doses are separated by four weeks. The second shot will be scheduled when you get your first shot and will be administered at the same location. The Johnson & Johnson vaccine is one dose. Accommodations: Students may request an exemption from the vaccination requirement for medical or religious reasons. Additionally, students may decline the vaccine for philosophical reasons. Please note that the philosophical objection is only available to students whose only on-campus activity will be in-person classes. The University will release an updated accommodation form for students shortly with instructions on how to request and submit an

accommodation from the vaccine requirement. Interested students should contact the University's General Counsel, Brendan Greene, at [bgreene@dillard.edu](mailto:bgreene@dillard.edu) for additional details.

**COVID Testing:** All unvaccinated students, regardless of accommodations status, must provide Student Health with proof of a negative COVID-19 test twice per week. The tests must be separated by at least forty-eight hours. Please be advised that students will be responsible for the scheduling and cost of COVID-19 testing as the University has ended its free surveillance testing program. Finally, please be advised that the University's mask requirement is now in place. All students, staff and visitors must wear a mask at all times while indoors.

## **STUDENT VACCINATION REQUIREMENT**

*Basics:* Over the past two years, the Dillard Community has shown incredible resilience and demonstrated a passionate commitment to educate future generations of young leaders. We are grateful to our students, staff and faculty for weathering this storm. Our pandemic-related work, however, is not yet done. As evidence of our staff's dedication, more than 90% of them fully vaccinated. And, our student body has followed this example by reaching over 80% vaccination. In order to maintain a safe and healthy environment, Dillard shall leave in place its COVID-19 immunization requirement for the 2022-2023 academic year.

Additionally, The U.S. Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA) have approved vaccines and boosters that offer substantial protection against COVID-19 and serious health complications related to COVID-19 infection. Therefore, all newly- admitted students must provide proof of full vaccination, which includes a booster vaccine dose, by July 15, 2022 (or two weeks prior to on-campus move in). Returning students were already subject to the University's prior vaccine requirement and must continue to keep their vaccination status up-to-date with Student Health. This includes a requirement to produce evidence of a COVID-19 vaccine booster no later than July 15, 2022.

*Vaccine Information:* According to the CDC, large-scale clinical trials found that COVID-19 vaccination prevented most people from getting COVID-19 and was also very effective at preventing severe illness and hospitalizations related to COVID-19. Reports of serious side effects from vaccinations are rare, but students should consult with their medical provider prior scheduling a vaccination and review information on the CDC's website here.

Any student (newly-admitted or returning) who fails to provide proof of full COVID-19 immunization (including proof of a booster dose) by either July 15, 2022 or two weeks prior to move-in will not be able to register for in-person classes, reside in University-sponsored housing or participate in group activities unless he/she requests and receives an exemption (explained in more detail below). Additionally, all unvaccinated students will be required to submit to weekly COVID-19 surveillance testing, even if the University grants an exemption from the immunization requirement.

*Next Steps:* The State of Louisiana has opened vaccination to all individuals 18 and older (Moderna or Johnson & Johnson) and 12 and older for Pfizer-BioNTech. Call 1-855-453-0774 to find a vaccination location near you or visit the Louisiana Department of Health's website here. Please bear in mind that eligibility of the booster varies depending upon the manufacturer. Those who have received the primary COVID-19 vaccination series from Moderna or Pfizer may receive a booster after five months. The Johnson & Johnson wait period is two months after the initial dose.

*Accommodations and Exemptions:* Students may request an exemption from the vaccination requirement for medical or religious reasons. Any such request should be directed to Brendan Greene, General Counsel, at [bgreene@dillard.edu](mailto:bgreene@dillard.edu). There are two different accommodation request forms. One for students seeking to reside in University-sponsored housing or participate in group activities (including sports), and one for students seeking only to attend class in-person.

## **RENTERS INSURANCE**

The University assumes no responsibility for lost, damaged or stolen property. The University does not provide insurance or financial protection, assume any responsibility for any loss or damage or destruction to the resident student's private property or articles left after vacating the premises. Students should take care to protect their valuables. Insurance is important to have should an incident occur, and a student's property is damaged. All residents are required to declare their Renters Insurance decision on their Housing Application or Contract prior to moving in. The selection options at the time of application are as follows:

- My personal items will be insured by my family's homeowner's/renter's insurance.
- I'm interested in purchasing Renter's Insurance through [GradGuard](#)
- I will not insure my personal items at this time.

Residents are responsible for planning to insure their personal items while residing in university housing. Resident students are strongly encouraged to secure insurance for personal property. This is particularly important in emergency related events such as power outages. Any items needing refrigeration (i.e., groceries or medicine) can become an expense within an extended time period. After determining what it would cost to replace your more expensive belongings students should inquire to determine if their family homeowner's insurance would cover the loss. If not, we recommend that you purchase additional personal property insurance or renter's insurance. The university has a partnership with GradGuard Insurance and Protection program that offers affordable rates for students.

## **RESIDENCY REQUIREMENT**

First-year, full-time students (with less than 30 semester hours) are required to live on campus during their first year at Dillard University 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. Are legally married.
3. Have residential custody of dependent children.
4. Are active duty military personnel or veterans.
5. Are 21 years of age or older.
6. Have a documented medical condition as approved by the Center for Health and Wellness and/or the Office of Disability Services, where living off campus would be a reasonable accommodation.

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 Dean of Students 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 offsite 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 a Request for Transportation Assistance Form or Shelter of Last Resort Form by the required deadline.

## **ROMANTIC OR SEXUAL RELATIONSHIPS BETWEEN FACULTY, STAFF AND STUDENTS**

When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the university, there is the potential for a conflict of interest, favoritism, and exploitation. In order to protect the integrity of the university academic and work environment, this policy outlines limitations on consensual romantic or sexual relationships between faculty, staff and students at Dillard University.

For the purpose of this policy, *consensual romantic or sexual relationships* means relationships of a romantic, dating, and/or sexual nature entered into with consent of both parties. For the purpose of this policy, *supervisory or evaluative authority* is the power to control or influence another person's employment, academic advancement, or extracurricular participation, including but not limited to, hiring, work conditions, compensation, promotion, discipline, admission, grades, assignments, supervision of dissertations, recommendations, financial support, or participation in extracurricular programs.

### **Evaluative Authority**

When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the university, such as faculty-student, supervisor-supervisee, advisor-advisee, coach-student, senior faculty-junior faculty, senior staff-junior staff, or faculty-staff, there is the potential for a conflict of interest, favoritism, and exploitation. These relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment. Further, a party's professional or academic reputation may suffer due to perceptions of favoritism or exploitation. Moreover, such relationships may lead to restricted opportunities, or a perception thereof, for others in the work or academic environment.

To protect the integrity of the university academic and work environment, Dillard requires that when a consensual romantic or sexual relationship exists or has existed between people in positions of unequal power at the university, the person with the greater power must not hold any supervisory or evaluative authority over the other person in the relationship, except as provided below.

If such a consensual relationship exists or develops, the person in the position of greater power must immediately report the relationship to his or her department chair, dean, or the Office of Academic Affairs (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). It is the responsibility of both the person with the greater power in the relationship and the individual to whom

the relationship is reported to ensure that the party with the greater power is removed from any supervisory or evaluative authority over the other party to the relationship. In extraordinary circumstances where removal of supervisory or evaluative authority is not practicable, the parties must work with the department chair, dean, and the Office of Academic Affairs (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member) to determine whether a written management plan can be developed to manage the conflict of interest. Failure to comply with the notification, removal, or management plan requirement is a violation of this policy.

### **Relationships Between Faculty/Students and Coaches/Students**

Consensual romantic or sexual relationships between faculty and students or coaches and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest since a teacher's or coach's influence and power may extend beyond the classroom, department, or team. There is always the possibility that the faculty member or coach may unexpectedly be placed in a position of power over the student. Due to the institutional power differential in faculty-student and coach-student relationships, there is the inherent risk of coercion and the perception by others of exploitation.

Accommodations for preexisting relationships between a faculty/staff member and a prospective student will also be considered on a case-by-case basis, and, when possible, will lead to development of a management plan in consultation with the department chair, dean, and the Office of Academic Affairs. Failure to comply with the required notification, removal of evaluative authority or management plan is a violation of this Policy.

### **Consequences for Violations**

If any faculty, staff, or student of Dillard violates the terms of this Policy, disciplinary action will be taken in accordance with relevant disciplinary procedures contained in the relevant handbooks, policies, procedures, practices, or contracts. Violations of this policy will result in disciplinary actions, which can include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, and termination of employment.

### **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 employment, service, or educational 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.

## **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 Dillard University buildings and property. The use of all tobacco products are prohibited.

### **STUDENT COMPLAINTS POLICIES & PROCEDURES**

#### ***POLICY***

Directives from the United States Department of Education and SACSCOC Principle of Accreditation 12.4 require institutions of higher education to establish procedures for resolving student complaints. Compliance requires the maintenance of records related to all written complaints from students along with a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint. A written complaint from a student received by an office for redirection to another appropriate office becomes the responsibility of the receiving office.

Records associated with the written complaint along with information included in the log that contain personally identifiable information about students may be subject to the federal Family Educational Rights and Privacy Act of 1974 and should be protected against improper disclosure. These records and logs are subject to examination or review by the United States Department of Education and the Southern Association of Colleges and Schools Commission on Colleges.

### ***PROCEDURES***

It is hoped that minor differences can be resolved without recourse to the process listed below. However, there may be situations where a more formal process may be necessary. This process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the student conduct process, the administrative rules of the University or any provisions of the collective bargaining agreement between the faculty or staff member and the University or any other appeal/grievance already existing within a department. Usually, the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Students who intend to file a complaint or an academic or nonacademic grievance must follow the instructions below.

#### **Academic Complaints**

A student who wishes to raise a concern about an academic issue must initiate the process. The process requires the student to complete an “Academic Grievance” form and submit it to the person, instructor, staff, or administrator against whom the complaint is being made. If the grievance is resolved at that time, no further action is needed but both student and respondent should keep a record of the complaint with copies forwarded to the offices of the Program Coordinator, School Chair, College Dean, and Dean of Faculty and Student Academic Support Services, and Vice President for Academic Affairs within five business days.

If the grievance is not resolved, the student should appeal to the supervisor of the person, against whom the complaint is being made, (for example: if the unresolved grievance is against a faculty member, the student should appeal to the program coordinator). If the grievance is resolved with this person, no further action is needed but, as above, a record of the grievance and its resolution should be sent to the next lines of authority.

If the grievance is still not resolved, the same procedure may be used to appeal to the school chair, college Dean, and the Dean of Faculty and Student Academic Support Services, respectively. If the matter remains unresolved, the grievance may be appealed to the Vice President for Academic Affairs, whose decision is final. At each line of authority, the Academic Grievance form is completed and moved to the next level by all involved in the grievance process.

Please refer to the *University Catalog* for the complete student grievance policy for academic complaints.

#### **Non-Academic Complaints**

A non-academic grievance occurs when a Non-Academic Grievance Form has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the University as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student. Prior to any grievance action, the student must attempt to obtain a satisfactory resolution through the Informal Complaint process. The Non-Academic Grievance Form must be filed no later than thirty (30) calendar days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) calendar days after the applicable decision deadline.

The director, administrator, or designee receiving the written grievance shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) via their Dillard University email addresses within fifteen (15) business days of receiving the grievance petition.

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the via the online Non-Academic Grievance Form along with the director's, administrator's, or designee's written response to previous resolution attempts within ten (10) calendar days of receiving the decision, or if no decision was issued, no later than ten (10) calendar days after the applicable decision deadline.

Please refer to the [www.dillard.edu](http://www.dillard.edu), MYDU, for the complete student grievance policy for non-academic complaints.

## **STUDENT DEMONSTRATIONS/PROTESTS**

To ensure that public demonstrations of opinion do not violate directly or indirectly the rights of others by preventing the ordinary operation of the University, applications for permits for all activities in the nature of a public speech, rally, demonstration, march, or protest must be submitted a minimum of 48 hours in advance to the Office of the Dean of Students. If approved, the activities must be conducted in accordance with the rules set forth below and not violate any policies set forth in the Code of Student Conduct. The Dean of Students reserves the right to determine the time, place, and manner of any public demonstration in order to safeguard University operations and the rights of the University community. Participation in a demonstration without prior authorization could result in conduct action. The organizers of any demonstration should be aware that they are also responsible for compliance with the Code of Student Conduct, local, state, and federal law. The following types of conduct will be treated as disruptive and unacceptable:

- Obstruction or disruption of the affairs of the University including, without limitation, teaching, research, public presentations, administration, conduct procedures, athletic or dramatic events, or placement or recruitment services.
- Unauthorized entry to a University facility and failure to leave a University facility when requested to do so by a representative of the University.
- Obstruction of the entrance or exit to a University facility or a campus roadway.

## **TITLE IX POLICY**

The information below is excerpted from the Dillard University Title IX Policy. Please refer to the [www.dillard.edu](http://www.dillard.edu), for the complete Title IX Policy.

### **I. Introduction**

Dillard University (the "University") complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual and gender-based harassment, assault and sexual violence) based on gender in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of gender discrimination. Dillard University has designated a Title IX Coordinator to coordinate compliance with and respond to inquiries concerning Title IX.

The University will take prompt and effective steps to end any sexual or gender-based harassment and discrimination, assault and/or sexual violence as well as to eliminate any hostile environment. It will take prompt and effective steps to prevent the recurrence of the prohibited conduct, and remedy any effects on the victim or others as appropriate.

The purpose of this policy is to define the conduct prohibited, describe the process for reporting violations of the policy, outline the process used to investigate and adjudicate alleged violations of policy, and identify some of the resources available to students, faculty and staff involved in any incidents that may violate this policy.

The University does not discriminate on the basis of sex in any education program it operates and Title IX prohibits such discrimination. Title IX's prohibition against discrimination based upon sex extends to admission and employment. Inquiries about the application of Title IX may be referred to the University's Title IX Coordinator (using the contact information listed below), or the Assistant Secretary for Civil Rights at the U.S. Department of Education.

## **II. Applicability and Prohibition**

Members of the University community shall not engage in sexual discrimination, including relationship violence, stalking, or sexual misconduct (all of which are discussed in more detail below) against employees, students, or third parties. Persons who do so are subject to disciplinary action. The University also prohibits sexual discrimination, including relationship violence, stalking, and sexual misconduct by third parties towards members of the University community. The University prohibits retaliation, including retaliatory harassment, against individuals who report discrimination, relationship violence, stalking, or sexual misconduct or who participate in the University's investigation and handling of such reports.

This policy and the procedures for addressing complaints apply to all forms of sex discrimination, including sexual and gender-based harassment, assault, and violence, against students occurring in/at a University education program and/or activity. For the purpose of this policy, a "University education program or activity" includes locations, events, or circumstances over which the University exercises substantial control over both the respondent (see definition below) **and** the context in which the sexual harassment occurs. Also included is any building owned or controlled by a student organization (like a fraternity or sorority) that is officially recognized by the University.

Pursuant to regulations promulgated by the Department of Education ("DOE"), sexual harassment that does not occur in/at a University education program or activity does not constitute a violation of Title IX. Accordingly, when alleged sexual harassment occurs outside of the University's education program or activity (as defined by this policy) the University will conduct an investigation pursuant to the student disciplinary process established by the Student Handbook as opposed to this Title IX policy. Further, some conduct may not meet the strict definitions of sexual harassment provided for by the DOE's regulations. In such instances, the University will investigate such conduct under the processes described in the Student Handbook.

## **III. Gender Discrimination**

Title IX of the Educational Amendments of 1972 prohibits gender discrimination at institutions of higher education. The University prohibits gender discrimination in any of its programs or activities. Sexual discrimination, including sexual assault, stalking, and other kinds of sexual violence, is a form of gender discrimination. This policy and its related procedures apply to complaints alleging all forms of gender discrimination (including sexual harassment, stalking, sexual assault, and sexual violence). For the purposes of this policy, references to sexual misconduct include all forms of sex discrimination, including sexual and gender-based harassment, assault, and violence.

#### **IV. Retaliation**

The University, its employees, staff, faculty, or any other person shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, regulations promulgated by the DOE, or this policy because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, regulations promulgated by the DOE, or this policy constitutes retaliation.

The University shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination established by this policy.

#### **V. Title IX Coordinator**

Dillard University has designated a Title IX Coordinator to coordinate compliance with and respond to inquiries concerning Title IX. Complaints should be made to:

Sheila Judge  
2601 Gentilly Boulevard  
New Orleans, Louisiana 70122  
(504) 816-4370  
sjudge@dillard.edu

Title IX complaints may also be filed with the Department of Education's Office for Civil Rights by visiting the U.S. Department of Education's website:

<https://www2.ed.gov/about/offices/list/ocr/index.html>  
or calling 1-800-421-3481.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Incidents covered by Title IX may also violate criminal law. Individuals who feel that they are also the victim of a crime should file a report with local law enforcement and/or the Dillard University Police Department (DUPD). Local law enforcement and DUPD may, depending upon the circumstances, pursue a

complaint simultaneously. However, in most instances, Dillard University may briefly suspend its investigation until local law enforcement has completed gathering evidence for the criminal investigation.

A criminal investigation is intended to determine if an individual has violated criminal law and may result in an individual (the accused) being imprisoned or subject to other criminal penalties. Law enforcement has the sole discretion to charge the accused with violating criminal law. A Title IX investigation does not result in imprisonment and the University must conduct a Title IX investigation, even if a criminal investigation is ongoing. As described in more detail below, the University may temporarily extend timelines related to Title IX investigations during a criminal investigation into related allegations.

If the University suspends its investigation during the criminal law evidence gathering stage, the University will notify the complainant (the person filing the complaint or the alleged victim) and the accused or the respondent as appropriate under the particular circumstances. The University, however, will continue to take all measures to investigate the incident during the criminal investigation without impeding the criminal investigation. The University may also put in place supportive measures to assist and protect the safety of the parties and the campus community and to prevent retaliation.

## **VI. Prohibited Conduct**

While the University prohibits any form of sexual harassment as defined in Article III above, for the sake of clarification, the University has listed additional descriptions/definitions of prohibited conduct below:

### ***A. Dating Violence:***

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The University will determine if such a relationship exists based upon a consideration of the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved in the relationship.

For the purposes of this section, “violence” includes, but is not limited to, felony or misdemeanor crimes of violence as established by state and federal law.

### ***B. Domestic Violence:***

Felony or misdemeanor crimes of violence, including but not limited to the intentional use of force or violence, committed by:

- a) a current or former spouse or intimate partner of the victim;
- b) a person with whom the victim share a child in common;
- c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Louisiana; or
- e) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Louisiana.

### ***C. Stalking:***

A course of conduct directed at a specific person that would cause a reasonable person to:

- a) fear for their own safety or the safety of others; or
- b) suffer substantial emotional distress.

Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

NOTE: While, "cyberstalking" may not fall under the definition of "sexual harassment" under regulations established by the Department of Education, it is still prohibited by the University. Please refer to the University's Code of Student conduct for the definition of cyberstalking. Any allegations of cyberstalking shall be investigated under the University's standard disciplinary process.

**D. Sexual Misconduct:**

(1) *Sexual Misconduct (Generally)* – The University defines sexual misconduct as nonconsensual sexual intercourse, other sexual conduct (including attempted intercourse) without consent. This definition includes conduct classified as a crime under the laws of Louisiana such as 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 alleged assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, sodomy and unwanted touching of an intimate part of another person for the purpose of sexual gratification. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object. In some, very limited instances, sexual misconduct may not violate Title IX. In such instances, the University will pursue its investigation under the disciplinary process established in the Student Code of Conduct.

(2) *Sexual Assault* – Forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Such offenses include, but are not limited to:

i. *Sexual Battery* – The intentional touching of the breasts, buttocks, anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, directly or through clothing, or the touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim, directly or through clothing without the victim's consent (the University's definition of "consent" is included in Article III above).

ii. *Rape* - The act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person's lawful consent. For the purposes of this policy, "rape" shall also include circumstances where:

1. the victim is prevented from resisting the act by force or threats of physical violence under circumstances where the victim reasonably believes that such resistance would not prevent the rape.
2. the victim is incapable of resisting or of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by a narcotic or anesthetic agent or other controlled

dangerous substance administered by the offender and without the knowledge of the victim.

3. the victim is incapable of resisting or of understanding the nature of the act by reason of a stupor or abnormal condition of mind produced by an intoxicating agent or any cause and the offender knew or should have known of the victim's incapacity.
4. the victim, through unsoundness of mind, is temporarily or permanently incapable of understanding the nature of the act and the offender knew or should have known of the victim's incapacity.
5. the victim submits to a sexual act under the belief that the person committing the act is someone known to the victim, other than the offender, and such belief is intentionally induced by any artifice, pretense, or concealment practiced by the offender.

(3) *Sexual Exploitation*: Sexual exploitation is taking nonconsensual or abusive sexual advantage of another for one's own advantage, benefit, or edification or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Intentionally exposing a private or intimate part of one's body in a lewd manner to another without the other's consent;
- Committing any other lewd act in a public place;
- Prostituting another student;
- **Non-consensual video or audio recording of sexual activity;**
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to witness one's consensual sexual activity;
- **Texting or taking pictures of sexual activity without the consent of either or both parties engaged in the sexual activity and/or transmitting/sending the pictures or likeness via any electronic medium or social media;**<sup>1</sup>
- Texting, taking or transmitting/sending via social media, email or other electronic media of another's intimate parts without their consent. (Note: this includes disclosures when the person disclosing the image knew or should have known that the person in the image did not consent to the disclosure of the image);
- Engaging in non-consensual voyeurism; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

(4) *Verbal Sexual Abuse* – 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 that would be considered obscene.

## VII. Confidentiality

---

<sup>1</sup> The University draws particular attention to misconduct associated with social media accounts to emphasize that a consensual act could later constitute misconduct if recorded and published in an electronic format. This includes images that may have been taken for private use but were later disclosed to a wider audience without the consent of the individual(s) who appear in the image.

This policy is intended to provide the University community with a positive working and learning environment that is free from sexual misconduct. Complaints of sexual misconduct will be investigated in a manner that is consistent with this goal. Although the University respects a complainant's or alleged victim's interest in keeping certain Title IX incidents confidential, the University may be unable to comply with the request for confidentiality. The University will keep the complaint and investigation confidential and will make every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the privacy of all parties. Each situation is resolved as discreetly as possible, with information shared only with those who need to know. Because Title IX and the University prohibit retaliation, the University will take proper steps to prevent such retaliation and will take strong responsive action if such retaliation occurs.

In those instances where a complainant or alleged victim requests anonymity, the University will try to honor the request, if possible. However, the University must inform the complainant or alleged victim that anonymity may limit the University's ability to fully and effectively investigate the complaint or take corrective action. In certain circumstances, the University may be able to address an individual's concerns and stop problematic behavior without revealing to the accused the complainant's or alleged victim's identity and/or the individuals involved in the investigation. However, this is not possible in every matter, as some situations require the disclosure of the complainant's or alleged victim's identity in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations against him or her.

In those instances where the complainant or alleged victim requests anonymity or refuses to participate in an investigation, the Title IX Coordinator will determine whether to proceed with an investigation based on concern for the safety or well-being of the broader University community. The University reserves the right to take appropriate action in such circumstances, even in cases when the complainant or alleged victim is reluctant to proceed. In making this evaluation, the University may consider the following:

- The seriousness of the alleged incident;
- The age of the alleged victim;
- Whether there have been other complaints or reports of policy violations against the accused individual;
- The rights of the accused individual to receive information about the accuser and the allegations if a proceeding with sanctions may result;
- The increased risk that the accused individual will commit additional acts of relationship violence or sexual misconduct, such as: (a) Whether there have been other relationship violence or sexual misconduct complaints about the same alleged perpetrator; (b) Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence; (c) Whether the alleged perpetrator threatened further relationship violence or sexual misconduct against the alleged victim or others; (d) Whether the relationship violence or sexual misconduct was committed by multiple perpetrators; and/or (e) Whether there have been threats to kill or harm the alleged victim;
- Whether the alleged policy violation was perpetrated with a weapon; and/or
- Whether the University possesses other means to obtain relevant evidence of the policy violation (e.g., security cameras or personnel, physical evidence).

### **VIII. Reporting Possible Violations**

All reports describing conduct that is inconsistent with this policy will be promptly and equitably resolved in accordance with Title IX and other relevant laws and regulations.

All individuals are encouraged to promptly report conduct that may violate this policy to the University through its Title IX Coordinator. As discussed above, notice may be given at:

Sheila Judge  
2601 Gentilly Boulevard  
New Orleans, Louisiana 70122  
(504) 816-4370  
sjudge@dillard.edu

In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the University and/or to local law enforcement. These processes are not mutually exclusive.

The University strongly encourages individuals affected by sex or gender-based discrimination, sexual harassment, relationship violence, stalking, and sexual misconduct to talk to someone about what happened and obtain support services. The University also needs to respond appropriately to complaints in order to provide a safe and effective learning environment.

The University can most effectively investigate and respond to alleged violations if the complaint is made as promptly as possible after the alleged violence or misconduct occurs. The University does not, however, limit the period for reporting. If the respondent is not a member of the University community at the time of the report, the University will still seek to meet its legal obligations by providing reasonably available support for a complainant or alleged victim, but its ability to investigate and/or take action may be limited. The University will assist a complainant or alleged victim in identifying external reporting options.

The University encourages students to report all incidents of relationship violence or sexual misconduct. Therefore, students who in good faith report violations of this policy will not be disciplined by the University for a violation of the University's drug and alcohol possession or consumption policies that may have occurred in connection with the reported incident.

Students may also report concerns to the University hotline at (1-866-943-5787). The University hotline is staffed by call-takers who are not employed by the University. Hotline call-takers can receive anonymous complaints and concerns by students. Students using the hotline should know, however, that it may not be possible for the University to fully investigate an anonymous hotline complaint.

### **IX. Mandatory Reporters - University Employees**

All University employees, other than counselors, pastors, advocates and/or those employees legally obligated to maintain student complaints as confidential (referred to in this policy as “confidential sources”), must report violations, including sexual and gender-based harassment, assault and violence that they observe or learn about, immediately to the attention of the Title IX Coordinator. Failure to do so can result in discipline, up to and including immediate discharge.

Employees must report all relevant details about the alleged incident, including the name of the alleged victim, the accused, any witnesses, and any other relevant facts, including the date, time, and specific

location of the incident. The University will treat any requests for confidentiality in the manner described in the preceding section. If the complainant or alleged victim wants to tell the employee what happened, but also wants to maintain confidentiality or anonymity, the employee should tell the complainant or alleged victim that the University will consider the request but cannot guarantee confidentiality or anonymity. The employee should advise the complainant or alleged victim that the incident will be disclosed only to those officials with a legitimate institutional interest in knowing the information. In reporting the incident to the Title IX Coordinator, the employee will inform the Coordinator of the complainant's or alleged victim's request for confidentiality or anonymity.

When an individual discloses an incident of relationship violence or sexual misconduct to a confidential source(s), the University is unable to investigate or pursue disciplinary action against an alleged perpetrator identified in such an incident without written permission from the complainant or alleged victim. This holds true when the alleged perpetrator is a student or employee and the incident has only been reported to the confidential sources. If the complainant or alleged victim also reports the incident of relationship violence or sexual misconduct directly to the University, law enforcement, a mandatory reporter, or a confidential reporter who has been given written permission, the incident will be addressed as described in this policy. Counselors and advocates who are able to maintain confidentiality of reports will still assist their clients in receiving support services, regardless of whether a report is made. At the client's option, this will include coordinating with the University to provide any necessary interim measures.

A complainant or alleged victim who requests confidentiality always has the option to file a complaint with the University or law enforcement and have the incident fully investigated. Safety risks associated with the University contacting or interviewing the accused will be taken into consideration before that occurs. Consideration will be taken especially in cases where the complainant or alleged victim is fearful and does not want the accused contacted, or when the threats and abuse may escalate and put the alleged complainant or victim in increased danger due to the investigation process.

As discussed above, the University will attempt to balance a complainant's or alleged victim's request for anonymity or not to participate in an investigation with the University's broader obligation to campus safety and the respondent's or accused's rights to respond to allegations.

Students who are not also employees do not have reporting obligations under this Policy. Nevertheless, students who have witnessed relationship violence or sexual misconduct are strongly encouraged to promptly report such information to the University.

## **X. Processing Complaints and Reports**

All complaints are reviewed by the Title IX Coordinator. The University will process all complaints it receives, regardless of where the conduct that is the basis for the complaint occurred. In the event that the alleged conduct does not meet the definition of "sexual harassment" under this policy, the matter will be referred to the Dean of Students for investigation under the Student Code of Conduct. The Title IX Coordinator may also determine that an investigation is warranted without a complaint if the University has sufficient notice that a violation may have occurred. The University is not prevented from investigating an alleged violation simply because the complainant or alleged victim either did not directly bring the complaint or does not want to participate in an investigation.

To the extent applicable, when a complaint is received, the University will provide a written explanation to the complainant or alleged victim and respondent summarizing their respective rights and options. Even if an investigation is not warranted, the University will take prompt, responsive action to support a

complainant or alleged victim and will take steps to eliminate, prevent, or address a hostile environment if one exists.

## **XI. Investigation**

The investigatory and appeal processes described below apply when the respondent is a Dillard student. Allegations of sex or gender discrimination against faculty and staff are handled in a manner consistent with the Faculty Handbook and Employee Handbook respectively.

The University does not allow conflicts of interest, real or reasonably perceived, by those investigating or adjudicating allegations under this policy. A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the complainant, alleged victim, respondent, or witnesses would preclude the individual from being able to investigate or adjudicate the case fairly and impartially. Individuals who wish to challenge an investigator because of a conflict of interest may do so by filing a challenge with the Title IX Coordinator within five (5) business days of an investigator being appointed. The Title IX Coordinator retains sole discretion to determine whether a conflict exists and to otherwise take appropriate actions to address the issue in a prompt and equitable manner. In the event that the Title IX Coordinator is the investigator, the Vice President of Student Success or his/her designee shall have the sole discretion to determine whether or not a conflict exists.

### ***A. Notice***

Both the complainant or alleged victim and the respondent/accused will be promptly notified when an investigation begins. The notice will be sent via email from the Title IX Coordinator. All notices provided to a student will be sent to the student's official University email account. Students are required to regularly check their email accounts.

Unless reasonable extensions of time are needed, the University will notify both the complainant or alleged victim and respondent within ten (10) business days of receipt of the formal complaint.

The notice to both the complainant or alleged victim and the respondent/accused shall include details regarding the allegations, known by the University at the time, and provide all parties with sufficient time to prepare a response before any initial interview. For the purpose of this policy, the notice shall include, the alleged conduct that potentially constitutes sexual harassment as defined by regulations promulgated by the DOE; the identities of all parties involved in the alleged incident (if known); and the date and location of the alleged incident (if known).

The written notice will also include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.

Finally, the notice shall inform the complainant or alleged victim and respondent of their ability to; participate in the investigation and timelines for responding; have an advisor of their choice, who may be, but is not required to be, an attorney; and inspect and review evidence regarding the allegations. Additionally, both the complainant or alleged victim and respondent shall be notified of the investigator's identity and their ability to challenge the assignment of the investigator. The complainant or alleged victim and respondent shall be further advised that the investigation may proceed without the participation of either party and that the University's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the University learns of additional allegations relating to the complainant, alleged victim or respondent and decides to investigate such allegations, the University will provide notice to all known parties of the additional allegations.

***B. Dismissal and Consolidation of a Formal Complaint***

- (1) The University shall investigate the allegations contained in a formal complaint. If, however, the conduct alleged in the formal complaint: a) would not constitute sexual harassment as defined by regulations promulgated by the DOE, even if proved, b) did not occur in/at a University education program or activity, or c) did not occur against a person in the United States, then the University will cease pursuing the formal complaint under the Title IX policy. The University may investigate the allegations contained in the formal complaint as a disciplinary matter pursuant to the University's Code of Student Conduct.
- (2) The University may dismiss a formal complaint, or any allegations contained therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator, in writing, that the complainant would like to withdraw the formal complaint or any allegations therein; b) the respondent ceases to be enrolled in or employed by the University; or c) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- (3) The University shall provide written notice of any dismissal, and the reasons for such dismissal, to all parties.
- (4) The University may consolidate formal complaints as the allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

***C. Investigation and Grievance Process***

The University shall initiate the grievance process described below to address all formal complaints of sexual harassment. Prior to the imposition of any disciplinary sanctions or other actions that are not "supportive measures" as defined by this policy, the University shall follow the grievance process.

*(1) Evidence*

- a) The University shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a grievance process under this policy.
- b) The University shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory evidence (evidence that tends to establish responsibility) and exculpatory evidence (evidence that tends to establish respondent is not responsible).

- c) The University shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- d) The University shall provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- e) Prior to completion of the investigative report, the University must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report. The University will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination;

*(2) Grievance Process: Basics*

Pursuant to regulations promulgated by the U.S. Department of Education, the University has established the following requirements for its grievance process:

- a) The University will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against a respondent.
- b) At all stages in the process, investigators and decision-makers investigate and make findings on the merits of an alleged violation using a preponderance of the evidence standard. Preponderance of the evidence means that the greater weight of the evidence favors either the finding of a violation or the finding of a non-violation. This standard is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence presented.
- c) The grievance process will include an objective, impartial evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based upon a person's status as a complainant, respondent, or witness.
- d) The University shall provide extensive training to Title IX Coordinators, investigators, decision-makers, or any person designated by the University to facilitate an informal resolution process.
- e) Title IX Coordinators, investigators, decision-makers, or any person designated by the University to facilitate an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any complainant or respondent who

suspects such a conflict of interest or bias should immediately report such a suspicion to the Title IX Coordinator or Dean of Students.

- f) A respondent shall not be found responsible for the alleged conduct unless/until a determination regarding responsibility is made at the conclusion of the grievance process.
- g) The University shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- h) During the investigation and grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest with the University, not the parties. This does not preclude either the complainant or respondent from presenting the University with information and/or evidence that he/she believes is relevant to the investigation.

*(3) Grievance Process: Time Frames*

- a) Notice: Once the University is in receipt of a formal complaint, the Title IX Coordinator shall facilitate an investigation and provide notice of the allegations to all known parties to the complaint within ten (10) business days. Included in such notice shall be:
  - i. A copy of the University's grievance process and Title IX policy;
  - ii. A detailed description of the allegations that, if substantiated, could constitute sexual harassment as defined by this policy and federal regulations;
  - iii. Sufficient details related to the allegations to allow parties to prepare a response before any initial interview.
  - iv. Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - v. Describes the standard of evidence that will be used (namely, preponderance of the evidence).
  - vi. A list of possible sanctions the University may impose.
- b) Investigation: Within ten (10) calendar days of the University's receipt of a formal complaint, a trained individual designated by the Title IX Coordinator shall initiate an investigation into the allegation contained in the formal complaint.
- c) Temporary Delay: The University may temporarily delay the grievance process or extend time frames for good cause. Such good cause shall be expressed in writing (including via email) to witnesses, complainants and respondents. "Good cause" includes, but is not limited to, the absence/unavailability of a party, party advisor or a witness; concurrent law enforcement activity; the need to arrange for translation services; or provide an accommodation for disabilities.
- d) Amendment Notice of Charges: If, in the course of an investigation, the University decides to investigate allegations about the parties that were not

contained in the initial notice of charge, the University will provide notice of the additional allegations to the parties whose identities are known.

*(4) Grievance Process: Investigative Meetings*

- a) The University shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
- b) The University shall not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. However, an advisor may not engage in disruptive or disrespectful conduct during the course of any proceeding. The University or its designee may postpone any proceeding in response to disruptive or disrespectful behavior. Any failure on the part of an advisor, student or employee to adhere to instructions regarding decorum may result in disciplinary sanctions against the student or employee including, but not limited to fines.
- c) During investigative meetings (as opposed to grievance hearings described in more detail below) an advisor is a silent and non-participating presence who is there solely to observe and provide support during the meeting. The investigator shall determine what constitutes appropriate behavior on the part of an advisor and may postpone a meeting in the event the investigator determines that the advisor is not acting appropriately. The advisor is encouraged to join the complainant or alleged victim or respondent during the initial meeting with the Title IX Coordinator for an orientation of the University's policies and procedures, privacy protections and expected participation/decorum. The advisor may not be a fact witness or otherwise have any conflicting role in the process.
- d) The University will provide written notice of the date, time, location, participants and purpose of all hearings, interviews, or other meetings to the party whose participation is invited or expected. The University will provide the party with advanced notice in order to provide the party with sufficient time to prepare and participate.
- e) The complainant or alleged victim will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence to the investigator. The respondent will have the same opportunity to present supporting witnesses or other evidence. The investigator will review evidence presented and may meet with additional witnesses identified by the complainant, alleged victim, the respondent, or third parties, as deemed appropriate in the sole discretion of the investigator.
- f) All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information throughout the investigation process. The investigator may interview the parties on more than one occasion, if necessary.

*(5) Grievance Process: Investigative Report:*

- a) Unless good cause exists for an extension of time, within thirty (30) business days following receipt of a formal complaint, the investigator shall prepare an investigative report for review by the Title IX Coordinator. Such a report shall not contain any definitive finding regarding whether the respondent engaged in sexual harassment. The Title IX Coordinator will review the report to ensure that a thorough and equitable investigation was conducted. If the Title IX Coordinator concludes that additional witnesses should be interviewed, additional evidence should be considered, or has questions regarding the report, the Title IX Coordinator can request the investigator address any and all deficiencies or questions identified.
- b) Following review by the Title IX Coordinator, the investigator shall finalize an investigative report that fairly summarizes relevant evidence. The investigator shall then send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- c) In the event that the investigator concludes that the respondent may have perpetrated sexual harassment in violation of Title IX, the University shall schedule a grievance hearing. The investigator shall issue any investigative report a minimum of ten (10) business days prior to a hearing (if a hearing is required under this section or otherwise provided).

*(6) Grievance Process: Hearings*

- a) Live Hearings: The University shall provide for a live hearing in the event that an investigative report concludes that there is sufficient evidence to suggest that a Title IX violation may have occurred. The University or designee shall select a decision-maker(s) to preside over the live hearing. Neither the University's Title IX Coordinator nor the investigator(s) assigned to the formal complaint may serve as a decision-maker(s).
- b) Advisors: At the live hearing, the decision-maker(s) shall permit each party's advisor to ask the other party, and any witness, all relevant questions and follow-up questions, including, but not limited to, questions that go to a party's or witness's credibility. If a party does not have an advisor present at the live hearing, the University must provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- c) Cross-examination: Cross-examination questions shall be permitted at the live hearing and must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. (Note: While the University's mandate that all advisors and parties behave in a professional and respectful manner, decision-makers must permit an advisor to ask cross-examination questions). If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination

regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- d) **Relevancy Determination:** The decision-maker(s) shall only allow relevant direct-examination and cross-examination questions. Before a party or witness answers a question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Questions regarding the respondent's character or reputation with respect to other sexual activity is never relevant and will not be considered as evidence unless used to establish a pattern or practice of conduct similar in nature by the respondent.
- e) **Hearing Location:** At the University's discretion, or at request of either party, the University shall conduct the live hearing with the parties in separate rooms provided that there is technology available and implemented that enables the decision-maker(s) and parties to simultaneously see and hear the party or witness answering questions. At the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- f) **Record of Hearing:** The University shall create an audio or audio/visual recording or transcript of any live hearing and make such a recording available to the parties for inspection and review.

*(7) Grievance Process: Decision*

- a) The decision-maker(s) must issue a written determination regarding responsibility within ten (10) business days of the conclusion of the live hearing.
- b) In reaching a determination, the decision-maker(s) must apply the preponderance of evidence standard.
- c) The written determination must:
  - i. Identify the specific allegations that potentially constitute sexual harassment as defined by this policy;
  - ii. Include a description of the procedural steps taken by University personnel from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and/or witnesses, site visits, methods used to gather evidence and hearings held;
  - iii. Recite the findings of fact that support the determination;
  - iv. List conclusions regarding the application of the University's Title IX Policy and/or the code of conduct to the facts;
  - v. Include a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and any whether

- remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
- vi. Provide the parties with the permissible bases for the complainant and/or respondent to pursue an appeal.
- d) The University must provide the written determination to all parties simultaneously. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XII. Emergency Removal**

In certain circumstances, the University may remove a respondent from an academic program or activity on an emergency basis. Prior to such removal, the University will undertake an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. If the University makes such a determination, it will provide the respondent with notice and an opportunity to challenge the decision immediately following removal.

The University may place a non-student employee respondent on administrative leave pending the completion of the grievance process described above.

## **XIII. Potential Remedial Actions and Disciplinary Sanctions**

If the decision-maker(s) determines that the respondent is responsible for sexual harassment in violation of Title IX, the University shall implement the appropriate, enforceable sanction. Such sanction shall be reasonably calculated to stop the violation and prevent its recurrence.

Possible disciplinary sanctions may include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, exclusion, and expulsion. The University's response to a finding of responsibility depends upon several factors, including the severity of the conduct and any prior policy violations, and aims to prevent problems from recurring and remedy any discriminatory effects on a complainant, alleged victim, or others.

In addition, the University may take steps to address the effects of the conduct on victims and others, including, but not limited to, counseling and support resources, academic and housing assistance, change in work situations, leaves of absence, and training or other preventative measures.

## **XIV. Appeals**

The complainant or alleged victim or respondent may appeal a dismissal or decision rendered by the decision-maker. Both parties may participate equally in the appeal process even if the party did not file the appeal himself or herself. The University's Vice President of Student Success shall be the decision-maker for any appeal. Appeals must be filed with the Dean of Students within ten (10) business days of the party's receipt of the decisions.

The basis for appeal are:

1. A procedural irregularity that allegedly affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that affected the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

In the event that a party appeals a determination, the University shall:

1. Notify the other party in writing when an appeal is filed and implement the appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in the grievance process above;
4. Give all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the determination;
5. Ensure that the decision-maker(s) for the appeal issues a written decision describing the result of the appeal and the rationale for the result; and
6. Provide the written decision regarding the appeal simultaneously to both parties within ten (10) business days of receiving the appeal unless good cause exists to delay issuance of an appeal decision.

## **XV. Informal Resolutions**

Following the issuance of the investigative report, but prior to the decision-maker(s) reaching a determination regarding responsibility, the University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. A party may decline to participate in the informal resolution process and the University shall not require, as a condition of enrollment, continuing enrollment, employment, continuing employment, or enjoyment of any other right, waiver of the parties' right to an investigation and adjudication or formal complaints of sexual harassment.

In facilitating such a process, the University shall:

1. Ensure all parties have a copy of the investigative report;
2. Provide to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, if any, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw

from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

3. Obtain the parties' voluntary, written consent to the informal resolution process.

In the event that the parties are unable to agree upon a resolution, the facilitator(s) of the informal resolution process shall not serve as witnesses in any subsequent hearing between the parties. Statements made by the facilitator(s) and/or parties shall not be admissible in any subsequent meeting or hearing.

The University shall not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **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 the Dean of Students 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**

#### **A. 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

### **B. 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.

### **C. Financial Clearance Policy for Membership Intake**

Students are required 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 the threshold for fiscal clearance as defined by Dillard University.
- 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 may be denied.

### **D. 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.

## **E. 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 biweekly cycle.

## **F. Institutional Policy on Refund of Fees and Return of Title IV Funds:** Students may be due refunds for the following reasons:

### **1. 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 Office of Records and Registration. 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. Withdrawal does not cancel an unpaid balance.

### **2. 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 prorated 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.

### 3. 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:

$(15 \text{ days completed}) / (115 \text{ days in the semester}) = 13\%$  refund to the student, 87% returned to Title IV programs or to the institution.

Example 2:

$(75 \text{ days completed}) / (115 \text{ days in the semester}) = 65\%$ . 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

- a. 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.

- b. 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.")

- c. Deceased Student Refund:** Follows the same guideline as Military Service Refund.

- d. Residence Hall and Meal Plan Refund**

Should the resident officially withdraw from the University, or be required to leave due to circumstances beyond the resident's control, Students asked to leave due to misconduct will not be eligible for a refund of housing related costs. This refund will be made in accordance with the refund schedule below. 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".)

<b>Fall and Spring Semesters (Housing)</b>	100%	1st class day to 7th class day
<b>Summer Semester (Housing)</b>	100%	1st class day to 3rd class day

No refunds will be issues after midterms. Student meal plans will not be refunded.

### **G. 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.

### **H. 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.

### **I. 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 prorated 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 per semester. 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 \$150.00 enrollment deposit.

For Continuing Residents: Prepaid tuition deposits are not required from continuing residents.

### **J. New Student Enrollment Fee**

**For New Students/residents:** An enrollment fee of \$150 is required upon notification of acceptance. Applications for rooms are given preference according to the date the enrollment fee is received. This fee, **which is not refundable or transferable.**

**New student** enrollment fees 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 Residents:** Every Dillard student who wishes to reserve a room for the following year must complete a housing application on or before May 1. The housing assignment secures the reservation only until the second day of registration. Students must be registered before obtaining residential assignment.

Continuing students are only required to pay the enrollment fee of \$150.00 if readmitted after one year of no enrollment.

## **DINING SERVICES**

It is mandatory that all resident students purchase a meal plan, 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 requirement, 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.

## **INTERCOLLEGIATE ATHLETICS**

### **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:

Dillard University	New Orleans, Louisiana
Edward Waters University	Jacksonville, Florida
Fisk University	Nashville, Tennessee
Philander Smith College	Little Rock, Arkansas
Southern University - New Orleans	New Orleans, Louisiana
Talladega College	Talladega, Alabama
Tougaloo College	Tougaloo, Mississippi
Oakwood University	Huntsville, AL

**Dillard University offers competition in the following sports:**

<b>Men</b>	<b>Women</b>	<b>Co-Ed Sports</b>
Basketball	Basketball	Cheerleading
Tennis	Tennis	
Cross Country Track & Field	Cross Country Track & Field	DU Diamonds Dance Team
Baseball	Volleyball	

**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 2<sup>nd</sup> 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**

Form	Filed With	Signed By
NAIA Scholar-athlete	AD/Head Coach	Student
Pledge		
Substance Abuse Policy	AD/Head Coach	Student
Scholar-Athlete Questionnaire	SID	Student
FERPA Statement	AD	Student
Training Room Forms	Athletic Trainer/AD	Student
Dress Code Policy	AD/Head Coach	Student

**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 on 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 multifaceted 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.dillard-bleudevils.com/intranet.com](http://www.dillard-bleudevils.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 1 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 Code of Student 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:**

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.

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.

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.

If the retesting yields a positive for 5 consecutive weeks after the initial positive, he/she will be given a second positive.

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:**

Following a Second positive test the scholar-athlete will be suspended for four months from any participation in Dillard University athletic programs.

The scholar-athlete will not be able to request a medical hardship, based on a positive test.

Upon the second positive the scholar-athletes parents/guardians will be contacted and notified of the infractions to University Athletics policy.

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:**

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.

Upon the third positive the student athlete's parents/guardians will be contacted and notified of the infractions to Dillard University Athletics policy.

A third positive test result is not subject to the appeals process.

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.

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-androstenetrione): 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); triameterene; 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](http://www.dillard.edu)))

Dillard University Student Handbook ([www.dillard.edu](http://www.dillard.edu))

GCAC Operating Policies and Procedures ([www.gcaconf.com](http://www.gcaconf.com))

NAIA Operating Policies and Procedures ([www.naia.cstv.com](http://www.naia.cstv.com))

**OFFICE of 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 five 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.

***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 the first floor.

***Camphor Hall***

Camphor Hall is located next to Williams Hall in the center of campus. Camphor 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). A limited number of single, one bedroom, units are available. Camphor Hall has laundry machines, study and meetings rooms, and a lounge area.

***Hartzell Hall***

Hartzell Hall is located next to Williams Hall in the center of campus. Hartzell 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). A limited number of single, one bedroom, units are available. Hartzell Hall has laundry machines, study and meetings rooms, and a lounge area.

***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). A limited number of single, one bedroom, units are available. Straight Hall has laundry machines, study and meetings rooms, and a lounge area.

### ***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.

### ***Southern University New Orleans***

The SUNO facility is located off campus in the Lakefront area. This community offers laundry facilities in each room and on-site parking. The facilities has two bedroom, double occupancy apartments, four bedroom occupancy, and one bedroom, single occupancy units.

Please refer to the ***Residential Life Guide***, located at [www.dillard.edu](http://www.dillard.edu), under MyDU- Residential Life, for detailed information about policies, procedures and programs.

## **DILLARD UNIVERSITY POLICE DEPARTMENT**

The Mission of the Dillard University Police Department (DUPD), 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 reused. 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. 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, CABINET, DUPD, or HANDICAP** 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. Banning may be imposed through the student judicial process.

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 Dean of Students.

### **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 (SEAL)." 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.

New student organizations can be created when a group of five (5) or more Dillard University students form a registered student organization in support of the university goals, purposes, and values. The process to become a registered student organization can be obtained by visiting the Office of Student Engagement and Leadership.

## **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; (summer session is not applicable)
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 "F";
4. Attend Greek 101 Anti-hazing Workshop;
5. Complete Hazing Training Module;
6. Signed a copy of the current Dillard University Anti-Hazing Policy;
7. Achieved a record of good citizenship, which includes but is not limited to: (a) not currently on probation or suspension, (b) not on restrictions of any kind, and (c) incomplete judicial sanctions, as reported from the Office of the Dean of Students; and
8. 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.

## **MEMBERSHIP**

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

If an officer loses good standing, he/she will be considered inactive and will receive written notification to that effect from the Office of the Dean of Students. The inactive status will remain until such time when 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 officers miss a meeting, the organization will not be able to host an event the following month (i.e. a Student Senate meeting is held in September the delegate officer does not attend the meeting the student organization cannot host an event in October).

If the delegate officers miss three (3) or more consecutive meetings without a valid written justification, the organization will be placed on inactive status and will forfeit privileges of recognized organizations.

## **MAINTAINING ACTIVE STATUS & 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 the Dean of Students.

Registered student organizations must complete certain requirements *annually* to remain on active status. These requirements are:

1. Maintain a membership of at least five (5) full-time students at Dillard University and submit a current list of active members and officers.
2. Submit the Organization Advisor Agreement Form, Student Organization Officer Form and Student Senate Agreement Form to the Office of the Director for Student Engagement and Leadership Development (SELD).
3. Attend the Student Organization Officer Training (S.O.O.T) annually; a minimum of three (3) organizations officers must attend S.O.O.T in order for the organization to remain on active status on.
4. Attend Student Senate Meetings once a month.
5. Submit any constitution changes as needed for review to the Office of the Director for SELD
6. Maintain contact with University Advisor

Before an organization can function on campus, it must be registered, failure to comply will result in organization being placed on inactive or non-recognized status.

The Office of Student Engagement and Leadership (SEAL) uses different terms to describe the status of student organizations in four (4) categories: Active, Probation, Inactive, and Non-recognized.

### ***Active***

Active status is defined as the status of an organization that has completed all requirements to maintain an organization. As well as maintained all student organization responsibilities aligned with the Student Senate throughout the academic year. These organizations may take advantage of the benefits and rights offered to registered student organizations such as but not limited to recruitment, new membership, hold meetings, and host events.

### ***Probation***

Probation status is defined as the status of an organization that has been removed from active status for violations of Student Senate regulations, University policies and/or local, state, and federal laws. The length of probation status varies upon the discretion of the Director for SEAL. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

### ***Inactive***

Inactive status is defined as the status of an organization that has been removed from active status, placed on probation, and has not completed all requirements to be placed back on active status. Organizations on

inactive status may be granted the opportunity to have limited organization privileges which may include reserving a meeting space for organizational planning purposes. No programs or activities may be conducted during this status in the organization's name.

### ***Non-recognized***

Non-recognized status is defined as the status of an organization that has not attempted to complete the requirements to maintain active status with the Office of the Director for Student Engagement & Leadership (SEAL). Student organizations on non-recognized status are removed from all registered student organization lists and are not permitted to utilize any of the benefits and rights of being an active registered student organization such as participating in student organization events, hosting events, utilizing resource rooms, having a mailbox, participating in meet and greet, reserving conference room space, utilizing display boards, fundraising, seeking funding from Student Government Association (SGA), reserving rooms or services, collaborating with active registered organization, and enjoying the benefits of being recognized as a student organization at Dillard University. Non-recognized organizations can become active by meeting all of the requirements to maintain active status by the Spring Registration deadline

### **ADVISORS**

Dillard University requires each student organization to have an advisor who is currently a full time member of the DU faculty or staff and/or local chapter organization. It is recommended that each student organization have at least two (2) advisors. 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 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 the Dean of Students works closely with the SGA, and the Dean of Students 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

### 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.

#### SATISFACTORY ACADEMIC PROGRESS

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)	Sophomores	1.50 minimum GPA
(30-60 hours attempted)	Juniors/Seniors (61 and above hours attempted)	1.75 minimum GPA
		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, the Office of Financial Aid and Scholarships 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.

## **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 readmitted 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.

### **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 Office of Records and Registration for the record(s). The Office of the Registrar 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 Records and Registration 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).

In instances of potential harm, hospitalization, or emergency situations, the Vice President for Student Success or designee, reserves the right to contact parents, guardians, or emergency contacts. Persistent misconduct and/or alcohol or drug interventions may also be occasions in which parents and/or guardians may be contacted.

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

### **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.

## **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:

1. The Culture Center
2. Student Health Services
3. Office of Residential
4. Student Support Services
5. Center for Career and Professional Development
6. Office of the Chaplain and Vision Quest
7. Student Engagement and Leadership
  - Student Activities
  - Student Union
  - Intramural
  - Community Service
  - Global Learning
  - Greek Life
  - Student Government

8. Dillard University Police Department
9. Educational Talent Search

### **The Culture Center (The Center for Student Accountability, Advocacy, and Support)**

#### Mission

The Center for Student Accountability, Advocacy, and Support (The Culture Center) aims to dismantle barriers impeding the progression, growth, development, and success of every Dillard University student. Through initiatives, one-on-one engagement, and **collaboration**, The Center strives to cultivate a culture of **care** by **creatively** connecting viable solutions to simple and complex student obstacles.

#### Vision

Each student of Dillard University will be offered and granted access to quality resources and guidance in matters of advocacy, support, and accountability. The Culture Center will engage faculty, staff, administrators, alumni, and community partners to construct supportive villages for students in need of **community** and belonging. Students will easily and effortlessly be able to identify The Culture Center as a hub for improving their experience at Dillard University. Students taking advantage of Center opportunities will be met with **civility**, understanding, and belief in his or her growth. With high levels of student and resource engagement, students will build a renewed culture of accountability, increase their capacity for self-advocacy, and recognize options for support.

#### **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

#### **Student Health Services**

Student Health Services 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

Student Health Services offers quality health care provided by a medical doctor and a board certified family practice nurse practitioner. Student Health Services 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.

### **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

### **Student Engagement and Leadership**

The Office of Student Engagement and Leadership 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 Recreation
- Campus Activities Board
- Greek Life
- Welcome Week
- Homecoming
- Spring Fest
- Student Organizations
- Class Councils
- Student Orientation and Registration (SOAR)
- Martin Luther King Week of Peace and Justice
- UNCF Walk

### **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:

- Vice President and Dean of Students
- The Culture Center
- Vice President and Dean of Students

- Student Government Association
- Dillard Activities Board
- The Royal Court
- Career and Professional Development
- WOW Wings Eatery
- Health and Wellness Center
- 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. 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

## **UNIVERSITY COLLEGE**

University College is home to several areas designed to aid incoming students in their transition to Dillard as well as equip them with the necessary skills and information needed to thrive both inside and outside the classroom.

The team assists all first year and transfer students with their academic needs, including:

- Planning semester schedules
- Considering degree options
- Developing skills to bridge the gap between student life and academic success

Incoming Dillard students are assigned an advisor from the University College based on their last name. Assistance is available by appointments (in person/virtual/phone) or you can come by during our office hours. Our purpose is to promote the utilization of collaborative academic support structures that allow you to explore, learn and grow personally as well as professionally, ultimately leading to your success in and out of the classroom.

University College 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.

## **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 Sodexo Food Services Manager for more information or to purchase a meal plan. S

## **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](mailto:helpdesk@dillard.edu). Contact the library at 504-816-4784 or via email at [dulibrary@dillard.edu](mailto: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.

### **STUDENT HEALTH SERVICES**

Student Health Services 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 test 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.** 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.

### **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 medical information may be used, disclosed, and how students may get access to personal health information.

Student Health Services provides medical health care services. The staff and providers of the center must collect information to provide medical services. Student Health Services 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 is used to inform the Dillard community on the use and disclosure of medical information. Student Health Services 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 Student Health Services may use and disclose information without your authorization for the following:

1. **Treatment.** Health care information may be disclosed to other health care providers involved in treatment and health care.
2. **People you designate.** Information may be released to individuals at the request of the student.
3. **Payment.** Information may be used or disclosed to get payment for services rendered through an outside party.
4. **Health Care Operations.** 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.** 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.** Information may be used or disclosed for public benefits under government programs.
10. **University Officials.** Information may be used or disclosed to administrative personnel for administrative intervention.
11. **To avoid harm.** 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.** 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. Students have the right to inspect your health information and obtain a copy of it.
2. Students have the right to request to receive your health information through a reasonable alternative means or at an alternative location.
3. Students have the right to revoke any authorization given to the university to use or disclose health information, except to the extent that the action has already been taken.
4. Students have the right to be told to whom health information was given within five (5) years of your initial visit

5. Students have the right to ask for amend health information to be amended in writing. Once a decision is rendered, the appropriate university personnel will correspond with the student in writing.
6. Students have the right to request a restriction on certain uses and disclosures of their health information. Student Health and Wellness is not required to agree to the requested restriction.

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

## **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 Recreations 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 postgraduate 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.

- **Starbucks (WPS)** – Offers quick-and casual dining for students on the go. The café offers a variety of sandwiches, salads and wraps along with a coffee. 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 intercampus 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 laundry 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**

When the President and/or local authorities declare a mandatory evacuation, staying on campus is NOT an option. The university has made plans to evacuate students who are unable to activate their evacuation plan in the case of a weather emergency. Two locations have been selected; one to the west of campus (Shreveport) and one east of campus in (Montgomery.) Bus service will be provided for students who cannot activate their evacuation plan; however, space is limited. For this reason, it is important that all students have an emergency evacuation plan that includes contingencies. The decision will be made to evacuate (and to which location) no later than **60 hours before the storm**. Current COVID protocols will be followed for transportation usage. Additionally, students and employees will be required to adhere to COVID protocols at evacuation locations.

All 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 may not be able to evacuate on their own. The university will provide limited transportation 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.

### ***Non-Residential***

- Activate your Evacuation Plan. Students are required to complete their plans prior to start of the fall semester. Notify residential life staff if your plan changes immediately.
- Check with local media regarding closure and evacuation
- You will be informed of make-up days if necessary – Academic Planning Group (visit University website for appropriate action)

### ***Residential***

- Activate your Evacuation Plan. Students are required to complete their plans prior to the start of the fall semester. Notify residential life staff if your plan changes immediately.
- If you require evacuation assistance, contact Residential Life for information
- Pack medicines, valuable, toiletry items and pillow
- Unplug all electronic devices. Move items away from windows and off the floor
- If instructed, you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check with local media for further instructions
- Check in with residential staff upon your return to receive further instructions
- Take photos and important paper if possible before you leave
- Some students will evacuate to a pre-determined site, follow the instruction of university officials for preparations and packing.

### **Student Emergency Kit**

1. Keep the following items on hand:
  - a. Fresh batteries
  - b. A portable radio
  - c. LED Flashlights (key chain flashlights and handheld flashlights are recommended)
  - d. A manual can opener
  - e. A battery-operated or wind-up clock
  - f. Non-perishable food (canned and dried food)
  - g. Personal necessary toiletries or hygienic products
  - h. Cell phone backup battery or charger
  - i. Keep a first-aid kit in your room/apartment and one in your car.
  - j. Keep one gallon of bottled water available for each person in the room/apartment for each day without electric service.
  - k. Keep cash on hand and store it in a secure place.
2. Protect Your Appliances and Electronic Equipment
  - a. Purchase equipment with built-in surge protection or a battery-powered back-up system.
  - b. Use electrical surge suppressors or arresters on your electronic equipment on properly grounded circuits. Most are designed to be plugged into a wall outlet.
  - c. Plug your computers and other sensitive equipment into a separate, grounded circuit to isolate them from fluctuations caused by major appliance restarts.
3. Clear your floor of items, especially if you live on the first floor

## DECLARATION OF EMERGENCY

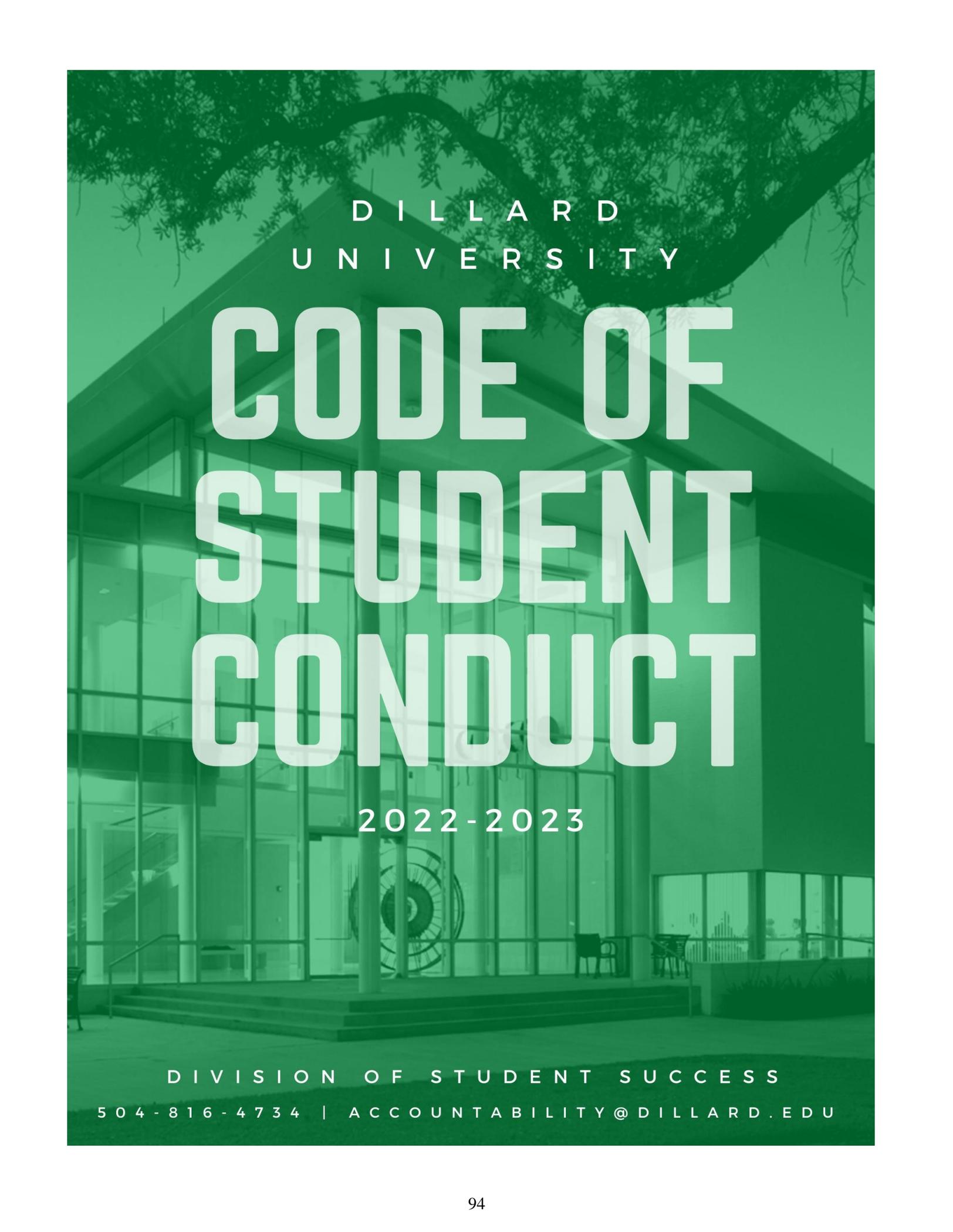
Once a tropical storm/hurricane reaches the Gulf of Mexico as a Category 1 Hurricane and the directional vector points north the President is advised by the Emergency Response Team (EMT) to declare an emergency and will immediately activate preparation procedures.

### Nine Step Emergency Plan Summary

1. The President is advised of a potential weather emergency.
2. A decision is made to assemble the Emergency Response Team.
3. 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 1 Hurricane and the directional vector points north.  
[It is anticipated that such analysis should provide as much as three (3) days advanced warning].
4. The President (or designee) declares emergency/crisis status and gives instructions to ensure maximum coordination of the Risk Manager and Emergency Management Team.
5. Emergency Management Team begins implementation of plan based on the nature of the situation.
6. Emergency Manager Team assembles as frequently as needed to provide status updates.
7. During the emergency, members of the committee handle their tasks as assigned.
8. Recovery procedures will be implemented after the President declares “all clear” and return to business as usual.
9. The President, advised by the General Counsel / Risk Manager and the Chief of Police will deactivate the EMT and transition to normal university operations. There may be levels of transition prior to eventual resumption of normal operations.

### Communication Updates

**For communication updates:** Call the Information Line at 504.816.4411 or consult the University’s website at [www.dillard.edu](http://www.dillard.edu)



DILLARD  
UNIVERSITY

# CODE OF STUDENT CONDUCT

2022-2023

DIVISION OF STUDENT SUCCESS

504-816-4734 | ACCOUNTABILITY@DILLARD.EDU

**PAGE LEFT BLANK**

# CODE OF STUDENT 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, community, and citizenship that 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 or restorative action.

Dillard strives to promote a just and positive community that focuses on conflict resolution and restorative practices when possible. 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. All must realize the impact of their actions on others and the University community. Everyone who chooses to participate in and or visit this community must abide by our policies and practices, which are designed to ensure a safe, educational, and comfortable existence.

The student conduct process at Dillard University is not intended to punish students. It exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies and values. Sanctions are intended to challenge a student's moral and ethical decision making and to help the student bring his/her behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair process, as defined within these procedures, assures written notice and a hearing before an objective decision maker. No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred. Any sanctions rendered will be proportionate to the severity of the violation, cumulative conduct history of the student, and grounded in educational outcomes.

## **SECTION 2: 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 a 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, group of students, or a student organization infringes upon the rights of a member of the community, the students must accept responsibility for their actions. The function of this disciplinary process is to promote learning by examining how patterns of unacceptable behavior interfere with and, therefore, are detrimental to the educational process and University as whole.

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 does not automatically impose sanctions in addition to those imposed by law enforcement agencies, it may initiate disciplinary proceedings if a student's behavior conflicts with the University's educational objectives or responsibilities to members of the Dillard University community. Discipline issued to students by the University will follow the Code of Student Conduct.

## SECTION 3: INSTITUTIONAL AUTHORITY

The disciplinary authority over behavior involving individuals, groups, and 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. The Vice President of Student Success delegates this authority to the Assistant Dean of Students to establish and hold student conduct proceedings that will ensure the proper administration of the University's rules and regulations. 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 conduct system.

The Vice President for Student Success, Assistant Dean of Students and/or hearing officers shall oversee the operation of the student conduct system and administration of the Code of Student Conduct.

The *Code of Student 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 a student or members of the University community. The Vice President for Student Success, Assistant Dean of Students, or designee may determine that off-campus behavior affects a substantial Dillard University interest. In the event a student commits serious misconduct while enrolled at Dillard, but reported after the student has graduated, Dillard University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree. Students with questions or concerns about the Code of Student Conduct or judicial process should contact or visit the Office of the Assistant Dean of Students.

### Violations of the Law

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

Determinations made or sanctions imposed under the *Code of Student Conduct* 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.

### Interim Restriction/Action

Under the *Code of Student Conduct*, the Vice President for Student Success or Assistant Dean of Students may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct*. This action will take place when a student represents a threat of serious harm to others; is facing allegations of serious criminal activity; to preserve the integrity of an investigation; to preserve University property and/or to prevent disruption of; or interference with the normal operations of the University. Interim restrictions/actions can include separation from the institution or restrictions on participation in the community for no more than fourteenth (14) days pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct*.

During an interim suspension or restriction, a student may be denied access to University housing and/or University campus, facilities, and events. As determined by the Vice President for Student Success or Assistant Dean of Students, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Vice President for Student Success or Assistant Dean of Students, and in collaboration with the appropriate academic Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student's educational requirements.

## SECTION 4: STUDENT RIGHTS AND RESPONSIBILITIES

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

### Student Rights

Although all students have the following enumerated rights, these rights shall not be construed to deny or disparage rights retained by other students in their capacity as members of the student body or as citizens of the community at large.

#### Students have the right to:

Free inquiry, expression, and assembly, except as expressly limited by Dillard University policies, including the *Code of Student Conduct*.

Be free from harassment or discrimination based on sex, race, color, national origin, religion, ancestry, sexual orientation, disability, age, veteran status, gender identity, marital or parental status.

Be secure in their persons and living quarters and to not be subjected to unreasonable searches and seizures.

Be exempt from disciplinary action that affects their status as students, except for academic failure or violation of a published *Code of Student Conduct* standard.

Not have disciplinary sanctions resulting from a violation of rules and regulations imposed upon them without notice of the nature, cause of the charges, and a fair hearing, which shall include factual evidence submitted by material and/or character witnesses.

Use an advisor (including an attorney) of their choosing, and at their expense, for the express purpose of providing advice and counsel.

Be provided a written response reporting the results of the pre-hearing conference and/or formal hearing proceedings.

Waive the right to a hearing when they choose to admit responsibility for misconduct and accept disciplinary sanctions from the University. The right to a hearing also extends to student organizations or campus organizations. Organizations may also waive its rights to a hearing.

An appeal, through established procedures, of sanctions administered by the University, except when admitting responsibility and a minimum sanction is rendered.

Privacy of personal information and the right to review their conduct and academic records in accordance with state and federal laws.

## **Student Responsibilities**

By applying or enrolling at Dillard University, students recognize that they have responsibilities to themselves, their fellow students, their campus community and society at large.

All students accept these responsibilities that include, but are not limited, to: Contributing to a climate of academic integrity, rational, critical, and creative inquiry.

Respecting the freedom of individual thought and expression consistent with the rights of others and commitment to the well-being of society as a whole.

Obedying all duly established Dillard University policies; and local, state, and federal policies, regulations, and laws.

Refraining from actions that deny other members of the university community their rights as described herein.

Refraining from acts of violence, intimidation, or degradation toward any person.

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

Giving and maintaining accurate and complete information for all official records required by the University.

Meeting all financial obligations to the University.

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

Attending all conduct proceedings when issued notice to do so.

Maintaining the highest ethical standards in academic and personal behavior.

## **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 related to the functions and activities of the organization.

The organization is expected to educate their members to the appropriate and legitimate ways in which the individual member is to foster the group's existence at the university, and to take action when the individual fails to adhere to the university and organization's standards.

Consequently, an organization may be held responsible for a member's behavior when that it 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's 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.

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.

The *Code of Student Conduct* supersedes any and all regulations, other student organization manuals or handbooks, and/or decisions made by student groups and organizations and their affiliates.

## SECTION 5: 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 applying to and enrolling at Dillard University students agree to adhere to the *Code of Student Conduct* and acknowledges the right of the University to take disciplinary action, including suspension or expulsion for conduct determined unsatisfactory or disruptive. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions provided for in the *Code of Student Conduct*. In some instances, acceptance can be revoked prior to enrollment or class attendance due to conduct that violates the *Code of Conduct*. Any student, who fails to comply with all issued sanctions - within the prescribed and determined timeframe - will be in violation of the Code of Student Conduct and may be subject to greater sanctions. In keeping with this philosophy, the University regards the following as breaches of conduct:

### 1. Abduction and/or Kidnapping

Enticing, persuading, or forcibly seizing and/or carrying of any student, faculty, staff or University official from one place to another; or to prevent a person from leaving a location without that person's consent.

### 2. Abuse of Conduct Process

Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including but not limited to:

- Falsifying, distorting, or misrepresenting information;
- Failing to provide, destroying or concealing, information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's participation in or use of the campus conduct system;
- Harassing (verbal or physical) and/or intimidating a member of the University community body prior to, during, and/or following a University conduct proceeding, pursuant to the *Code of Student Conduct*;
- Failing to comply with the sanction(s) imposed pursuant to the *Code of Student Conduct*;
- Influencing or attempting to influence another person to violate the *Code of Student Conduct*.

### 3. Academic Misconduct

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

### 4. 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.

### 5. Alcoholic Beverages Violation

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

**6. Alcoholic Beverages Intoxication**

Appearing in public on University premises while intoxicated or under the influence of alcohol. Violating any other provision of the *Code of Student Conduct* while under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to a person or property, as a result of intoxication is a violation.

**7. Animals**

The University prohibits the possession of pets on University property, including but not limited to, dogs, cats, fish, birds, rodents, insects, and reptiles. Only service animals that are by federal law for persons with disabilities and approved by Disability Services; Emotional Support Animals approved by the Assistant Dean of Students or designee; or those used for teaching and faculty approved research are permitted in University facilities.

**8. Arson/Fire Setting**

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

**9. 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.

**10. Attempted Offenses**

An attempt to commit an act, on University property, or involving members of the University community (students, faculty, staff, visitors) in an offense that would be violation of any law, code of conduct, rule, regulation of local, state, or federal code.

**11. Battery**

The intentional use of force or violence, which is directed upon another. Violence involving physical abuse of contact which includes, but is not limited to the intentional administration of a poison or other noxious substances, slapping, punching, pushing, fighting, and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact.

**12. 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 other students, faculty, staff, and visitors.

**13. Disorderly Conduct**

Any offensive or bothersome act that disrupts the peace. This includes, but is not limited to, conduct that is offensive or annoying to others or is disruptive to the rights of others, which includes excessive noise, noise after quiet hours, talking excessively loud, shouting or loud music.

**14. Disruptive Behavior**

Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus; and leading or inciting others to disrupt scheduled and routine activities of the University.

### **15. Distribution of Printed or Social Media Material**

Distribution of printed materials or posting of materials or videos through social media or the internet 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, it reminds students of their responsibility to contribute to a climate of integrity consistent with the rights of others and to refrain from acts of degradation, humiliation or harassment toward any person. This applies to students, nonstudents, relatives, faculty and staff, or current or former spouse, partners, or significant others.

### **16. Domestic and Dating 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 family, friends, or peer group also falls within this definition. This includes behavior toward another person even when the intimate or sexual relationship has ended.

### **17. Drugs/Drug Paraphernalia Violation**

The consumption, possession, manufacturing, selling, purchasing, or passing of, any counterfeit, illegal, dangerous, or controlled drug, illegally obtained prescription medication, or other substance. This also includes the abuse of solvents, aerosols, or propellants; possession of drug paraphernalia (i.e., pipes, bong, blunts, clips, scales, rolling papers, syringes, etc.); and diluted, late, missed, forged, or failed drug screens. The possession, distribution or use of medical marijuana that is legal in other states but is illegal in Louisiana is also prohibited. The receipt or distribution of illegal drugs prescription drugs or drug paraphernalia via the mail or other delivery service are also prohibited.

### **18. Drug Intoxication**

Appearing in public on University premises while intoxicated or under the influence of illegal drugs or the abuse of illegally obtained prescription drugs. Violating any other provision of the *Code of Student Conduct* while under the influence of an illegal or illegally obtained drug. This includes any disorderly conduct regardless of whether such conduct results in injury to a person or property, as a result of intoxication is a violation.

### **19. 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 a violation of the *Code of Student Conduct*.

### **20. False Complaints/Reporting**

Willfully and intentionally giving false statements to University officials and submitting false complaints or accusations.

### **21. Falsification of Information**

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.

## **22. Failure to Comply**

Failure to comply with the reasonable 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 by the prescribed and determined timeframe. Students are required to carry a valid University student identification card while on the University premises or property.

## **23. Fire Safety**

Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire that damages University or personal property or that causes injury.
- Failure to evacuate a University controlled building during a fire alarm;
- Improper use of University fire safety equipment;
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment.
- Removing and/or tampering with a fire extinguisher from its approved location;
- Activating an alarm lacking an emergency situation;
- Removing and/or tampering with the covers on fire alarm pull stations;
- Removing and/or tampering with common area and room sprinkler systems;
- Discharging a fire extinguisher for any purpose other than putting out a fire.

Such action may result in a local fine in addition to University sanctions.

## **24. Forgery**

Forgery of names, signatures and/or documents (personal, public, and/or private) is prohibited.

## **25. Firearms/Weapons**

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than four (4) inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property are prohibited. Knowledge of people possessing firearms or weapons must be reported to the Dillard University Police Department (DUPD) immediately.

## **26. Gambling**

Gambling is prohibited on campus. Gambling may include lotteries, sports pools, video games, card games, dice, and online betting activities.

## **27. Guest Behavior**

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the campus. Where a guest is found to be in violation of the *Code of Student Conduct* applicable charges will be brought against the student host and/or the host student organization.

## **28. 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. The scope of any form of harassment includes language and/or physical acts which degrades, insult, taunt, or challenges another person by any means of communication, so

as to provoke a violent response; communication of threat; defamation of character; use of profanity; verbal assaults; derogatory comments or remarks (gender, racial, ethnicity, sexual orientation, physical characteristics, religion etc.) or any behavior that places another member of the University community in a state of fear or anxiety.

### **29. Harboring**

Harboring is knowingly allowing any fugitive from justice, or any student, employee, or any other individual who has been barred from the University to stay in or to be transported onto University owned or operated property or facilities. This would also include harboring any individual who is considered to be a fugitive from justice or for whom there is an outstanding warrant.

### **30. Harm to Persons**

Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

### **31. 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, group or entity, 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.

As defined by the Louisiana Board of Regents: Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (1) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (2) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in an organization.
- (3) Consent is not a defense.
- (4) Hazing includes, but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in an organization:
  - (a) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
  - (b) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
  - (c) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional

distress.

(d) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

### **32. 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.

### **33. Health & Wellness Responsibility**

Dillard University students have a duty to care for themselves and protect the community. It is a violation for any student experiencing symptoms of viral infection that may be transmitted to others or having a diagnosis of such infection and does not exercise their responsibility to seek appropriate treatment and/or physical distancing.

Dillard University will impose zero-tolerance disciplinary actions including, but not limited to, housing contract termination, 24-hour vacate notice, fine, university suspension, and/or automatic parental notification (as applicable). Residents sanctioned under this violation will be ineligible to apply for housing for one complete academic semester not including summer terms.

### **34. Indecent, Obscene behavior and/or Profanity**

Conduct that is lewd, indecent and/or profane portrayed on the premises of the University or at University sponsored or supervised activities. Such conduct include, but is not limited to, obscene gestures, improper exposure of body parts, stripping, streaking, wearing clothing with offensive language, graphics, or pictures.

### **35. Misuse of Communications Technology & Social Media**

No student shall misuse or abuse, or assist in the misuse or abuse of communication technology at the University. Such activity includes, but is not limited to, using any form of communication technology to harass or threaten any person or persons; or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University such acts as misappropriation of data or of copyrighted material or software. Communication equipment includes, but is not limited to, phones, electronic mail, voice mail, computers, printers, tablets, etc. This also includes the use of personal devices utilizing university technological infrastructure.

This also includes the inappropriate and irresponsible conduct using any Dillard University affiliated webpage, email, or social media resource. Engaging in inappropriate or irresponsible conduct using any Dillard University affiliated webpage, email, or social media resource is strictly prohibited. The use of social media sites (Facebook, Instagram, Vine, Twitter, LinkedIn, YouTube, Flickr, Snap Chat, etc.) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

- Derogatory language or demeaning statements about or threats to any third party;
- Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography, other inappropriate behavior, or inappropriate language;
- Content that violates state or federal law;

- Partisan political activity other than campaigning for Dillard University student elections;
- Online gambling;
- Information or images that could be considered obscene or disparaging, or untrue;
- Selling goods or services for personal financial profit;
- Personal social relationships unrelated to Dillard University business.

### **36. 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. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by DUPD and/or the Assistant Dean of Students. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, and parking in improper zones; failure to register a vehicle as required by DUPD; unauthorized use of a decal or permit; operation on the campus of a vehicle in violation of an imposed ban; flagrant or repeated violation(s) of the Dillard University Police Department Rules and Regulations. Moreover, applicable local, state, and federal traffic laws are enforced. Dangerous behavior is also applicable.

### **37. Retaliation**

Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

### **38. Representation without Consent**

Representing the University or any recognized student organization or chartered group without the specific prior consent of the officials of the University or respective organization or group. Representation without consent also includes joining organizations or groups that are suspended or banned from the University, or attempting to join an organization through improper and unauthorized membership procedures.

### **39. Smoking/Tobacco Use**

Smoking and the use of tobacco products of any kind is prohibited at Dillard University and all University sponsored/affiliated events.

### **40. Solicitation**

Unauthorized selling, collection of monies, and promotion on campus or within University buildings, or on University property or premises without proper approval. Students may not act as agents for promotion companies or business firms which entail solicitation for parties or other unauthorized events or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the Vice President for Student Success. Use of any residence hall room, building, grounds, or parking lot for business purposes of any kind, (i.e., the selling of food, tickets, clothing, jewelry, hair, cosmetics, merchandise, favors, etc.) whatsoever is prohibited.

### **41. Theft/Misappropriation**

Theft or attempted theft of the property or services of the University, any organization, or any individual by means of taking, selling, deceiving, misappropriating, or misusing, as well as receiving and or possessing such stolen property is a violation of the Code. Theft is defined as the wrongful taking of, or the attempt to take, money or property without the consent of the owner. Examples may include but is not limited to the theft of credit or debit

cards, social security cards, driver's license, university I.D., keys, etc. Theft may also include stealing from another person, agency, institution, or the University; the taking of property belonging to another, with the intent of converting the property on one's personal use; the unauthorized use of another's credit or debit card; and failure to return another's personal property upon request or within a reasonable period of time. This also includes unauthorized moving or relocation of University furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and property, which has been reported lost or stolen.

**42. Threatening Behaviors/Terrorism**

Threatening to commit any crime of violence or to release any hazardous substance. This also includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, and gang related activity.

**43. Trespassing**

Unauthorized presence on or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

**44. Unauthorized Use / Entry of University Facilities**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of University facilities, by its entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structure or University premises, or the aiding and assisting of such is prohibited. This includes occupying a University facility after or passed building operating hours without proper authorization.

**45. 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.

**46. Verbal Abuse**

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

**47. Violation of Civil or Criminal Law**

Evidence of violation of local, state or federal laws, when substantiated through the student conduct process, or police or court documents.

**48. Violation of Sanction**

A violation of sanction is defined as failure to comply with disciplinary actions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Failure to comply with the terms and actions of a sanction may result in an escalated level of sanctions.

**49. Visitation/Cohabitation**

Students must abide by articulated visitation policies as established by the Office of Residential Life. All visitors are required to be out of the residence halls and off campus by the designated closing time, except for approved events. In emergency situations, the

University may impose a residence hall and/or campus curfew to safeguard persons and property. In addition, any person living in or occupying space to which the person is not assigned or for all practical purposes dwelling within a room or facility without being a contracted resident assigned to the space in question is a violation. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Evidence of cohabitation may include, but not be limited to, presence of belongings not natural to a non-overnight/temporary visit, canvass of residential neighbors, etc. Any resident who is identified as allowing cohabitation within their assigned space will face disciplinary action.

**50. Voyeurism**

Viewing, photographing, audio recording, video recording, producing, or creating a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy is prohibited.

## SECTION 6. TITLE IX VIOLATIONS

Title IX is a portion of the United States Education Act Amendments of 1972 which state: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The complete Dillard University Title IX policy can be found at: [www.dillard.edu](http://www.dillard.edu). Detailed information regarding violations, reporting, investigations, and procedures can be found in this document. To the extent that the Code of Student Conduct conflicts with Dillard University’s Title IX policy, the Title IX policy shall prevail. The following Code of Student Conduct Violations (printed in italics) are also Title IX violations:

### ***Prohibited Conduct- Relationship Violence***

“Relationship Violence” is defined as abusive behavior, including threats, verbal and/or emotional abuse, and/or physical assault, between persons in an intimate (*i.e.*, a current or former spouse, current or former cohabitant, or anyone else protected under domestic or family violence law) and/or dating relationship (*i.e.*, a romantic or intimate relationship). Examples of relationship violence include, but are not limited to, intimidation, threats, and/or physical harm. Preventing a partner from making contact with the partner’s family, friends, or peer group also falls within this definition. This includes behavior toward another person when the intimate/dating or sexual relationship has ended.

### ***Prohibited Conduct-Stalking***

Stalking is conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. The conduct may involve two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property. Stalking includes, but is not limited to, the intentional and repeated uninvited presence of the alleged perpetrator at another’s home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, or sexual assault.

***Prohibited Conduct-Sexual Misconduct-*** Sexual misconduct includes:

#### ***A. Nonconsensual Sexual Intercourse and Sexual Conduct***

Any sexual behavior including sexual intercourse or attempted intercourse without consent. 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 alleged assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, sodomy and unwanted touching of an intimate part of another person for the purpose of sexual gratification. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

For purposes of this policy, consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. *Silence alone, without actions evidencing permission, does not demonstrate consent.*

While consent may be expressed by words or actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this policy.

It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. Consent must be knowing and voluntary. To give consent, a person must be at least 17 years old. Assent does not constitute consent if obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated". Coercion for purposes of this policy is the use of express or implied threats, intimidation, or physical force which places an individual in reasonable fear of immediate harm or physical injury.

An individual is considered to be incapacitated for purposes of this policy if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily incapacitated. Individuals who are asleep, unresponsive or unconscious are incapacitated. Among the factors the University will use to assess whether someone is incapacitated for purposes of this policy are: inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. The existence of any one of these factors will support a finding of incapacitation for purposes of this policy.

An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity. *Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent.*

A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility for misconduct.

## ***B. Sexual Exploitation***

Taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Intentionally exposing a private or intimate part of one's body in a lewd manner.
- Committing any other lewd act in a public place;
- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to witness one's consensual sexual activity;

- Texting or taking pictures of sexual activity without the consent of either or both parties engaged in the sexual activity and/or transmitting/sending the pictures or likeness via any electronic medium or social media;
- Texting, taking or transmitting/sending via social media, email or other electronic media of nude or sexually explicit pictures of another without their consent. (Note: in some instances, this could be the possession of pornography, which may be a criminal act.)
- Engaging in non-consensual voyeurism; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

### ***C. 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.

### ***D. 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 that would be considered obscene.

## **SECTION 7: STUDENT CONDUCT POLICIES AND PROCEDURES**

### **A. Incident Reports**

Any member of the university community who has evidence of an alleged violation of the *Code of Student Conduct* may file a written report with the Office of the Assistant Dean of Students, Office of Residential Life, or DUPD. Any person who feels their rights, privileges, the *Code of Student Conduct* or the rules of the university have been violated may file a written report. An incident report should be filed within 180 days of the alleged incident with the exception of allegations involving Title VII or Title IX incidents.

### **B. Preliminary Review**

The Assistant Dean of Students or designee, upon receiving an incident report, determines the appropriate next steps under the *Code of Student Conduct*. The Assistant Dean of Students or designee conducts a preliminary review into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary review of the complaint is done to determine whether the allegation(s) describe conduct which may be in violation of the Code of Student Conduct.

If the reported conduct would not be a violation, the report will be dismissed, and appropriate follow-up will be provided.

If the reported conduct would be a violation, a further review will be conducted to determine what charges (if any) should be brought forth against the student.

When a more comprehensive investigation is needed, the Assistant Dean of Students may appoint an investigator who shall:

Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint.

If the incident report contains allegations against members of a student group or organization, determine whether the incident is related to student organization members acting as individuals and/or student organization members acting on behalf of the organization.

Preliminary investigation usually takes between 1-7 business days to complete.

At the conclusion of the preliminary investigation, the investigator shall submit a written report to the Assistant Dean of Students which outlines the actions taken and findings reached. This written report will be introduced at any subsequent hearing and the investigator may be called as a witness regarding the investigation findings but will otherwise have no part in the hearing process.

While an academic semester is in session, the preliminary review is typically completed within 10 – 15 business days of receipt of the incident report. Depending on the nature of the incident, the investigation may take longer.

### **C. Notice**

The respondent will receive notice of the alleged misconduct that will include: (1) the possible charges, (2) notice of a right to an advisor, and (3) information regarding the student conduct investigation and disciplinary process. This notice will be delivered via Dillard University email. Additionally, the respondent will be given the opportunity to meet with the Assistant Dean of Students or designee, via a pre-hearing conference to discuss all procedures. The date, time, and location of the pre-hearing conference will be determined by the Assistant Dean of Students or designee. The notification of this conference will be provided to the respondent (2-5) business days prior to the scheduled date. The student will be given (1-3) business days to respond in writing to the allegations and submit to the Assistant Dean of Students to be reviewed before the pre-hearing conference.

### **D. Pre-Hearing Conference**

The Assistant Dean of Students or designee will conduct an initial pre-hearing conference with the responding student or student organization to explain the conduct process and gather information. When the pre-hearing conference is held, the possible outcomes include:

A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate.

A decision on the allegation based upon the responding student accepting responsibility. If the responding student accepts responsibility at the pre-hearing conference, the University considers this an uncontested allegation. The Assistant Dean of Students or designee conducting the pre-hearing conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends. If student accepts responsibility at the pre-hearing conference, but rejects the sanction, the University will conduct a sanction only hearing.

The respondent does not accept responsibility and requests an administrative hearing. The respondent does not accept responsibility and requests a formal hearing.

Note: Contested charges that may result in suspension or expulsion if a student is found responsible, cannot be adjudicated via an administrative hearing. The formal hearing process must be followed.

Sanctioning for uncontested charges that may result in suspension or expulsion must be rendered via a sanctioning hearing panel.

All hearings (Sanctioning, Administrative, and Formal) will be scheduled (3-7) business days after the pre-hearing conference. The respondent will be given notice of the scheduled hearing, at least two (2) business days prior.

### **E. Sanctioning Only Hearing**

A sanctioning hearing is conducted when the student accepts responsibility for the charges, but contests the original sanction(s) rendered. The sanctioning hearing will be conducted by a 3-

person panel consisting of (a) one conduct officer, (b) one University staff member, and (c) one student hearing officer. During this hearing the student cannot recant acceptance of responsibility, nor use this activity as an opportunity for the panel to hear the case. The outcome of the hearing will be final and official. The members of the sanctioning hearing board will be selected from a pool of trained faculty, staff, and students. The possible outcomes of the sanctioning panel include:

- Upholding the original sanction(s) rendered during the pre-hearing conference.
- Revise the sanction(s) rendered during the pre-hearing conference. The sanctions rendered by this hearing panel will be the final action taken. There will be no opportunity to appeal.

## **F. Administrative Hearing**

An Administrative Hearing is conducted by a single hearing officer appointed by the Vice President for Student Success or Assistant Dean of Students. The possible outcomes of the Administrative Hearing include:

- The Administrative Hearing Officer will determine whether it is more likely than not that the responding student has violated the *Code of Student Conduct* and recommend appropriate sanctions consistent with *Code of Student Conduct* and university policy and the violation under consideration.
- The Administrative Hearing Officer may also determine, based on evidence and witness testimony provided, that the student is not responsible for the Code of Conduct Violations.

## **G. Formal Hearing**

A Formal Hearing is facilitated by a University Conduct Hearing Board and is chaired by the Assistant Dean of Students or designee. A Conduct Hearing Board is comprised of 3-5 individuals with at least one faculty member, one staff member, and possibly one student hearing officer and the non-voting chair. After the hearing and deliberations, the Conduct Hearing Board will determine, by majority vote, the outcome. The members of the Conduct Hearing Board will be selected from a pool of trained faculty, staff, and students. The possible outcomes of the Formal Hearing include:

- More likely than not that the responding student has violated the Code of Student Conduct.
- There is inconclusive evidence that the responding student has violated the Code of Student Conduct.

A University Conduct Hearing Board will recommend appropriate sanctions consistent with *Code of Student Conduct* and university policy, the violation under consideration, and the student's conduct history to the Assistant Dean of Students.

## **H. Procedures for Hearings**

Hearings will be closed to the public.

Admission to the hearing of persons other than the parties involved will be at the discretion of the hearing board chair or administrative hearing officer.

The parties have the right to an advisor of their own choosing from within or outside the Dillard community.

In the instance where civil or criminal court proceedings currently involve a responding student or at the discretion of the Assistant Dean of Students, legal counsel may be permitted to serve as an advisor.

The advisor may not make a presentation or represent the respondent or the complainant during the hearing. The advisor is encouraged confer with their respective party prior to the hearing, because communication during the actual hearing will be limited or prohibited.

The complainant, respondent, and the hearing board or administrative hearing officer, will have the opportunity to question all present witnesses and all present parties (directly or through the chair/hearing officer, at the discretion of the chair/hearing officer). Unduly repetitive witnesses can be limited at the discretion of the chair or administrative hearing officer. The chair or administrative hearing officer may limit the number of character witnesses presented or may accept written affidavits of character instead.

Pertinent records, exhibits, and written statements may be accepted as information for consideration.

Formal rules of evidence are not observed. The standard of proof will be a preponderance of the evidence, which means that the violation was more likely than not to have occurred.

All procedural questions are subject to the final decision of the chair or administrative hearing officer.

Unless there is a potential violation of local, state, or federal law, student academic schedules will be considered before scheduling hearings.

After the presentation of all information by the parties, the hearing board will deliberate and determine in a closed session, by majority vote, whether it is more likely than not that the responding student has violated the *Code of Student Conduct*. The Assistant Dean of Students (or designee) will be present and available as a resource during all deliberations.

Once a finding is determined, if the finding is that of a policy violation, the board will determine an appropriate sanction(s) to be recommended to the Assistant Dean of Students. The Assistant Dean of Students or designee is responsible for informing the hearing board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student.

The Judicial Hearing Board Chair or the Administrative Hearing Officer will prepare a written deliberation report and deliver it to the Assistant Dean of Students, detailing the finding, how each member voted (*in hearing board cases*), the information cited in support of its finding, and any information excluded from consideration and why. This report should conclude with recommended sanctions to be imposed upon the student, if responsible. This report must be submitted to the Assistant Dean of Students or designee within three (3) business days of the end of deliberations. The Assistant Dean of Students will consider the report and render a final decision. In cases involving Title IX violations, the Assistant Dean of Students may consult with the Title IX Coordinator before rendering the final decision.

The Assistant Dean of Students will notify the responding student and the complainant (if applicable by law or University policy) of the final determination within ten (10) business days of the hearing. In all student and student organization cases, the appropriate University officials will be notified of the outcome of the hearing.

An audio recording will be made for all formal hearings. Deliberations will not be recorded. The record will be the property of the University, in addition to any written findings of fact, transcripts, and/or video recordings. These records will be maintained according to the University's record retention policy. Students and/or advisors may not make any recording of the proceedings. No other recording devices, including cell phones, will be allowed in any hearing.

## **I. Code of Ethics**

All hearing board members must be fair and impartial. Board members should approach each case free of bias and discrimination. Each board member 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:

Hearing board members are committed to ensuring that the intent and meaning of the *Code of Student Conduct* will be carried out on all occasions. The name, status, alleged violation(s) of any student, or any details or notes related to the case must not be discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any conduct body deliberations or the vote on any case must not be disclosed. A general listing of offenses may be made public, so long as the privacy rights of individual students are protected.

Prior to beginning each hearing, board members will be required to confirm their impartiality and oath of confidentiality in writing after a brief introduction of the case by the Assistant Dean of Students or designee. If a member is biased according to the definition in the *Code of Student 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. Violation of this policy may result in disciplinary action against the board member.

## **J. 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 conduct case and if requested, appear at the conduct hearing. Depending on the nature of the case, the number of students involved in the case, and at the discretion of the Assistant Dean of Students, the responding students may participate collectively in one hearing rather than separate, individual hearings. Honesty is expected from all who participate in a conduct 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.

## **K. Correspondence**

Conduct correspondence shall occur via Dillard e-mail (dillard.edu). Students will be held accountable for retrieving mail in a timely manner. Failure to do so is not an acceptable excuse for delaying any aspect of the conduct process.

## SECTION 8: CONDUCT 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 Student Conduct*.

In determining the severity of sanctions or corrective actions hearing panels or hearing officers will consider the following:

1. The frequency, severity, and/or nature of the offense.
2. History of past conduct.
3. Offender's willingness to accept responsibility.
4. Previous institutional response to similar conduct.
5. The institution's interests.
6. Educational value.

All conduct actions are communicated to the student in writing. A copy of all correspondence is placed in the student's conduct 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 *Code of Student Conduct* pertaining to violence or sexual misconduct, the following information will be released upon request and in concert with local, state, or federal stature; name of student, offense and sanction imposed.

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

### **Admonishment/Disciplinary Warning**

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

### **Community Restitution/University Service**

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

### **Counseling**

In some instances, this requirement may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors. In such case, the student may be required to provide evidence to the Assistant Dean of Students of attendance and completion of counseling by professional counseling services.

### **Drug Testing**

Any student found in violation of the drug policy, may be required some form of drug screening. This could be scheduled or random drug tests. Drug testing takes place at off campus venues only and includes a cost that must be assumed by the student. If a student fails a drug screen or does not submit when scheduled, the missed/failed drug screen is viewed as a new incident and another conduct case is opened for that charged student.

### **Educational Program Participation**

Students may be required to present or assist in developing, coordinating, and evaluating special workshops or programs related to the nature of the offense which the student has committed. Students may also be required to participate in special workshops or programs to enhance their own knowledge and understanding of a particular topic related to the offense committed. Students may be required to participate in sensitivity training and/or alcohol and other drug awareness

education programs. Additional academic requirements relating to scholarly work or research could also be assigned (e.g., research paper over infraction type).

### **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 the Vice President of Student Success.

### **Failing Grade**

Assignment of a failing grade to a student for a course in which he/she was found guilty of academic 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 of the Code of Student Conduct ranging from \$50-\$500. Students found to have violated alcohol and drug regulations will be fined a \$100 assessment fee for drugs and/or alcohol prevention programs.

### **Housing Probation**

Official notice that should further violations of Residence Life or University policies occur during a specified probationary period, the student will immediately be removed from University housing. Regular probationary meetings may also be imposed.

### **Housing Reassignment**

Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details.

### **Housing Suspension**

Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for readmission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Dean of Students. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Assistant Dean of Students (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

### **Housing Expulsion**

The student's privilege to live in or visit any University owned or affiliated housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

### **Loss of Privileges**

The loss of privileges may range from:

- **Judicial Record Hold:** If a student is accused of a violation of the *Code of Student Conduct* or if a student fails to complete the conditions of a judicial sanction, a judicial record may be placed on a student's MyDU account. With this hold in place, it will prevent the student from conducting University business to include **delays in obtaining administrative services and benefits from the University** (e.g., holding transcripts, delaying registration, graduation, etc.).

- **Loss of University Privileges and/or Restricted Access:** A student who received this sanction shall be notified in writing as to the privileges, which he/she has lost. The privileges may consist of removal from residence halls. This written notification shall indicate the time period for which the student has lost certain access, activities or privileges. In addition, as a result of a violation of the *Code of Student Conduct*, a student may also be required to cease and desist privileges in extracurricular activities such as dance, cheerleading, Greek life, sporting events, etc. The aforementioned list includes but is not limited to said activities.
- **Loss of Student Office/Leadership Position:** Students in elected/appointed positions may lose the position as a result of a violation of the *Code of Student Conduct* for a specified amount time (minimal one semester).
- **Temporary or permanent separation of parties** (e.g., change in classes, reassignment of residence, no contact orders, limiting geography where parties can go on campus) with additional sanctions or violating orders.

### **Parental Notification**

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

### **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.

### **Restorative Practice**

If the incident involves more than one party, the Assistant Dean of Students may arrange a restorative justice meeting to discuss the impact of the situation on the parties and on the University. Both parties will be required to participate in the session. The session will be facilitated by a staff member.

### **University Probation**

A specified amount of time involving restrictions, after which University authorities will determine if the student's behavior has improved. Conditions of probation may include attendance at educational activities designed to redirect negative behavior. Educational activities include participation or engagement with any University-recognized clubs, organizations, athletic teams, fraternities, sororities, or honor societies. During the probationary period, the student may receive more severe disciplinary sanctions, which may involve suspension if he/she is involved in the violations of any type of the Student Code of Conduct and/or breaking of any laws. Disciplinary probation may be for a fixed period of time or be indefinite.

### **University Suspension**

Dismissal from the University for a specified period of time following acts of violation of the *Code of Student Conduct* or violation of a present probationary status. Suspensions are recorded on the student's permanent record. While on university suspension, the student is no longer in "good standing" with the institution.

**Withholding of Degree**

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

## SECTION 9: APPEALS

Any student who is found responsible for violating the *Code of Student Conduct* may request an appeal of the decision of the hearing board. However, when the responding student admits responsibility to the charge, the decision cannot be appealed.

### **Appellate Jurisdiction**

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:

**Procedural Error:** Specified procedural errors or misrepresentation of university regulations are so substantial that a fair and impartial decision was denied (e.g., substantiated bias, material deviation from established procedures, etc.).

**New Evidence:** New and significant evidence has become available which was not reasonably discoverable or available before the original decision was rendered. A summary of the new evidence and its potential impact must be included in the appeal.

**Inappropriateness of Sanctions:** The sanctions imposed are substantially disproportionate to the severity of the violation and the student's conduct history.

Appeals must be filed in writing to the Vice President for Student Success within 10 calendar days of the hearing board decision. The request must state clearly the basis of appeal and be substantiated by factual, relevant information.

In Title IX cases, the Assistant Dean of Students or designee will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Assistant Dean of Students will refer the request(s) for appeal to the Vice President for Student Success or designee.

The Vice President for Student Success or designee will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Vice President for Student Success or designee must consult with the Title IX Coordinator on any procedural or substantive questions on relevant cases.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Vice President for Student Success or designee shall begin a review of the record only, and no new meeting with the respondent or any alleged victim will be held. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The Vice President for Student Success or designee will limit his/her review to the challenges presented.

The Vice President for Student Success or designee, may

- (1) affirm the original finding and sanction;
- (2) affirm the original finding but issue a new sanction with lesser severity;
- (3) remand the case back to the decision maker(s) to correct a procedural or factual defect; or
- (4) reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision maker(s) are to be implemented during the appellate process. At the discretion of the Vice President for Student Success or designee, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President for Student Success or designee, that the appeal may result in a reversal of the finding and/or substantial modification of the sanctions.

All decisions of the Vice President for Student Success or designee are to be made within ten (10) business days of submission. The decision of the Vice President for Student Success or designee is final and may not be appealed.

## **SECTION 10: DISCIPLINARY RECORDS**

All conduct records are maintained by the University at minimum for seven (7) years from the time of their creation.

### **A. Expungement**

A student found responsible for a violation of the Code of Student Conduct may be eligible to have the infraction removed from their student record if the following requirements are met:

1. Infraction represents the student's first violation of the Code of Conduct.
2. The student completed all sanction requirements.
3. A period of three months has been observed since sanction requirements were met.
4. At least seven hours of University services approved by the Assistant Dean of Students in advance of work.

Requests for expungement may be subjected to additional review conditioned on the nature of the violation.

## SECTION 11: DEFINITIONS

**Active /Active Status/Active Promotion:** 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 imitates 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.

**Bias:** the predisposition toward an issue or person that makes it impossible for the hearing board or officer to remain neutral.

**Complainant:** 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 Student Conduct*.

**Conduct Transcript/Conduct File/Conduct Record/Conduct Recording:** the official written or recorded documentation maintained by the University on matters related to student conduct.

**Effective Consent:** the clear and unambiguous agreement and willingness, displayed through an exchange of words or unambiguous actions, which includes a voluntary agreement to engage in mutually agreed upon sexual activity.

**Faculty Member:** 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:** 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 Student Conduct*.

**Good Standing:** academic good standing as determined by Academic Affairs and completion or satisfaction of all conditions and requirements of sanctions of Disciplinary Probation, Disciplinary Suspension, or Residential Expulsion.

**Group/Student Group/Groups of Students:** 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.

**Intimidation:** implied threats or acts that cause a reasonable fear of harm in another.

**Organization/Student Organization:** any number of persons who have complied with University requirements for recognition as a club or organization.

**Policy:** the written regulations of Dillard University found in, but not limited to, the *Code of Student Conduct*, *Residential Life Manual*, *Greek Life Manual*, 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.

**Responding Student:** any student alleged to have violated the *Code of Student Conduct*.

**Student:** 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. Students who withdraw from the University while a conduct matter is pending remain students for the purposes of this *Code*. For the purposes of this *Code*, "student," may additionally mean "group" or "organization".

**Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

**University Community:** 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/Programs:** any activity on or off campus which is initiated, authorized, registered, or supervised by the University or a University group or organization.

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

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

## **SECTION 12: INTERPRETATION AND REVIEW**

Any question of interpretation regarding the *Code of Student Conduct* shall be referred to the Vice President for Student Success or designee for final determination.

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.

In some circumstances, the Vice President for Student Success may modify procedures outlined under the *Code of Student Conduct*. Such modification shall be at the sole discretion of the Vice President for Student Success.

The *Code of Student Conduct* shall be reviewed each year by the Assistant Dean of Students, Vice President for Student Success, and General Counsel, and other designees (as appropriate).

Dillard University expressly reserves the right to revise, supplement or withdraw any policy or portion of a policy, as it deems necessary. Any policy or statement in conflict, will be interpreted by the Assistant Dean of Students and the Vice President for Student Success in consultation with appropriate university and/or legal representatives.



