2016-2017
DILLARD UNIVERSITY
STUDENT HANDBOOK
Dillard University Senior Administration

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

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

GOALS
To increase the institution’s ranking among the nation’s universities, rebuild a beautiful campus, attract top faculty and recruit the best and the brightest students, the university has set the following goals:
• Dillard University will be a premier private undergraduate university in our region and in the world of Historically Black Universities and Colleges.
• Dillard University will expand selectively into graduate studies, building on our best programs that also represent future projections of workforce needs.
• Dillard University will increase and enhance its commitment to and production of quality, useful research.
• Dillard University will infuse globalization into our curriculum so that it expands its reach to other languages, cultures and countries.
• Dillard University will demonstrate commitment to all students’ success.
• Dillard University will develop student leadership training and enriched educational opportunities outside of the classroom to offer a balanced environment as part of the college experience.
• Dillard University will continue to attract and graduate talented African American students, while welcoming those from a diverse background who can benefit from the unique experience we offer.
• Dillard University will demonstrate commitment to technology as subject matter, a teaching tool and the underpinnings of internal systems that are efficient, reliable and cost-effective.
• Dillard University will show fiscal integrity, with systems of financial and professional accountability and stability.
• Dillard University will be engaged in the revitalization of its home, New Orleans.
• Dillard University will develop and promulgate practices relative to greening of our campus and promotion of environmental sustainability.
• Dillard University will develop a Gulf Coast Public Policy Center.

STRATEGIC FOCUS: Reconnect, Renew, Realize, and Refresh
Upon the arrival of the new president on July 1, 2012, Dr. Kimbrough communicated to the university community and its stakeholders that the university would focus on the following four areas as we move to update the University’s strategic plan in 2014:

RECONNECT - reengaging with each other, alumni, community, etc.; embracing the mission, strengthen values

RENEW - recruiting students, faculty & staff

REALIZE - retaining students; reaching optimal performance

REFRESH - obtaining necessary resources
UNIVERSITY POLICIES AND STATEMENTS

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

ALCOHOL/DRUG POLICY
Possession, distribution and consumption of alcohol are prohibited. It is also a violation of the Code of Conduct for the student to be in an area where alcoholic beverages are located, regardless of age. See the Code of Conduct. Incidents will be documented and the student will be subject to disciplinary action.

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

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

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

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

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

Dillard University prohibits any other activities that are in violation of the policies and rules of recognized student organizations, Dillard University, city, parish, state, or federal law, and/or national governing bodies/associations, conferences, or affiliates.

Dillard University cannot and will not tolerate hazing activities and will pursue severe action against any student or organization found in violation of this policy, up to and including indefinite revocation of the charter for the organization and suspension or dismissal for students involved.

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

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

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

Such action is considered hazing, whether it occurs on or off campus. Actions and activities that are explicitly prohibited include, but are not limited to, the following:
1. Forcing, requiring, or encouraging an individual to drink alcohol or any other substance.
2. Calisthenics such as push-ups, sit-ups, and runs.
3. Throwing anything at an individual.
4. Forcing, requiring, encouraging, or participating in theft of any property under any circumstances.
5. Assigning or endorsing "pranks", such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
6. Defacing trees, grounds or buildings on or off University property.
7. Awakening or disturbing individuals during normal sleeping hours.
8. Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent (road trips, kidnaps, etc.).
9. Conducting hunts or quests.
10. Expecting participation in an activity in which the full membership is not willing to participate.
11. Required eating of anything an individual would otherwise refuse to eat.
12. Requesting, requiring, or having a person feel obligated to be branded or tattooed.
13. Causing excessive fatigue through physical and/or psychological abuse.
14. Paddling or caning of any nature.
15. Physical abuse of any kind.
16. Interrogations conducted in a psychologically damaging manner.
17. Forcing, requiring, or encouraging someone to wear, in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
18. Calling an individual demeaning names.
19. Any form of audible harassment.
20. Not permitting a person to talk for an extended period of time.
22. Nudity at any time or forced reading or viewing of pornographic material.
24. Walking the line.
There are no exceptions to these requirements.

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

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

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

The following are examples of appropriate dress for various occasions:

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

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

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

1. Do-rags, head scarves, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Dillard University (except in the privacy of the student’s living quarters) for 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.
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 his duties. A University official has a legitimate educational interest if he or she needs to review an educational 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 addressed 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.
FINANCIAL AID AND SCHOLARSHIPS
Review for SAP includes a review of all courses attempted throughout a student’s career at Dillard, not on a semester or yearly basis.

What is required to maintain SAP?
There are three components to the SAP requirement. Each component is detailed below. Failure to comply with any one requirement may result in a loss of aid eligibility:

MAINTAIN A MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)

<table>
<thead>
<tr>
<th>Freshman (0-29 hours attempted)</th>
<th>1.50 minimum GPA</th>
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<tbody>
<tr>
<td>Sophomores (30-60 hours attempted)</td>
<td>1.75 minimum GPA</td>
</tr>
<tr>
<td>Juniors/Seniors (61 and above hours attempted)</td>
<td>2.00 minimum GPA</td>
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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.
What do I do if special circumstances exist?
Contact a financial aid advisor if you have been notified that you have been placed on SAP hold, or your financial aid eligibility has been suspended, and special circumstances exist. With proper documentation of circumstances (i.e., doctor's notice, letter from academic advisor, etc.), you may appeal the SAP hold and/or aid eligibility suspension by completing a Satisfactory Academic Progress Appeal Form. This form is available from the Office of Financial Aid and Scholarships. Also contact your academic advisor to help you develop a plan for achieving good academic standing.

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

GRADES:
Only courses for which the student received grades of A, B, C, D or P are acceptable. Grades F, I, W, or WF are not acceptable. Students who fail to complete at least 70% of attempted credit hours because of incomplete grades will be placed on SAP suspension.

TERMS WITH ALL FAILING GRADES:
Students will be asked to verify attendance during a term in which all grades received are unacceptable (as defined above). Failure to verify attendance will result in cancellation of all aid.

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

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

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

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

This calculation determines the amount of aid earned by the student that he or she may keep (for example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid disbursed minus the earned amount) must be returned to the federal government by the university and/or the student. The Office of Financial Aid and Scholarships will notify and provide instructions to students who are required to return funds to the government.
Students whose circumstances require that they withdraw from all classes are strongly encouraged to contact the Office of Financial Aid and Scholarships and their academic advisor before doing so. At that time, the consequences of withdrawing from all classes can be explained and clearly illustrated. The Office of Financial Aid and Scholarships financial aid counselors can provide refund examples and further explain this policy to students and parents.

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

GREEK LIFE
In order to seek membership into a Greek-lettered organization on Dillard University’s campus, students must meet the University’s requirements detailed below. A student is eligible to apply for Membership Intake when he/she has:
1. Registered as a full-time Dillard University student for two (2) consecutive semesters; (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 “I”;
4. Signed a copy of the current Dillard University Anti-Hazing Policy;
5. Achieved a record of good citizenship, defined as not currently on probation, suspension, or substantial restrictions, as reported from the Office of Student Affairs; and
6. Received fiscal clearance, as reported from the Office of Business & Finance.

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

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

Notice of Privacy Practices Policy
This notice describes how medical information may be used, disclosed, and how students may get access to personal health information.

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

This Notice of Privacy Practices is used to inform the Dillard community on the use and disclosure of medical information. The Health and Wellness Center may change its privacy practices and make that change effective for all PHI maintained by Dillard University. The effective date of this Notice of Privacy Practices is April 4, 2011.

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

1. **Treatment.** 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. The Health and Wellness Center is not required to agree to the requested restriction.

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

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

**ID BADGE ENFORCEMENT GUIDELINES**
Dillard University’s Office of Public Safety enforces the wearing of the Dillard University ID Badge by all members of the university community.

**A. 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 will 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.

**B. Visitor's Policy**

1. Visitors that are scheduled to meet with or have an appointment to meet with someone here on campus should email name, date and time of visit and place of visit to the Office of Public Safety so a parking pass and visitor's pass can be issued at the gates.

2. Visitors of campus residents should present a valid picture ID to Residential Life staff and sign the visitor’s log to say who and where they are visiting. Visitors must adhere to all university policies. All visitors must be accompanied by the host at all times.

**D. Entering campus after close of business and weekends:**

1. Students, faculty, or staff should present their Dillard University ID Badge to the officer on duty.

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

E. Failure to Comply:
1. Students:
   a. 1st Occurrence: Written notice and copy sent to Student Affairs
2. Faculty:
   a. 1st Occurrence: Written notice and copy submitted to Academic Affairs
3. Staff:
   a. 1st Occurrence: Written notice and copy submitted to supervisor and human resources.

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

IMMUNIZATION REQUIREMENTS
In accordance with Louisiana State Health Department, all students must 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.*

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

MEDICAL 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 and Wellness. When the Student Health and Wellness Center is closed, the Office of Public Safety will serve as the initial contact for service.
**Definitions:**

**Medical emergency** means 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 or 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 of 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 (816) 504 – 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 Dean of Student Affairs and/or the Vice President of 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: Dean of Student Affairs, Vice President of Student Success, and the providers of the 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, make sure that the student has their insurance card and student identification cards 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

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) for 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.
- Student suffers or has been informed of a major crisis (e.g. death of a family member or significant other, divorce, etc.).

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, Dean of Student Affairs 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 self and/or others.

The Office of Student Affairs, 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 in-patient 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.

**RE-ADMISSION (AFTER VOLUNTARY/INVOLUNTARY MEDICAL WITHDRAWAL)**

To be considered for re-admission to Dillard University the student will have to submit to the following:

- Notify in writing to the Health and Wellness Center that you (the student) wish to be re-enrolled in the university.
- A comprehensive psychiatric evaluation by a board certified psychiatrist that is licensed to practice medicine in the State of Louisiana.
- A general physical exam performed by a board certified physician licensed to practice medicine in the State of Louisiana.
- Documentation of receiving external counseling services by a board certified psychiatrist/psychologist/counselor/social worker.
- “A Return to School Statement” from the Psychiatrist and Physician must be provided to the Health and Wellness Center indicating mental and physical health clearance.
- The student must make an appointment to see the Medical Director and Counseling Support Services for a pre re-enrollment interview and participate in all recommended after care requirements.
The Medical Director and Counseling Support Services will review the records when they are in receipt of all documents and the student has completed the interviews. At that time, and not before, a decision will be made if the student is medically cleared by the university to be readmitted. The Medical Director and/or Counseling Support Services will notify Enrollment Management of the status of the student’s application.

**MEDICAL EXCUSE POLICY**

Excessive absences due to medical illness/injury interfere with the educational goals and academic success of both the student and the University. Students are encouraged to visit the health center before, between, or after scheduled classes as not to interfere with academic achievement. At no time does the Health and Wellness Center supports excessive absence.

A **Student Excuse** note or **Office Visit** note does not guarantee an excuse from class attendance, duties, or assignments. Refer to the **University Catalog** for additional information.

**Absence from class:**

1. A student whose illness warrants an absence from class will be issued a **Student Excuse** note from the provider, if he/she has been seen by the provider on staff in the center; or if the illness/injury warrants an absence from class based on diagnosis and/or symptoms at the time of the medical evaluation.
2. An **Office Visit** note will be given to validate the student’s visit to the Health and Wellness Center for medical care and/or consultation.
3. Students are encouraged to seek out health care through the student health center on the day of the illness.
4. If the student has been seen by a provider other than the provider at Health and Wellness Center, the student must get an illness note from the provider from whom the student has sought out medical care.
5. A **Student Excuse** or **Office Visit** note will only be issued at the time of occurrence (injury and/or illness). It will not be issued at the end of the semester for an earlier illness or back-dated for illness/injury not confirmed by Dillard University Health and Wellness Center.

**ABSENCE AFTER HOSPITALIZATION OR LENGTHY ILLNESS/INJURY**

1. Students who have been hospitalized or absent due to a lengthy illness or injury must submit a Return to School statement from his/her provider indicating health clearance. A copy of the statement should be given to the Health and Wellness Center to keep in the medical file.
2. Refer to the **University Catalog** for additional information regarding class absences.
3. It is ultimately the student’s responsibility to make arrangements with instructors for any missed assignments or class time due to an illness or injury.

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

**MEDICAL INSURANCE PROGRAM**

Dillard University is committed to promoting good health and meeting the medical needs of its students. A health insurance plan is a critical component in providing peace of mind, knowing that students can receive the appropriate medical services they need in the event of a sickness or injury. 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.
NON-DISCRIMINATION POLICY STATEMENT
Dillard University is an Equal Opportunity/Affirmative Action Employer. Dillard University strictly prohibits discrimination on the basis of sex, sexual orientation, race, creed, national origin, age, disability or veteran status in recruitment and admissions to educational programs, extra-curricular activities, employment, scholarships and awards, and other areas not specifically covered by the foregoing. Any member of the Dillard University community, classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University's discrimination policy will not suffer any adverse consequences.

NON-RETAILIATION 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, Dean of Student Affairs Office, 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.

RESIDENCY REQUIREMENT
First-time, full-time students (i.e. freshmen/transfer) who are new the University are required to live on campus during their first year at Dillard University and transfer students in the Spring semester are required to live on campus for one semester unless a valid exemption has been granted by the Office of Residential Life. An exemption will be granted to students who meet one or more of the following criteria:
1. Commute no more than 50 miles from the home of a parent or guardian.
2. Commute no more than 50 miles from the home of an immediate family member other than a parent or guardian (e.g. grandparent, aunt/uncle).
3. Are legally married.
4. Have dependent children living with them.
5. Are active duty or veterans of military service?
6. Are 21 years of age or older?
7. Have a documented medical condition as approved by the Center for Health and Wellness and/or the Office of Student Support Services.

Students who commute no more than 50 miles from the home of a parent or guardian, with the home address being determined by the permanent address indicated on the Application for Admission, are automatically exempted from the Residency Requirement. No further action is needed on the part of the student.
All other students requesting an exemption to Dillard University’s residency requirement must complete a Residency Requirement Exemption Request Form available from the Office of Residential Life. A Residency Requirement Exemption Request may only be submitted once per academic year and must be submitted no later than 10 business days prior to the date of enrollment.

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

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

RESIDENTIAL STUDENT EVACUATION POLICY
All residential students are required to submit a Primary Evacuation Plan to the Office of Residential Life prior to taking occupancy within the housing unit. Residential Life keeps all Primary Evacuation Plans on file. When a state of emergency has been declared that requires residential students to evacuate from campus, residential students are required to activate their Primary Evacuation Plan and begin checking-out of the residence halls.

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

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

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 pre-existing 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 ser-
vices, 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, pinch-
ing, 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 accepta-
table 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 une-
qual authority. Allegations of sexual harassment will be scrutinized, regardless of the relationship of a com-
plainant to an alleged offender. Sexual Harassment will not be tolerated in any form.

Three forms of Sexual Harassment

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

*Example:* A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.
B. Hostile environment
Where the harassment creates an offensive and unpleasant working or learning environment. Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

C. Gender-based hostility
Where an individual or individuals are harassed because of their gender.

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

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

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

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

3. Both partners must clearly communicate their willingness and permission. Consent is not the absence of the word “no”. Sexual activity may be deemed to be nonconsensual if determined an individual did not display obvious and unmistakable communication of wishing to become intimate with another.

Any member of the Dillard University community classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University's discrimination policy will not suffer any adverse consequences.

SMOKING POLICY
Smoking is prohibited in Dillard University buildings and property. The use of all tobacco products are prohibited.

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

If it is determined that the student is a threat to him/herself or the larger community, the administrator, the counselor, medical staff, the Dean of Student Affairs, and the Vice President for Student Success will determine
whether the student will be given a medical leave as well as determine the length of the leave and conditions for readmittance into the university community.

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

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

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

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

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

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

**STUDENT DEMONSTRATIONS**

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 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 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 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 STATEMENT

It is the policy of Dillard University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment 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 Title IX Coordinators to coordinate compliance with and response to inquiries concerning Title IX.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website by or calling 1-800-421-3481.

Investigation

All reports describing conduct that is inconsistent with Dillard’s Policy on Sexual Misconduct, Dating and Domestic Violence, will be promptly and equitably resolved in accordance with Title IX and other relevant laws and regulations.

Investigation will commence as soon as practical following receipt of the complaint by the Title IX coordinator, generally within one week. Depending upon the circumstances, the investigator will usually be from the Office of Human Resources, Dean of Student Affairs Office, or Dillard University Police. In some cases another office may conduct the investigation under the direction of these offices, or an outside investigator may be retained. Mediation will not be used to resolve complaints involving some charges of sexual misconduct, including sexual violence.

During an investigation, the complainant (the person filing the complaint) will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent (the person complained about) will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review evidence presented and will meet with additional witnesses identified by the complainant, the respondent, or third parties, as determined appropriate by the investigator. The parties may not submit expert witness testimony as part of this process. No questions or evidence pertaining to the complainant’s prior sexual conduct with anyone other than the respondent are allowed, and evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information throughout the investigation process. In some cases, the investigator may interview the parties on more than one occasion.

Any participant in an investigation who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact the Title IX coordinator, Director of Human Resources, or Dean of Student Affairs, who shall take appropriate actions to address the issue in a prompt and equitable manner. No investigator shall investigate a matter in which he or she has a conflict of interest.

A victim of sexual violence has the right to simultaneously file and pursue a criminal complaint with law enforcement if he or she chooses and to be assisted by the University in notifying law enforcement authorities if he or she chooses, or to decline to notify such authorities. The University may need to temporarily delay its investigation while law enforcement gathers evidence.
**Interim Measures**

The University may provide reasonable interim accommodations or remedies to a complainant or respondent to ensure a safe and nondiscriminatory environment pending investigation and resolution of a complaint. Examples of interim protective measures include, but are not limited to: an order of no contact, safe-space zones, residence hall relocation, adjustment of course schedules or work-study employment, a leave of absence, transportation arrangements, or reassignment to a different supervisor or position. The University will attempt to minimize any adverse effects on the complainant or respondent when taking interim measures.

**Support Person**

During the investigation process, both the complainant and the respondent may ask a support person from the University community to accompany him or her. The support person must be a member of the Dillard community and cannot be a potential witness in the matter. In cases involving multiple complainants or respondents, the support person cannot be another respondent or complainant. The support person does not serve as an advocate on behalf of the complainant or respondent, may not actively participate in the investigation, and he or she must agree to maintain the confidentiality of the process.

In cases of alleged domestic violence, dating violence, sexual assault, or stalking, complainants and respondents are entitled to be accompanied by an advisor of their choice, which can include non-University community members. Such advisors are limited to the supportive and non-participatory role.

**Confidentiality**

The goal of the Dillard University's Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence is to provide members of the 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. All participants in the investigation will be advised that they should keep the complaint and the investigation confidential.

The University cannot promise complete confidentiality in its handling of sexual misconduct complaints. Dillard makes 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 in order to investigate and resolve the matter.

If a victim of sexual misconduct requests anonymity or that the investigation not be pursued, the University's ability to respond to the alleged misconduct may be limited. In certain circumstances, the University may be able to address concerns and stop problematic behavior without revealing the alleged harasser the identity of the person who complained 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 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 cases when a complainant requests anonymity or does not wish to proceed with an investigation, the Title IX Coordinator or her designate will determine whether the University has an obligation to proceed with the investigation notwithstanding this request based on concern for the safety or well-being of the broader University community. Dillard reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed.
Retaliation

Dillard prohibits retaliation against anyone for inquiring about suspected breaches of University policy, registering a complaint pursuant to its policies, assisting another in making a complaint, or participating in an investigation under its policies. Retaliation is a serious violation that can subject the parties to sanctions independent of the merits of the sexual misconduct allegation. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to the Title IX coordinator.

Resolution

At the conclusion of the investigation, the investigator will determine whether the preponderance of the evidence indicates that the respondent has violated the policies on Sexual Misconduct, Stalking, and Dating and Domestic Violence. The investigator will then provide her or his conclusions and any recommended actions to the appropriate University office. For staff respondents, the appropriate office is the Office of Human Resources in collaboration with the respondent's manager(s). For student respondents, the appropriate office is the Dean of Students Affairs. For faculty respondents, the appropriate office is the Office of Human Resources in collaboration with the respondent's manager(s).

The appropriate office will review the conclusions and then, in consultation with the Title IX coordinator, the Office of Human Resources and/or the Dean of Student Affairs, will make a decision concerning any corrective or remedial actions that will be imposed.

When a violation of the policies on Sexual Misconduct, Stalking, and Dating and Domestic Violence is found, the University's response is based on 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 or others. Violations 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, including revocation of tenure. Disciplinary action will be in accordance with relevant policies and/or procedures and other requirements set forth in the Staff Handbook, Faculty Handbook, or Student Handbook or others that may be developed over time. 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.

The complainant and the respondent will be notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred, any individual remedies offered or provided to the complainant, any sanctions imposed on the respondent that directly relate to the complainant, and other steps that have been taken to eliminate a hostile environment and prevent recurrence. When required by law, the university will also provide the complainant with notification of all disciplinary sanctions assessed on respondent. Notification of findings and sanctions may be provided to the complainant and the respondent in separate correspondence from the Title IX coordinator and the appropriate office imposing corrective action.

In most cases, the University investigates and resolves cases, including determining what corrective and remedial actions will be taken, within 60 days of notice of the complaint, though this may vary based on the availability of witnesses, the scope of the investigation, or unforeseen circumstances. Extensions of time may occur for good cause and with written notice to the complainant and respondent of the delay.
Appeals

The complainant or respondent may appeal a decision. The appeal must be made within ten (10) business days of the date of the written notification of the conclusion of the investigation, or if a sanction is being appealed, within 10 business days of the date of the written notification of the sanction imposed. An appeal must be in writing, submitted to the Dean of Student Affairs for students and the Director for Human Resources, as appropriate, and specify the substantive and/or procedural basis for the appeal. The original finding is presumed to have been decided reasonably and appropriately by a preponderance of the evidence, and the only grounds for appeal are as follows:

- A procedural or substantive error significantly impacted the outcome of the investigation;
- New evidence, unavailable during the original investigation, could substantially impact the original finding or sanction. The person filing the appeal must include a description of this new evidence, why it was not available during the investigation, and how it could impact the outcome of the investigation.
- The sanctions assessed are substantially disproportionate to the findings.

The appropriate individual below will review the appeal and issue a written decision, which shall be final and not subject to further appeal. The decision will be issued as expeditiously as possible, and the appeal process is usually 30 days, though this may vary based on the scope of the investigation or unforeseen circumstances.

VIOLENCE PREVENTION POLICY

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

DEPARTMENTAL POLICIES AND STATEMENTS

ACADEMIC AFFAIRS

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

BUSINESS AND FINANCE

Expenses and Fees

All students are required to pay full tuition, fees, and related expenses when they register based on due dates established. A student has not officially completed registration until all tuition requirements and applicable fees have been paid and certified by the Office of Business and Finance. If registration is not completed during the designated times, the student must pay a late registration fee.

The University reserves the right to change, with due notice, any of the expenses listed and to withhold statements, grade reports, transcripts, diplomas, etc; until all indebtedness to the University has been discharged or
until satisfactory arrangements have been made with the Office of Business and Finance. No student will be allowed to register if prior indebtedness has not been satisfied. Refer to the University Catalog for more information.

Any communications concerning expenses and fees should be directed to:

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

**Indebtedness to the University**

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

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

**Financial Clearance Policy for Membership Intake**

Students are required to 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.

**Use of Financial Aid Funds in Payment of Fees**

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

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

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

**Credit Balances**

Dillard University disburses Title IV funds by crediting a student’s account. Those funds that exceed tuition, fees, room and board, and other authorized charges, will be refunded to the student or parent in accordance with Title IV federal guidelines.
All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student’s account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a bi-weekly cycle.

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

Students may be due refunds for the following reasons:

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

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

**Fall and Spring Semesters**

100% 1st class day to 7th class day

**Summer Semester**

100% 1st class day to 3rd class day

Students are advised to withdraw officially through proper academic channels. An official withdrawal form should be properly executed by the student, approved by the authorized officials and presented to the 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.

**Federal Financial Aid Title IV Recipients**

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

If funds are released to a student because of a credit balance on the student’s account, then the student may be required to repay some of the federal grants released to the student.
Order of Return:
The funds due to the Title IV programs or the institution will be returned in the following order:

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

   Example 1:
   \[(15 \text{ days completed})/(115 \text{ days in the semester}) = 13\% \text{ refund to the student, } 87\% \text{ returned to Title IV programs or to the institution.}\]

   Example 2:
   \[(75 \text{ days completed})/(115 \text{ days in the semester}) = 65\%. \text{ No charges or aid will be adjusted.}\]

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

B. Schedule Change Refunds – reduction of number of hours taken.
   Students’ schedule changes that require reductions in fee assessments will be refunded at 100% if such changes are made on or before the 7th class day (3rd day during summer).
   Students due a University fee refund because of a course cancellation should contact the Office of Business and Finance.

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

D. Deceased Student Refund
   Follows the same guideline as Military Service Refund.

E. 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”)

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

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

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

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

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

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

Credit Balances
Dillard University disburses Title IV funds by crediting a student’s account. Those funds that exceed tuition, fees, room and board, and other authorized charges will be refunded to the student or parent in accordance with Title IV federal guidelines. All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student’s account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a bi-weekly cycle.

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

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

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

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

All residential students will be charged a one-time Housing Maintenance Fee 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: Pre-paid tuition deposits are not required from continuing residents.

**Housing Deposits**

**For New Students/residents:** An enrollment housing deposit of $150 is required upon notification of acceptance. Applications for rooms are given preference according to the date the deposit is received. This deposit, which is not refundable or transferable, will be applied to the room and board fees at the time of registration.

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

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

Continuing student are only required to make a deposit of $150.00 when a student is readmitted after one year of no enrollment.

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

Meals are served cafeteria style from a variety of delicious, nutritious offerings. Featured on the lunch menus are salad and vegetable bars, as well as deli-style service. Salad and vegetable bars are also featured at dinner with a wide selection from which you might build your own salad.
After dining, everyone is required to return dishes to the appropriate receiving area. China, silver, glassware, sugar containers, salt and pepper shakers, linen and food preparation equipment are for use only in the University Dining Hall and under no circumstances are these items to be removed from the premises. It is expected that rules of good conduct, proper attire and good citizenship will be observed in dining areas at all times.

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

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

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

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

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

**Special Services Available to Campus Organizations**

The University's food services are operated by a contract provider, Sodexo, which emphasizes assisting campus organizations with special dining requirements, such as banquets, picnics, receptions, etc. Individuals and/or organizations requiring such services should contact the Catering Manager, making all the necessary arrangements through the Sodexo Office. Requesting individuals and/or organizations should allow at least seven (7) working days advance notice. Budgeted organizations must submit an approved requisition for services rendered by Sodexo. Cash payments are also acceptable. It is imperative to remember that no service can be rendered without all of the financial arrangements being completed.
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:

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

Dillard University offers competition in the following sports:

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

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

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

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

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

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

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

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

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

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

REGISTRATION AND COURSE SELECTION
Scholar-athletes at Dillard University register for classes in the same manner as the rest of the student body. Scholar-athletes are expected to take initiative and follow the procedures described below:
1. Set up an appointment with a faculty advisor to be advised.
2. Go to campus web and input classes.
3. Print out a copy of schedule to be turned into the coach.
4. Once you have a schedule, do not change it by dropping and adding classes unless you have consulted your Faculty Advisor and Coach.

REPEAT COURSES
There are special rules for repeat courses, depending on the grade earned as to whether or not it can be counted towards the 24 hour rule. Scholar-athletes must check with the Faculty Athletic Representative (FAR) or the Athletic Director for clarification:
• Graduating seniors may not be required to carry 12 hours in the semester in which they graduate. Athletes must check with their respective coaches.
• Any questions regarding eligibility should be referred to the Faculty Athletic Representative or the Athletic Director.

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

F. Eligibility
In order to assure the scholar-athletes are aware and abreast of applicable NAIA and GCAC Conference eligibility regulations, an annual review is conducted by the Faculty Athletic Representative or Athletic Director during separate team meetings in the fall semester in conjunction with the administration of the NAIA Certificate of Clearance. Scholar-athletes who walk-on or transfer and join teams at later dates must set up review appointments with the Faculty Athletic Representative or Athletic Director. Scholar-athletes will be provided with copies of the Summary of NAIA eligibility regulations. Scholar-athletes are instructed to contact the Faculty Athletic Representative or Athletic Director immediately when a question arises or if they are approached by boosters, agents, equipment representatives, possible representatives of gambling interests, or by anyone representing any area where rule violations might occur.
NAIA RULES SEMINAR FOR SCHOLAR-ATHLETES
All scholar-athletes in all sports are required to meet with the Faculty Athletic Representative or Athletic Director to discuss pertinent NAIA regulations. These rules seminars are conducted once a year at Scholar-Athlete Leadership Training (SALT), and rules and regulations concerning professional sports, agent contacts, gambling and bribery, and substance abuse are a part of all discussions. If a scholar-athlete has a question concerning any NAIA rule or has any suspicion that any rule may have been violated, he or she is instructed to immediately contact the Faculty Athletic Representative or Athletic Director.

ELIGIBILITY CERTIFICATION FOR SCHOLAR-ATHLETES
The Faculty Athletic Representative is responsible for certifying all scholar-athletes with the GCAC Conference Office. All scholar-athletes must be certified prior to competing in the first scheduled competition date. It is the responsibility of the Faculty Athletic Representative and Athletic Director to coordinate with the Registrar in providing all the documentation necessary for athletic certification.

Scholar-athletes wishing to check on their current athletic eligibility should check with the Faculty Athletic Representative or Athletic Director. Each scholar-athlete’s eligibility status will be reviewed after every graded term. Once a scholar-athlete has been certified, the Registrar will notify the Athletic Director who will then notify the head coach of his/her eligibility for competition.

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

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

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

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

Initial Eligibility (entering junior college transfer scholar-athletes)
According to the NAIA, transfer students must meet the following criteria:
1. Transfer in 48 semester hours or 36 quarter hours
2. Have at least a cumulative grade point average of a 2.0 on a 4.0 scale
Continuing Eligibility (all scholar-athletes)
Each scholar-athlete must register and carry a minimum of 12 hours for the fall and spring semesters and be enrolled as a full time student.

IMPORTANT: Dropping below 12 hours will automatically render you ineligible for that particular semester!
All scholar-athletes must have passed 24 hours in the previous two semesters in order to be eligible to compete in any semester.

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

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

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

To compete in a 4th season of competition a scholar-athlete must have earned at least 72 hours. Scholar-athletes are classified as seniors and must have attained a cumulative 2.0 grade point average.

REQUIRED FORMS FOR ELIGIBILITY CERTIFICATION AND SCHOLAR-ATHLETE SPORT PARTICIPATION

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EXIT INTERVIEW FOR SCHOLAR-ATHLETES (Scholar-athlete Coaches Evaluation Form)
When a scholar-athlete who is on scholarship leaves a program, because of quitting a team or expended eligibility/graduation, an exit interview with that scholar-athlete will be conducted by the appropriate sports supervisor or designee. The purpose of the interview is to get scholar-athletes’ input regarding experiences in the program and to utilize that input for improvements, etc.

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

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

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

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

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

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

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

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

I. Scholar-Athlete Responsibility During the Period of Athletic Scholarship Award
1. The scholar-athlete must adhere to all National Association of Intercollegiate Athletics (NAIA), Gulf Coast Athletic Conference (GCAC), and Dillard University policies, procedures, rules and regulations, as set forth in the NAIA and GCAC handbooks and the Dillard University Student Handbook.
2. The scholar-athlete must adhere to all team and athletic department rules as set forth by the Head Coach and the Dillard University Athletic Department. If conduct becomes inappropriate or performance becomes deficient, the Coach/Athletic Department reserves the right to dismiss you and revoke all or a portion of the scholarship.

3. The scholar-athlete must meet the NAIA and GCAC eligibility requirements prior to and during enrollment for the year. For more information regarding eligibility requirements, contact the Athletic Director.

4. The scholar-athlete must agree to participate in the sport while physically able to do so. You agree to promptly notify the Dillard Athletic Trainer/Head Coach of any physical condition/injury that prohibits full participation.

5. The scholar-athlete agrees to notify the Dillard Athletic Trainer of any pre-existing condition that may prohibit full participation. If the athlete withholds this information, the Coach/Athletic Department reserves the right to reduce or revoke a player’s scholarship.

6. The scholar-athlete must notify the athletic trainer of an injury/illness that precludes him/her from participation within 48 hours of the inability to participate. You agree to participate in proper treatment and rehabilitation as prescribe the Dillard’s Athletic Trainer and Team Doctors and return to full participation as soon as possible.

7. The scholar-athlete understands that if full participation is not possible, you agree to provide assistance to the athletic department (under the supervision of the Athletic Director) in lieu of the scholarship.

8. The scholar-athlete understands that only unexpected injury/illnesses beyond the control of, or occur as a direct result of, participation in said sport allows for scholarship renewal in the year the injury occurred. If athletes are unable to return to full participation in subsequent years, the Coach/Athletic Department reserves the right to reduce or revoke a player’s scholarship.

9. The scholar-athlete must maintain satisfactory academic progress and regular classroom attendance is expected for the duration of the scholarship period.

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

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

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

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

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

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

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

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

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

M. Orientation Sessions: SOAR and Scholar-Athlete Leadership Training
Campus orientation sessions are held at the beginning of each academic year and are mandatory, per institutional rules. Academic advisors will be available during the SOAR sessions to assist with registration.

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

N. Scholar-Athlete Advisory Committee (SAAC)
The Scholar-Athlete Advisory Committee at Dillard University is an active committee that consists of representative from each intercollegiate sport. The main goal of the committee is to work collaboratively with the Athletic Department for the welfare of scholar-athletes. The committee meets on a monthly basis with athletic department representatives to discuss problems, issues, and concerns of all Dillard University scholar-athletes.

This committee is also proactive within institutional and city communities, organizing at least one community service event per year, and assisting with the Annual Scholar-Athlete Awards Banquet. It is the responsibility of each varsity sport to ensure that their respective sport has consistent representation at the monthly meetings and the SAAC constitution is upheld.
O. Athletic Training and Insurance

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

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

Dillard University Scholar-Athlete Rights

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

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

Responsibilities of the Scholar-Athlete

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

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

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

It is the mission of the Dillard University Department of Athletics to see that each participating athlete is afforded these rights.

TRAINING ROOM

The Athletic Trainer supervises the staff and the operations of the athletic training rooms. The athletic training facilities at Dillard University are for the care and treatment of scholar-athletes. The athletic training staff must take strict precautions to ensure compliance with all Federal and State Laws in the application of this treatment.
Only the team physician is responsible for diagnosing injuries and prescribing the appropriate treatments. The team physician will give referrals, if it is deemed necessary. Athletic trainers and student athletic trainers are under the supervision of the Athletic Director. All guidelines for athletic trainers are issued in writing by the Athletic Director and must be followed at all times. Athletic trainers and student athletic trainers must follow the policies and guidelines for operations and for conduct set forth by the Athletic Director and the respective head coach when they travel with that respective team.

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

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

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

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

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

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

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

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

A copy of this policy is given to the scholar-athlete and they will be asked to sign a form acknowledging receipt of the policy and consent to testing. This is kept on file in the athletic department. Scholar-athletes may refuse to consent to drug testing under this policy. However, scholar-athletes who refuse to be tested in accordance with this policy, which is designed to protect the health and welfare of the scholar-athlete, will not be permitted to participate in intercollegiate athletics at Dillard University and will, therefore, lose their athletic scholarship. Other opportunities for drug education will be provided throughout the year as determined by the Athletic Director and Head Athletic Trainer. These sessions will focus on information regarding the dangers of using illegal drugs and alcohol.

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

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

Drug Testing Component
Testing of scholar-athletes will be conducted throughout the academic year (in-season and out-of-season). Testing takes a variety of forms:
• Random individual test - individual names are selected at random for immediate testing.
• Reasonable Suspicion testing - when college officials have a good faith reason to believe that a student athlete may have violated this policy.
• Coach may request an individual or team to be tested at their discretion.

Records of test results are considered medical records and are confidential to the degree permitted by law. The records will be maintained by the Athletic Director, and released only under the circumstances allowed by this policy or as otherwise required by law.
Drug Testing Protocol
Random drug testing will be conducted on an unannounced basis throughout the calendar year. The Head Athletic trainer may require the collection of an initial specimen from each scholar-athlete as part of the annual pre-season medical screening.

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

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

Levels of Offense

a. First Positive:

i. If the scholar-athlete chooses to admit his/her substance abuse before being tested he/she will be given a first positive and be required to attend receive substance abuse counseling. The individual will be subjected to a one-week suspension.

ii. If there is no admission of guilt the athlete will be subjected to a two-week suspension. This includes no practices, no weights, no games and no involvement in the athletic program. The scholar-athlete will also attend substance abuse meetings with the Center for Health and Wellness.

iii. After the suspension is completed, the athlete will be retested. If the athlete tests negative for substances on the banned substance list, he/she will be allowed to continue participation. If the athlete tests positive, the athlete will be on a weekly suspension and retested weekly until he/she tests negative for substances on banned substance list.

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

v. After the first positive drug test, the athlete may be subjected to further testing at the discretion of the athletic director at any time.

b. Second Positive:

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

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

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

iv. During the second suspension, the athlete can be tested randomly at the discretion of the athletic director. In order to be released from suspension the athlete must test negative following his/her suspension period.

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1 The definition of positive for the following substances is: for caffeine, if the concentration in urine exceeds 15 micrograms/ml; for marijuana or THC, if the concentration in the urine of THC metabolites exceeds 15 nanograms/ml; for testosterone, if the administration of testosterone or use of any other substance or manipulation has the result of increasing the ratio of testosterone to epitosterone in urine to greater than 6:1. (This definition was taken from the NCAA Drug Testing Program Brochure 2011-12. You may find an electronic copy at http://www.ncaapublications.com/p-4198-2010-2011-drug-testing-program-booklet.aspx.)
c. Third Positive:

i. Upon the third positive test, the student athlete will be suspended for his/her remaining time in Dillard University Athletics. This does not include intramural athletics or club sports.

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

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

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.

List of Drugs to be tested

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

Stimulants:

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

Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-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))

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

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

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

*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). 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). 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). 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.

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

**Community and Personal Property**
An area of concern among roommates is the issue of community property or common areas (areas within a residential unit that can be used by any roommate) and personal property (those “off-limit” items).

Personal property must be respected, and not borrowed or used without permission from the owner. Storage for personal belongings is not available except in the resident’s room or apartment while school is in session. Storage of items is not available to any student beyond enrollment.

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

The resident shall utilize all security measures provided by the University to secure personal property. Residents are encouraged to secure insurance for personal property.

**Community Living Standards**
Residents are governed by all university policies found in the *Code of Conduct*, roommate agreements, and building creeds/policies created by students of the Residence Hall Association once approved by the Director of Residential Life, Dean of Student Affairs, and Vice President for Student Success.

**Curfew**
Freshmen and sophomore residents are encouraged to return to the residence halls by midnight each night.

**Family Housing**
Family housing is not offered through the Office of Residential Life. Unless specifically outlined in a special program approved by the Dillard University, minor children are not allowed to reside on campus.

**Guests**
A guest is defined as any person not currently enrolled, or any other person who is not a contracted occupant of the residence halls, a specific hall, or a specific room. (i.e. a Williams resident is a guest in Straight Hall)

Guests may visit the residence halls from 10am –Midnight Sunday-Saturday. All outside guests and student guests may be present only in the first floor main lounge after midnight.

Guests are required to present a valid ID and are required to sign in at the main desk of the hall. Guests are to be with his/her host at all times. Outside guests and student guests must be accompanied at all times. Unaccompanied guests will be removed from the residence hall immediately.
The university restricts the number of guests, including overnight guests. No room or apartment may host more than 6 people at once.

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

**Visitation**
Visitation is defined as the ability of current residents to have outside or student guest visit in their room/apartment. Visitation applies residents based on where the student resides regardless of classification.

**Traditional Residence Halls**
Guests may visit the residence halls from 10am – Midnight Sunday-Sunday. All outside guests and student guests may be present only in the first floor main lounge after midnight. Visitation in a room or apartment is permissible only with the express permission of the roommate(s).

**Apartments**
Outside guest and residents may visit the apartments. Guests may visit from 10am – 2 am Sunday – Sunday.

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

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

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

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

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

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

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

Quiet Hours
Quiet hours are to be respected 24 hours per day. Residents are expected to use discretion where noise is concerned both inside and outside the housing units. Therefore, excessive noise is prohibited at all times. Residents and their guests are responsible for respecting the rights of others at all times. Should noise be heard outside the resident’s living quarter, he/she may be cited for violation of quiet hours.

Living in the residence halls is designed to achieve desirable living conditions for all students in the residence hall community and maximum security for the residents. The achievement of the goals depends greatly upon the understanding and cooperation of each resident.

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

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

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

Services performed by The Office of Public Safety include, but are not limited to:
- Securing and Opening Buildings
- Vehicle and Foot Patrols of properties
- Enforcement of University Rules and Regulations
- Investigation of Criminal Violations & Auto Accidents
- Crime Prevention & Personal Safety Programs
- Emergency & Personal Escort Services
- Security Surveys (On & Off Campus)
- Identification Badge Enforcement
- Anonymous Information & Tips
General Policy
Regulations and restrictions relating to campus parking and Identification Badge enforcements are indicated in these printed guidelines. As a practical matter, it is impossible to mark with signs all areas where parking is prohibited but the campus driver should be aware of the following.

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

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

Access to campus parking is limited by University policy and the availability of parking spaces.

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

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

Because parking permits remain the property of Dillard University, the University reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and flagrant non-compliance of the University’s parking and traffic regulation(s). Illegally parked vehicles may be immobilized and/or fines may be assessed against the owner or operator. Immobilization devices may only be removed by University Police personnel. The removal of the device by the operator of the vehicle or by other persons may result in damage to the vehicle and will certainly result in damage to the immobilization device. If damage occurs to the immobilization device, the violator shall be charged for its repair or replacement. The University assumes no liability for any damage as a result of placement or removal of any immobilization device.

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

Penalties and Payment of Fines for Campus Parking
All fines must be verified through the Office of University Police. Refer to the Department of Public Safety Parking Violations Pamphlet.

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

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

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

Types of Parking Permits

“Student(s)” permits are issued to students and are valid for the academic semester in which they are issued. THE PERMIT MUST BE MOUNTED ON THE INSIDE OF THE FRONT WINDSHIELD, LOWER CORNER OF DRIVER’S SIDE.

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

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

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

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

Cost of Permits

Faculty and Staff...$200.00
Students....................$100.00
Replacement........$ 10.00
Temporary............$ 10.00 (may be waived at the discretion of the Chief of Police)

Parking permits do not guarantee a parking space.

Operation of Motor Vehicles on Campus

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

1. Motor vehicles must be driven in a careful and prudent manner at all times.
2. Driving or parking on grass and sidewalks is prohibited.
3. All traffic signs and instructions of University Police Officers must be obeyed.
4. The stopping of vehicles in traffic flow is prohibited. When taking on or discharging passengers the vehicle must be pulled to the curb.
5. Motorists must give right of way to pedestrians crossing at campus crosswalks.
6. The passing of moving cars going in the same direction is prohibited.
7. Motorists must observe a 15 mile per hour speed limit on all campus drives and parking lots.
University Parking
1. The use of campus parking facilities is restricted to vehicles displaying a valid parking permit.
2. ALL SIGNS INDICATING RESERVED SPACES, HANDICAPPED PARKING, NO PARKING, SERVICE, FREIGHT AND LOADING ZONES MUST BE OBSERVED.
3. Hampering with the passing of emergency vehicles in the event of a fire or other emergency is prohibited.
4. Parking in an area other than that designated for the type permit assigned to your vehicle is prohibited.
5. No vehicle is to be parked in such a manner as to interfere with the orderly flow of traffic or to cause interference with normal parking procedures.
6. Parking spaces that are designated as “RESERVED” are RESERVED 24 HOURS A DAY.
7. Parking spaces that are designated for the PRESIDENT or EXECUTIVE VICE PRESIDENT are RESERVED 24 HOURS A DAY.
8. For reason of suspected trespass or violation of parking regulations, the Office of Public Safety shall have the right to immobilize any vehicle using university parking facilities until the owner or operator of the vehicle has made a satisfactory accounting for his/her actions.

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

Banning
Non-payment of fines, frequent or flagrant violations of the University’s parking regulations, or the unauthorized removal of an immobilization device may result in banning. Persons in violation of the unauthorized removal of an immobilization device may be subject to University disciplinary action and/or criminal action. Banning is the loss of privilege of parking a motor vehicle on university property. 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 Student Affairs.
STUDENT ORGANIZATION POLICIES
AND REGULATIONS

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

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

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

Procedures for the Recognition of Student Organizations
Starting a 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 includes six (6) basic requirements. All required documents must be submitted to the Director for Student Engagement & Leadership Development and can be obtain in the Office of Student Affairs. These requirements are listed below:

1. Find a University Advisor who is currently a full-time member of the DU faculty or staff. The advisor must read, sign, and submit the Organization Advisor Agreement Form and attend the Advisor Training held each semester.
2. Submit the Application for New Student Organization.
3. Submit a copy of the organization proposed constitution.
   a. New student organizations can request a sample constitution and receive a constitution checklist from the Director of Student Engagement and Leadership Development.
   b. National organizations must submit a copy of their national constitution and by-laws as well as the student chapter constitution and by-laws.
4. Submit the Petition to Form a New Student Organization with a minimum of twenty (20) members of the DU student body signatures showing support to create the new student organization.
5. Submit the Student Senate Agreement Form.
6. Submit a completed Student Organization Officer Form. Signatures are required for the president and University Advisor. Attendance at the Student Organization Officer Training is mandated. Three (3) of the founding members of the organization must attend the Student Organization Officer Training in order for the organization to be active on campus.

7. Campus media groups must have the approval of the Vice President for Student Success to move forward with application.
8. Religious groups must have the approval of University Chaplain to move forward with the application.
9. Recreational and athletic groups must have the approval of the Director, Recreation, Health and Wellness to move forward with application.
10. Greek letter organizations must have the approval of the National Pan-Hellenic Council and the Vice President for Student Success to move forward with the application. Specific procedures exist within each group for the establishment of new chapters.

Constitution & Bylaws Requirements
Office of the Director for Student Engagement & Leadership Development (SELD) requires all student organizations to submit a constitution as a part of the registration process. An organization’s constitution is the document containing basic rules relating to the organization.

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

1. Name and purpose of the proposed organization.
2. Qualifications and selection process for membership, including a statement of non-discrimination based upon race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin, or age. NPHC organizations that have a partial exemption under Title IX may so modify this statement as authorized by law.
3. Election of officers, their duties, responsibilities, and removal procedures.
4. Meetings of organization.
5. Relationship with university. A statement that the organization will support in its actions and programs the goals, purposes and values of Dillard University and abide by university policies and procedures.
6. Constitution amendment process.
7. Statement of Non-Hazing.

Organizations governed by a national organization may submit the national organization’s constitution as well as student chapter constitution and by-laws.

When changes are made to the registered student organization constitution, student organization must submit the new constitution to the Office of the Director of (SELD) for review and approval.
Preliminary Review
The Director of SELD will review the full application, recommend/require changes to ensure compliance with university policies and upon completion by the organization, and forward the full application to the New Student Organization Committee.

New Student Organization Committee and Recognition Approval Process
The New Student Organization Committee will consist of the SGA President, SGA Vice President, Director of SELD, and the Dean of Students.

The criteria in which shall be used by New Student Organization Committee to determine whether a proposed organization deserves recognition is as follows:

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

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

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

Rights of Campus Organizations
Upon approval of recognition, student organizations shall become an active recognized organization, with all the rights, privileges, and immunities conferred by such recognition, which include the following:

1. Use of the university’s name in association with the name of the organization.
2. Use of university facilities in accordance with the policies that govern them.
3. Solicitation of membership on campus under the organization’s name.
4. Listing of the organization in the official publications of the university.
5. Use of university bulletin boards.
6. Registration of events. All events held on campus and off campus which are sponsored by a student organization must be registered with the office of SELD.
7. Ability to petition the Student Government Association for an allocation of funds to be used for activities for the organization.
8. Receipt of university publications that can assist in the organization’s work.
9. Right to request the use of a student organization mailbox.
10. Right to actively promote the goals, purposes, identity, programs and activities of the organization. Active promotion may be regarded as wearing any clothing and/or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization or an event, public announcements at a Dillard event, use of social media, or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Dillard-associated event.

**Responsibilities of Student Organizations**

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

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

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

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

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

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

**NOISE/AMPLIFIED SOUND/LYRICS**

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

Music with vulgar or explicit lyrics is prohibited.
MEMBERSHIP
Each organization’s officer must be in good standing in order to remain active in their position with the organization.

If an officer loses good standing, he/she will be considered inactive and will receive written notification to that effect from the Office of Student Affairs. The inactive status will remain until such time when 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 Student Affairs.

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.

Status of Student Organization

The Office of the Director for Student Engagement & Leadership Development (SELD) 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 SELD. 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 Development (SELD). Student organizations on non-recognized status are removed from all registered student organization lists and are not permitted to utilized 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 ORGANIZATION & CLUB EVENT POLICIES**

**Eligibility to Sponsor Programs and Events**

Student organizations must be on active status at the University and follow all guidelines of the Student Senate in order to apply to sponsor events and activities in University facilities. Student organizations that are on probation or that have outstanding financial obligations to the University are not eligible to sponsor programs or events. A student organization is defined as any organizations that are managed by students including honor societies.
Student organizations may not co-sponsor a special event or late night event with an off-campus organization or with any commercial enterprise. Appeals to this policy must be in writing to the Assistant Vice President of Student Affairs. The University requires contracts and insurance coverage for programs and events that are co-sponsored with external organizations and vendors.

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

Approval of Events
All programs and activities including but not limited to, workshops, seminars, step-shows, films/movies, recreational activities, Banquets, Blood drives, Concerts, Conferences, Cultural events, Events with amplified sound, Forums, Fundraisers, Information Fairs, initiation/Induction, Meetings, Run/Walks, Social events, Speakers, Table sits university events and activities sponsored by student organizations must be scheduled and approved through SELD. In any case an event is not approved by SELD, an officer of the chartered organization may contact the Director of SELD for further clarification. Events that are not allowed on campus are car washes, Bid-A-Date, and auctions for dates and services. Students and others are also asked to clear all religious events, including visits from local pastors and congregations, through the Office of the University Chaplain. This includes one-time events and recurring events such as Bible Studies.

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

Special Event and Late Night Programming Policy
Dillard University endeavors to provide fun-filled events and programs in a safe and secure environment. The following guidelines for special and late night events are designed to complement the University's regular reservation policies and procedures governing and regulating campus facilities and space. For the purpose of this policy, “late night events” are defined as any event open to DU students and guest scheduled to conclude after midnight on Friday and Saturday nights. Late night event must end at 12:45 a.m. and the facility must be cleared by 1:00 a.m. Late night events may not be held from Sunday through Thursday. “Special events” shall mean events with anticipated attendance of over one hundred and fifty (150) students and guests, and events that may pose safety and security concerns determined by Office of the University Police or a University official (i.e. party, neophyte show, Lock-in, and etc.).

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

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

**Procedures for Registering and Sponsoring Events**
All organizations are required to register events by fulfilling all of the registration requirements. An organization has the right to request that an event be publicized as a private event in SELD Code Bleu Calendar.

**Procedures for registering all events, including Special Events or Late Night Programs**
An officer or representative of an organization must complete the Event Request Form at a minimum of two (2) weeks in advance of the program or event. The request for a reservation will remain tentative until all requirements are met. SELD will not approve a Special Event or Late Night Program without the fulfillment of the procedures governing Registering and Sponsoring a Special Event or Late Night Programs such as advisor signature. All organizations must comply with policy. Reservations or requests to use a facility must be submitted directly to SELD.

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

If a University official determines that a meeting is required to discuss the event or program, for example, risk, safety, security, and venue, the meeting must be held at least three (3) business days in advance of the program date. Representatives from the organization and their advisor will meet with University staff to thoroughly review the event logistics. It is strongly recommended that a program proposal be prepared for distribution at this meeting. Revisions and changes to the event may be requested at this meeting.

In order to ensure that all requests are honored in a timely and efficient manner, an officer or representative of the sponsoring organization must complete all business and finance requirements at a minimum of two (2) weeks in advance prior to the event (i.e. request for a check, requests for catering, equipment, audio and visual equipment, and specifications for venue set up).

**Procedures to Request the Natatorium/Pool or Henson Hall Facilities**
In order for a student organization to host an event in the Natatorium/Pool, such as a pool party, the student organization is required to have lifeguards and security officers. The student organization must receive the approval of the Director, Recreation, Health and Wellness to use the Natatorium/Pool or Henson Hall. A meeting should be held with the Director of Recreation, Health and Wellness to determine the number of lifeguards that is needed for the event. The sponsoring organization is responsible for the cost of the security officers as well as the lifeguards.

**Procedures for University Police Coverage of University Events**
Certain university/student-sponsored events will require additional University safety, security, and police coverage. The types of events requiring special coverage include, but are not limited to the following:
- Events that will attract more than one hundred (100) guest.
- Events that present a topic or activity with the reasonable potential for a disturbance or disruption.
- Events that require entrance fee
- Events where money will be collected.
The Office of Business and Finance must be notified about events where money will be collected.
The Office of Business and Finance must assign a staff member to receive money at events.
A representative of a sponsoring organization is responsible for contacting the Office of Business and Finance at 816-4654.

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

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

Responsibilities of Public Safety Officers
At events where Public Safety officers are required:
- Two officers are required for every 100 people.
- One (1) officer will be stationed at the main entrance and will conduct periodic checks of the immediate surrounding areas of the event.
- Other officers will be responsible for roving inside the facility and will make periodic checks around the outside perimeter of the area where event is held.
- Public Safety officers must be scheduled a half hour before event begins and remain until the event is over and the doors are secured.

There will be a meeting for all event staff, sponsoring organization members and the organization’s advisors with Public Safety a half an hour before the start of the event. At this meeting, event staff will be given instructions and assignments by the advisor or event coordinator.

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

Advertising & Publicity

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

- A copy of the proposed flyer/poster, table tent, email or social media message, t-shirt, or any other creative form of advertisement must be approved in advance and stamped by SELD.
- All notices and signs must clearly state the official name of the sponsoring organizations.
- Notices or signs are to be limited to bulletin boards. In no case should signs or notices be posted on the outside or inside of campus buildings, except on bulletin boards. Signs posted on walls, glass windows and doors of any campus building will be removed. Signs may not be posted on elevators, trees, or benches.
- Notices or signs posted on departmental bulletin boards must be approved by the department.
- Flyers or notices may not be placed on vehicles parked on campus.
- All signs posted in contradiction to this policy will be removed and discarded.
- Sidewalk chalk is permitted on horizontal surfaces that are exposed to rain where it will naturally be washed away. These surfaces cannot be under overhangs or other areas that would block the surface from being exposed to rain.
  - Only water-soluble chalk may be used for sidewalk chalking.
  - Chalking is strictly prohibited on vertical services such as building walls steps, columns, etc.
  - Chalking is limited to the following horizontal surfaces: Kearny Hall entrance and Student Union front entrance. Please contact the Director of SELD for additional information.
  - Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.
  - Removal of substances that damage university property shall be the responsibility of the persons or parties established as the violators and reimbursement for any restoration costs (i.e., paint removal, cleaning, removal of residual substances, and so on) will be responsibility of the violating party.
  - Chalking space can be reserved for a week at a time. After one week, the sponsoring group must remove the chalk from the sidewalk.
- If the event is open to non-Dillard students, the advertisement must state valid college or university identification is required for admission.
- For closed events, (Dillard students only), the advertisement must state valid Dillard University identification required for admission.
- SELD will review requests from Dillard students to invite a maximum of two (2) guests to a closed event.
- The time the event starts and ends must be on the advertisement, as well as the name of the sponsoring organization.
- Admission fee must be included in advertisement about the event.

Proper Identification/Guest Policy

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

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

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

Contracts are needed: if services are provided from a professional being paid- exchange of funds outside of the DU Community (faculty/staff, student, and/or alumni), this may include speakers, DJ, or any outside vendor; if the vendor has been used before on Dillard University campus they will still need to complete a contract; if the vendor is new to Dillard University campus along with a contract they will need to complete a W-9 Form and Vendor Registration.

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

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

All organizations must provide security at events/activities when attendance is expected to be greater than 100 students. Arrangements for security can be made through the Office of Public Safety. The Office of Public Safety will provide the security needed for any event. There is a cost associated with providing the security and the organizations will be charged.

Food Service- Sodexo
If Student Organization is expecting food for their event they must inform the Director of Student Engagement (CSE) via the Student Organization Activity Request Form.

Student Organizations must go through the University’s catering services Sodexo for any food distribution.

- Only the advisor of the student organization can contact a representative from Sodexo for a menu and quote. Students are not allowed to contact Sodexo, if students contact Sodexo on behalf of their advisor or for their organization/event, the event will be cancelled/ denied.
- The ONLY student allowed to go to Sodexo is the Student Government Association (SGA) Treasurer on behalf of SGA and/or Student Activities Board (SAB). The Advisor for SGA and SAB should try to go to
Sodexo on behalf of these organizations as much as possible. If the SGA Treasurer goes to Sodexo for another organization other than SGA or SAB s/he will receive a demerit from SGA.

Sodexo/ or the advisor of student organization will provide the Director for Student Engagement (CSE) a receipt that food will be serviced through Sodexo at the event upon request.

The CSE will provide the Events Director appropriate information:

- If Sodexo does not provide the food the student organization is requesting they can therefore go to an outside vendor and complete the guidelines in the section of Contracts-Waivers of this document.
- If food is being donated from an outside vendor the advisor must inform the Director for Student Engagement (CSE)
  - If food is being donated to the student organization, Sodexo cannot provide any services for the event (i.e. water, cups, napkins, plates, etc.)
  - The Student Representative must indicate where they will receive food from to the CSE.
- The CSE will than forward any information receive from the student organization to Risk Management and the student organization will have to provide any information that is requested from Risk Management.

Movies

If Student Organizations are requesting to show a movie on campus they must inform the Director of Student Engagement (CSE) via the Student Organization Activity Request Form.

- In order for active registered student organization to show a movie they must purchase the licensing rights or contact the Director of Recreational, Health, and Wellness. The Director for Recreational, Health, and Wellness will forward any information (whether s/he will support student organization in showing movie) to the CSE via email.
- The CSE will forward and include any information provided from the Director of Recreational, Health, and Wellness with the Program Request Form and Proposal to the Events Director.

Transportation

If Student organizations will need transportation a Transportation Request Form must be completed and submitted to the Director for Student Engagement (CSE). Every line of the Transportation Request Form must be completed and the advisor of the Student organization must sign as the Requestor’s Signature.

The CSE will review completed form and sign as the Authorizing Signature, the CSE will forward the Request Form to the Dean of Students and to Events Director, and the CSE will notify student representative and student organization advisor of the approved or denied Transportation Request.
STUDENT GOVERNMENT ASSOCIATION
All students are members of the Student Government Association. The students of this institution have formed a union and have adopted a constitution for their government within the bonds of the union. The aims of the Student Government Association are:

1. To act as a clearing house for student opinion on all matters relative to student welfare at Dillard University.
2. To provide a means through which students may work in close cooperation with administrative officers and faculty members in all programs in which students, administrative officers, and after faculty members participate jointly.
3. To enable students to exercise themselves in the art of self-governance under the democratic process.

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

DIVISIONAL INFORMATION

ENROLLMENT MANAGEMENT

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

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

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

While information about specific programs is available at the Financial Aid office, the important thing to remember is to apply for financial aid each year. Application information is available in Rosenwald Hall, Room 126 beginning mid-fall semester. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) over the internet at: http://www.fafsa.ed.gov. Apply as soon as possible after January 1. There are no application deadlines; however, priority consideration is given to those who apply by March 1. Please refer to the Dillard University Catalog or the Office of Financial Aid for more information.

B. Records and Registration
The Office of Records and Registration provides support to students, faculty and staff in gaining access to student academic records, transcript requests, degree verification and enrollment verification. Specifically, the Of-
Office of Records and Registration coordinates and manages the registration process for students at Dillard University. The Office of Records and Registration encourages students to carefully complete the registration process for courses at Dillard University by keeping in mind the following:

- Incoming, continuing, transfer and re-admitted students must present themselves for registration in accordance with the plans of registration established for the current year and listed in the University Calendar.
- Students should consult their academic advisors for assistance in preparing their schedules.
- Each student, however, must assume the responsibility of studying his/her curriculum carefully and should register each semester according to its requirements.
- Continuing students are expected to participate in pre-advisement/early registration for the succeeding semester.
- No student has completed registration until he/she has paid fees as assessed by the Office of Business and Finance.
- No student will be permitted to remain in class unless his/her name appears on the class roster generated by the Office of the Records and Registration.

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

C. Recruitment, Admissions, and Programming

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

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

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

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

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:

- Center for Career and Professional Development
- Office of the Chaplain and Vision Quest
- Center for Health and Wellness
- Office of Student Affairs
  - Judicial Affairs
  - Recreation, Health and Wellness
  - Residential Life
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

Health and Wellness Center
The Health and Wellness Center strives to promote health awareness for Dillard University students and the academic community by providing quality primary and preventive health care, through educational programs and counseling and by promoting healthy behaviors that facilitate academic success.

- Treatment of illness and injuries
- Physical Exams
- Women’s Health
- Diagnostic screenings
- Over-the-Counter Medication and Prescriptions
- First Aid and Emergency care
- Mental health counseling and medication management
The University Psychiatrist provides counseling and crisis intervention services to Dillard University students.

Health and Wellness offers quality health care provided by a medical doctor and a board certified family practice nurse practitioner. The Health and Wellness Center offers physical examinations, maintenance of chronic illnesses (e.g. high blood pressure, Diabetes, Asthma) and treatment of other minor illnesses. A limited amount of Over-the-counter (OTC) medications are dispensed to students for fever, acid reflux, and cough and colds. All Dillard University students have access to the center services, regardless of insurance coverage. Students can receive unlimited office visits in the center by presenting their student identification card.

The Health and Wellness Center hours of operation are 8:00am – 5:00pm, Monday through Friday. After-hour care is available by contacting Residential Life staff members or University Police.

**Office of Student Affairs**

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

Student Affairs provides central leadership and guidance of student services at Dillard University, which includes the direction of divisional strategic planning, facilitation of interdepartmental interaction, coordination of student support and crisis intervention and referral and facilitation of divisional and student life assessment efforts. The office is an important contact point when a student’s need is apparent and it is not clear where to turn for help. Staff in the office coordinates specific programming and initiatives that promote academic integrity, self-awareness and growth and connection to the Dillard community and the greater New Orleans community.

Student Affairs strives to create a campus environment that is both supportive and stimulating and provides a range of experiences in which personal development thrives and learning flourishes.

Student Affairs believes university students of all ages and backgrounds are engaged in a process of growth and change. The extent and intensity of each student's involvement in academic pursuits and other aspects of student life determine in large measure the degree of individual student success attained. While students are ultimately responsible for their own lives, the campus environment is formative and instrumental in their efforts to achieve academic success and personal success, therefore the Office of Student Affairs commits to aiding in students’ success by providing opportunities that facilitate the growth, change and development of all students. Opportunities are provided to students through the following areas:

**Judicial Affairs**

Judicial Affairs strives to make Dillard a just and positive community that focuses on conflict resolution. We believe that one’s actions demonstrate one’s commitment to respecting differences and we must be responsible for our behavior and accountable for our actions. Everyone who chooses to participate in and or visit our community must abide by our policies and practices designed to insure a safe, educational and comfortable existence.
Recreation, Health and Wellness
The mission of Recreation, Health and Wellness is to enhance the quality of life for the Dillard University family and its community members by providing active and passive recreational, educational, and cultural. It is our objective to provide recreational activities and facilities that are safe, accessible, and aesthetically pleasing to the entire Dillard family.

- Intramurals, Extramural Sports, Club Sports
- Aquatics

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 Development
The office of Student Engagement and Leadership Development is committed to learning beyond the classroom by providing students opportunities to engage actively in orientation & leadership development programs, student governance, and clubs & organizations. We support the mission of Dillard by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

- Student Government Association
- Campus Activities Board
- Greek Life
- Welcome Week
- Homecoming
- Spring Fest
- Student Organizations
- Commuter Services
- 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:

- Office of Student Affairs
- Student Government Association
- Student Activities Board
- Health and Wellness Center
- Bowling Alley
- Movie Theatre
- Fitness Center
TRIO Programs

A. Student Support Services

Student Support Services (SSS) is an education grant through the U.S. Department of Education. SSS at Dillard University provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

Eligibility Status

To be eligible to participate in the SSS Program, a student must be a low-income student, a first generation college student, or disabled student. These terms are defined below:

- **Low-income student** – a student whose family’s taxable income does not exceed 150 percent of the poverty level in the calendar year preceding the year in which the individual initially participates in the project. The poverty level amount is determined by using criteria established by the Bureau of the Census of the U.S. Department of Commerce.

- **First-generation college student** – a student from a family in which neither parent (whether natural or adoptive) received a baccalaureate degree or a student who, prior to the age of 18, regularly resided with and received support from only one natural or adoptive parent and whose supporting parent did not receive a baccalaureate degree.

- **Student with disabilities** – a student who has a diagnosed physical or mental impairment that substantially limits his or her ability to participate in the educational experiences and opportunities offered by the grantee institution.

B. Upward Bound

Upward Bound is a highly successful, college-based program of rigorous academic instruction, individual tutoring, and counseling for high school students. These students are the first generation of their families to consider post-secondary education.

Dillard University’s Upward Bound Program is designed to instill confidence in students while generating the skills and motivation necessary for success in education beyond secondary school. We believe that all students have the capacity to learn and excel academically, socially and emotionally.

Our staff works diligently to ensure that all program participants realize their highest academic potential, and the benefits of a quality education. We create a safe, friendly, and caring environment that is conducive to learning. We offer comprehensive instruction in math, science, language arts, and foreign language.

Finally, in order to expose our students to multiple ethnic and socio-cultural perspectives, students attend cultural awareness events, and participate in volunteer service projects. We expose our students to various learning environments, and we acknowledge their learning styles. It is our desire that students who participate in the Upward Bound Program at Dillard University will embrace and enjoy learning, with hopes they will enroll in and graduate from a post secondary institution.

C. Pre-Collegiate Emerging Scholars: Eight Grade Initiative

The Dillard University Pre-Collegiate Emerging Scholars is a cutting edge program that is designed to encourage New Orleans students from diverse backgrounds to successfully negotiate high school and to attend college. Special emphasis is on black male participation, as this segment of the student population has experienced significant high school dropout rates and subsequently a lower matriculation rate in higher education. The program model was founded at California State University at Stanislaus in 2000. Cohorts of 100 students are enrolled into the Dillard University’s Eighth Grade Program Initiative each year. These students remain in the Eighth Grade Initiative Program until their matriculation into Dillard University. The Dillard University Eighth Grade Initiative provides academic and personal counseling and support, financial counseling, college preparation seminars, tutoring and parent workshops in cooperation with selected schools in the Orleans Parish and Recovery School District. All academic and enrichment services are provided here at Dillard University.
For any additional information regarding the Dillard Pre-Collegiate Emerging Scholars program, please call (504) 816-4714.

D. Educational Talent Search
The Dillard University Educational Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice.

Educational Talent Search provides academic and enrichment services in cooperation with selected schools in the Orleans and Jefferson Parish School Districts, the Recovery School District, and the New Orleans Charter Schools. Most of our services are conducted at the targeted schools. In addition students have the opportunity to receive supplemental academic services on the Dillard University campus.

The Educational Talent Search Program is free of charge for each participant through funding from the United States Department of Education. For additional information concerning the Dillard University Educational Talent Search program, you may call (504) 816-4154 or (504) 816-4818.

CENTER FOR FIRST YEAR EXPERIENCE (FYE)

The Center for the First Year Experience (a Title III Project) mission is to ensure that the first year student’s academic experience at Dillard is satisfying and rewarding. To this end, the Center is proactive in anticipating change and takes steps to provide the services first year students need and will require in the future.

The First Year Experience Program, the major focus of the Center, is a structured yearlong program experience designed to assist new students in making a smooth transition from high school to college. The instructors guide students through the transition, teaching them how to navigate waters in which students must swim during their four years at Dillard University. The instructors serve not only as mentors, but also as instructors and advisors.

The Center also schedules workshops, group study sessions, and seminars —FYSI 101 or 102, a one hour per semester course. Its staff consists of a Director for First Year Experience, an Administrative Assistant and instructors. The Center collaborates and cooperates especially with the academic divisions and all campus divisions to achieve its mission, goals and objectives. The Center is a part of Academic Affairs.
STUDENT SERVICES

COLLEGIATE BOOKSTORE
The Collegiate Bookstore provides for the purchase of textbooks and supplies by students and faculty. It carries personal items, such as toiletries and sundries, candy, stationery, postage stamps, clothing, and jewelry. Purchases may be made with cash Discover, MasterCard, Visa, or American Express. Hours are from 8:30am to 5:00pm Monday-Friday.

COMMUTER STUDENTS, FACULTY AND STAFF FOOD SERVICE
Several meal plans are available for commuter students, faculty and staff, including the nineteen (19) meals per week plan. The most popular plans are the eleven (11) meal plan, which has a ten percent (10%) enhancement and the twenty-five (25) Meal Block Plan. These meal plans are valid for breakfast, lunch, dinner, and brunch. See the Sodexho Food Services Manager for more information or to purchase a meal plan.

COMPUTER ACCOUNTS
The Office of Information Technology and Telecommunications provides all Dillard students Email accounts, cable and access to the Internet. If you have questions, please contact the helpdesk via email helpdesk@dillard.edu. Contact the library at 504-816-4784 or via email at dulibrary@dillard.edu for remote access to library resources. Students are encouraged to protect their passwords.

COUNSELING SERVICES
Students who may need the assistance of professionals regarding personal issues they may be facing can seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

CONTROLLED SUBSTANCE SUPPORT SERVICES
Students with alcohol or drug related dependencies should seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

FITNESS CENTER
The Fitness Center has an array of exercise equipment, tennis and basketball courts. Members of the Dillard community have access to the Fitness Center, basketball, and tennis courts during hours of operation.

DISABILITY SERVICES
The University assists students with disabilities by providing and identifying services and accommodations. Please contact the office of Student Support Services via phone at 504-816-4306 with any question.

HEALTH SERVICES

Health and Wellness Center
Student Health and Wellness Center provides services to all students at Dillard University. Clinic hours of operation are Monday through Friday from 8:00am – 5:00pm. Students are seen on a first come first served basis with unlimited visits. The Nurse Practitioner is available to assist students with their health care needs.

After-hour care is available by contacting Residential Life staff members or University Police.
The Health and Wellness Center provides health care examinations and evaluations to all Dillard University students regardless of insurance coverage. There are certain diagnoses (illness and/or injuries) that may require prescribed medications, laboratory tests and other diagnostic examinations, which may or may not be covered by medical insurance. The students are responsible for the cost of prescription medicine, lab work and other diagnostic tests.

**Student health insurance coverage.** Students are encouraged to report to the Health and Wellness Center before going to any hospital and/or private physician for any illness or injury. Medical referrals are given by the Health and Wellness Center to facilitate direction of health care services needed. Emergencies are to be reported without delay for proper documentation of the incident.

**INTRAMURAL SPORTS AND RECREATION**
The Intramural Sports and Recreation program at Dillard University is dedicated to providing students, faculty, and staff with competitive and recreational activities. Through a variety of team sports and individual or group events, the Intramural Sports and 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.
- **Café À la Carte** – Offers quick-and-casual dining for students on the go. The café offers a variety of sandwiches, salads and wraps along with a coffee and pastry stop. It is located inside the library’s Casual Reading room.
**Library Technology** - Electronic library resources are available from campus as well as from remote locations and may be accessed from the library website at http://books.dillard.edu. In addition to the online public access catalog (OPAC), other electronic resources include indices, abstracts, full text articles and journals, and online books. These resources are made available through the LOUIS consortia as well as through subscriptions to EBSCOHost, Pro Quest, JSTOR and NetLibrary.

**MAIL ROOM**
The mail room is located in Kearny Hall and provides mail services for the campus community. Mail for the University offices may be sent through the University mail room. However, all inter-campus mail of a personal nature requires postage. Postage stamps will be sold in the bookstore in Henson Hall. The mailroom is open 24hrs a day; however, the mail room service window is open from 8:00am to 5:00pm Monday-Friday. Neither postal mail nor packages are delivered to the housing units. Mail is received and distributed in the University Post Office in Kearny Hall.

**PUBLIC SAFETY**
University Police provides armed security service 24/7 with the expressed responsibility of protecting life and property of students, faculty, staff, and visitors while on campus. The main entrance to the campus and all buildings located on campus are patrolled by trained armed officers. All campus police officers are licensed and certified by the Louisiana Board of Private Security Examiners and commissioned by the City of New Orleans.

**Safety Tips:**
1. Students are asked to take normal security precautions, such as locking doors and windows and refusing to admit strangers into their residences or campus facilities.
2. Students display ID cards at all times.
3. Students must register their guests. All guests must surrender a valid state issued photo ID to a University public safety officer to enter the campus.
4. Always attend off campus events with at least one friend.
5. Do not display money and expensive items, such as jewelry in residential unit or in public.
6. Never give a stranger your address.
7. Never prop open the Williams Hall exterior doors, the gates to the Elysian Fields, the DUALS, or other facilities.
8. Do not invite strangers to the campus.
9. Inform University Police of all suspicious activity.
10. Lock your vehicle.
11. Avoid confrontations. Report concerns and problems to Residential Life staff or University Police.

**RELIGIOUS SERVICES**
The Lawless Chapel Ministry is a student organization affiliated with the Office of the University Chaplain and, in addition to on-campus programming, presents a lively Sunday morning worship in Lawless Memorial Chapel at 11:00am every Sunday. LCM’s ministries include a gospel choir, praise dancers, Sunday school, Bible Study, Council of Christian Brotherhood, women of vision, benevolence and evangelism program.

**UNDERGRADUATE RESEARCH**
The goal of undergraduate research and creative work is to introduce students to the empirical methods of inquiry, history, and language of intellectual investigation, research, and creative expressions.
VENDING MACHINES
Vending machines are located throughout the campus. There is also several laundry centers located on campus. Students are invited to use these laundries and snack centers at their convenience. If, for some reason, the machine in which coins have been deposited does not give desired service, malfunction of the machine should be reported immediately. A card is located in the area of each machine describing procedures for reporting malfunctions. It is a crime to insert slugs, counterfeit coins or any foreign substances in a vending machine.

WRITING LAB
Dillard University Writing Center, Division of Humanities
Dillard University's Writing Center is part of the Division of Humanities, but it services the entire University. Its primary goal is to provide the academic support necessary to increase the academic performance, retention, and graduation rates of all students. The Writing Center is staffed by trained and experienced writing tutors who are available to meet with you and answer questions. Also, the instructors and tutors in the Writing Center will help you improve your writing skills so that you become a more confident and successful writer in all classes and for all purposes.

Writing Center Hours:
The Writing Center is open when the University is open for fall and spring classes. The peer tutors are available beginning the second week of classes. The Writing Center is not open during exam weeks. The Writing Center is open Monday through Friday; the Writing Center hours are posted during the second week of classes. Although walk-ins are welcome, you are encouraged to make an appointment to be sure you receive assistance when you need it. Stop by today.

UNIVERSITY EMERGENCY EVACUATION PLAN
Overview
Emergency Evacuation Plan
• Emergency Evacuation recommendation to President when Level 3 hurricane is in the Gulf of Mexico and vector points North (up to 3 days advanced warning).
• Kabcoff is the designated location to meet for instructions and evacuation.
• Designated staff will evacuate to Shreveport, LA.
• Students and chaperones will evacuate to Centenary College in Shreveport, LA on buses contracted by the University.
• Cell phones with area codes other than 504 are already available to designated administrators.
• Text messaging is already available; students and university personnel need to sign-up to receive messages via their cell phones. Sign-up is available through a link on the University’s website at www.dillard.edu/emergencyalerts.
• A back-up website server has been established at a remote site.
• Emergency information will be updated continuously on the Dillard website: www.dillard.edu/emergency-alerts.
• Emergency Evacuation Plan will be placed on web prior to fall semester.
• An Academic Plan has been developed to ensure no loss in instruction for students; students should consult instructors regarding individual class plan.
• Each division and department should have a Telephone Calling Tree with emergency contact numbers and a designated emergency coordinator.
8-Step Emergency Plan Summary

1. **DECLARATION OF EMERGENCY**
   The President is advised to declare an emergency and immediately begin evacuation procedures once a tropical storm/hurricane reaches the Gulf of Mexico as a Category 3 Hurricane and the directional vector points north.
   [It is anticipated that such analysis should provide as much as three (3) days advanced warning].

2. Crisis Decision Team reviews the situation (President, Executive Vice President, Director of Public Safety and Director of University Communications, President’s Senior Executive Officer).

3. Decision is made to assemble full Emergency Preparedness Team (President, Executive Vice President, Senior Cabinet, Director of Public Safety, Director of University Communications, Facilities Management, SODEXO Food Services, ITT, Human Resources and University Nurse).

4. President (or designee) declares emergency/crisis status and gives instructions to ensure maximum coordination to Executive Vice President and Emergency Preparedness Team.

5. Emergency Preparedness Team begins implementation of plan based on the nature of the situation.

6. Emergency Preparedness Team assembles as frequently as necessary to provide status updates.

7. During the emergency, members of the response team will handle tasks as assigned.

8. Recovery procedures will be implemented after the President declares “all clear” and return to business as usual.

**For communication updates:** Call the Information Line at 877-551-558 or consult the University’s website at www.dillard.edu

**EMERGENCY EVACUATION PREPARATION CHECKLIST**

**Students**

- Non-Residential
  - Check with local media regarding closure and evacuation.
  - You will be informed of make-up days, if necessary.
- Residential
  - Determine where you will evacuate.
  - If you require evacuation assistance contacts Residential Life for information.
  - Pack medicines, valuables, toiletry items, pillow and blanket or throw cover.
  - Unplug all electronic devices. Move items away from windows and off the floor.
  - Notify Residential Life staff of your destination and contact number.
  - If instructed, you **must** evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
  - Check in with residential staff upon your return to receive further instructions.
  - Take photos if possible before you leave.
  - Take important papers and research documents.
  - Take CDs, DVDs and other electronic storage devices.
  - Check with local media for further instructions.
  - Persons with disabilities use the “buddy system” for assistance to the most appropriate exit route or nearest area of rescue.

**Faculty**

- Once notified of closure, dismiss classes if necessary.
- Move items from floor of your office.
- Turn off/unplug all electronic devices.
- Secure valuables and lock all doors.
Staff
• Once notified of closure, turn off and unplug all electrical equipment.
• Remove anything from the floor.
• Dispose of trash and food items.
• Clear items from desk and near windows.
• Secure valuables and lock all doors.
• Watch local media for further instructions.

Emergency Response Team
• President, Senior Cabinet, Public Safety Director, Director of Communications, Facilities Management.
• Others as designated by supervisor/vice president depending on situation.
• Report to president’s conference room when instructed for briefing and assignment prior to emergency and as instructed once implementation of plan begins.
• Secure personal work space.
• Direct employees as instructed.
• Implement tasks as determined by Crisis Decision Team.
• Evacuate as instructed. Be sure to inform President’s Office of your destinations and contact information.
• You will be notified regarding further instructions to return to campus.
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 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 action.

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

The student conduct process at Dillard University is not intended to punish students; rather, 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 student conduct procedures 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 and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

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(s) 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.

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 cam-
pus, 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 does have the obligation to introduce disciplinary action if the student’s behavior conflicts with the university’s educational objectives or the student’s responsibilities to members of the university community. Students will be disciplined in accordance with 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 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 along with the Dean of Students and 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 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.

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, proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

1. 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 Dean of Student Affairs 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 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 ten (10) business 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 the University campus/facilities/events. As determined by the Vice President for Student Success and/or Dean of Student Affairs, 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 and/or Dean...
of Student Affairs, 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:

1. Free inquiry, expression, and assembly, except as expressly limited by Dillard University policies, including the Code of Student Conduct.
2. Be free from harassment or discrimination based on sex, race, color, national origin, religion, ancestry, sexual orientation, disability, age, veteran status, marital or parental status.
3. Be secure in their persons and living quarters and to not be subjected to unreasonable searches and seizures is guaranteed.
4. 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.
5. 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 witnesses.
6. A student may waive the right to a hearing when the student chooses 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.
7. An appeal, through established procedures, any sanctions administered by the University.
8. 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:

2. 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.
3. Obeying all duly established Dillard University policies, local, state, and federal policies, regulations, and laws.
4. Refraining from actions that deny other members of the university community their rights as described herein.
5. Refraining from acts of violence, intimidation, or degradation toward any person.
6. Cooperating with University administrators, faculty, staff and contracted personnel in the performance of their authorized duties.
7. Giving and maintaining accurate and complete information for all official records required by the University.
8. Meeting all financial obligations to the University.
9. Carrying personal picture identification at all times while on University property or at University functions and provide identification to University Officials when requested.
10. Attending all conduct proceedings when issued notice to do so.
11. 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 that can be 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 organization’s existence at the university and to take organizational action when the individual fails to adhere to the standards of the organization or the university.

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

Such behavior includes, but is not limited to, actions of organization’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 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, accepting admission to Dillard University or registration as a student organization, a student accepts the **Code of Student Conduct** and citizenship and acknowledges the right of the University to take disciplinary action, including suspension or expulsion for conduct judged unsatisfactory or disruptive. Any student or applicant 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**. In keeping with this philosophy, the University regards the following as breaches of conduct:
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.

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.

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

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

Animals
Only animals that are approved under federal law for special assistance or for teaching and research are permitted in University facilities. The University prohibits pets including, but not limited to, insects and reptiles.

Arson/Fire Setting
The malicious or intentional burning of property 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.

Behavior Unbecoming of a Dillard University Student
Any violation of the Code of Student Conduct and/or behavior that reflects negatively on the image of the student or reputation of the University.

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.

Damage to Property/Destruction of Property
Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including faculty and staff members.
Disorderly Conduct and/or Disruption
Any offensive or annoying 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, noise producing devices, talking excessively loud, failure to dispose of food trays, shouting or loud music.

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.

Distribution of Printed or Social Media Material
Distribution of printed materials or posting of materials or videos through social media that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations. While the University respects a student’s right to free inquiry, expression, and assembly, it reminds students of their responsibility to contribute to a climate of academic integrity consistent with the rights of others and to refrain from acts of degradation, humiliation or harassment toward any person, whether the person is a student, nonstudent, relative, faculty or staff member, or a current or former spouse, boyfriend, girlfriend or a significant other.

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 others among the partner's 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.

Drugs/Drug Paraphernalia
- Possession or use of any counterfeit, illegal, dangerous, or controlled drug or other substance is prohibited. This includes the unauthorized use or possession of prescription medications.
- Abuse of solvents, aerosols, or propellants.
- Manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited. This includes the unauthorized distribution of prescription medications.
- Possession of drug paraphernalia (i.e., pipes, bongs, blunts).
- Violating any other provision of the Code of Student Conduct while under the influence of an illegal or illegally obtained drug.
- 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.

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 one-self or others are prohibited. Compromising the security measures of the campus will constitute a violation of the Code of Student Conduct.
**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. Students are required to carry a valid University student identification card while on the University premises or property.

**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; or
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;

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

**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

**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 of 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 must be reported to the Office of Public Safety immediately.

**Gambling**
Gambling is prohibited on campus. Gambling may include lotteries, sports pools, and online betting activities.

**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.

**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.

**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.
Harm to Persons
Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

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

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

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

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.

Misuse of Communications Technology: No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment 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 and such acts as misappropriation of data or of copyrighted material or software. Communication equipment includes, but is not limited to, phones, electronic mail, pagers, voice mail, computers, printers, etc. This includes the use of personal devices utilizing university technological infrastructure.

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.

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.

Sexual Misconduct: Sexual Misconduct includes:

Nonconsensual Sexual Intercourse and Sexual Contact
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 assailant is a stranger or an acquaintance.
Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, sodomy, and the unwanted touching of an intimate part of another person.

**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;
- Engaging in non-consensual voyeurism; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

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

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

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

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

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

**Stalking**
Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer 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 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. (Louisiana RS 14:40.2)
Theft
Theft is the wrongful taking of, or the attempt to take, money or property without consent of the owner. Theft also includes the acceptance of stolen property and/or the unauthorized removal of University property, including library materials and books.

Threatening Behaviors
- 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.
- Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

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

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

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

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

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.

Visitation
Students must abide by articulated visitation policies as established by the Office of Residential Life.

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: 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 Student Affairs, Office of Residential Life, or Office of Public Safety. 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 one year of the alleged incident with the exception of allegations involving Title VII or Title IX incidents (including Sexual Assault and/or Battery, Sexual Harassment, or Sexual Verbal Abuse).

B. Conduct Charges
The Dean of Student Affairs or designee, upon receiving an incident report, determines the appropriate next steps under the Code of Student Conduct. The Dean of Student Affairs or designee may proceed with a preliminary investigation or may schedule an initial educational conference with the responding student or student organization to explain the conduct process and gather information.

The University conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code) after a review with the Vice President for Student Success;
2. A more comprehensive investigation, when it is clear more information must be gathered;
3. A formal complaint of a violation and/or an educational conference with the responding student.

While an academic semester is in session, the preliminary inquiry is typically completed within a prompt manner of times with the goal of 10 – 15 business days of receipt of the incident report. Depending on the nature of the incident, the investigation may take longer.

When an initial educational 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 as described below.
- A decision to proceed with additional investigation and/or referral for a formal hearing.

If the responding student accepts responsibility at the initial educational conference, the University considers this an “uncontested allegation.” The administrator conducting the initial educational 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 initial educational conference, but rejects the sanction, the University will conduct a sanction-only hearing. If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, a hearing will be scheduled.
When a more comprehensive investigation is needed, the Dean of Student Affairs 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 or to student organization members acting on behalf of the organization or both.
- 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 Dean of Student Affairs which outlines the actions taken and findings reached. This written report will be introduced at any subsequent hearing and the investigator called as a witness.

A. Determination of Hearing Type
The Dean of Student Affairs shall make the determination as to which hearing board shall hear an alleged Code of Student Conduct policy violation. The hearing board shall be chaired by a hearing officer.

B. Hearing Board Type
The University has established two hearing options that may convene and conduct proceedings: Administrative Hearings and University Conduct Board Hearing.

Administrative Hearing
An Administrative Hearing is conducted by a single hearing officer appointed by the Vice President for Student Success and/or Dean of Student Affairs.

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 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 Dean of Student Affairs. The Administrative Hearing Officer will be selected from a pool of trained faculty and staff.

University Conduct Hearing Board
A University Conduct Hearing Board is chaired by the Dean of Student Affairs or designee. A Conduct Hearing Board is comprised of at least one faculty member, one staff member, and the non-voting chair. Ideally, the Conduct Board will be comprised of at least 3 member and the non-voting chair. After the hearing and deliberations, the Conduct Hearing Board will determine, by majority vote, whether it is more likely than not that the responding student has violated the Code of Student Conduct. The members of the Conduct Hearing Board will be selected from a pool of trained faculty and staff.

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 Dean of Student Affairs.

C. Code of Ethics
All hearing board members must be fair and impartial. 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.
1. 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.

2. The name, status, and alleged violation(s) of any student must not be discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any 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.

3. 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.

**D. 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 Dean of Student Affairs, 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.

**E. Correspondence**

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

**F. Procedures for All Original Hearings**

**Prior to the Hearing**

1. The responding student will be notified, in writing, about the alleged *Code of Student Conduct* violation and which hearing board they will go before. The written notification shall include the type, date, time, and location of the hearing. Students will be held will be given a minimum of 2-5 business days to prepare unless all parties wish to proceed more quickly.

**Hearing**

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the hearing board chair.
3. The parties have the right to an advisor of their own choosing. Advisors may be chosen only from within the current University community, unless an exception is granted by the Dean of Student Affairs for an advisor from outside the community. [In the rare instance where civil or criminal court proceedings currently involve a responding student or at the discretion of the Dean of Student Affairs, legal counsel may be permitted to serve as an advisor]. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. The advisor may confer with the party prior to the hearing and may not communicate during the actual hearing.
4. The party bringing the complaint, the responding student, and the hearing board will have the opportunity to question all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the Chair. The Chair may limit the number of character witnesses presented or may accept written affidavits of character instead.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the hearing board. Formal rules of evidence are not observed.

6. All procedural questions are subject to the final decision of the Chair.

7. After the presentation of all information by the parties, the hearing board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code of Student Conduct. The Dean of Student Affairs (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 panel will determine an appropriate sanction(s) to be recommended to the Dean of Student Affairs. The Dean of Student Affairs 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.

8. The Chair/Administrative Hearing Officer will prepare a written deliberation report and deliver it to the Dean of Student Affairs, detailing the finding, how each member voted, the information cited by the panel in support of its finding, and any information the hearing board excluded from its consideration and why. This report should conclude with recommended sanctions to be imposed upon the student, if responsible. This report should not exceed two pages in length and must be submitted to the Dean of Student Affairs or designee within two (2) days of the end of deliberations.

9. The Dean of Student Affairs or designee will consider the report and render a final decision. In cases involved potential Title IX violations, the Title IX Coordinator will be consulted before rendering the final decision.

10. The Dean of Students or designee will notify the responding student and party bringing the complaint (if applicable by law or University policy) of the final determination within five [5] days of the hearing. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties without substantial delay between the notifications to each. In all student and student organization cases, the appropriate university officials will be notified of the outcome of the hearing.

11. If requested by the complaints or deemed necessary by the chair, there will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the University and maintained according to the University’s record retention policy. Students and/or advisors may not make any recording of the proceedings.

SECTION 7: 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 each case, the nature and seriousness of the offense, the motivation underlying the offense, and the present demeanor and conduct record of the student are considered.

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 non-violent sex offenses, 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, singly or in combination, for violations of the Code of Student Conduct.
**Admonishment**
A warning to the student to deter from any disciplinary matters without additional sanctions.

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

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

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

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

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

**Housing Probation**
Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may 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 re-admission 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 Director of Housing and Residence Life. 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 Director of Housing and Residence Life (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 removal from University housing, loss of visitation, restrictions from campus buildings and/or events, to a loss of parking privileges. This written notification shall indicate the time period for which the student has lost the privilege. A student who receives this sanction shall be notified in writing by the Dean of Student Affairs or designee as to the privileges that he/she has lost.

**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.

**Reprimand**
A written or oral reprimand is an official statement from the Dean of Student Affairs or designee to a student that a University *Code of Student Conduct* has been violated. This reprimand officially advises the student of a violation and warns that further violations may result in a more severe disciplinary action.

**Reprimand with Conditions**
Where appropriate, this level of reprimand may include any or all of the following conditions:
1. Educational program or task – Assignment of educational program or appropriate task.
2. Loss of privileges – Removal of privileges or restriction of activities for a designated period of time.
3. Restitution – Reimbursement by the students to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending upon circumstances; e.g. number of people involved or degree of responsibility.
4. Referral – A student may be referred for counseling or other appropriate professional help if it is believed that this can assist in avoiding further violations.

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

**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.

**Transcript or Registration Hold**
Withholding a student's transcript or registration until all monies, fines, services, etc., owed the University are paid in full.
University Probation
Probation constitutes a span of time when a student found responsible for violating the Student Code of Conduct will be monitored closely to ensure that he/she refrains from any further violations. Probation could include exclusion from extracurricular activities during the period of observation. Violating the Code of Student Conduct during a probationary period could lead to a much more serious penalty, including suspension or expulsion. Regular probationary meetings may also be imposed. While on university probation, the student is no longer in “good standing” with the institution.

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.

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

SECTION 8: 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 responding student admits responsibility to the charge, the decision cannot be appealed.

Appellate Jurisdiction
Appeals shall be reviewed by the Appeal Review Officer appointed by the Dean of Student Affairs.

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

1. **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.).

2. **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.

3. **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 Appeal Review Officer within 10 days of the hearing board decision. Appeals must state clearly the basis of appeal and be substantiated by factual, relevant information. The Vice President of Student Success and Dean of Student Affairs will be informed immediately if an appeal has been filed.
In Title IX cases, the Dean of Student Affairs 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 Dean of Student Affairs will refer the request(s) to the Appeal Review Officer.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Appeal Review Officer must consult 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 Appeal Review Officer will advance all information to the Vice President for Student Success within 3-5 business days.

In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party (ies) to show clear error. The Appeals Review Officer must limit his/her review to the challenges presented.

On reconsideration, the Vice President for Student Success may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural [or substantive] errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Vice President for Student Success are to be made within fifteen (15) business days of submission and are final.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Vice President for Student Success, 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 Appeals Review Officer and the Vice President for Student Success, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions. The decision of the Vice President for Student Success if final and may not be appealed.

SECTION 9: DISCIPLINARY RECORDS
All conduct records are maintained by University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX.

SECTION 10: DEFINITIONS
“Active” or “Active Status” or “Active Promotion” means the right to actively promote the goals, purposes, identity, programs and activities of a student organization. Active promotion shall be regarded as wearing any clothing and/or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization or an event, public announcements at a Dillard event or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Dillard-associated event.
“Appellate Officer” means a University official authorized by the Dean of Student Affairs or his/her designee to convene and conduct an appeal proceeding. An Appellate Officer shall not have participated in an original hearing.

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

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

“Day” means the normal University business day.

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

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

“Good standing” means academic good standing and means completion or satisfaction of all conditions and requirements of sanctions of Disciplinary Probation, Disciplinary Suspension, or Residential Expulsion.

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

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

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

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

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

“Property” includes, but is not limited to, buildings, facilities, furniture, vehicles, keys, identification badges, parking passes and other items owned, used or controlled by Dillard University or a recognized student organization, including property utilized for university related events.
“Protected classes” include age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran’s status.

“Responding student” means any student alleged to have violating the Code of Student Conduct.

“Student” means a person currently enrolled or eligible and intending to enroll in any University program or class whether on or off a University campus and including all persons taking courses at the University, both full-time and part-time, pursuing studies. During the intercession period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrollment or graduation. 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”.

“University community” means students, faculty, staff, alumni, or religious community members of the University. A person’s status in a particular situation will be determined by the Vice President for Student Success.

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

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

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

SECTION 11: 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.

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

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

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

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 Dean of Student Affairs and the Vice President for Student Success in consultation with appropriate university and/or legal representatives.