

# STUDENT AFFAIRS

The Office of Student Affairs at Southern University at Shreveport is a fundamental part of the total educational process designed to assist students both individually and collectively. The role of Student Affairs, in fulfilling the university's mission, is to keep the student central in all decisions and actions, enhance student growth and development, and assist in developing an institutional atmosphere which promotes strong citizenship, diversity and equal opportunity.

## **ADMISSIONS**

The Office of Admissions, located in room A-42 of the Leonard C. Barnes Administration Building, has administrative responsibility for administering the admissions policies of the university. The staff assists prospective students in completing the admissions process. Additionally, the staff assists former SUSLA students who seek readmission to the university. Students interested in applying for admission or readmission to the university should contact the Office of Admissions.

## **RECRUITMENT**

Recruitment provides information about SUSLA to prospective students, parents, guidance counselors and others. The staff assists students in the admission process and informs other educational institutions and agencies about SUSLA programs, policies, and procedures.

Each year, the Office of Recruitment sponsors "SUSLA Preview Day" on the campus. Area high school students are invited to tour the campus. High school students are also allowed to interact with college students by participating in events sponsored by the Student Activities and Services Office. Students interested in enrollment at Southern University at Shreveport should contact the Office of Recruitment.

## **STUDENT HOUSING**

The Department of Residential Life promotes a safe on-campus living environment that is comfortable, affordable, and well maintained to create a positive living environment for students. Part of the residential life experience is learning to live and interact within the community that creates individual values and encourages good citizenship. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in student activities; as well as other entities. By doing so, the students are intellectually stimulated to think critically and to solve problems.

Through living in the Jaguar Courtyard, the university strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals. All leasing is by the bedroom with an individual lease for each resident. All utilities are paid (electric, water, trash, cable and internet.) Jaguar Courtyard is a safe living community with controlled access gates.

## **ATHLETICS AND INTRAMURAL SPORTS**

The Southern University at Shreveport Athletic Department provides intercollegiate sports for students with the goal of providing them with the opportunity to compete with other students at the intercollegiate level. At present, intercollegiate basketball for men and women, as well as golf, is offered to students through the Louisiana Athletic Association of Community Colleges

Conference [LAACC]. The men and women basketball teams compete in Division I basketball and are sanctioned by the National Junior College Athletic Association (NJCAA) through Region 23. The Athletic Department provides an athletic environment that enhances physical, mental, psychological and social growth and development through encouraging students to compete at their full potential with proper regard given to sportsmanship and fair play. Intramural sports activities include but are not limited to: flag football, volleyball, card game tournaments, and 3 on 3 basketball. Students interested in these activities should contact the Athletics Department.

### **SHUTTLE SERVICE**

Southern University at Shreveport offers free shuttle service to SUSLA students, faculty and staff. The shuttle route includes the Main Campus, Municipal Auditorium, and the Metro Campus. Shuttle service is available Monday through Friday from 7:15 a.m. until 3:30 p.m. SUSLA identification cards are required at boarding. The shuttle service is committed to providing safe and efficient mobility for students. Students should contact the shuttle service directly for more information on schedules.

### **IDENTIFICATION CARDS**

Identification Cards (ID) must be obtained or validated during regular registration each semester. Students should carry the SUSLA ID card at all times; since it is required for a variety of services on campus. The ID card is not transferable. Students are not allowed to use each other's card. If a student loses the ID card, a replacement ID can be purchased at the cashier's window for a non-refundable fee of \$10.00. A paid receipt and legal photo of the requestor should be presented to SUSLA Information Technology and Communications (ITC), Room A-44 of the Administration Building, for a replacement ID card.

### **NEW STUDENT ORIENTATION**

New student orientation is for all students new to Southern University at Shreveport. The program introduces students to the campus, registration, academic programs, counseling, testing, tutoring, and seminars. New students are able to meet faculty members during new student orientation.

### **STUDENT INSURANCE**

Accident and health insurance is provided to students enrolled at the university. An insurance plan is designed specifically for students of the Southern University System. The policy is designed to supplement any other coverage a student or their family may have. Contact the Office of the Vice Chancellor for Academic and Student Affairs or the Counseling Center for more information and to obtain an insurance brochure. All students are automatically enrolled in an accident/death benefit plan and can apply for health insurance coverage through the university. The cost of the health insurance coverage is added to the students' fees on a per semester basis.

### **UNIVERSITY POLICE**

The University Police Officers are an extension of the local police force and are commissioned by the Louisiana Department of Public Safety and the Parish of Caddo. The University Police Officers are responsible for enforcing the state statutes and university rules and regulations. Disrespecting and refusing to obey direction of University Police places the student in jeopardy in the same manner as with other law enforcement officers.

# ACADEMIC SUPPORT UNITS

## TESTING & ASSESSMENT

The testing and assessment component periodically administers standardized tests, the American College Test (ACT) Residual, the Collegiate Assessment of Academic Proficiency (CAAP) Test, and the Scholastic Aptitude Test (SAT). Additionally, seven (7) other national exams are administered.

The ACT Residual is administered to the general public before the beginning of each semester and periodically throughout registration. The ACT is used to evaluate a student's preparedness for college work and to determine whether a student should take the placement test for continued academic advisement.

This component's activities are directed towards the improvement of instruction and institutional effectiveness. Assessment is required of systematic efforts aimed at measuring the educational effectiveness of the institution.

All ACT placement and CAAP scores will be stored so that data can be easily retrieved for analysis and reporting.

## ACADEMIC PLACEMENT

The University requires all first-time, full-time freshmen to take the ACT (American College Test). Students who score 18 or higher in English, 19 or higher in Math, and 16 or higher in Reading are NOT required to enroll in developmental education courses. If the student's placement scores do not meet the criteria, student is required to enroll in developmental courses in order to improve skills and maximize college success. Each division is responsible for the teaching of developmental education courses within its discipline. English faculty teach the developmental English courses and Mathematics faculty teach the developmental math courses. The instruction of reading is the responsibility of the Humanities Division. The following criteria are used to determine academic placement.

Test	English Sub-score	Math Sub-score	Reading Sub-score	Course Placement
ACT	0-12			ENGL 089
ACT	13-17			ENGL 090
ACT	18 or higher			ENGL 110
ACT		12 or below		MATH 088
ACT		13-15		MATH 089
ACT		16-18		MATH 090
ACT		19 or higher		MATH 133

ACT			0-12	READ 093
ACT			13-15	READ 094
ACT			16 or higher	No Reading
<b>Test</b>	<b>Verbal</b>	<b>Math</b>	<b>Writing</b>	<b>Placement</b>
SAT	450			ENGL 110
SAT		460		MATH 133
<b>Test</b>	<b>Writing</b>	<b>Math</b>	<b>Reading</b>	<b>Placement</b>
ASSET	44			ENGL 110
ASSET		43 (Elem Algebra)		MATH 133
<b>Test</b>	<b>Writing</b>	<b>Math</b>	<b>Reading</b>	<b>Placement</b>
COMPASS	0-37			ENGL 089
COMPASS	38-67			ENGL 090
COMPASS	68 or higher			ENGL 110
COMPASS		0-69 (Arithmetic)		MATH 088
COMPASS		70 or higher (Arithmetic)		MATH 089
COMPASS		0-25 (Numerical Skills)		MATH 088
COMPASS		26-51		MATH 089
COMPASS		52-100		MATH 090
COMPASS		0-65 (Elem Algebra)		MATH 090
COMPASS		46-100 (Intermediate Algebra)		MATH 090
COMPASS		46-100 (Algebra)		MATH 090
COMPASS		40-100 (Algebra)		MATH 133
COMPASS			0-60	READ 093
COMPASS			61-69	READ 094
COMPASS			70 or higher	No Reading

## COUNSELING CENTER

The Counseling Center provides services to students at Southern University at Shreveport, Louisiana (SUSLA). The Counseling Center is a unit of the Office of Academic and Student Affairs. The Counseling Center complements and supports the university's academic missions by providing services outside the classroom. Its purpose is to continually enhance student welfare by providing services to help students achieve a greater measure of success during their stay at Southern University at Shreveport.

Many students encounter a variety of personal, social, emotional, career, and academic issues that call for assistance. The Counseling Center provides confidential counseling to students in a warm, caring, and atmospheric office. Professionally trained staff assists and treat students with sensitivity and dignity.

A variety of seminars and workshops are planned throughout the academic year to help students develop their overall academic plan. The center offers advising assistance for international students, and students transferring from Southern University at Shreveport to other universities. It also offers a variety of services to students with learning, physical, and psychological disabilities. The Center acts as a liaison between students and faculty; as well as community agencies. The Center advises faculty and staff on policies and procedures, general information and referral services relevant to international students and students with disabilities.

## **LIBRARY**

It is the mission of the university library to provide the learning resources needed to meet the instructional demands of the institution in support of a quality educational program. The following are services offered that are geared toward implementing the mission of the library; thereby meeting the specific educational goals and objectives of the Institution:

- On-line Public Access  
Catalog (OPAC)
- Interlibrary Loan
- Copying Services
- Binding Services
- Typing Room
- Micro-Reader/Printer
- Black Ethnic Archives
- Library Hours for Day and  
Night Students
- Circulation and Reference  
Services
- Vertical Files
- Audio Visual Aid Services
- Local and National Newspapers
- Information Literacy Laboratory
- Wireless Access
- Smart/Multimedia Classroom
- Laptop Computers
- HBCU Library Alliance  
Digital Collection
- eBooks
- Online Databases
- Electronic Searching

**Status of the Collections**—There are 54,678 books in the collection. Current subscriptions include 212 periodicals and 20 newspapers. There are 3,678 bound periodicals and 1,065 books on microforms. The Library also maintains volumes of non-book materials. Included are 22,874 slides, 4,334 filmstrips, 59 16mm films, 1,237 pamphlets, 4,092 recordings, 872 micro-films, 28,321 microfiche, 1,671 audio cassettes, 308 video cassettes, 12 transparency kits, 8 maps, 567 pictures, and 337 CDs. There are also 11,079 electronic books in the collection.

The library houses two special collections: the Black Literature collection, containing resource materials by and/or about African Americans, and the Louisiana Collection, focusing on information written by and/or about Louisianans.

The library is continuously changing to improve services to our users and has established the Learning Resource Center at the Metro Campus, 610 Texas Street. The LRC contains resources that support the Nursing and Allied Health disciplines and provides other resource materials. It currently houses approximately 569 items which consist of books and audiovisual materials.

### **CENTER FOR STUDENT SUCCESS (CSS)**

Following the approval of the Quality Enhancement Plan (QEP) by the Southern Association of Colleges and Schools (SACS) in 2010, the Center for Student Success (CSS) was charged with the direction and implementation of the QEP. CSS functions as a “One Stop Shop”; housing Academic Advisement, Student Retention Services, and Career Placement and Service Learning. The goal of the CSS is to teach students to apply and value strategies to successfully navigate their chosen course of study for the attainment of academic and vocational goals. In doing so, CSS focuses on designing a coherent and well-coordinated institution-wide first year experience (FYE) that addresses the special learning needs of entering freshmen. CSS plans to accomplish this by coordinating with faculty who primarily teach first year courses, departmental academic advisors, and other support services to deliver an integrated and holistic FYE. Accordingly, the central component of the FYE is an academic advisement program that combines career coaching with academic advising to form an intrusive advisement approach to address the needs of entering freshmen.

### **ACADEMIC ADVISING**

At SUSLA, the academic advising program uses an intrusive advisement approach to address the needs of first time entering freshmen at-risk students. Initially, coupled with career coaching, intrusive advisement proactively helps all at-risk students explore and discover their interests, strengths, and challenges in selecting a program of study. This is followed by the development of the appropriate interventions to address the specific risk factors of these students.

All academic departments are expected to have an advisement function that assists students who have chosen their programs. This function should include a departmental liaison advisor who coordinates with the Center for Student Success (CSS) advisors to insure that all first-time entering students are thoroughly assessed and appropriately assigned an academic advisor during their first year at SUSLA.

CSS is responsible for facilitating the first-time entering freshmen orientation, where each student

is assessed to determine college readiness. As a result, students' level of college readiness will be used to determine whether they are at-risk of being unable to optimize their academic performance or persist during their first year of college. CSS advisors share this information with the department liaison advisor and refer students not at risk to academic departments so that the most appropriate academic advising is established for each freshman student. These students are closely monitored by both the CSS advisor and department advisor during their first semester to determine if their current advisement assignment is adequate enough to insure the successful attainment of their academic and vocational goals.

### **STUDENT RETENTION SERVICES**

The primary focus of the Retention Program at Southern University at Shreveport is to increase the retention, persistence, degree attainment, and graduation rate of students admitted to the college either as first-time freshmen or transfer students. Program personnel work collaboratively with the campus community to ensure that this objective is met. Major services provided by the Retention Office include: working with faculty members and academic advisors to implement an "early alert" notification system as a means of monitoring student attendance and progress in classes; intervening appropriately with students who have been identified as having frequent absences, and monitoring the midterm progress of students who have been placed on probation or readmitted following an appeal. In conjunction with the Office of Financial Aid, scholarship recipients are monitored and tracked to ensure that they retain their scholarship eligibility.

### **CAREER PLACEMENT AND SERVICE LEARNING**

The Career and Placement Center is responsible for employer relations/job development initiatives as well as the Service-Learning program. The Center seeks to build partnerships between SUSLA and the community through volunteerism, internships, and job placement. Career placement affords students the opportunity to integrate theory and methodology beyond the academic setting through placement in community agencies, businesses, and industry. Service-Learning is an intervention that reinforces and expands student learning outside of the academic setting and places students in community agencies; such as local and state government agencies, non-profit organizations, schools and health care facilities. In addition, these career type services foster civic engagement and workplace experiences. Students are afforded the opportunity to enhance critical thinking techniques, social interaction, business networking and other life-long skills and abilities through meaningful, real life experiences. Through the Career and Placement Center, the university will empower students with the tools and resources to obtain a quality career or transition into a four-year program. The Career and Placement Center provides comprehensive one-on-one assessment and training using a web based career exploration tool for freshmen and students uncertain about their major or career direction. The center maintains job listings from local employers and updates the listings on a monthly basis to help students find employment. The center sponsors two (2) career fairs per year to support students in their career development and pursuit of career aspirations. Career fairs occur during the spring semesters.

## **TRIO/COMMUNITY OUTREACH PROGRAMS**

The Federal Trio Community Outreach Programs are educational opportunity programs designed to motivate and support students from disadvantaged backgrounds. TRIO community outreach programs target and serve low-income, first-generation college students, and disabled students from middle school through enrollment in baccalaureate programs. Southern University at Shreveport currently hosts six (6) TRIO community outreach programs. The following TRIO Community Outreach Programs are: Educational Talent Search, Upward Bound North, Upward Bound South, Upward Bound Desoto, Upward Bound Sabine, and Educational Opportunity Centers.

- **Educational Talent Search**

The purpose of the Educational Talent Search Program is to identify qualified youths, grades 7<sup>th</sup> through 12<sup>th</sup>, with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Talent Search projects also publicize the availability of student financial assistance for persons who seek to pursue postsecondary education, and encourages persons who have not completed programs at the secondary or postsecondary level to reenter these programs.

- **Upward Bound**

The mission of Upward Bound is to generate in programs participants the skills and motivation necessary to complete a program of secondary education, prepare eligible high school students for programs of postsecondary education, place emphasis on skills and motivation, high school graduation and entrance into and completion of postsecondary education so that “no student is left behind”.

- **Educational Opportunity Centers**

The Educational Opportunity Centers Program provides financial and academic assistance for individuals pursuing postsecondary education; including assistance preparing applications for use by admissions and financial aid officers.

- **Student Support Services**

The Student Support Services Program, which has been in operation since 1978, provides a comprehensive advisement program to meet the academic, personal, social, and career planning needs of 250 participants.

**The Program also sponsors:**

- Advisement/Counseling (academic, career and personal/social)
- A National Certified Peer & Professional Tutorial Program
- Supplemental Instruction (SI)
- Transfer/Graduation Services
- Cultural Enrichment
- Educational/Motivational Seminars
- Financial Literacy
- College Survival Workshops
- Computer and Software Technology Assistance Program (TAP)
- Supplemental Grant Aid
- Elite Club



**Advisement**

Students receive in-depth personal, career and academic advisement in individual and group sessions.

**Cultural Enrichment**

Project participants are exposed to events that help to build or increase their cultural knowledge and enhance their educational and personal growth.

**Tutorial Services/Supplemental Instruction (SI)****Tutorial Lab Location: NCR 101 (Math, English and Science)**

The Student Support Services Program provides Tutorial Services and Supplemental Instruction (SI) to assist students with special needs. The tutors and the SI leader provide assistance to Student Support Services participants, volunteers, and students who may be channeled to them by other means.

Tutorial Services are offered in the core academic areas, which include but are not limited to: English, study skills, mathematics, reading, biology, accounting, and specified subjects when requested.

Supplemental Instruction (SI) targets historically difficult courses. A SI leader attends classes, takes notes and holds group tutoring sessions for that class. The goal is to increase enrolled students' performance by improving grades.

**Transfer/Graduation Services**

Student Support Services provides specific and individual assistance with completing the steps necessary to successfully graduate and/or transfer to a four-year institution:

- Evaluation/compatibility of curricula for this institution and selected four-year institutions
- Visitations to selected institutions
- Decision-making in career choices
- Investigation of job opportunities in fields of choices
- Workshops in developing college survival skills
- Applying for financial assistance (scholarships and grants)

**Educational/Motivational Seminars**

Seminars are held throughout the year. The objective for these seminars is to give students an opportunity to meet successful individuals in the community with the intent of inspiring and motivating them to succeed in setting and reaching their goals.

**Financial Literacy Program**

Seeks to improve the financial literacy and economic literacy of students, including (a) basic personal income, household money management, and financial planning skills; and (b) basic economic decision-making skills

**Computer and Software Technology Assistance Program (TAP)**

Students receive computer-aided tutorials with technological assistance and are

exposed to the use of appropriate software and the internet.

**Supplemental Financial Assistance (Grant Aid)**

Student Support Services provides financial assistance awards to students who have demonstrated a financial need to help increase retention and academic performance.

**Student Activities and Services**

The Southern University at Shreveport Office of Student Activities and Services is a viable and integral part of the university's student life. It provides the general student body, faculty and staff, and surrounding communities an opportunity to experience a unique facet of academic pursuit by providing cultural, social, and educational activities. These services are conducive to the learning, social interaction, and experiences of the student while matriculating at Southern University at Shreveport. The Office of Student Activities and Services includes cultural and student life, student government, clubs and organizations and student publications. The Office of Student Activities and Services is housed on the second floor of the Johnny L. Vance, Jr. Student Activity Center.

**CODE OF CONDUCT** – *Refer to the Student Handbook.*

# CLUBS AND ORGANIZATIONS

Southern University at Shreveport is home to a highly diverse population of student groups. There is a club to fit each student's interests and background. If not, students may start a new organization by following the steps listed in the Registering New Student Organization section of this catalog. Contact the Office of Student Activities and Services for more information about registered student organizations. All student clubs and organizations on campus are open and accessible to all students; except where specific policies of exclusion are set as an appropriate part of the function of the organization. Faculty, staff, and administrators serve as sponsors and advisors for campus clubs and organizations. The student clubs and organizations include, but are not limited to, the following:

**ACCOUNTING CLUB:** This organization is designed to give students an opportunity to participate in accounting practices. Students are introduced to the best practices of accounting.

**AFRO-AMERICAN SOCIETY (Transatlantic Club):** This organization provides academic and social support to members which assist them in obtaining the highest level of achievement on campus. This organization strives to be a strong-knit inclusive community. Through dialogue and programming, this organization also works to enrich and inform the campus about issues that affect minorities; particularly African-Americans.

**ALPHA SIGMA EPSILON (HEALTH INFORMATION TECHNOLOGY (HIT) CLUB):** This club is open to all interested HIT program students. The HIT Club promotes school and community service activities to health professions as well as a healthy lifestyle, and seeks to demonstrate leadership, respect and teamwork through community service.

**BAPTIST COLLEGIATE MINISTRY (BCM):** This organization inspires students to love God and help them experience God's love. Students are encouraged to make choices to invest in others and allow others to invest in them. Students are challenged to live Biblically. Students are also taught to reach their peers with God's love.

**BIOLOGY CLUB:** This club represents an organization that not only seeks to promote advancement of student academically, but to make a contribution to the community. The goal of the Biology Club is to increase biology majors and increase the community awareness of students in science.

**BUSINESS CLUB:** This club promotes and develops the professional skills of students, encourages and assists students entering the accounting and business management profession, provides opportunities for students to fulfill their civic responsibilities, promotes public confidence in students and the services they provide and encourages continued educational growth beyond the associate degree program.

**CAREER SERVICES:** This organization’s objective is to create resources and prepare students for careers, support dedication and community services, provide developmental education, and build partnerships with business and industry through the components of volunteer-service learning, internship and job placement; while enhancing their transition from college to career and supporting the goal for SUSLA excellence.

**COMMUNITY EDUCATION FOR LIFE TRANSITION (C.E.L.T):** C.E.L.T supports young adults as they transition to life after high school in building independence and quality of life.

**CRIMINAL JUSTICE CLUB:** This club promotes academic leadership. It educates students and the public about today’s criminal justice system and provides job/learning opportunities in the areas of corrections, law enforcement, and courts.

**DENTAL HYGIENIC CLUB:** This club is designed to educate the public on the importance of good oral hygiene and its effects on overall health. This club also prepares members for the National Board Exam.

**ELITE CLUB:** The purpose of the Elite Club is to expose students to events and activities beyond the classroom and/or enhance skills that are necessary to be “totally” successful in today’s society.

**INTERNATIONAL CLUB:** This club solicits the membership of foreign and domestic students interested in the cultures, languages, and traditions of other nations. This club was established to provide support to Southern University at Shreveport’s growing number and diversity of foreign students and to promote awareness, understanding and appreciation of foreign cultures within the university community.

**LIBRARY CLUB:** This club stimulates interest in reading, viewing, and evaluating information. Students are apprised of library procedures and related institutions. This club also promotes books, reading and technology.

**PHI THETA KAPPA (BETA BETA NU):** This organization promotes scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of Southern University at Shreveport. Eligibility for membership includes a grade point average of 3.0 on a 4.0 scale, compliance with the school conduct code and recognizable qualities of citizenship. In addition, students desiring to join the society must be currently enrolled at SUSLA and have earned 12 hours toward an associate; transfer hours or SUSLA hours.

**PORT CITY JAGS CHEERLEADERS & DANCE LINE (J-BELLES):** Port City Jags Cheerleader and Dance Line are a group of dynamic students whose passion and desire for university athletics is matched only by the enthusiasm of their campus spirit. The Cheerleader and Dance Line programs are designed to instill leadership skills, respect, sportsmanship, and promote unity among the student body in all activities.

**PSYCHOLOGY CLUB:** This club is designed to foster and encourage interest in psychology, to inform students about psychology as a profession, and to provide an informal atmosphere for discussion about topics of current interest.

**RADIOLOGIC TECHNOLOGY CLUB:** Students enrolled in the Associate of Applied Science Degree in Radiologic Program of Southern University at Shreveport are eligible for the Student Radiologic Club; which provides special training programs and seminars as well as social activities to promote leadership in the radiology field.

**RESPIRATORY THERAPY:** This club affords respiratory care majors and other interested students the opportunity to participate in many phases of respiratory care. Members are taught the different facets of the allied health field.

**SOCIOLOGY CLUB:** This club is open to sociology majors for the purposes of providing collegial support and fellowship, exchange of ideas, community service, service to the university and learning enhancement.

**STUDENT CENTER BOARD (SCB):** The SCB is an integral and vital part of the educational process and shares the university's goal of intellectual and personal growth. This organization encourages self-directed activities under the supervision of the Office of Student Activities and Services. The SCB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas and a concern for humanity and its environment. It, too, coordinates and sponsors, along with the Office of Student Activities and Services and the SGA, a series of social, cultural and educational events. Membership on the SCB is by election of the student body and appointments.

**STUDENT GOVERNMENT ASSOCIATION (SGA):** The purpose of the Student Government Association is to serve as a liaison between the administration, faculty, staff, and student body. It provides for student participation in school government, establishes better student-teacher relationships, affords training in citizenship, and ensures a sincere respect for the aims and objectives of Southern University at Shreveport.

**UNIVERSITY AMBASSADORS:** This organization is designed to give students an opportunity to participate in activities of the college. Students are introduced to the history of the college and represent the college with the recruiting staff. The Ambassadors participate in various activities of the college on and off campus.

**UNIVERSITY STUDENTS AGAINST DESTRUCTIVE DECISIONS:** This organization provides students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. Membership is open to all students who accept the goals as set forth by the club.

## **Student Government**

There are two (2) governing bodies on the Southern University at Shreveport campus that serve and represent the student body. They are the Student Government Association (SGA) and the Student Center Board (SCB).

The Director of Student Activities and Services serves as advisor and liaison to these organizations. Students interested in the Student Government Association and the Student Center Board should contact the Director of Student Activities and Services. These offices are located in the Johnny L. Vance, Jr. Student Activity Center.

**Student Government Association** - The SGA represents all students enrolled at Southern University at Shreveport. This association provides a method of communication between the administration and the student body. It coordinates and sponsors, along with the Office of Student Activities and Services and the SCB, a series of social, cultural and educational events. The SGA sponsors student elections that are held during the April Spring Fest of each year and the month of September each year for the Freshman Class. In these elections, officers of the Student Government Association are elected; along with Miss Southern University at Shreveport, Miss Sophomore, Miss Freshman and the Freshman and Sophomore Class officers.

**Student Center Board** - The SCB is an integral and vital part of the educational process; sharing the university's goal of intellectual and personal growth. It encourages self-directed activities under the supervision of the Office of Student Activities and Services. The SCB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas, and a concern for humanity and its environment. It, too, coordinates and sponsors, along with the Office of Student Activities and Services and the SGA, a series of social, cultural and educational events. Membership on the SCB is by election and appointments.

## **Registering a New Student Organization**

Any SUSLA student is eligible to register a new student organization. The following is required for registration:

- Completed application with signatures; available in the Office of Student Activities and Services
- Full-time faculty or staff member of SUSLA to serve as the organization's advisor
- Constitution and By-Laws for the organization
- Minimum of one (1) officer (President)

Once these requirements are met, call the Office of Student Activities and Services to schedule a meeting to review application materials for approval.

## **NON-INSTRUCTIONAL GRIEVANCE POLICY**

A grievance may be initiated by a student as a result of a claim of discrimination or harassment, a disciplinary decision resulting from violation of the student code of conduct, or other non-academic issues involving students. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. Student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
2. Student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
3. Student should provide a written grievance or complaint to the grievance officer, Assistant Vice Chancellor for Student Affairs, or designee in person or by mail.
4. Upon receipt of the grievance or complaint, the Assistant Vice Chancellor for Student Affairs or designee will schedule a conference within five (5) working days with the individual filing a grievance or complaint.
5. If there is no resolution in the conference, the Assistant Vice Chancellor for Student Affairs will within three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer will become a part of the process at this juncture; if the complaint is one that claims to violate the civil rights of the person making the complaint. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Assistant Vice Chancellor of Student Affairs two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer; which is not likely to occur.
6. The judicial council's decision can be appealed in writing to the Assistant Vice Chancellor of Student Affairs within five (5) working days to be heard by the appropriate judicial (appellate) council.
7. The appellate council will hold a hearing within (5) working days of the appeal.
8. The appellate council's decision can be appealed to the Vice Chancellor of Academic and Student Affairs within two (2) working days for a final decision.

## DUE PROCESS

The following due process procedures are afforded to all ID card carrying students at Southern University at Shreveport who are involved in cases which may result in disciplinary sanctions:

- A. The student shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Southern University at Shreveport code of conduct. The notification will be submitted to the student(s) within three (3) working days and will provide the date, time, and place of the judicial hearing.
- B. The individual will be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
- C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
- D. The student, if opposed to the sanction(s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
- E. The student has to provide in writing within three (3) working days of the hearing, to the Assistant Vice Chancellor of Student Affairs, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Assistant Vice Chancellor of Student Affairs two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer; which is not likely to occur.
- F. The Assistant Vice Chancellor of Student Affairs will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing and send the case to the appropriate council for an appeal hearing.
- G. If an appeal hearing is granted and the appellate council makes the recommendation to the Assistant Vice Chancellor, the student has the right to take his/her case to the Vice Chancellor of Academic and Student Affairs. The Vice Chancellor of Academic and Student Affairs will then advise the Assistant Vice Chancellor of Academic and Student Affairs of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
- H. In cases where the student has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Southern University at Shreveport's code of conduct, the student's case outside of the college will determine the fate of the student's matriculation at Southern University at Shreveport, to determine if the student(s) involved poses a threat to the campus community. The university will continue its case involving the student after the external case against him/her is settled, and said student could be suspended until that time.

**Note: In cases in which the Assistant Vice Chancellor of Student Affairs constitutes an emergency, due process proceedings will be foregone temporarily, and the student will be removed from all premises of Southern University at Shreveport until order is restored. Infractions of the university's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent records.**